

**Camino Real Career School**  
**13674 E. Valley Blvd., La Puente, CA 91746**  
**Office: (626) 968-9135 FAX: (626) 968-9254**

**Catalog of Courses**  
**January 1, 2018 to December 31, 2018**

Cover Page:	Checklist #4, # 6.....	<b>Error! Bookmark not defined.</b>
Checklist #0 – Institutional Mission and Objectives.....		1
Institutional Mission and Objectives.....		1
Checklist #2 – how often is the catalog updated.....		1
Catalog Update Policy.....		1
Checklist #3 – How do you provide your institution’s catalog to a prospective student or to the general public when requested.....		1
Policy – Distribution of This Catalog and Program Brochures.....		1
Checklist #5 – Name, , phone and internet address.....		1
Instructional Location.....		1
Checklist #7 – Required Statement School Approval.....		1
BPPE Approval.....		1
Checklist #8 – Bankruptcy Statement.....		2
Financial Stability – Bankruptcy History.....		2
Checklist #9 – specific required language.....		2
Review Documents.....		2
Checklist #11 – describe facilities and equipment used for instruction.....		2
Description of the Facilities & Type of Equipment Used for Instruction.....		2
Checklist #12 – description of library and other learning resources and the procedures for student access to those resources.....		2
Library Resources.....		2
Checklist #13 – Specific Required Language.....		3
Questions.....		3
Checklist #14 – Specific Required Language regarding complaints.....		3
Complaints.....		3
Checklist #15 – Specific Required Language.....		3
NOTICE CONCERNING TRANSFERABILITY OF CREDITS.....		3
Checklist #16 & 17 – admission policies including credits earned at other institutions, ATB, articulation, transfer of credit - #17 prior experiential learning.....		3
Admissions Policies & Recognition of Credits.....		3
Checklist #18 – Visa related services, language proficiency, language of instruction.....		4
Visa Related Services.....		4
Language Proficiency.....		4
Language of Instruction.....		4
English as a Second Language Instruction.....		4
Checklist #21 – is institution or degrees accredited?.....		5
Accreditation Status.....		5
Checklist 23 – Specific Required Language.....		5
STRF Disclosure.....		5
Privacy Act.....		6
Student Conduct.....		6
Nondiscrimination Policy.....		6
Academic Freedom.....		6
Sexual Harassment.....		6
About the DMV Exam.....		7
Checklist #24 – cancellation, withdrawal and refund policies.....		7
Student’s Right to Cancel.....		7
Checklist #26.....		9
Policies and Procedures Regarding Financial Aid.....		9
Checklist #27.....		9
Loan Repayment.....		9
Checklist #28.....		9
Financial Aid Disclosures.....		9
Checklist #29 – standards for student achievement.....		9
Grades and Standards for Student Achievement - Satisfactory Progress.....		9
Checklist #30 – attendance policies.....		10
Attendance Policy – All Programs.....		10
Checklist #31 – probation and dismissal policies.....		10

Academic Probation and Dismissal Policies .....	10
Checklist #32 .....	10
Leaves of Absence .....	10
Checklist #33 – student rights - grievances.....	10
Student Grievance Procedures – Student Rights .....	10
Checklist #34 – student services.....	11
Student Services.....	11
Checklist #35 – placement services.....	11
Placement Services.....	11
Checklist #36 – Housing dorms, availability, responsibility for finding housing.....	11
Student Housing .....	11
Checklist #37 – policies on the retention of student records.....	12
Student Records and Transcripts.....	12
Checklist 38 – Distance Education.....	12
Checklist #20 – eligibility for licensure.....	12
Professions – Requirements for Eligibility for Licensure .....	12
Checklist #22 – schedule of charges.....	13
Charges: Tuition & Fees .....	13
Checklist #25 – faculty and qualifications.....	14
Faculty.....	14
Checklist #10 & 19 – Mission and Objectives for each program – description of instruction.....	15
Programs .....	15

***Checklist #0 – Institutional Mission and Objectives***

**Institutional Mission and Objectives**

The mission of Camino Real Career School is to prepare students with the knowledge and skills that will enable them to qualify for entry-level jobs in the trucking industry. Emphasis is placed on safety, a thorough understanding of Federal Motor Carrier Safety Rules and Regulations, on the operation of heavy-duty tractor/trailer equipment and defensive driving techniques necessary in developing skill levels required for passing the commercial Driver's License examination.

