North Country Heavy Equipment School

School Catalog – May 1st, 2024

North Country Heavy Equipment School, LLC
2929 16th Avenue North
Escanaba, Michigan 49829
Postsecondary School Number 8604000471
Phone: (906) 789-3123 or (800) 682-9222
Fax: (906) 789-3124
E-mail: admissions@NCHESchool.com
Website: www.NCHESchool.com
VA Facility Code – 2515-4222

This catalog is updated from the previous catalog. School is licensed by the State of Michigan; Approved through the Wisconsin Educational Approval Program; and the Michigan State Approving Agency for Veteran Training. This catalog replaces all others.

I hereby certify that the contents found herein are true and correct in content and policy.

Kyle Barron 5/1/2024

Kyle Barron - Director of Admissions Date

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Appendices may Include:

North Country Heavy Equipment School Catalog

School Mission

The mission of North Country Heavy Equipment School is to give students the knowledge, skills, and abilities to succeed as an entry level professional operator and power line technician. This is achieved by delivering safe and effective instructional programs based on the highest degree of instructional and professional standards. After successful completion of the courses students can enter the industries as entry level professionals.

Name and Location

North Country Heavy Equipment School (Assumed Name)
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2929 16th Avenue N Escanaba, MI 49829
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Governing Body

North Country Heavy Equipment School is owned by North Country Heavy Equipment School, LLC which is a Limited Liability Company whose members include Director of Admissions and School Certifying Official and Chief School Administrator Kyle Barron, and School Director Josh Barron. At this time, they are the only members. Full time faculty includes the Director of Admissions and School Certifying Official (SCO) Kyle Barron, Head Instructor Emil LaFave, Instructor Dennis Johnson, Instructor Donald Cugini, and Line Technician Instructor Kyle Montgomery. The office administrator for the school is Kat Paquin.

State Licensure

North Country Heavy Equipment School has been licensed by the State of Michigan as a Postsecondary School (License number 8604000471) since 1999, and by the State of Wisconsin since 2002. The School is also an approved training facility by the GI Bill® and Veterans Affairs and Army National Guard Tuition Assistance Programs.

Course Schedule

The four-week level 1 and level 2 heavy equipment operator course is scheduled as follows:
Four weeks, five days per week, 160 hours of total instruction
Day 1 – 8:00am to 4:30pm EST (Excavation Competent Person Training Certification, ECPT)

Days 2 through Day 20 – 8:00am to 4:30pm EST (Hands on training operating heavy equipment)
Graduation Ceremony on the last day of class is 3:00pm eastern time.
See Page 25 for Electrical Line Technician course schedule.

Class Size

To provide students with quality instruction and sufficient hands-on time operating heavy equipment the class size is limited to twelve students for each four-week long program. There are at least two instructors offering a 1:6 instructor to student ratio. The electrical line technician course has at instructor to student ratio of 1:10.

Advisory Group

The Advisory Group meets with the Director and the instructional staff once each year. At this annual meeting the curriculum is reviewed, enrollment and job placement discussed, and the evaluation report presented. The Advisory Group also reviews the School Catalog, and offers suggestions aimed at continual improvement. Advisory Group members are Carol Bergquist Ph.D., Robert Larson (Larson Land Services, LLC), Ed Burnette (Burnette and Sons Excavating), Kyle Barron, Jacob King (North Country Trucking, LLC), Mike Dombrowski (Journeyman Lineman), Emil Lafave, Kyle Montgomery, and Josh Barron (School Director).

Instructors and Staff

Emil LaFave, Licensed Excavator Operator (H306378-State of Michigan), has over 40 years of experience operating heavy equipment and owning a successful excavating business. Emil is a certified NCCER instructor (24657371) and has taught Heavy Equipment Operations to over 500 students in the past fifteen years and is the School's Head Instructor. There are two additional instructors for fieldwork exercises with one being Dennis Johnson, who has years of experience in heavy equipment operation and is an NCCER certified instructor (29328491) at the School. The other is Donald Cugini, a former Navy Veteran Operator and NCCER Certified Instructor (29329273). They all have many years of experience associated with heavy equipment operation. Carol Bergquist, Ph.D. assists with the School, and also provides programmatic consultant services. Kyle Barron is the Director of Admissions and School Certifying Official at the School and is the main point of contact for veteran students. The Electrical Line Technician program employs one fulltime journeyman lineman instructor Kyle Montgomery. He has approximately ten years in utility line work and brings his education and expertise to every class with a passion for teaching and instruction.

Admission Requirements, Deadlines, and Notifications

To apply, a student may call the School for an application, stop into the School and fill one out, or a form may be faxed to them. Information can also be taken over the phone or submitted electronically via e-mail or through our website. Since there are no prerequisites for the HEO program, enrollment is complete when the application is received by the School and the

method of payment is confirmed. Enrollment requirements for the Electrical Line Technician program are detailed on page 26 and 27. Admissions for each four-week class are on a first come first serve basis. A copy of the application and accompanying materials (flyer, brochure, off-site lodging, list of hotels, etc.) are in the appendices. Upon receiving the application, a letter is mailed to the student, and to the funding agency if applicable, confirming the student's enrollment and the dates of the class. A copy of this letter is in the appendices. Depending upon availability, the deadline for admission may be up to the first day of class, if there are openings.

Prerequisites for Enrollment – None

Overnight Accommodations

Several hotels and restaurants are available in the Escanaba area. Many hotels offer discounts for North Country students. The student pays all hotel and food costs. A list of nearby hotels and their rates is mailed with each application package or electronic submission. The School also has an off-site lodging available to the students with many accommodations including washer and dryer, stove, sink, microwave, garage, grill, common area and much more. There is an additional charge to stay in the off-site lodging and that brochure is in the appendices.

Tuition Charges – HEO Program (Electrical Line Technician Tuition page 28)

Tuition for the four-week Heavy Equipment Operator Course effective 3/1/2024 is $5,990.00. A fuel surcharge has been added as of 5/31/2022 in the amount of $500.00 per student. Books and materials have been added in the amount of $289.00 per student. These above fees are inclusive of the: 160-hour Heavy Equipment Operator Course, Excavation Competent Person Training (ECPT), OSHA-10 Construction Certification, informational handouts, operator's manuals, and use of mandatory personal safety equipment provided for use during the course consisting of safety vests, ear protection, safety glasses, and hard hats. There are no other fees, charges, or supplies required. Tuition payment arrangements are made with each student prior to their first day of class, as specified in their Student Enrollment Agreement. If installment payments are approved, then one-fourth is due the first day of each week of the class.

