CENTER FOR EMPLOYMENT TRAINING



CALIFORNIA

STUDENT CATALOG

ACADEMIC YEAR
2025-2026

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Center for Employment Training

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CENTER FOR EMPLOYMENT TRAINING

Center for Employment Training
Corporate Office & Main Campus 701 Vine Street
San Jose, CA 95110
Main: (408) 287-7924
Toll: 1-800-533-2519
www.cetweb.org

Accreditation

The Center for Employment Training (CET) is a private postsecondary institution and is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Build- ing 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.

State License

The Center for Employment Training (CET) is currently licensed to operate by the Bureau for Private Postsecondary Education (BPPE) in accordance with the BPPE Act of 2009.

The Student Catalog

The Student Catalog is a comprehensive guide to the institutional policies and services CET students have a right to receive. Part of the Student Catalog is the supplement handbook titled "Catalog Addenda," which provides distinctive information on the occupational programs, tuition, textbooks, faculty qualifications, and facility description pertaining to each CET campus. CET reserves the right to update or modify the Student Catalog, Catalog Addenda, or any section thereof, at any time as needed during the academic year.

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.

Any question 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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll free telephone number (888)- 370-7589 or by fax (916)-263-1897.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888)-370-7589 or by visiting https://www.osar.bppe.gov.

A student or any member of the public may file a complaint about this institution 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 address: www.bppe.ca.gov.

While the Student Catalog is offered in bilingual English & Spanish translated format, the official institutional policies will be the English version for all legal, regulatory compliance, and other interpretive purposes.

Disclaimer: The Center for Employment Training (CET), a private, non-profit, postsecondary, accredited career technical education institution, strives to serve individuals from all backgrounds and is dedicated to providing fair and accessible opportunities through its programs and services. CET reserves the right to determine eligibility and the provision of services at its sole discretion, in accordance with applicable laws, institutional guidelines, and available resources. CET remains focused on fostering a supportive and respectful environment for all while upholding its mission and operational integrity.

CET HISTORY, PHILOSOPHY, & MISSION

CET History

The Center for Employment Training is a community-based non- profit organization that specializes in providing integrated job training, remedial education, vocational English instruction, and human development training. Established in San Jose, California in 1967, CET has become a large network of training centers throughout California, and Texas – all utilizing a common design. Since CET opened its doors, over 150,000 people have been trained and placed in unsubsidized jobs.

Founded by Father Anthony Soto and Russell Tershy, the first CET training center was opened in the barrio "Sal Si Puedes" ("Get Out if You Can") in San Jose's east side. The staff of this small training program provided trainees with the skills needed to gain employment as machinists and placed them into jobs.

Anthony Soto served on CET's Board of Directors until his death in 1997. For thirty-two years, until his retirement in 1999, Russell Tershy served as CET's Executive Director. Hermelinda Sapien, who served as Deputy Director for twelve years, was the next President/CEO of CET. Deacon Ruben Solorio is the current President/CEO of CET.

Philosophy

CET exists expressly for the purpose of helping those who want to help themselves. CET believes in the dignity of the individual and that each individual has a right to a job that will pay enough to fulfill basic human needs. CET's continuing education program is designed to serve those most in need. Each student is treated as an individual with unique aspirations, needs and abilities. All of CET's training is to the point, short-term, and intensive. Most adults cannot spend several years gaining job skills; therefore, CET provides comprehensive, intensive, integrated short-term training programs.

Mission

The mission of CET, an economic and community development corporation, is to promote human development and education by providing people with marketable skills training and supportive services that contribute to self-sufficiency.

INSTITUTIONAL STUDENT SERVICES

Holistic Approach

Since inception, CET's fundamental purpose was to develop and implement an effective method for training a diverse and needy population. The program therefore is designed as holistic, comprehensive, individualized, and adaptable to each person's needs.

Technical Skill Training

CET offers its students an open-entry, open-exit, competency-based employment training program. All instruction is in English. The program is individualized and covers the learning necessary for the desired occupational goals. A student advances along his/her/their own individual training plan, moving through academic and technical competencies, as he/she/they demonstrate the required mastery. The training includes a strong hands-on component using tools and equipment similar to those found in industry.

CET promotes good work habits through simulation of a business environment. Attendance and punctuality are always are required in recognition of their importance on the job.

Each of CET's programs prepares the students for occupations that are in demand in the local labor market. The programs are designed in close cooperation with local employers to ensure that CET graduates fill industry needs. Because job conditions change quickly, CET continually checks job requirements and updates curricula and classroom equipment to meet industry needs.

Language of Instruction

Instruction in all programs offered by the institution is in the English language.

Integrated Basic Skills

CET provides contextualized academic instruction to all students. Vocational English and foundational education are systematically integrated into the skill training curriculum and are delivered within the framework of the specific occupational program in which the student is enrolled.

GED Preparation

Some CET Centers offer GED preparation classes to individuals who do not have a High School Diploma or a GED Certificate. Refer to the Catalog Addenda for specific information about this service, if applicable.

Human Development

Students' work habits, behavioral patterns, and communication skills often have as much impact on job success as does technical knowledge. In order to prepare students for the demands of the world of work, CET provides a Human Development component. Students receive instruction in life skills, communication strategies, situations on the job, informational sessions by professionals on topics such as general health, parenting, budgeting, etc.

Job Placement Assistance

CET job developers work with students to prepare them to obtain jobs through the preparation of resumes, applications, and mock interviews. Career Service Specialists work with local industry to match CET trainees to available jobs. CET does not guarantee job placement, but does actively help job-ready individuals to find training-related jobs, follows up on students who leave the program and continues to offer additional placement assistance to those in need. In addition, CET prepares students to identify job opportunities and to compete in the job market on their own.

Instructional Unit Team

At the core of the CET training design is the Instructional Unit Team. The Unit Team meets on a regular basis to monitor the progress of each student and to ensure that student problems are dealt with by the appropriate staff member as soon as possible.

Instructors at CET have many years of experience and seniority in their skills areas. Career Service Specialists work with industry to assist students with job placement. Although class size varies from day to day due to the open-entry/open-exit design, the CET student-to-instructor ratio is about twenty to one.