***Checklist #2 – how often is the catalog updated***

**Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

***Checklist #3 – How do you provide your institution's catalog to a prospective student or to the general public when requested.***

**Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office or by accessing a digital copy of the catalog on our website, [www.crschool.com](http://www.crschool.com).

***Checklist #5 – Name, , phone and internet address***

**Instructional Location**

Camino Real Career School  
13674 E. Valley Blvd  
La Puente, CA 91746

***Checklist #7 – Required Statement School Approval***

**BPPE Approval**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

**Checklist #8 – Bankruptcy Statement**

**Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

**Checklist #9 – specific required language**

**Review Documents**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

**Checklist #11 – describe facilities and equipment used for instruction**

**Description of the Facilities & Type of Equipment Used for Instruction**

Camino Real Career School campus is located at 13674 E. Valley Blvd. La Puente, CA 91746. This school's facilities and the equipment utilized fully complies with federal, state and local ordinances and regulations, including those requirements as to fire, safety, building, safety and health.

The 1000 square foot facility is well lit and ventilated. In addition to the classroom, there are two restrooms and parking. The school maintains excellent equipment for its training purposes and has a large training yard. Applicants are encouraged to contact the school to arrange a tour of the facilities. The campus is designed to accommodate the average classroom size ranging from 10 to 30 students with one instructor. The training yard in approximately 40,000 square feet Camino Real Career School is using late model conventional tractors and trailer and buses to meet industry standards. School maintains each piece of equipment at the highest level.

**Checklist #12 – description of library and other learning resources and the procedures for student access to those resources**

**Library Resources**

**Description of Library**

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for completion of these programs. Library materials and research projects are of no benefit to our truck driving students. The Resources library contains instructional reading materials, current industry magazines and access for applications, telephone and research. This school provides its students with the Manual available from the DMV which is specifically written to assist individuals in preparation for the written Class A and B driver's license examination. It is the authoritative guide for this purpose and is available at no charge from the DMV in California. Students have access to learning resource materials during normal business hours of operation.

### **Checklist #13 – Specific Required Language**

#### **Questions**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897

### **Checklist #14 – Specific Required Language regarding complaints**

#### **Complaints**

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Checklist #15 – Specific Required Language**

#### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Camino Real Career School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Camino Real Career School to determine if your diploma or certificate will transfer.”

### **Checklist #16 & 17 – admission policies including credits earned at other institutions, ATB, articulation, transfer of credit - #17 prior experiential learning**

#### **Admissions Policies & Recognition of Credits**

- Student must have graduated from high school, or earned a GED. Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate can be administered a nationally recognized standardized test (Wonderlic Basic Skills Test) that measures an applicant's basic educational knowledge. This test is administered by an independent third-party administrator, arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not receive a qualifying score, the student may take the test again after 7 days. Qualifying Scores are: Verbal, 200, Quantitative, 210. The other test is the ESL Ability-To-Benefit test is called CELSA ATB and is offered to those whose native language is not English. The CELSA ATB test is offered to those students who do not have a high school diploma, General Education Development (GED), or proficiency certificate. This test is given in English only, no other language format is available. You must be able to read English to take this test. The passing scores are Form 1 - 97, Form 2 – 97.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- Present a current driver's license
- Present a Social Security card and Resident Alien Card, if applicable
- Pass a Department of Transportation (DOT) physical examination  
DOT Medical Exam and Commercial Motor Vehicle Certification

- Obtain a Department of Motor Vehicle's (DMV) printout. (If applicant has any DUI convictions or more than 3 moving violations on his/her driving record, any Worker's Compensation claims in the last 3 years, felony convictions, back or neck problems, or a non-verifiable work history, he/she must speak to an Admission's Counselor so that we may determine, on an individual basis, whether or not any of the above conditions would prevent the applicant from obtaining a position in the truck driving industry with certain employers.)
- Be at least 18 years of age. Minimum age for interstate driving is 21.
- Pass a NIDA 5-Panel drug screen test. According to the U.S. Department of Transportation Regulation 382.103 student drivers are required to test even though they may not yet possess a Commercial Driver's License (CDL).