Dress Requirements

Students do not need to furnish any equipment outside required apparel for the class. All safety equipment and PPE is furnished, as well as all other supplies including paper, writing utensils, and notepads. Each student does need to supply their own rain gear, proper apparel, and safety toe boots or shoes.

Student Enrollment Agreement

On the first day of class, and following a review of the Student Catalog, each student is asked to sign a Student Enrollment Agreement. This contract specifies the student's agreement to

comply with school procedures and policies and confirms the method of payment for the course. A copy of this contract is in the Appendices.

Program Goal

The goal of this program is to teach students the basic skills needed to operate a variety of heavy equipment. Each student will benefit from the systematic instruction which consists of classroom exercises (5%) and field training (95%), which includes the hands-on operation of equipment. To provide quality instruction there are at least two instructors for not more than 12 students. To ensure sufficient hands-on time operating equipment, the six 2-member teams utilize seven pieces of heavy equipment.

Description of Training – HEO Program (Electrical Line Technician program page 25)

Each student will learn to:

- Operate an excavator, 6-way angle blade dozer, extendahoe backhoe, articulated front-end loader, articulated motor grader, compact track loader, and tandem axle dump truck
- Practice safety procedures including use of personal safety equipment and safety inspection of equipment, industry termed the "walkaround"
- Complete routine maintenance on each piece of heavy equipment
- Load and unload heavy equipment and secure it down properly using chains and ratchet binders
- Use laser and regular transits, and various leveling devices
- Conduct field staking, bench marking, offset staking, and squaring
- Learn the Excavation Competent Person Training (ECPT) standards for handling an OSHA inspection and receive ECPT Certification, by participating in a 1-day training program which is included in the four-week course on the first day

Each student will learn how to complete the following field work and use the equipment provided, as instructed:

- Digging, leveling, grading, shaping, trenching
- Installing a sewer service line
- Backfilling techniques
- Compacting soils
- Using laser transit to set grades
- Reading grade stakes to get proper elevation
- Loading and hauling materials
- Digging shallow basement at grade
- Digging and excavating a pond
- Proper culvert and pipe installation

Description of Heavy Equipment

Students learn to operate the following equipment:

- John Deere 690E-LC Excavator
- John Deere 310G 4x4 Extendahoe Backhoe
- John Deere TC54H Articulated Front-end Loader
- Dresser 850 Articulated Motor Grader
- Mack Tandem Axle Dump Truck
- John Deere 450H 6-way Angle Blade Dozer
- John Deere 317G Compact Track Loader
- John Deere/ Hitachi Mini-excavator
- Laser Transit, rod and detector, regular transit with rod, measuring and leveling devices
- Motorized compactor and various industry specific hand tools

Description of Facilities

The facilities are located in the commercial area of Escanaba, MI and consist of classroom space, an office, and an outside area where all fieldwork using heavy equipment is performed. These facilities are located on a 4-acre parcel of undeveloped land. All heavy equipment is parked on the fieldwork site. Additional structures include an outside pavilion, two storage buildings, which house the necessary supplies for the class, and a portable latrine. There is also an indoor heavy equipment training facility which also is used as an indoor pole climbing facility. The lineman program and pole climbing facility is located at the same site just across the railroad tracks. This includes the outdoor pole yard, H-frames, 90-footer, transmission lines, and distribution lines.

Instructor's Expectations of Student Conduct

- Provide information about their experience and skills related to heavy equipment.
- Discuss their expectations for the class.
- Attend class each day, reporting on time, alcohol and drug free.
- Wear proper clothing for weather (rain and cold weather) and for safety (work boots and proper use of gloves, ear protection, eye protection, etc.)
- Practice all field safety procedures as described in class (hard hats, safety vests, glasses and earplugs are provided).
- Practice daily, routine equipment light maintenance and grease, oil and refuel procedures, including "walk around".
- Participate in all classroom and field training activities, taking all performance tests (proficiency exams).
- Complete an evaluation of the course.
- Complete an Employment Follow-up Survey and return it by mail.

Instructional Methods

The class objectives are met through lecture, video presentations, PowerPoints, reading handouts, studying equipment operator's manuals, and actual operation of equipment in the field. The required textbook for this course is NCCER Heavy Equipment Operations Level 1 and 2.

Student Evaluation, Grading System, Criteria, and Student Records

Each student will be evaluated by:

- Attendance and participation in classroom and fieldwork activities.
- Performance of fieldwork and results of performance based tests covering specific tasks and equipment operation.
- Participation in the 1-day Excavation Competent Person Training (ECPT). *HEO program
- Adherence to the safety policies.
- Performance Tests are administered in a timely manner throughout the four-week class at the instructor's discretion and dependent upon weather conditions. *HEO program
- Performance Tests are administered in a timely manner throughout the 16-week class at the instructor's discretion and dependent upon weather conditions. *Electrical Line Technician program

Grading on ten performance tests for the HEO program, and 20 performance tests for the Electrical Line Technician Training program (each item on the tests are rated on a 5-point scale from 1=poor to 3=average to 5=excellent) for the course is determined on a percentage basis, the number correct is divided by the total possible score. A passing grade is 75% or higher on each test, this requires an average score of 3.5 across all items on each test. Since each test differs in point value, grading is presented in percentages. The grading scale is: 59% or below = failure, 60-69% = below average, 70-79% = average, 80-89% = above average and 89-100% = outstanding. A passing grade for the entire course consists of the average of all test scores and follows the same percentage scale. A list of the performance objectives, which are the performance outcomes for the tests, are presented in the Student Objectives and Performance Tasks for Tests section below. Two sample tests (Tests 3 and 4) are in the Appendices.
Results of each test are reported on the Student Transcript. This Transcript remains in the file indefinitely. All test instruments remain in the student's confidential academic file for a minimum of 6 years. The academic files are located in file cabinets in the Director's office, which is locked when no staff is present. A copy of his/her Transcript is mailed to each student, and the funding source, if applicable, within one week of course completion. A copy of the Student Transcript is in the Appendices.

Each performance test is a benchmark for learning heavy equipment operation skills. Testing begins at the end of the first week of class and continues through the last day. Each student is told whether or not he/she passed each test immediately after the completion of that test, during a private conversation between the student partners and the Instructor. Since the tests are performance based, results are reviewed on a step-by-step basis. In this way each student learns what he/she performed well on and what he/she did not. If a student did not perform well, opportunities are provided for additional instruction in problem areas, and arrangements

made for the student to retake the test. Due to a tight instructional schedule, re-testing is completed after school hours at a time agreeable to the student and an instructor.