Job Retention Follow-Up

It is the policy of CET to maintain records of graduates and withdrawals from the program and provide post-training follow-up services to all former students. Follow-up activities include:

- Assistance primarily to ensure job procurement.
- Employment retention, and gathering of employment data of former students.
- Other follow-up activities may include dissemination of information on opportunities for further education, efforts to involve former students in CET initiatives, and conducting customer satisfaction surveys.
- Upon completion of any follow-up activity, the newly gathered information is entered into the MIS system permanent record.

Academic Advising

In order to ensure students, meet the requirements of academic satisfactory progress, the technical instructors (and other members of the Unit Team) meet with their students on a scheduled basis, and/or as often as needed. Issues such as timely competency completion, attendance, punctuality, behavior, goals, etc., are discussed and documented.

Individualized Case Management

Through the Unit System, use of Individual Employment Plans (IEP), and Monthly Conferences, CET assists students to identify and overcome barriers to training and employment. Resource development with individual students is initiated during the ad- missions process and continues throughout the training period. Referrals to social agencies or community resources are made as needed.

Federal Financial Aid

CET provides assistance to qualified applicants when applying for Federal Financial Aid. Applications may include one or more of the following: subsidized loans, unsubsidized loans, PELL Grants, SEOG, College Work Study.

WIA 167 Grant/Other Grants

CET procures a variety of grants to assist eligible students with tuition and other living expenses. For decades CET has been able to secure an annual large grant directly from the Department of Labor to fund the tuition of WIA 167 eligible students. Students who meet the WIA 167 eligibility criteria may apply for emergency assistance for housing, food, clothing, childcare, transportation, eyeglasses, tool kits, etc. WIA 167 students also receive bi-weekly stipends while in training.

Student Records Retention & Access

CET maintains all hard-copy student records for five years or longer as might be required by specific contracts or state agencies. Electronic copies of student records including transcripts are kept permanently. A copy of an unofficial transcript is available at the CET Center where the student graduated. Certified official transcripts must be requested via: https://cetweb.edu/payments-form/.

At the time of graduation, students must request an initial copy of their Graduation Certificate from the Center. Graduates are required to make arrangements with the Center to pick up their Certificate. There is no fee for the initial Graduation Certificate and unofficial Transcript.

All requests for subsequent copies of the Certificate of Graduation and/or Official Transcript must be made via https://cetweb.edu/payments-form/. The graduate's full name as registered with CET, the address where the students wish to have the document(s) mailed, must be clearly included in the request. The last four digits of the SSN, as registered with CET, must be entered in the Additional Information box. Non-graduates may request a copy of their transcript via https://cetweb.edu/payments-form/. Fees for Subsequent Copies: Certificate of Graduation - $10; Transcripts - $5.

Graduation Ceremonies

Graduation ceremonies will be celebrated at least once a year per center at each campus.
Graduates are encouraged to invite their families and close friends. Keynote speakers are engaged to participate in the celebrations. Gowns and accessories and the celebrations are free of charge to students and their invitees.

Student Council

The purpose of the CET Student Council, a group composed of elected student representatives from CET training programs at each center, is to represent the interests of the student body in student affairs and to serve as the chief representative body of students of CET. It provides services that help improve the quality of life of CET students and keeps the student body

informed of relevant issues. The Council, with support from CET staff oversight, coordinates and regulates student activities including educational, recreational and cultural events as well as fundraising activities to support such events and activities. The Council promotes professional behavior in the student body by offering opportunities for leadership and community service.

Health Fairs

Health fairs are organized in several of the campuses. Through these events students receive valuable information on local health services.

Externship

CET includes externships as part of the curricula for some programs.

Job Fairs

As an effort to assist graduates in finding employment, and to introduce CET to new employers, job fairs are organized on campus.

Voter Registration

CET provides voter registration forms at each campus. Students may also download information and voter registration forms from the following website: www.sos.cs.gov.

NON-DISCRIMINATION POLICY

Equal Opportunity is the Law

Center for Employment Training (CET) is an Equal Opportunity/ Affirmative Action Institution and complies fully with the nondiscrimination and equal opportunity provisions found in Section 188 of Workforce Innovation and Opportunity Act (WIOA) and Title 29 CFR part 38.

CET does not discriminate against any individual in the United States based on race, color, religion, creed, sex [gender] (including pregnancy, childbirth, and related medical conditions, sex [gender] stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of applicant, or participant, in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I financially assisted program or activity.

As a recipient of federal financial assistance, CET takes reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request, CET provides appropriate assistance to qualified individuals with disabilities to seek and procure, at no cost to the individual, auxiliary aids and services from partner agencies, including state rehabilitiation, and other agencies, specifically designated and funded for such services.

What to Do When Experiencing Discrimination

A student who thinks he/she/they may have been subjected to discrimination under a WIOA Title I, financially assisted program or activity, may file a complaint within 180 days from the date of the alleged violation with either:

Human Resources Director Corporate Headquarters
701 Vine Street, San Jose, CA 95110
Telephone: (408) 287-7924;
Fax: (408) 294-7849

HumanResources@cetweb.edu 711 Relay Service: 1-800-669-6820, Or Director of the Civil Rights Center (CRC), U.S. Department of Labor 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Or electronically as directed on the CRC Website: www.dol.gov/crc.

Contact information and a list of field offices can be obtained at www.eeoc.gov/goc offices, or by calling 1-800-669-4000, or TTY device number 1-800-669-6820.

The student may file the complaint with CET and must wait until either CET issues a written Notice of Final Action, or 90 days have passed or whichever is sooner, before filing with the CRC (see address above).

If CET does not give the student a written Notice of Final Action within 90 days of the day on which the student filed the complaint, the student does not have to wait for CET to issue that notice before filing a complaint with the CRC. However, the student must file the CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which the student filed the complaint with CET.

If CET does issue the student a written Notice of Final Action on the student's complaint, but he/she/they are dissatisfied with the decision or resolution, the student may file a complaint with the CRC. The student must file the CRC complaint within 30 days of the date on which he/she/they received the Notice of Final Action.