## **Admission Procedures**

For admission in Camino Real Career School, the applicant is interviewed before the application process is completed. The applicant is then informed about the program itself, the requirement that the school must have received a negative NIDA 5 Panel drug test result before the applicant performs a safety-sensitive function (driving) the next class starting date, admission requirements, and school policies in general. Each applicant is then given a tour of the school, if possible. During the interview process it is pointed out that if the applicant has any DUI convictions or more than 3 moving violations on their driving record, any Worker's Compensation claims in the last 3 years, felony convictions, back or neck problems, or a non-verifiable work history, it may be difficult to secure employment with certain employers. An Enrollment Agreement is processed when the applicant is determined to be qualified for training.

### ***Checklist #18 – Visa related services, language proficiency, language of instruction***

#### **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

#### **Language Proficiency**

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

#### **Language of Instruction**

Instructions will be given in no language other than English.

#### **English as a Second Language Instruction**

This institution does not provide ESL instruction.

## **Checklist #21 – is institution or degrees accredited?**

### **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **Checklist 23 – Specific Required Language**

### **STRF Disclosure**

#### **Student Tuition Recovery Fund Disclosures**

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Academic Freedom**

Camino Real Career School is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Camino Real Career School encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## About the DMV Exam

A Department of Transportation (DOT) physical examination is conducted by a licensed “medical examiner.” The term includes, but is not limited to, doctors of medicine (MD), doctors of osteopathy (DO), physician assistants (PA), advanced practice nurses (APN), and doctors of chiropractic (DC).

A DOT physical exam is valid for up to 24 months. The medical examiner may also issue a medical examiner’s certificate for less than 24 months when it is desirable to monitor a condition, such as high blood pressure.

### Understanding The DOT Physical: Requirements Explained

The DOT Physical is one of the most important qualifications for any CDL driver. Its purpose is intended to help ensure the safety of both the CDL holder and the other drivers sharing the road with him.

The Department of Transportation requires every CDL driver to receive periodic physical examinations conducted by an approved DOT medical examiner. The DOT medical exam looks for certain pre-existing medical conditions that might impair a driver’s ability to safely operate a commercial motor vehicle. A medical examiner’s certificate, which is commonly known as a DOT medical card, provides proof the driver has meet the medical requirements to hold a CDL. In most states, a perspective CDL driver must hold a valid DOT medical card before a CDL learner’s permit can be issued.

### Conditions & Issues Covered In A CDL Physical Exam

The medical requirement guidelines we mention here are very basic. Any questions should be addressed by a medical professional familiar with your physical condition.

#### Basic DOT Medical Requirements

**A holder of a CDL must have 20/40 correctable vision in each eye.**

The key here is correctable vision and that means eye glasses or contact lenses are OK.

**A CDL driver cannot be a diabetic requiring needle-injected insulin.**

Diabetes controlled by diet may be permissible.

**A driver’s blood pressure must be 140 over 90 or less for a 24 month DOT Medical Certificate.**

Additional blood pressure standards:

140-159/90-99 – 12 month certificate

160-179/100-109 – 3 month temporary certificate

Over 180/110 – DOT disqualifier

In some instances, a prescription blood pressure drug can be used to control high blood pressure.

**The blood sugar level must be under 200.**

**The use of a narcotic or any other habit forming drugs will prevent you from passing the DOT physical.**

**A current diagnosis of any cardiovascular disease or cardiac issues may require you to provide additional information from your doctor**

## **Checklist #24 – cancellation, withdrawal and refund policies**

### **Student’s Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student’s written notice to the school administrative office, 13674 E. Valley Blvd., La Puente, CA 91746 or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Refund Policy**

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Checklist #26**

#### **Policies and Procedures Regarding Financial Aid**

The school does not participate in Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. We accept funding from self-pay students, and students that have acquired funding through other federal agencies. If a student decides to get funding through other agencies they must abide by the regulations of the funding agency. Camino Real Career School participates in the WIA (Workforce Investment Act) as a source of funding for its students who qualify.