Student Progress

Feedback on student progress is provided on a daily basis, which is possible due to the high teacher to student ratio. At the close of each day, the instructors meet and discuss the progress of individual students and the class as a whole, and adjustments are made as needed. Students are evaluated throughout the course based on competency based learning objectives.

If student progress reports are required by funding of an agency, that agency can request weekly student attendance and progress details.

Due to the four-week duration of the program, the opportunity for re-testing, and the averaging of all test scores, unless requested and pre-arranged by a funding agency, a student is not dismissed from the School for lack of academic progress. If a student is dismissed for the lack of academic progress and returns to the School, credit will be given for all previously completed work and the cost of tuition adjusted accordingly, with the student and/or the funding agency.

Requirements for Graduation

Each student receives a certificate from the school upon successful completion of the course, which includes instruction and practice with every piece of heavy equipment. Successful completion also includes a passing grade on the performance-based tests given, as described under the Student Evaluation, Grading System, Criteria and Student Records section above.

Credit for Previously Learned Skills

Since all tests are performance and competency based, it is possible to complete a test prior to instruction, if the student feels confident to do so. If a student has prerequisite skills, the Instructor will conduct any of the performance tests at a mutually agreeable time. If the student passes the test, credit will be given for that test, based on the student's actual performance operating heavy equipment. Arrangements are then made for substitution of instruction in a more advanced level of heavy equipment operation.

Rules of Student Conduct and Conditions for Probation

- Be on time for class in the morning and on return from lunch break.
- Practice all safety procedures as demonstrated by the Instructors.
- Participate in all classroom and field site learning experiences.
- Satisfactorily pass performance-based tests.
- Since the course is 4 weeks in length and the tests are performance based, there is no probationary period. (ELT course is outlined on page 26 of the School catalog)

Student Policies

Absent Policy - Absences are handled on an individual basis. Students are expected to be in attendance every day for the full 8-hours. Students sign-in each day and write in their time of arrival. A copy of the sign-in form is in the appendices. These forms are indefinitely retained in the Director's class files. Each student's overall attendance is reported on his/her Student Transcript. Attendance is reported by total days and by actual clock hours of instruction. Since all tests are performance based, it is impossible to pass a test without the required instruction missed due to an absence. (Unless the student already has the skills, see Credit for Previously Learned Skills section above.)

When a student is ill, or must be absent for an emergency situation, classified as excused absences, every effort is made to accommodate him or her into the class, such as working with the Instructor after regular class hours or on weekends. However, for longer absences, of 2 or more days, the student is invited to continue with the next class opening, or at a later date as his/her life situation permits. There are no time limits or additional charges if the absence is documented and excused.

For unexcused absences, such as "no shows" or" no reason given", the student continues in the class when he/she returns, but no special arrangements for make-up are given. If a student's unexcused absence results in a missed test, the student receives a score of 0% for that test, which will impact that student's overall average score. If the student is funded by an agency, that agency will be notified of the unexcused absence and the impact of the missed test score. The student may continue in the class and complete all remaining tests but will not be certified by the School on that piece of heavy equipment for which the test was missed. Receiving a score of 0% on any of the eleven tests will impact the student's final grade for the course. If the student fails to return, then the Refund Policy applies. If a student fails to return and is funded by an agency, that agency will be notified by the end of the second unexcused day.

Attendance Policy - Students are expected to attend all classes. If circumstances prevent attendance at a particular class, prior notification is expected in order to arrange make-up sessions. If attendance falls below 90%, the student may be dismissed. Students whose absences result from authorized mitigating circumstances, as determined by the Director of Admissions, will not be terminated. Students who have been terminated from the school for unsatisfactory attendance may be re-admitted at the discretion of the Director.

- Leave of absence - Since the course is four weeks in length, leaves are handled like absences, as described above.

- Tardiness - All students are expected to be on time for class each morning, and prompt in their return from lunch. Since 90% of the course is hands-on work with heavy equipment and students work with partners, promptness is particularly important. Students sign-in each morning and note the time of their arrival. A tardy is 15 or more minutes late for class start-up. A copy of the Sign-In Form is in the appendices.

- Make-up Work - When a student is absent, it is very difficult to make up the lost learning time. Within reason, the Instructor works with students during lunch hour, after school hours, or weekends. However, this type of accommodation is limited to those students who have legitimate reasons for absence or tardiness, such as funeral leave, illness or other personal emergencies.

- Suspension and Dismissal - A student is only suspended for extreme behavior. Suspensions occur if a student arrives at school under the influence of drugs or alcohol, or in instances for disregard for the safety of themselves and/ or others. Any incident is handled on an individual basis. Repeated offenses may result in dismissal. Reasons for dismissal include the second violation for a suspension, and a required meeting between the student and the Director, and funding agency (if applicable). Reasons for dismissal include arriving at class under the influence of drugs or alcohol, or extreme safety violations. If a student fails to return or is dismissed, his/her tuition is refunded on a prorated basis, as described in the Refund Policy section below. To be readmitted, a dismissed student must reapply, explain in writing how his/her behavior will be different this time, and sign a new Student Enrollment Agreement.

- Withdrawal and Cancellation - If a student cancels or withdraws before or on the first day of class or if the applicant is rejected for enrollment any tuition paid is refunded in full. An application fee of not more than $10 may be retained by the school if the application is denied.

Refund Policy (All students except students using VA benefits. i.e. GI Bill, VR & E, etc.)

A student who withdraws or is dismissed for reasons other than those listed under the student conduct policy within the school catalog after attending at least one hour of instruction, but prior to completing eight hours (1 day) of instruction, will be refunded their tuition as follows:

Attendance	**Refund Rate**	**Amount**
One day	90%	$5,391.00
More than one day	0%	No Refund

All tuition and fees paid by the student shall be refunded in accordance with the School's refund policy. All refunds shall be returned within 30 days.

VA students are entitled to the following pro rata refund policy in accordance with the U.S. Department of Veteran Affairs. A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

At Least	**But Less Than**	**Refund of Tuition**
1 unit/class	10%	90%
10%	20%	80%

20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	N/A	No Refund

As part of this policy, the school may retain a one-time application fee of no more than $10. The school will make every effort to refund prepaid amounts for books, supplies and other charges (if applicable). A student will receive the refund within 30 days of termination date. A written notice of withdrawal is not required.