As stated above, CET complies with all nondiscrimination provisions found in Section 188 of WIOA and Title 29, CFR Part 38. For the full text of these policies, please contact the CET Human Resources Department:

Human Resources Corporate Headquarters

701 Vine Street, San Jose, CA 95110 Telephone: (408) 287-7924

ADMISSIONS POLICY

How to Apply

CET's doors are open to anyone 18 years of age and older who wants to learn a skill for placement into a job. Those younger than 18 years of age (but not younger than 16) may be admitted but must have a High School Diploma or GED. Those enrolling under the alternative ATB Test or 225-hour credit standard must be 18 or older.

Instruction is on-going, allowing students entry at any time. The instructional program is hands-on, individualized, and self- paced. The student-instructor ratio is generally 22 to 1. No previous academic experience is required. The training program ranges from 25-30 hours per week. An evening shift of 20-25 hours per week may also be offered at some locations. Students in the evening classes receive the same number of total instructional hours as day students by attending a greater number of weeks.

Interested persons may apply for training at any CET location during office hours or in the evening, by appointment, if evening programs are available. Students are generally accepted on a "first-come, first-served" basis. The only exceptions to this procedure are for students under a particular training contract that may require immediate enrollment or procedural delays.

Admission Requirements

CET does not have academic requirements for admission into any of the programs it offers. CET uses the CASAS assessment (paper – based and eTest) to determine baseline reading and math skills. CET provides the necessary general education to enable students to benefit from the program of their choice.

Following are a few non-academic special requirements:

The Medical Assistant program requires specific immunizations records prior to enrollment; also, the student cannot have a criminal record for drug abuse, possession or drug distribution.

The Truck Driver program requires applicants to meet Department of Transportation (DOT) and CET requirements, including random drug testing during the course of training. For the specific description of these and other requirements, see the Student Catalog Addenda.

Applicants with records as described above may enroll in programs other than those with special requirements. The special admissions requirements above are based on the very limited or virtually, non-existent employment opportunities for graduates with criminal records directly related to the respective field of employment.

When an initial inquiry is made, the applicant is scheduled to attend a general information session presented by an Admissions Advisor. After the general information session, the applicant selects a particular program for training and the Instructor/Advisor provides a formal presentation of the program.

The following documents may be required to determine funding or enrollment eligibility:

- Last two years' Federal Income Tax Return of applicant and spouse, if married, or parent(s') Income Tax Return.
- Proof of other Income: SSI, Disability, Workers Comp., etc.
- Last Employment or Unemployment Benefits check stub.
- Driver's License or other official picture I.D.
- Social Security Card.
- Proof of Citizenship/Residency: original Birth Certificate, Passport, Permanent Resident Card, or Certificate of Naturalization.
- Original High School Diploma, or GED, or Foreign Equivalent, or meet ATB guidelines (if applying for Fin. Aid).
- Proof of Selective Service Registration, if born on or after 1/1/1960 or proof of exemption.
- Emergency alternate contacts of close relatives—address, telephone and/or cell phone number.

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 10th class-day after enrollment, whichever is later. Either the student or CET may cancel the enrollment at any time during the ten-day cancellation period with no financial obligation incurred by the student.

Ability-To-Benefit (ATB) & Tuition

To receive Federal Student Aid funds, a student must be qualified to study at the postsecondary level. A student qualifies if s/he:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;
- has completed homeschooling at the secondary level as defined by state law;
- has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
- has passed one of the approved ability-to-benefit (ATB) tests and be concurrently enrolled in an eligible career pathway program.
- has completed at least 6 credit hours or 225 clock hours which are applicable toward a degree or certificate by the postsecondary institution and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

CET relies on the actual high school diploma/transcripts or GED certificate to verify academic qualifications and not on the student's certification alone. CET uses ATB-ACCUPLACER test for students in fluent in English and ATB-CELSA test for limited- English speakers. Students who take the ATB-CELSA test may be required to attend the Basic Skills program VESL classes as well.

Adult Ed/Career Pathways Program (AECP)

Students enrolled under one of the Ability-to-Benefit (ATB) alternatives and applying for Title IV Student Federal Aid must concurrently co-enroll in the Adult Ed/Career Pathways Program (AECP). The AECP Program focuses on individualized academic instruction and education services that increase a student's ability to read, write, and speak English, perform mathematics, or other activities necessary for the attainment of a high school diploma or its recognized equivalent. Attendance and participation in the AECP Program is mandatory for students enrolled under ATB.

Articulation / Challenge Examinations

CET does not have articulations for any program with any other institution nor does it have a challenge system. CET does not award credits, therefore, transfer of credits does not apply to CET students.

CET has an agreement similar to an articulation with San Jose City College (SJCC) through which CET students are taught by both CET instructors and San Jose City College faculty. CET students earn ECE units, which qualify them for employment in the respective field and are accepted for further education at San Jose City College.

Experiential Credit

CET does not recognize prior credit or work experience earned at other institutions, except for applicants sponsored by the Veterans Administration. See "Bulletin for Title 38 Beneficiaries Receiving VA Educational Benefits," on this catalog.

Distance Learning

The Center for Employment Training (CET) is institutionally approved to offer Distance Education programs. In alignment with this approval, CET delivers select programs in a hybrid format that combines on-campus instruction with online learning components. At this time, CET does not offer any programs in a fully online (100%) format. All hybrid programs maintain significant in-person instruction to ensure hands-on, competency-based training consistent with CET's educational model.

Visa

CET does not provide visa services.

Housing

CET does not provide dormitory facilities to students nor does it provide assistance in finding housing. Below are rent ranges for apartment nearby the CET Main Campus in San Jose:

No. of Beds	Ave. Size	Typical
Studio	618-625 sq ft	$2,761
1 Bed	722-723 sq ft	$2,920
2 Beds	1136-1137 sq ft	$3,858

Source:https://www.apartments.com/702-vine-st-san-jose-ca/kyw- bje8/

ACADEMIC INFORMATION

Attendance Policy

CET attendance policy is based on the importance of regular attendance to achieve academic progress and on the standards practiced in occupational settings. Students are required to maintain 100% attendance to the extent possible. CET recognizes that students may be late or absent due to unforeseen, extreme, and unmitigated circumstances. On the other hand, excessive absenteeism keeps students from maintaining satisfactory academic progress. CET requires students to maintain attendance at 75.00% or higher of the scheduled hours at all times in order to move toward the requirements of the workplace and to maintain satisfactory progress.