### **Checklist #27**

#### **Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **Checklist #28**

#### **Financial Aid Disclosures**

If a student obtains a loan to pay for an educational program, the student will have to repay to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

### **Checklist #29 – standards for student achievement**

#### **Grades and Standards for Student Achievement - Satisfactory Progress**

Grades are awarded on a pass / fail basis. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Students must achieve a “pass” rating on all quizzes and skill demonstrations.

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

**Checklist #30 – attendance policies**

**Attendance Policy – All Programs**

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

**Checklist #31 – probation and dismissal policies**

**Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

Camino Real Career School  
13674 E. Valley Blvd., La Puente, CA 91746

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

**Checklist #32**

**Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

Camino Real Career School  
13674 E. Valley Blvd., La Puente, CA 91746

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

**Checklist #33 – student rights - grievances**

**Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Camino Real Career School  
13674 E. Valley Blvd., La Puente, CA 91746

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Complaint procedures  
Right to Cancel  
Student Tuition Recovery Fund  
Notice Concerning Transferability of Credits  
Student Grievance Procedures  
Student Rights to Inspect Records and Obtain Transcripts  
Non-Discrimination Policy  
Academic Freedom  
Sexual Harassment

### **Checklist #34 – student services**

#### **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### **Checklist #35 – placement services**

#### **Placement Services**

Camino Real Career School provides placement assistance for all graduate students who wish to use the service. No guarantee of placement can be made. Graduates may take advantage of a number of services provided, which may include the following:

- Assistance with the preparation of employment interviewing and completion of job
- applications
- Direct employer referrals
- Information regarding job market and employment trends
- Employment seeking skills

### **Checklist #36 – Housing dorms, availability, responsibility for finding housing**

#### **Student Housing**

**This institution has no responsibility to find or assist a student in funding housing.**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

**Checklist #37 – policies on the retention of student records**

**Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

**Checklist 38 – Distance Education**

Not Applicable

**Checklist #20 – eligibility for licensure**

**Professions – Requirements for Eligibility for Licensure**

All of the educational services offered lead to occupations that require licensure as a Class A driver in the State of California.

Requirements for eligibility for licensure

- Be at least 18 years of age
- Pass a drug test
- Get a permit from DMV
- Pass a physical exam

**Checklist #22 – schedule of charges**

**Charges: Tuition & Fees**

All fees are subject to change from time to time, without notice.

<b>Program Name</b>	<b>Tuition</b>	<b>Registration Fee</b>	<b>STRF</b>	<b>Materials, Drug Test and Physical Exam</b>	<b>Total Program Charges</b>
Class A&B Course (Tractor-Trailer/Bus)	\$3,888	\$75	\$0.00	\$432	\$4,395
Class A Tractor Trailer Course	\$3,293	\$75	\$0.00	\$432	\$3,800
Class Bp Bus Course	\$2,993	\$75	\$0.00	\$432	\$3,500

<b>Program Name -</b>	
<b>Name of Program Class A&amp;B Course (Tractor-Trailer/Bus)</b>	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$4,395
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$4,395
<b>Name of Program Class A Tractor Trailer Course</b>	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$3,800
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$3,800
<b>Name of Program Class Bp Bus Course</b>	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$3,500
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$3,500

**Checklist #25 – faculty and qualifications**

**Faculty**

**Instructor Qualifications**

Camino Real Career School instructors are required to have completed a minimum of three years over the road experience. Instructors must meet minimum requirements of health, licensing, and driving records.

They must possess a current commercial driver’s license Class A with Passenger Endorsement, a current medical card, a clean driving record with no more than 1 point on their record.