Equal Opportunity Statement

North Country Heavy Equipment School provides equal opportunity for all persons regardless of age, race, creed, disability, sex, religion, sexual preference, or political affiliation. North Country Heavy Equipment School, LLC does not discriminate on the basis of race, color, religion, sex, disability or national origin.

Student Complaints

If a student believes the School has violated the MIPSS act or rules, they may file a complaint on the School. Student complaints are referred to the Director of Admissions, Kyle Barron, and will be addressed not later than the next class day. He will listen, discuss, and ask questions with the student and try to resolve the complaint at that level. Every effort will be made to do so. If the student is funded by an agency, and if the student and the Director have not come to an agreement, that agency will be contacted by the Director and resolution will be sought at that level. If the student feels that his/ her complaint remains unresolved, he/ she may contact the school's approval agency. Students who wish to file a complaint with the State of Michigan may do so at:

https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/WD/Programs_Services/PSS/Post-Secondary_Complaint_Instructions_FINAL_08172023.pdf?rev=fabcd847affa4ccc97e1d70af8cd280c&hash=C73147436111AB986CBE49019BB152BE#:~:text=If%20a%20student%20believes%20that%20a%20college%20or%20university%20has,Consumer%20Complaint%2FInquiry%20Filing%20Information.

If a student believes that an institution has acted in a discriminatory manner, he/she may wish to contact the Michigan Department of Civil Rights (MDCR) at (800) 482-3604. http://www.michigan.gov/mdcr

Since the School is licensed in two states, Michigan residents and all others except Wisconsin residents are to contact/ file a complaint with:

State of Michigan
Department of Labor and Economic Opportunity
Employment & Training, Post-Secondary Schools
P.O. Box 30805
Lansing, MI 48933
517-241-6712

Wisconsin residents are to contact:

Educational Approval Program
PO Box 8366
4822 Madison Yards Way
Madison, WI 53705
dspseap@wisconsin.gov
608-266-1996

Department of Veterans Affairs funded students are to contact:

https://ask.va.gov
Workforce Development
Michigan Department of Labor and Economic Opportunity
201 North Washington Square
Lansing, MI 48913

Instructor and Course Evaluation

Each student anonymously completes a 26-item evaluation form, which rates the instructors and the course. Results are thoroughly reviewed, with all ratings and comments taken seriously. After the Graduation Ceremony and the students have departed, all Instructors read each evaluation and discuss the suggestions made, and components students liked or did not like. Student feedback is used throughout the year as a formative evaluation to improve the course. A copy of the Evaluation Form is in the appendices.

Course Schedule (HEO Program)

An annual course schedule is developed each year. Classes are held once a month and are held all year long.

The 2020 start and completion dates for the course are:

April 13th	-	May 1st	August 3rd	–	August 21st
May 11th	–	May 29th	August 31st	–	September 18th
June 8th	–	June 26th	September 28th	–	October 16th
July 6th	–	July 24th	October 19th	–	November 6th

November 9th - November 27th

The 2021 start and completion dates for the course are:

April 5th, 2021 – April 30th, 2021
May 3rd, 2021 – May 28th, 2021
June 1st, 2021 – June 25th, 2021
June 28, 2021 – July 23rd, 2021
July 26th, 2021 – August 20, 2021
August 23rd, 2021 – September 17th, 2021
September 20th, 2021 – October 15, 2021
October 18th, 2021 – November 12, 2021
November 16th, 2021 – December 10, 2021

The 2022 start and completion dates for the course are:

April 4, 2022 – April 29, 2022
May 2, 2022 – May 27, 2022
May 31, 2022 – June 24, 2022
June 27, 2022 – July 22, 2022
July 25, 2022 – August 19, 2022
August 22, 2022 – September 16, 2022
September 19, 2022 – October 14, 2022
October 17, 2022 – November 11, 2022
November 14, 2022 – December 9, 2022
December 12, 2022 – January 6, 2023

The 2023 start and completion dates for the course are:

January 9th, 2023 – February 3, 2023
February 6, 2023 – March 3, 2023
March 6, 2023 – March 31, 2023
April 3, 2023 – April 28, 2023
May 1, 2023 – May 26, 2023
May 30, 2023 – June 23, 2023
December 11th, 2023 – January 5th, 2024
June 26th, 2023 – July 21st, 2023
July 24, 2023 – August 18, 2023
August 21, 2023 – September 15, 2023
September 18, 2023 – October 13, 2023
October 16, 2023 – November 10, 2023
November 13, 2023 – December 8, 2023

The 2024 start and completion dates for the course are:

January 8th, 2024 – February 2nd, 2024
March 4th, 2024 – March 29th, 2024
April 29th, 2024 – May 24th, 2024
June 24th, 2024 – July 19th, 2024
August 19th, 2024 – September 13th, 2024
October 14th, 2024 – November 8th, 2024
December 9th, 2024 – January 3rd, 2024
February 5th, 2024 – March 1st, 2024
April 1st, 2024 – April 26th, 2024
May 28th, 2024 – June 21st, 2024
July 22nd, 2024 – August 16th, 2024
September 16th, 2024 – October 11th, 2024
November 11th, 2024 – December 6th, 2024

Annual Holidays

The School and offices are closed on the following holidays:

- New Year's Day
- Memorial Day

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

For holidays that fall during regularly scheduled class days, the students vote on how that time is accommodated and make up time can be made on nights and weekends.

Employment Assistance Services

Job Placement Assistance - North Country Heavy Equipment School does not guarantee employment after completion of the program. The school does not offer a job placement service, but the School does have employers and recruiters that hire right out of the school. A data base of student names and addresses is maintained so that information about employment opportunities can be mailed to students as it is received.

Student files are maintained for a minimum of five years and student transcripts are maintained indefinitely. Information regarding the student's performance in class is shared with employers only after permission to release this information is given by the student. Kyle Barron, the Director of Admissions, is pleased to serve as a reference for students who complete the course.

Job Placement Survey - A follow-up survey regarding job placement is conducted with each student after course completion (typically within 90 days after completing the course). The Survey is mailed to the student's home with a stamped and addressed return envelope. The 20-item Survey queries the student about their current employment status and whether or not they are employed in the field of Heavy Equipment Operation. A copy of the Survey is in the Appendices.