Students are expected to attend all class sessions; daily records of attendance are kept for all classes. As academic progress is monitored individually, absent students are not given homework; nor are they given "makeup" work when they return, but are expected to resume their training where they left off before the absence.

The following attendance rules apply:

1. Students who are tardy will be advised and the number of clock hours attended for the day will be recorded on the class roll sheet.
2. A student who anticipates being absent should notify his or her instructor; if there is an emergency or situation beyond the student's control, the student must contact the instructor as soon as possible.
3. When a student has a pattern of chronic absenteeism, the instructor and the student will establish short-term attendance goals.
4. A student who anticipates an absence of more than 10 consecutive days should submit a written request for a Leave of Absence to the respective instructor. Students who are absent more than 10 consecutive business days and have not requested a leave of absence will be terminated from the program.
5. Students who fall below 75.00% of attendance at the end of each 50% timeframe will meet with their instructor following the Satisfactory Academic Progress procedures.

CET reserves the right to terminate a student who has excessive absenteeism.

Distance Education

CET has institutional approval to offer Distance Education by its accrediting agency, the Council on Occupational Education. Most of the programs CET offers are traditional; a few programs are offered as traditional/hybrid and are described in the Student Catalog Addenda as well as the attendance requirements for them.

Hybrid Program: a program that makes available less than 100% of its required instruction via distance education (via online). The school designates which days to credit student attendance based on completion and participation of on- line class activities. Students enrolled in Hybrid Programs will earn 30 hours of weekly attendance in two different methods for full-time programs (when perfect attendance is earned):

a) For regular attendance: students attend on-campus, face to face instruction, on set days as published in the Student Catalog Addenda and Program Syllabus; and,

b) For school designated online (hybrid) attendance: students participate in synchronous/asynchronous online activities: discussions, assignments, quizzes, other class work, and required number of substantive posts, as assigned by instructor.

Traditional and hybrid days are not interchangeable. Hybrid classes will be held as published in the campus Student Catalog Addenda; they may also be published in the program syllabus.

Staff In-Service

CET allows up to 6 days per year for staff in-service training. Students will not attend training during staff in-service days. The student absences will not be counted towards course or program completion hours.

Holidays

CET observes the holidays listed below. The holiday time is not counted toward program completion hours. CET will be closed for one to two weeks, usually the days which fall between Christmas and New Year's Day. The CET Board of Directors reserves the right to amend the holiday schedule as needed.

Holidays (School will be closed) for Jul 1, 2025 - June 30, 2026	
New Year's Day - 01.01.26	Independence Day 07.04.25
Martin L. King's B-day 01.19.26	Labor Day 09.01.25
President's Day 02.16.26	Indigenous People's Day 10.13.25
Cesar Chavez Day 03.31.26	Veterans Day 11.11.25
Memorial Day 05.25.26	Thanksgiving 11.27-28.25
Juneteenth Day 06.19.26	Winter Holiday Break 12.22.25 – 01.02.26

Constitution Day & Citizenship Day

Constitution Day and Citizenship Day is a combined event that is annually observed in the United States on September 17. This event commemorates the formation and signing of the Constitution of the United States on September 17, 1787. It also recognizes all who, by coming of age or by naturalization, have become US citizens. When Constitution Day falls on a weekend CET will observe the day during the preceding or following week.

Leave of Absence (LOA)

A student may be granted a leave of absence. A leave of absence is a temporary interruption in a student's program of study. The LOA policy requires the students submit a written request specifying the reason for the LOA; such requests must be signed and dated. There must be a reasonable expectation that the student will return from the leave of absence to continue his, her, their education. Under no circumstances may a student exceed three leaves of absences totaling 90 calendar days or one 90-day cumulative leave of absence time. LOA extensions are considered additional leave. CET does not charge the student any additional institutional fees for a leave of absence.

If the student is receiving financial aid, he, she, they must contact the Financial Aid Office to find out, prior to the leave of absence, the effect that the student's failure to return from a leave of absence may have on his or her loan repayment terms, including the expiration of the student's grace period. Upon the student's return, the student simply resumes or continues the same payment period and coursework.

LOA Appeal

Under extreme circumstances, an appeal for a subsequent leave of absence may be granted for up to an additional 90 calendar days, if the Center Director determines that the subsequent leave of absence is necessary due to unforeseen circumstances, and it is documented that the leave of absence is granted for jury duty, military reasons, personal hardship, determined on an individual basis, or circumstances covered under the Family and Medical Leave Act of 1993.

The Appeal for a Leave of Absence Form must be completed and must include documentation of the circumstances for the appeal. The form and supporting documents are submitted to the Instructor and Center Director for signature approval. A copy of the signed form is provided to the student. The Center Director will provide the form and supporting documents to MIS for processing. MIS will process or request additional information, if needed. Once processed, MIS will sign the form and provide a copy to the Center Director. Leaves of absence and appeal cannot exceed 180 calendar days under any circumstances.

Re-entry Within 180 Days

A student has the right to withdraw from a program at any time and must inform his or her instructor of the

decision to withdraw immediately. A student that withdraws and returns to the same program within 180 days from the student's last date of attendance will be treated as if the student did not cease attendance for the purposes of determining the student's financial aid award for the payment period. The balance of the original eligibility for that payment period is reinstated and the student is immediately eligible to receive all financial aid funds that were returned, if any, when the student ceased attendance.

A student must successfully complete the payment period's clock hours and weeks of instructional time to progress to the next payment period (if any).

Students who are administratively terminated or expelled for violations of CET guidelines, policies, or for any violations of the CET Code of Student Conduct will not be allowed to re-enter under the 180 day re-entry rule.

Facilities

CET is in the business of preparing men and women for jobs in the local market where the CET campus is located. CET strives to simulate industry and business by offering a training environment with work conditions and equipment that are comparable to those used by local employers.