**Faculty**

<b>Name of Instructor</b>	<b>Qualifications -</b>
Tong Tran	Class A license with Passenger Endorsement 5 + years of OTR experienced 15 years licensed Certified forklift certification for both sit-down & stand-up 10+ years of CDL instructor
Atanasio Gonzalez	Class A license with Passenger Endorsement 18 years of OTR experienced 12 years Licensed Certified forklift certification for both sit-down & stand-up 5 years of CDL instructor
Frank Sotelo	Class A license with Passenger Endorsement 1 year of OTR experienced 2 years Licensed Certified forklift certification for both sit-down & stand-up 1+ year of CDL instructor
Fernando Zuniga	Class A license with Passenger Endorsement 10+ years OTR experienced 20+ years Licensed Certified forklift certification for both sit-down & stand-up 15+ years of CDL instructor

**Checklist #10 & 19 – Mission and Objectives for each program – description of instruction**

**Programs**

<b>Name of Program</b>	<b>Class A&amp;B Course (Tractor-Trailer/Bus)</b>		
<b>Program Description</b>	This driver training program prepares students for the Department of Motor Vehicles written and driving examinations. Through a combination of theory and practice, students develop the skills needed to pass the Class A examinations and qualify for employment or self-employment as a Class A Tractor Trailer Operator or a Class B Bus Driver.		
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed assignments, demonstrate competence in the performance of vehicle inspections and behind the wheel skills and achieve a passing score on the DMV style practice tests. Students must complete 85% of all training assignments with a grade of “pass”. Students are evaluated on benchmarks at 25% of Completion, 50 % of Completion and 75% of Completion of the course. Student failing to pass these benchmarks will be assigned to tutorial training and or training extension. Upon satisfying these requirements, students will be scheduled for the DMV driving exam.		
<b>Occupational Mission &amp; Objective</b>	Work as a Licensed Class A or Class B Driver		
<b>Total Program Hours</b>	240 Hours		
<b>Frequency of Lessons</b>	Monday- Thursday 8:00 am.-12:00 pm. 1:00 pm.-4:30 pm. 5:00-7:00 pm.		
<b>Length of Program</b>	Friday 8:00 a.m.-12:00 pm. 1:00 pm.-5:00 pm. Rotating Saturday 8:00 am to 5:00 pm 10 Weeks		
<b>Final Tests or Exams</b>	Behind the Wheel Competency Demonstration Drive		
<b>Required Internship or Externship</b>	No Internship or Externship is Required		
<b>Text Materials</b>	California Commercial Driver Handbook, State of California, Department of Motor Vehicles		
<b>Learning Modules</b>	<b>Topics Covered</b>	<b>Hours</b>	
<b>Classroom</b>	General Knowledge Study Guide Air Brake Study Guide Combination Study Guide Class C Study Guide Passenger Study Guide D.O.T Physical & Drug Test	Test Review on General Knowledge Air Brakes, Combination and Class C Map Reading Class Log Book Class Hazardous Material, Tankers, Doubles/Triples Study Guide DMV Written Exam	40
<b>Yard Skills</b>	Pre-Trip Inspection Walk Around Inspection Air Brake Inspection Double Clutching Gear Shifting Forward Stopping	Coupling and Uncoupling Straight Line Backing Alley Docking Parallel parking Offset back right & Offset Back left Use of side Mirrors	80
<b>On the Road</b>	Defensive Driving Following Distance Gear Recovery Right Turns Left Turns	Lane Changing Entering & Exiting Freeways Reaction to Hazardous DMV Testing (Pre-Trip, Yard & Road)	60
<b>Bus</b>	Pre-Trip Inspection Yard Skills Review	Driving Skills DMV Testing (Pre-Trip, Yard & Road)	60