Daily Schedule for the Four Week Heavy Equipment Operator Course

Day 1 Morning (8 hours classroom, ECPT)

- Excavation Competent Person Training (ECPT)
- Explain Course Operations
- Accommodations
- Safety Procedures
- Performance Testing
- Student Interviews
- Overview of Equipment
- Videos on Heavy Equipment
- Selection of Partners
- Introduce Sign-in Sheets
- Excavation Handouts

Day 2 through Day 20 are in the field hands-on training

Day 2 (8 Hours)

- Issue and Demonstrate Safety Equipment
- Issue Operators Manuals
- Grease Gun Demonstration
- Explain Function of each piece of heavy equipment
- Assign Partners to their first piece of heavy equipment
- Initial Practice Sessions

Day 3 (8 Hours)

Each set of partners begin skill building on one piece of equipment:

- Bulldozer
- Excavator
- Dump Truck
- Backhoe
- Front-end Loader
- Articulating Motor Grader
- Compact Track Loader

Day 4 (8 Hours)

- Partners continue skill building on one piece of equipment
- Demonstrate Performance Tests
- Begin Performance Testing

Day 5 (8 Hours)

- Partners Continue Skill Building with Partners rotating
- Continue Performance Testing (Proficiency Exams)

Day 6 (8 Hours)

- Partners rotate to next piece of heavy equipment
- Continue performance testing with partners on next piece of heavy equipment

Day 7 - Day 19 (8 hours each day)

- Continuation of day 7 with partners rotating to all pieces of heavy equipment

Day 20 (8 Hours)

- Complete all performance testing with all students
- Tractor low-boy and dove tail trailer demonstration
- Proficiency in loading and unloading heavy equipment
- Laser Transit Contest
- Graduation Ceremony and Certificates

The total hours of instruction for the heavy equipment operator course are 160 hours. This includes 8 hours of excavation competent person training (ECPT) and 152 hours of hands-on field work training.

North Country Heavy Equipment School
Student Learning Objectives and Performance Tasks for Tests

Objective 1 - Given a front-end loader and excavation site, the student will: 1) work with the transit operator setting offset stakes, grading and compacting the area for a culvert, 2) place culvert by using hand equipment and transit, setting grade to within 2", 3) fill culvert, stabilize and compact, 4) make approach, compacting and grading, 5) once complete, return all materials and refill area so that it is pleasing to the eye, and 6) verbally indicate that the task is completed within 1.25 hours (75 minutes) of start time.

Objective 2 - Given a transit, two stakes, measuring tape, shovels, hammer, hand compactor, a 15 foot x 20 inch culvert and an excavation site, the student will: 1) set up and level transit, 2) set two stakes apart at a 27 foot distance, 3) work with loader operator to level and compact an area to within 2 inches of grade, 4) assist operator setting culvert using stakes with a 6 foot offset, 5) assist loader operator in dumping, filling, stabilizing and compacting materials in culvert using hand signals, 6) assist loader operator in filling and compacting approach material to final grade, 7) remove culvert, tools and disassemble transit, 8) assist in final grading, and 8) verbally indicate that the task is completed within 1.25 hours (75 minutes) of start time.

Objective 3 - Given a bulldozer, benchmark, and excavation site, the student will: 1) excavate a 6' x 30' area not more than 1 foot deep stockpiling materials, 2) level area to within 3 inches of grade overall, 3) work with transit operator to check level of grade using transit and adjusting grade as needed, 4) refill area to natural contour, 5) finish site so that it is pleasing to the eye (no dozer tracks, piles of materials, rough edges, debris, etc., and 6) verbally indicate that the task is completed within 1 hour (60 minutes) of start time.

Objective 4 - Given a transit, four stakes, measuring tape, and an excavation site with benchmarks, the student will: 1) set up and level transit, 2) set 4 offset stakes for a 6' x 30' excavation area, 3) assist dozer operator, by using hand signals, to achieve excavation at grade, 4) dissemble and pack-up transit, and 5) verbally indicate that the task is completed within 1 hour (60 minutes) of start time.

Objective 5 - Given a backhoe and excavation site, the student will: 1) strip off topsoil, 2) stockpile topsoil, 3) excavate an area approximately 20 inch deep and 15 feet in length, 4) stockpile subsurface material (clay, gravel, etc.), 5) excavate the 20" by 15' trench area to within 1 inch of grade, 6) compact bottom of trench to prepare for installation of pipe, 7) work with transit operator to install a 10 foot schedule 40 sewer pipe, by a) checking pipe with level and chinking pipe where needed to get proper pitch, and b) hand backfilling over top of pipe to prepare for machine backfilling, 8) use vertical backfill and wheel compacting methods to backfill excavated trench with backhoe, 9) refill area to natural contour, 10) replace topsoil and finish site so that it is pleasing to the eye (no backhoe tracks, piles of materials, rough edges, etc.), and 11) verbally indicate that the task is completed within 1.5 hours (90 minutes) of start time.

Objective 6 - Given a transit, a 10-foot schedule 40 sewer pipe, measuring tape, level, shovel, 2 stakes, hand compactor and an excavation site, the student will: 1) set up and level transit, 2) set 2 stakes apart at a 15-foot distance, 3) work with backhoe operator to excavate trench indicating depth and assisting operator to achieve a smooth bottomed trench that is within 1 inch of grade, 4) level trench bottom using shovel and hand compactor, 5) install sewer pipe chinking to satisfy the ¼ inch to 10 foot pitch, 6) check pitch of pipe with level, 7) hand backfill over top of sewer pipe, 8) disassemble and pack up transit, and 9) verbally indicate that the task is completed within 1.5 hours (90 minutes) of start time.

Objective 7 - Given an excavator and an excavation site, the student will: 1) excavate a trench approximately 3 feet deep and 25 feet in length, 2) correctly place the spoils in the dump truck, 3) dump spoils alongside of open trench, 4) perform proper backfill procedures with machine compact, and 5) grade out area using side of bucket, and 6) verbally indicate that the task is completed within 1 hour (60 minutes) of start time.

Objective 8 - Given a dump truck, 2 stakes, measuring tape and an excavation site, the student will: 1) stake areas for excavation, 2) guide the excavator operator to project site through the use of hand signals, 3) spot dump truck for loading, 4) work with the excavator operator to load truck and keep excavator operator within the 3 foot depth area, 5) with loaded dump truck, maneuver to designated dump area, spot and dump the load, 6) to accommodate backfilling, remove the dump truck from the excavation area and park it, and 7) guide the excavator operator to backfill and level area, and 8) verbally indicate that the task is completed within 1 hour (60 minutes) of start time. Truck loading and dumping may be repeated.