All training facilities follow accepted postsecondary school guidelines. The centers are located in easily accessible areas to facilitate the use of public transportation. Information about specific facilities is provided to prospective students during the general information session and tour of the center. A description of the facility is also included in each center's Catalog Addenda.

Faculty

CET shall employ instructors who possess the academic, experiential, and professional qualifications to teach, including a minimum of a high school diploma (or its equivalent) and a minimum of three years of industry experience, education, and training in current practices of the subject area they are teaching or the equivalency of the minimum qualifications in the technical area of instruction. Experience working with persons of diverse socioeconomic and ethnic backgrounds will also be required.

CET will not employ or continue to employ an instructor who has been adjudicated in a judicial or administrative proceeding as having violated any provision, or as having committed any act that would constitute grounds for the denial of a license under any state regulation such as CA Section 480 of the Business and Professions Code. The Catalog Addenda for each campus describes the qualifications of the faculty.

Photography and Audio/Video Recording

The use of audio or video recorders, cameras, or any other electronic reproduction devices is not permitted in the classroom, unless pursuant to an accommodation plan. No audio/ video recording or still pictures of any class/training session, or of staff and students, is allowed without the written authorization of the CET Human Resources Vice President. CET will abide by any state, local, or federal laws regarding the use of photography and audio recording devices.

Libraries & Other Resources

The school maintains sufficient instructional resources, i.e., print books, eBooks, media materials, periodical, and supplies for all students in the classrooms at each campus location. Print materials check out are managed in each classroom by the instructor. Digital resources, eBooks, videos, simulations, etc., are maintained in the school's canvas LMS. All Students receive digital access codes to the LMS upon enrollment in their program of choice.

Books, Uniforms, and Toolkits

CET will provide students a set of books for the educational program in which they enroll. Depending on the program, students may also receive program-specific uniforms—such as scrubs and/or shirts—as well as a toolkit and personal protective equipment (PPE). Students must always wear these program uniforms or work-based attire while school is in session.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks, CET is able to provide instructional materials for students at below competitive market rates. Prices are subject to change without notice.

Effective July 1, 2016, students who receive Title IV financial aid may have the right to opt out of this arrangement and choose to purchase certain books, toolkits, and uniforms on their own and have the cost deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.

Students may not opt out of purchasing books that have been customized for CET training programs nor can they opt out of purchasing PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. Students will be responsible for replacement of lost, stolen, or damaged items and may incur liability for cost of the materials should they withdraw prior to completion of the program.

Medical Insurance

Students are responsible for their own medical costs during their attendance at CET. Although CET has a limited student accident insurance plan, each student should have his/her/their own medical coverage for unforeseen health problems or accidents.

Standards of Student Achievement

CET does not measure academic achievement in terms of traditional grades. CET's programs are competency-based. Students are evaluated on specific practical and knowledge standards. To measure progress, students are formally evaluated upon the completion of each competency and the hours of attendance completed. Competence is determined through written, oral, or practical demonstration, with a minimum passing score of 70% for each one. Assessment tests may also be administered electronically via computer (on campus). Also, students must complete 100% of the program actual hours and must complete all program competencies within 100% of actual program hours and 150% of the published scheduled program hours.

Graduation Requirements

To be eligible for the Certificate of Graduation, students must complete 100% of the program hours and must complete all program competencies within 100% of actual program hours and 150% of the published scheduled program hours. Students that exceed 150% of scheduled program hours are not eligible to receive a Certificate of Graduation. Actual program hours are recorded hours of actual student attendance; scheduled program hours are hours when the school is in session and the student is expected to attend class.

CET reserves the right to withhold a Certificate of Graduation in cases of unreturned books or materials, missing documentation or signatures, or when a tuition balance is due.

Transfer Policy

"Notice Concerning Transferability of Credits and Credentials Earned at CET"

CET does not award academic credit for any of its programs. Instead, students who successfully complete a program are awarded a Certificate of Graduation. As such, traditional credit transferability does not apply.

The transferability of clock hours and CET certificates is solely at the discretion of the receiving institution. CET cannot guarantee that any other college, university, or training provider will accept a student's certificate or clock hours for credit or advanced standing. Students who plan to pursue further education should contact the prospective institution in advance to determine whether their CET training will be recognized.

If a receiving institution does not accept the CET certificate or coursework, students may be required to repeat some or all of their training. For this reason, students are encouraged to ensure that CET aligns with their educational and career goals prior to enrollment.

Internal Transfers Between CET Campuses

Students may transfer between CET campuses if they remain enrolled in the same program. In such cases, students will resume training where they left off, with no additional tuition or fees assessed.

Program Changes Within CET

Students who wish to change programs after the cancellation period must formally withdraw from their current program and re-enroll in the new program. Full tuition will apply to the new enrollment.

Administrative Termination

CET reserves the right to terminate a student from the training program if the student does not comply with CET's rules and policies or after 10 days of consecutive absences and the student failed to submit an LOA request. If not actively involved in class, the student will be notified of such termination at his or her last address of record.

Satisfactory Academic Progress (SAP)

It is important that all students achieve academic progress toward timely program completion. CET strives to have students complete their program within 100% of the published program hours. To measure satisfactory academic progress, CET evaluates attendance and completion of competencies at the end of three distinct timeframes: 50% of scheduled hours, 100% of scheduled hours, and 150% of scheduled hours:

1. Attendance (Quantitative): At the end of each 50% scheduled timeframe, students should strive to maintain 100% attendance rate. Students may be absent due to extreme circumstances; however, students must have a minimum attendance rate of 75% of the scheduled hours.
2. Competency Completion (Qualitative): At the end of each 50% timeframe of scheduled program hours, the student must complete minimum competencies at a rate of:

- 33% of the number of competencies or more at 50% of scheduled program hours.
- 67% of the number of competencies or more at 100% of scheduled program hours.
- 100% of the number of competencies at 150% of scheduled program hours.

At the end of each 50% scheduled timeframe, the student's academic progress will be measured. If the student meets both criteria of attendance and competency completion, the student will receive a report of Satisfactory Academic Progress.

