



**Career School**

**Catalog of Courses  
January 1, 2022 to December 31, 2022**

**13674 E. Valley Blvd., La Puente, CA 91746  
Office: (626) 968-9135 FAX: (626) 968-9254  
[www.crschool.com](http://www.crschool.com)**

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**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.

- 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.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## **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,

**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 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

- 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 #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>
Fernando Zuniga	Class A license with Passenger Endorsement 10+ year of OTR experienced 20+ years Licensed Certified forklift certification for both sit-down & stand-up 10+ year of CDL instructor
Atanasio Gonzalez	Class A license with Passenger Endorsement 18 years of OTR experienced 18+ years Licensed Certified forklift certification for both sit-down & stand-up 10+ years of CDL instructor
Aurel Contreras	Class A license with Passenger Endorsement 1 years of OTR experienced 19+ years Licensed Certified forklift certification for both sit-down & stand-up 10+ years of CDL instructor

Name of Program	Class A Tractor Trailer Course		
Program Description	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		
Graduation Requirements	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.		
Occupational Mission & Objective	Work as a Licensed Class A Tractor-Trailer Truck Driver		
Total Program Hours Frequency of Lessons Length of Program	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.-3:00 pm. Rotating Saturday 8:00 am to 12:00 pm 8 Weeks		
Final Tests or Exams	Behind the Wheel Competency Demonstration Drive		
Required Internship or Externship	No Internship or Externship is Required		
Text Materials	California Commercial Driver Handbook, State of California, Department of Motor Vehicles		
Learning Modules	Topics Covered		Hours
Classroom Instruction	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

### **Checklist 39 – Job Classifications**

#### **United States Department of Labor’s Standard Occupational Classification Codes:**

##### **Class A Tractor Trailer Course**

- 53-3032 Tractor-Trailer Truck Drivers / Cement Truck Drivers / Logging Truck Drivers
- 53-3030 Driver/Sales Workers and Truck Drivers

##### **Class Bp Bus Course**

- 53-3020 Bus Drivers
- 53-3021 Bus Drivers, Intercity
- 53-3022 Bus Drivers, School or Special Client
- 53-3021 Bus Drivers, Transit, Transit and Intercity
- 53-3032 Cement Truck Drivers

##### **Class A&B Course (Tractor-Trailer/Bus)**

- 53-3032 Tractor-Trailer Truck Drivers / Cement Truck Drivers / Logging Truck Drivers
- 53-3020 Bus Drivers
- 53-3021 Bus Drivers, Intercity
- 53-3022 Bus Drivers, School or Special Client
- 53-3022 Bus Drivers, Special Client
- 53-3021 Bus Drivers, Transit, Transit and Intercity
- 53-3030 Driver/Sales Workers and Truck Drivers