Objective 9 - Given a grader, benchmark, and excavation site, the student will: 1) excavate a 12’ x 50’ area not more than 6 inches in height, 2) level area to within 3 inches of grade overall, 3) work with transit operator to check level of grade using transit and adjusting grade as needed, 4) refill area to natural contour, 5) finish site so that it is pleasing to the eye (no grader tracks, piles of materials, rough edges, debris, etc., and 6) verbally indicate that the task is completed within 1 hour (60minutes) of start time.

Objective 10 - Given a transit, four stakes, measuring tape, and an excavation site with benchmarks, the student will: 1) set up and level transit, 2) set 4 offset stakes for a 12’ x 50’ excavation area, 3) assist grader operator, by using hand signals, to achieve excavation at grade, 4) dissemble and pack-up transit, and 5) verbally indicate that the task is completed within 1 hour (60minutes) of start time.

North Country Heavy Equipment School, LLC - Veteran Student Addendum

This catalog addendum applies to those students receiving U.S. Department of Veterans Affairs education GI Bill® benefits while attending North Country Heavy Equipment School. Please acknowledge by your signature below that you have read and understand the information in this addendum, and have received and understand the polices, rules and regulations of North Country Heavy Equipment School.

Prior Credit Policy: Per 38CFR 21.4253 (d)(3), previous training and experience will be considered and granted if appropriate, for veterans and other eligible students. Veterans must submit a copy of their DD214 discharge certificate and submit to an evaluation skills test.

Attendance Policy: Students are expected to attend all classes. If circumstances prevent attendance at a particular class, prior notification is expected in order to arrange make-up sessions. If attendance falls below 90%, VA benefits will be terminated. Students whose absences result from authorized mitigating circumstances, as determined by the Director of Admissions, will not be terminated. Students who have been terminated from the school for unsatisfactory attendance may be re-admitted at the discretion of the Director.

Conduct Policy: Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior deemed unsatisfactory conduct by school officials will result in termination or veterans' educational benefits, and possible dismissal from North Country Heavy Equipment School, LLC. Re-admittance after conduct dismissal requires reapplication to the school.

Academic Progress Policy: Students receiving VA education benefits must maintain a 75% or better grade average on each module of training (classroom and field training). Students also must complete all classroom assignments in a timely manner. Failure to meet these criterions will result in being placed on probation. If the criterions are not met by the end of the probationary period, VA education benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.

Pro-Rated Refund Policy for Veterans and other Eligible Students: Per CFR 21.4255, North Country Heavy Equipment School, LLC has a pro-rata refund policy for the refund of the unused portion or tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion.

Equal Opportunity Statement: North Country Heavy Equipment School, LLC does not discriminate on the basis of race, color, religion, sex, disability or national origin.

Program Completion: The student must satisfactorily complete the academic requirements of their chosen field and satisfy all financial obligations to receive a certificate.
Retention of Records: North Country Heavy Equipment School, LLC will retain records and accounts of students receiving VA Education benefits for a period of three years following course completion. These records will be made available to the student upon request and certification.

Title 38 United States Code Section 3679(e) School Compliance Form
Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, mandates SAA Schools have the following policies in effect:
NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

North Country Heavy Equipment School, LLC must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
1- The date on which payment from VA is made to the institution.
2- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Our educational institution (North Country Heavy Equipment School, LLC) will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

I have read and understand all items in the School Catalog. By signing below, I verify that I understand and agree to the policies described therein including but not limited to attendance, fee and refund policy, and overall student conduct.

_____ _____

Signature Date

_____

Print Name

Log Truck Forestry Program

The Log Truck Forestry Program is a 40-hour course, and it is designed for individuals wanting to enter the logging industry as an entry level professional logger. The program is primarily hands on teaching individuals on the Serco 8500 (industry standard loader) how to load, unload, and chain down a load properly. The course teaches individuals industry specific knowledge such as how to shift an 18 speed non-synchronized manual transmission, understanding lift axles, power takeoff (PTO), chainsaw safety, pusher vs. tag axles, hydraulics, converter dolly, load/ unload, load securement, and grapple pulp bucket operation and much more.

Course Highlights:

Loader Training - Master the operation of log loaders, an vital skill in the forestry sector. Our loaders are all Serco 8500 (Industry Standard) loaders.

Loading and Unloading a Log Truck and Pup - Learn efficient techniques for safe and effective loading and unloading procedures as well as proper load securement.

Axle Management - Understand the intricacies of lift axles, steer axles, pusher axles, tag axles, and gain insights into weight and axle limits laws and regulations.

18 Speed Training – Learn how to drive a non-synchronized 18-speed manual transmissions, essential for heavy hauling operations and navigating varied terrains.

Maneuvering and Dropping and Hooking - Perfect the art of maneuvering log trucks into tight places, down logging roads, and efficiently dropping and hooking trailers.

Wood Sorts and Forestry Operations - Acquire hands-on experience in wood sorting and gain a deep understanding of forestry operations. Understand the differences between pulp wood, saw logs, bolts, hardwood, softwood, and much more.