At the end of the first 50% scheduled timeframe, if the student does not meet the minimum attendance rate of 75%, and/or a minimum completion rate of competencies (67% of the total number of comps per timeframe) the student will be placed on a Warning status for the next 50% timeframe of the program. The student and instructor will agree on a Corrective Action Plan designed to return the student to a status of Satisfactory Academic Progress and meet monthly to assess progress.

At the end of the next 50% timeframe, the student's academic progress will again be measured. If the student meets the required standards, the student will be removed from Warning and will receive a Report of Satisfactory Academic Progress. If the student does not meet the minimum attendance rate of 75%, and/or a minimum completion rate of competencies (67% of the total number of comps per timeframe) the student will be placed on a Probation status for the next 50% timeframe of the program. The student and instructor will agree on a Corrective Action Plan designed to return the student to a status of Satisfactory Academic Progress and meet monthly to assess progress.

At this point, if the student is a financial aid recipient, the student will have his/her/their financial aid eligibility suspended. The student may appeal the status of Probation for competencies. If the appeal is approved, financial aid will be reinstated under the Probation status.

NOTE: If the student does not complete the program upon reaching 150% of the scheduled program hours, the student will not be eligible for a graduation certificate.

This chart shows Attendance and Competency completion requirements in a 900-hour program at each 50% timeframe of scheduled hours:

SAP Timeframes of Scheduled Hours			
In a 900-Hr. Program with 12 Competencies:	1st 50% Timeframe	2nd 50% Timeframe	3rd 50% Maximum Timeframe
Scheduled Program Hours	450	900	1350
Minimum Required Hours of Attendance	338	675	900
Minimum No. of Competencies to be Completed	4	8	12

Satisfactory Academic Progress Appeal Procedure

The student who wishes to appeal the status of

Probation must initiate the process by submitting a written request to the Center Director. The student may appeal the Probation status based on injury, illness, death of a relative, or other special circumstances. The student must submit the appeal within ten class days from the date he/she/they received the notification of the status of Probation. The request must explain why he/she/they failed to make satisfactory progress and what has changed in his/her/their situation that will allow him to make satisfactory progress by the next 50% time- frame of scheduled hours.

The Center Director, in consultation with Corporate Financial Aid, Education, and MIS/Contracts Departments, will evaluate the appeal within five business days from the date of receiving it. The Center Director will immediately notify the student in writing of his/her/their decision.

REINSTATEMENT: A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the Probation status.

Financial Aid Satisfactory Academic Progress

CET expects all of its regular students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of federal regulations (FSA). Financial Aid SAP differs from the Academic SAP. The FA-SAP is measured in actual hours of attendance; student must reach mid-point of the program in actual hours and in good standing for the financial aid process to proceed:

1. Meet the minimum attendance rate of 75%.
2. Meet the minimum number of required competencies.
3. Meet the minimum number of instructional weeks.
4. Complete the program within the maximum timeframe (150%) of one and one-half (1½) times the length of the program, as stated in the enrollment agreement. For example, if the student is enrolled in a program of 900 hours, 30 weeks, they must complete within 1350 hours or 45 weeks.
5. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

If a student has met the three criteria (attendance, competency completion, and instructional weeks), or if the student is under a SAP status of Warning upon the completion of 450 actual hours, the student will be deemed eligible and the Financial Aid Officer will request the second (2nd) payment on behalf of the student.

Students who are under a SAP status of Probation are not eligible for financial aid unless there is an approved SAP Appeal for the Probation status.

Financial Aid Satisfactory Academic Progress (SAP) Appeal

Satisfactory Academic Progress Appeal Procedure
The student, who wishes to appeal the status of Probation, must initiate the process by submitting a written request to the Center Director. The student may appeal the Probation status based on injury, illness, death of a relative, or other special circumstances. Student request appeal must explain why s/he failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next 50% SAP evaluation. The student must submit the appeal within ten class days from the date s/he received the notification of the status of Probation.

The Center Director, in consultation with Corporate Financial Aid, Education, and MIS/Contracts Departments, will evaluate the appeal within five business days from the date of receiving it. The Center Director will immediately notify the student in writing of his/her/their decision.

A student becomes ineligible (via maximum time frame element) at the point at which it becomes mathematically impossible for student to complete/graduate the program within 150% of the length of the program; at this point student is may not be eligible to submit an appeal or appeal will be denied. Student enrollment will be terminated or may petition to continue under a cash payment contract.

REINSTATEMENT: A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the Probation status.

Academic Year Definition

The U.S. Department of Education requires all institutions to define their academic year. At CET the academic year is defined as a period of not less than 26 weeks of instructional time with a minimum of 900 clock hours of instruction.

Instructional Week Definition

For financial aid purposes, a week of instructional time is any period of 7 consecutive days in which at least 1 day of regularly scheduled instruction, examination, or (after the last day of classes) at least 1 scheduled day of study for examinations occurs. Instructional time does not include periods of orientation, advising, homework, vacation, or other activity not related to class preparation or examination. Therefore, the weeks of instructional time may be less than the number of calendar weeks that elapse between the first day of classes and the last day of classes or examinations.

Enrollment Definition

Full Time - Students who are enrolled at CET in a program that is scheduled for 24 hours of instruction or more per week.

Part-Time - Students who are enrolled at CET in a program that is scheduled for less than 24 hours of instruction per week.

Definition of Regular & Full Time Student

Full-Time student: A person who is enrolled or accepted for enrollment at an institution whose program offers twenty-four clock hours of instruction per week.

Regular student: A person who is enrolled or accepted for enrollment at an institution for the purpose of obtaining a degree, certificate, or other recognized educational credential offered by that institution. If a person is not yet beyond the age of compulsory school attendance in the state where the CET is located, it may enroll the person as a regular student if the person has a High School diploma or its equivalent.

GPA Equivalency

For purposes of GPA verification, the following equivalencies will be used: 70-80% = 2.0 GPA; 81-90% = 3.0 GPA; 91-100% = 4.0 GPA.

Bulletin for Title 38 Beneficiaries Receiving VA Educational Benefits

The following bulleting outlines the policies applicable to Title 38 beneficiaries enrolled at CET and receiving VA educational benefits.

Admissions

Veterans and their spouses who are receiving educational benefits are given priority for enrollment and access to services such as job placement assistance.