<b>Name of Program</b>	<b>Class A Tractor Trailer Course</b>		
<b>Program Description</b>	This driver training program prepares students for the Department of Motor Vehicles written and driving examinations. Through a combination of theory and practice, students develop the skills needed to pass the Class A DMV examination and qualify for employment or self-employment as a Class A Tractor Trailer Operator		
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed assignments, demonstrate competence in the performance of vehicle inspections and behind the wheel skills and achieve a passing score on the DMV style practice tests. Students must complete 85% of all training assignments with a grade of "pass". Students are evaluated on benchmarks at 25% of Completion, 50 % of Completion and 75% of Completion of the course. Student failing to pass these benchmarks will be assigned to tutorial training and or training extension. Upon satisfying these requirements, students will be scheduled for the DMV driving exam.		
<b>Occupational Mission &amp; Objective</b>	Work as a Licensed Class A Tractor-Trailer Truck Driver		
<b>Total Program Hours</b> <b>Frequency of Lessons</b> <b>Length of Program</b>	180 Hours Monday- Thursday 8:00 am.-12:00 pm. 1:00 pm.-4:30 pm. 5:00-7:00 pm. Friday 8:00 a.m.-12:00 pm. 1:00 pm.-5:00 pm. Rotating Saturday 8:00 am to 5:00 pm 8 Weeks		
<b>Final Tests or Exams</b>	Behind the Wheel Competency Demonstration Drive		
<b>Required Internship or Externship</b>	No Internship or Externship is Required		
<b>Text Materials</b>	California Commercial Driver Handbook, State of California, Department of Motor Vehicles		
<b>Learning Modules</b>	<b>Topics Covered</b>	<b>Hours</b>	
<b>Classroom Instruction</b>	General Knowledge Study Guide Air Brake Study Guide Combination Study Guide Class C Study Guide D.O.T Physical & Drug Test Test Review on General Knowledge	Air Brakes, Combination and Class C Map Reading Class Log Book Class Hazardous Material, Tankers, Doubles/Triples Study Guide DMV Written Exam	40
Yard Skills	Pre-Trip Inspection Walk Around Inspection Air Brake Inspection Double Clutching Gear Shifting Forward Stopping	Coupling and Uncoupling Straight Line Backing Alley Docking Parallel parking Offset back right & Offset Back left Use of side Mirrors	80
On the Road	Defensive Driving Following Distance Gear Recovery Right Turns Left Turns	Lane Changing Entering & Exiting Freeways Reaction to Hazardous DMV Testing (Pre-Trip, Yard & Road)	60

<b>Name of Program 3</b>	<b>Class Bp Bus Course</b>	
<b>Program Description</b>	This driver training program prepares students for the Department of Motor Vehicles driving examination. Through a focused program stressing one-on-one training, students develop the maneuvering and operational skills required to pass the Class B behind the wheel examination qualify for employment or self-employment as a Class B Bus Operator. The program emphasis is on Behind the Wheel skills development.	
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed assignments, demonstrate competence in the performance of vehicle inspections and behind the wheel skills and achieve a passing score on the DMV style practice tests. Students must complete 85% of all training assignments with a grade of "pass". Students are evaluated on benchmarks at 25% of Completion, 50 % of Completion and 75% of Completion of the course. Student failing to pass these benchmarks will be assigned to tutorial training and or training extension. Upon satisfying these requirements, students will be scheduled for the DMV driving exam.	
<b>Occupational Mission &amp; Objective</b>	Work as a Licensed Class B Driver	
<b>Total Program Hours</b>	160 Hours	
<b>Frequency of Lessons</b>	Monday- Thursday 8:00 am.-12:00 pm. 1:00 pm.-4:30 pm. 5:00-7:00 pm.	
<b>Length of Program</b>	Friday 8:00 a.m.-12:00 pm. 1:00 pm.-5:00 pm. Rotating Saturday 8:00 am to 5:00 pm 6 Weeks	
<b>Final Tests or Exams</b>	Behind the Wheel Competency Demonstration Drive	
<b>Required Internship or Externship</b>	No Internship or Externship is Required	
<b>Text Materials</b>	California Commercial Driver Handbook, Department of Motor Vehicles	
<b>Learning Modules</b>	<b>Topics Covered</b>	<b>Hours</b>
Classroom Instruction	General Knowledge Study Guide Air Brake Study Guide Passenger Study Guide (bus only) Class C Study Guide D.O.T Physical & Drug Test Test Review on General Knowledge, Air Brakes, Combination and Class C Map Reading Class Log Book Class DMV Written Exam	40
Yard Skills	Yard Orientation Pre-Trip Inspection Walk Around Inspection Air Brake Inspection Forward Stopping Straight Line Backing Alley Docking Parallel parking Offset back right & Offset Back left Use of side Mirrors	60
On the Road	Defensive Driving Following Distance Right Turns Left Turns Lane Changing Entering & Exiting Freeways Reaction to Hazardous DMV Testing (Pre-Trip, Yard & Road)	60