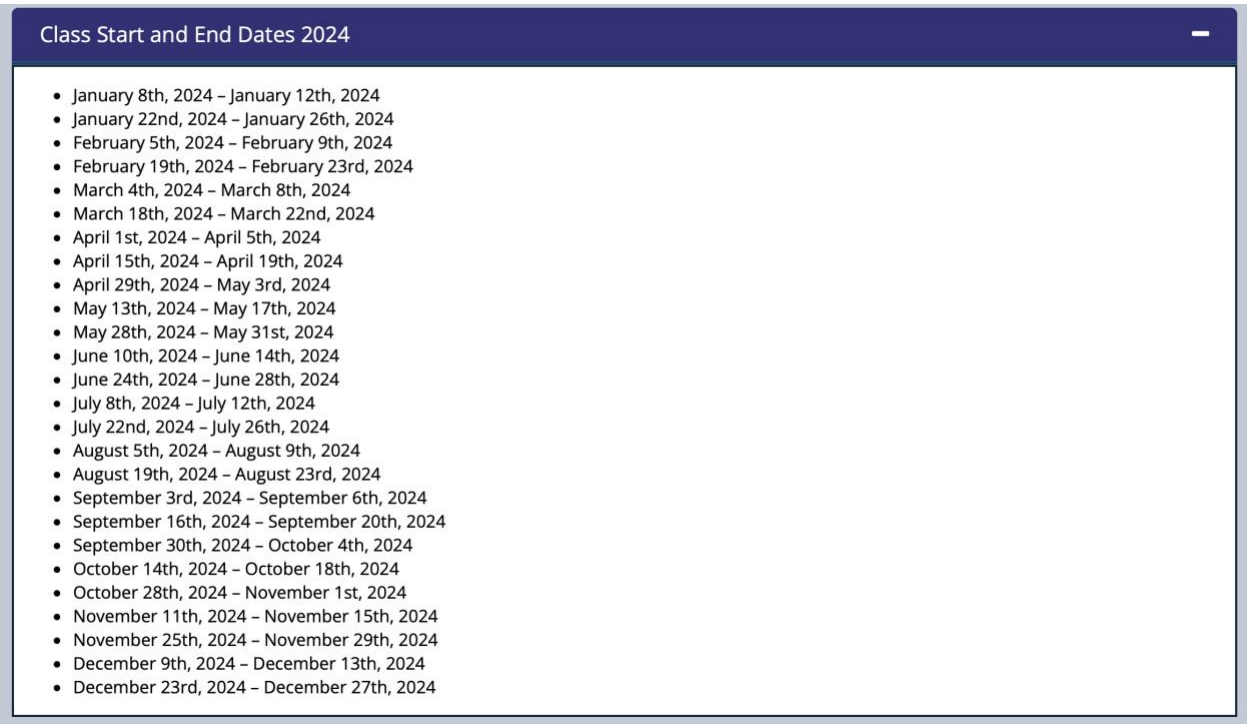
Class A CDL Recommended – A Class A CDL is recommended to have to take the Log Truck Training Course however it is not required if a student is just wanting to learn the Serco 8500 loader with grapple pulp bucket training.

Student to Instructor Ratio - 1:1 (one on one instruction with Certified Instructor)

Tuition - $2,990.00 (Additional Charges - Fuel Surcharge $500)

Website - https://ncheschool.com/log-truck-forestry-program/

Log Truck Forestry Program Start and End Dates



Day to Day Schedule (Learning Objectives) – Log Truck Forestry Program

Day 1 – The first day the student is introduced to logging and the logging industry. The student goes through a safety briefing on the log truck and pup then watches an operational video on the Serco 8500 log loader. The logging industry is one of the most dangerous industries in the country to an attention to detail and safety is imperative.
Day 2 – The student continues to learn and practice how to load and unload using the most popular log loader type, the Serco 8500. The student on Day 2 is introduced to 18 speed manual transmissions and can hit the road.
Day 3 – If the student is ready the student can begin to "test out" on the log loader going through all the level 1, level 2, and level 3 exercises.
Day 4 – This day the student is introduced to log sorts and can hit the road with a loaded trailer. Load securement and chains are an important part of this day making sure the load is properly and securely chained down.

Day 5 – The student will go through everything that was learned throughout the course and take a final written test on the material covered as well as a skills test evaluating his ability to load and unload a log truck, secure the load using chains on the truck and pup, smoothness on the 18 speed Eaton Fuller transmission, amongst others. After passing each proficiency exam the student is given a certificate of completion.

Pictures of Log Truck Training

Electrical Line Technician Technical Certificate

Electrical Line Technician – Certified Lineworker Training Program

If you are looking for a challenging and rewarding career and aren't afraid of heights that includes working in all types of weather conditions, consider a career as an electrical lineworker! Electricity is essential to our society and quality of life, and linemen maintain and restore power to our communities!

Description of Training

The Electrical Line Technician program is a 16 weeklong training program designed to set students up for employment in the field of utility power transmission and distribution construction, troubleshooting, and repair. Students graduating this program will receive a Technical Certificate. Individuals in this program gain the knowledge and skills needed to install, repair, service, and maintain electrical power lines and supporting equipment. The program also includes certifications in First Aid & CPR, OSHA-10, Heavy Equipment Operation, Log Truck Swamp Mat Handling, and Class A CDL training. The program includes instruction in electrical circuits and theory, safety, aerial framing, transformers, and testing equipment. The program also includes instruction in construction, maintenance, pole climbing, pole testing, and pole top rescue. This Electrical Line Technician program is the only program in the Midwest also offering heavy equipment operator training, log loader swamp mat handling, and Class A CDL license training integrated into the program.

NCHES's electrical line technician program prepares students for a lineman apprenticeship with electrical cooperatives, investor-owned utilities, municipalities, cable companies, and private contractors.

Training Topics

- Electrical circuits and theory
- Safety and proper PPE
- Aerial framing
- Transformers
- Testing equipment
- Pole construction
- Pole climbing and testing
- Equipment maintenance
- Pole top rescue
- Bucket truck operation
- Digger derrick operation
- Class A CDL training and testing
- Lineman heavy equipment operation

Enrollment Requirements

- Applicants must be at least 18 years of age
- High School Diploma/ GED (required)
- Must be eligible to obtain a Class A Commercial Driver's License (CDL)
- Pass a DOT physical and receive a FMCSA DOT medical card
- Physical Demands – A lineworker must meet physical demands to be successful as a line technician. This includes ability to climb, stand and walk for up to eight hours a day,

frequently lift fifty pounds and occasionally up to seventy-five pounds. An individual also cannot weigh more than 300 pounds due to OSHA safety rated regulations.

- Vision requirements – Applicants must have close vision, depth perception, and ability to adjust focus
- Pass DOT FMCSA five panel drug screen (this includes testing for THC/ marijuana)
- This is a competitive program, and individuals need to be interviewed and accepted by an admissions representative prior to enrollment

Areas of Proficiency Upon Successful Completion

- Installing, inspecting, removing, maintaining, and repairing poles, towers, crossarms, pins, insulators, hardware, secondary racks, brackets, guys, and transformer supports
- Connecting and disconnecting energized lines of all voltages, performing switching as directed
- Maintenance of electrical distribution systems as well as facilities and ancillary support process for all utility operations

Course Schedule and 16 Week Breakdown

Classes are held: Monday, Tuesday, Wednesday, Thursday, and Friday from 8:00am – 4:30pm for 16 consecutive weeks at the Escanaba training facility located at 2929 16th Avenue N Escanaba, MI 49829.