CET will inquire about the prior education and training of veterans and eligible individuals, request and evaluate transcripts and other records, and grant credit in clock hours as appropriate based on the evaluation results. The program length may be shortened, tuition may be reduced, or both, as applicable. Transcripts, evidence of evaluation, and evaluations results will be maintain in the student's file and an electronic copy will be kept in the Customer Information Management System (CIMS).

Students receiving VA GI Bill®, CH 33, benefits must use their books and supplies stipend to pay for toolkits and books that have NOT been customized for CET. VA Students are expected to pay for these items during the 10-day enrollment period. Tuition will be reduced accordingly.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at http://www.benefits.va.gov/gibill

CET allows VA students to begin attending classes upon submission of a VA Certificate of Eligibility (CH 31 or 33) or a Statement of Benefits. CET advises VA students that they must maintain the training schedule agree upon in the enrollment agreement (full time or part time). Any reduction in the scheduled hours during the enrollment period may result in the VA student being terminated from the program.

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and receive a full refund of all charges paid through either the first day of class attendance or the 10th calendar day after enrollment, whichever occurs later.

Transfer Policy

"Notice Concerning Transferability of Credits and Credentials Earned at CET"

CET does not award academic credit for any of its programs. Instead, students who successfully complete a program are awarded a Certificate of Graduation. As such, traditional credit transferability does not apply.

The transferability of clock hours and CET certificates is solely at the discretion of the receiving institution. CET cannot guarantee that any other college, university, or training provider will accept a student's certificate or clock hours for credit or advanced standing. Students who plan to pursue further education should contact the prospective institution in advance to determine whether their CET training will be recognized.

If a receiving institution does not accept the CET certificate or coursework, students may be required to repeat some or all of their training. For this reason, students are encouraged to ensure that CET aligns with their educational and career goals prior to enrollment.

Internal Transfers Between CET Campuses

Students may transfer between CET campuses if they remain enrolled in the same program. In such cases, students will resume training where they left off, with no additional tuition or fees assessed.

Program Changes Within CET

Students who wish to change programs after the cancellation period must formally withdraw from their current program and re-enroll in the new program. Full tuition will apply to the new enrollment.

Satisfactory Academic Progress (SAP)

To maintain eligibility for Veterans Affairs (VA) educational benefits, it is essential that students, specifically Title 38 beneficiaries, demonstrate consistent academic progress throughout their training programs. The Center for Employment Training (CET) requires all students to complete their programs within 150% of the published program length. However, VA educational benefits are only

payable for up to 100% of the scheduled program hours.

SAP is assessed using both quantitative (attendance) and qualitative (competency completion) measures at three key milestones:

- Upon completion of 50% of the scheduled program hours
- Upon completion of 100% of the scheduled program hours
- Upon completion of 150% of the scheduled program hours

1. Quantitative Measure – Attendance

Students are expected to strive for full attendance. While CET recognizes that unforeseen circumstances may occasionally impact attendance, students must maintain a minimum attendance rate of 75% of the scheduled program hours, corresponding to a maximum absenteeism rate of 25%.

2. Qualitative Measure – Competency Completion

To demonstrate academic progress, students must meet the following minimum competency completion rates:

- **At 50% of scheduled program hours:** 33% of the total program competencies.
- **At 100% of scheduled program hours:** 67% of the total program competencies.
- **At 150% of scheduled program hours:** 100% of the total program competencies.

Note: All students are allowed to complete their program within 150% of the program length. However, Title 38 beneficiaries must plan to complete all competencies by 100% of the scheduled program hours, as VA benefits do not extend beyond this point.

Monthly Academic Monitoring for Title 38 Beneficiaries

In addition to the standard SAP checkpoints, Title 38 beneficiaries are also evaluated monthly to ensure they remain on track. These monthly evaluations include a conference meeting between the student and their instructor to review academic performance, attendance, and competency progress.

If concerns arise during these monthly reviews, the instructor and student will collaboratively develop a Corrective Action Plan to address any academic or attendance issues. This proactive approach is designed to prevent students from falling into VA Probation status, thereby preserving their eligibility for VA benefits.

At each 50% milestone, if a Title 38 beneficiary meets both attendance and competency completion, the student will receive a report of Satisfactory Academic Progress.

If a student fails to meet the minimum standards - 75% attendance and/or 67% competency completion-, they will be placed on Probation Status for VA (Warning Status for CET) for the next 50% timeframe. CET will promptly report this status to VA. A Corrective Action Plan will be implemented, and monthly meetings will continue to monitor progress and provide support.

Students on VA Probation Status (Warning Status for CET) may remain eligible for financial aid, provided CET determines there is a reasonable likelihood of improvement. However, students who fail to make satisfactory progress and are placed on Probation Status by CET will have their enrollment terminated, will be promptly reported to VA, and will lose financial aid eligibility. This status may be appealed (please refer to the SAP appeal process included in this catalog), if the appeal is successful, aid may be reinstated for one payment period.

All SAP reports, Monthly Conference Meetings and related documentation are maintained in CET's CIMS system indefinitely. Students will sign and retain copies of all applicable reports

Absences and Leave of Absence of Military Service Members

Federal law protects active duty, Guard, and Reserve members attending post-secondary schools like CET when they must miss training due to military orders. However, absences before, after, or between service periods are not covered. Eligibility for re-entry ends if the student is dishonorably discharged, dismissed by court martial, or incarcerated.

This protection applies to:

- National Guard/Reserve members called to active duty (voluntarily or involuntarily),
- Students who begin education while on active duty and are later deployed or relocated (PCS),
- Students who interrupt education to enlist in the regular armed forces.

CET will treat such absences as extended Leaves of Absence (LOA), exempting students from termination for up to three years (longer if medically necessary). Students or military officials must:

- Provide oral or written notice of service (timing varies by case),
- Notify CET of intent to return within three years of service completion (or two years after recovery from service-related illness/injury),
- VA students must submit required documentation upon return.

Failure to notify within these periods does not automatically forfeit re-entry rights. Total military-related absences may not exceed five years. If no advance notice was given, students may submit an attestation explaining the necessity.