Week	Hours	Subject Covered
Week 1	40	Electrical Theory, Utility Distribution and Transmission
Week 2	40	Transformers theory, Pole Climbing and testing, range
Week 3	40	Pole Climbing, range
Week 4	40	Pole Climbing, range
Week 5	40	Pole Climbing, aerial framing, range
Week 6	40	Pole top rescue, range
Week 7	40	Bucket Truck Operation, range
Week 8	40	Digger Derrick operation, theory, and range
Week 9	40	Pole climbing, equipment maintenance

Week 10	40	First Aid, SPR, AED, Stop the Bleed Training
Week 11	40	HEO Training, range
Week 12	40	HEO Training, range
Week 13	40	CDL Training, theory, yard, and road
Week 14	40	CDL Training, yard and road
Week 15	40	CDL Training, yard and road
Week 16	40	CDL Training, yard, road, and testing, Graduation

Certifications

1. Utility Lineworker Technical Certificate
2. Class A Commercial Driver's License (CDL)
3. OSHA-10 Construction and Electrical
4. Work Zone and Flagging Certification
5. CPR, AED, & First Aid Certification
6. Digger Derrick Certification
7. Bucket Truck Certification
8. Rigging Certificate
9. Heavy Equipment Operator (HEO) Certificate
10. Log Truck Swamp Mat Handling Certificate

Questions and School Tours

Have questions or want to check out the school's facility? Give us a call or drop us an email for more information or to set up a tour today!

Office – 906-789-3123

Toll Free – 800-377-5567

Email – admissions@NCHESchool.com

Program Web Page - https://ncheschool.com/electrical-line-technician/

Tuition and Fees

16 Week Electrical Line Technician Training - $14,990.00

Mandatory fees for the course include: climbing gear, tools, books, supplies, materials, personal protective equipment (PPE) - $3,000.00

Class Start and End Dates

16 Week Electrical Line Technician Program	
Start	**End**
8/19/2024	12/6/2024
11/11/2024	2/28/2024
2/3/2025	5/23/2025
4/28/2025	8/15/2025
7/21/2025	11/7/2025

Refund Policy (All students except students using VA benefits. i.e. GI Bill, VR & E, etc.)

A student who withdraws or is dismissed for reasons other than those listed under the student conduct policy within the school catalog after attending at least one hour of instruction, but prior to completing eight hours (1 day) of instruction, will be refunded their tuition as follows:

Attendance	**Refund Rate**	**Amount**
One week or less	85%	$12,741.50
Two weeks or less	70%	$10,493.00
Three weeks or less	55%	$8,244.50
More than three weeks	0%	$0 - No Refund

All tuition and fees paid by the student shall be refunded in accordance with the School's refund policy. All refunds shall be returned within 30 days.

VA students are entitled to the following pro rata refund policy in accordance with the U.S. Department of Veteran Affairs. A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

At Least	**But Less Than**	**Refund of Tuition**
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	N/A	No Refund

As part of this policy, the school may retain a one-time application fee of no more than $10. The school will make every effort to refund prepaid amounts for books, supplies and other charges (if applicable). A student will receive the refund within 30 days of termination date. A written notice of withdrawal is not required.

Facilities - Electrical Line Technician

The Electrical Line Technician training program will take place at the main training headquarters at 2929 16th Avenue N Escanaba, MI 49829. This includes a designated four-acre lot for pole climbing, digger derrick operation, bucket truck operation, pole top rescue, aerial framing, line construction and repair. There is also a state-of-the-art indoor pole climbing facility where students will be able to build, repair, climb, and practice training objectives in utility distribution and transmission out of the rain, snow, and elements. Attached below are pictures of the training facility and corresponding areas designated for training.

Electrical Line Technician Course Description

Students will learn the basics of the entire electrical system from generation through transmissions, distribution, and the meter. They will learn how transformers work, how they are manufactured, how they are connected, and banked and how to read voltages. They will also learn how to troubleshoot, obtain knowledge in applications of direct current (DC) and alternating current (AC) electricity; learn theory and application of pole climbing and learn safety practices and procedures. In addition to that they will review proper use and maintenance of insulating protective equipment; learn how to tie knots, splice rope, install blocks and lines on power lines for hoisting purposes.

Introduction to Electrical Safety (Safety rules and regulations) – This includes the selection, inspection, use, and maintenance of common tools for electrical line workers. Students will explain electrical hazards and how to avoid them in the workplace.; discuss safety issues concerning lockout/ tagout procedures; and demonstrate safe work habits using common hand and power tools for linemen.

Basic Electrical Theory – Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. Students will explain atomic structure and basic values such as voltage, current, resistance, and power; determine electrical values for combination circuits in direct current (DC) and alternating current (AC) containing resistance, inductance, and capacitance; summarize the principles the principles of magnetism; calculate voltage drop based on conductor length, type of material and size and utilize electrical measuring instruments.

Transformers – Transformer types, construction, connections, protection, grounding, and associated safety procedures. Students will describe how transformers operate and the operating characteristics of various types; compute transformer sizes for various applications; summarize national electric code (NEC) regulations governing the installation of transformers; explain the types and processes of grounding transformers; and demonstrate proper safety procedures.

Climbing Skills – Theory and application of pole climbing. Includes safety, climbing techniques, tool inspection, pole inspection, PPE, and fall protection. Students will recognize hazards on and around poles; practice required safety; and inspect and use personal protective equipment and climbing equipment. Inspect and test wood poles, demonstrate proper climbing techniques; and perform effective climbing skills.

Troubleshooting Distribution Systems – Study of power outages and voltage complaints on distribution systems. Includes lockout-tagout procedures, safety grounds, back feed, induced voltage, causes of outages, and analyzing voltage complaints. Students will describe causes of power outages and describe step and touch potentials. Students will describe back feed and induced voltages; analyze voltage problems; and calculate service size from customer load. They will be able to explain and apply causes of power outages; explain and apply grounding procedures; and discuss and apply all relevant safety rules and procedures.

Orientation and Line Skills Fundamentals – Examination and utility company operations. Topics include company structure, safety and distribution standards handbook, lineman's tools, vocabulary, and work procedures. Discussions of basic electrical systems including the history of power generation and distribution with emphasis on generating plants and substations.

CPR Adult – Designed for individuals other than healthcare providers or professional rescuers. Instruction in basic life support skills for adult patients experiencing airway obstruction and cardiovascular emergencies. Students will describe the principles of basic life support used to manage the adult patient experiencing airway obstruction or cardiac arrest; and demonstrate the emergency skills used in airway obstruction and cardiac arrest. Students will learn what an AED is and how to use one in the event of an emergency.

Pictures of the Electrical Line Technician Training Program

Pictures of the Electrical Line Technician Training Program