Upon return, if a student is unprepared to resume the program, CET will make reasonable efforts (at no extra cost) to help them catch up. CET is not required to readmit if doing so causes undue hardship or if the student remains unprepared despite support. Undue hardship means an action requiring significant difficulty or expense considering the overall financial resources of CET and the impact of such action on its operations.

Standards of Student Achievement and GPA Verification

CET does not measure academic achievement in terms of traditional grades. CET's programs are competency-based. Students are evaluated on specific practical and knowledge standards. To measure progress, students are formally evaluated upon the completion of each competency and the hours of attendance completed. Competence is determined through written, oral, or practical demonstration, with a minimum passing score of 70% for each one. Assessment tests may also be administered electronically via computer-CANVAS (on campus). In addition, students must complete 100% of the program actual hours and must complete all program competencies within 100% of actual program hours and 150% of the published scheduled program hours (100% of scheduled hours for VA). For purposes of GPA verification, the following equivalencies will be used:

70-80% = 2.0
81-90% = 3.0
91-100% = 4.0 GPA.

Termination

When VA students terminate or interrupt the training program, CET will notify the VA within 30 days from the last day of the student's attendance.

Graduation Requirements

To be eligible for the Certificate of Graduation, students must complete 100% of the program hours and must complete all program competencies within 100% of actual program hours and 150% of the scheduled program hours. Students that exceed 150% of scheduled program hours are not eligible to receive a Certificate of Graduation. CET assists VA students who graduate with finding meaningful employment.

CET reserves the right to withhold a certificate in case of unreturned books or materials, missing documentation or signatures, or when a tuition balance is due.

VA Benefit Payments

CET policy allows students a maximum time frame of 150% of the scheduled program hours to complete their training. However, students receiving VA benefits are typically eligible for VA benefits only up to 100% of the scheduled program. No VA benefit payments will be provided for training beyond this limit (exceptions may apply). CET will not impose any penalties, such as late fees; denial of access to classes; or require students entitle to educational assistance to borrow additional funds due to delayed Tuition and Fees payments from the VA under Chapter

31 or 33.

Refund

If a student receiving federal financial aid (Pell grant, Student Loans, Plus-Parent Loan) withdraws from school, the school and the student share responsibility for returning Title IV aid (financial aid money). For more information please refer to the Federal Refund Policy section of this Student Catalog.

Institutional Refund calculation

CET also complies with State regulations; after performing the Return to Title IV (financial aid) federal funds calculations, a second refund calculation must be performed following state rules. For further details of Institutional Refund Policy please refer to the specific section of this Student Catalog.

Reimbursement to Veterans and Eligible Persons

For general information or for resolution of specific payment problems, the veterans should call the DVA nationwide toll free number at 1-888-442-4551, or visit their website: www.gibill. va.gov.

Grievance Procedure

For the institution's official Grievance Procedure, please see the Grievance Procedure section on page 58.

Helpful VA phone numbers:

MyVA411 main information line: 800-698-2411 Hours: 24/7. Vets Center call center: 877-927-8387 Hours: 24/7. Women Veterans hotline: 855-829-6636. Veterans Crisis Line 988, Select 1, Hours: 24/7.

FINANCIAL AID

Financial Aid Programs

The cost of training for CET students is covered through a variety of sources. CET partners with city, county, state, and federal agencies, as well as public and private organizations, to provide career technical education and job placement services. As an accredited institution, CET is authorized to offer Federal Financial Aid under Title IV of the Higher Education Act (HEA) to eligible students.

Under current federal regulations, students must apply for aid using the Free Application for Federal Student Aid (FAFSA®), which is provided by the U.S. Department of Education at no cost. The FAFSA collects financial and other relevant information to calculate the Student Aid Index (SAI)—formerly known as the Expected Family Contribution (EFC)—and to determine eligibility through secure data matches with other federal agencies.

CET complies with all applicable requirements for disbursement, cost of attendance calculations, and packaging of Title IV aid, as outlined in the 2025–2026 Federal Student Aid Handbook.

The cost of training for CET students is covered through a variety of sources. CET partners with city, county, state, and federal agencies, as well as public and private organizations, to provide career technical education and job placement services. As an accredited institution, CET is authorized to offer Federal Financial Aid under Title IV of the Higher Education Act (HEA) to qualified students.

Federal Student Aid (FSA) regulations require students to apply using the Free Application for Federal Student Aid (FAFSA®), which is provided by the U.S. Department of Education at no cost. The FAFSA collects financial and other information to calculate the Student Aid Index (SAI)—formerly known as the Expected Family Contribution (EFC)—and determines eligibility through data matches with other federal agencies.

While over 99% of FAFSA forms are submitted electronically, alternative methods are available for those unable or unwilling to file online. All students and contributors (such as parents or spouses) must create an FSA ID to access and complete the FAFSA. This can be done at the Federal Student Aid website. The FAFSA is typically completed during the admissions process, and CET's financial aid staff is available to assist students and their families in assessing financial need, identifying funding sources, and completing required forms.

The FAFSA Simplification Act introduced significant changes to the federal student aid system, including the implementation of the FUTURE Act Direct Data Exchange (FA-DDX). This secure system transfers federal tax information (FTI) from the IRS directly into the FAFSA, replacing the former IRS Data Retrieval Tool (DRT). This automation eliminates the need for most applicants to manually report income and tax data and reduces the burden of additional verification, as FTI transferred via FA-DDX is considered verified for Title IV purposes.

Unlike the optional DRT, the FA-DDX requires all contributors to provide explicit consent for the Department of Education to access their IRS data. Without this consent, the FAFSA cannot be processed, and the student will not be eligible for federal student aid.

Available Financial Aid Assistance

The Center for Employment Training (CET) participates in several Federal Student Aid (FSA) programs authorized under Title IV of the Higher Education Act. These programs help eligible students cover the cost of their education and include:

- Federal Pell Grant: A need-based grant for undergraduate students with exceptional financial need. For the 2025–2026 award year, amounts range from $740 to $7,395 per academic year.
- Federal Supplemental Educational

Opportunity Grant (FSEOG): A campus-based grant awarded to students with the greatest financial need. Funding is limited and awards may vary, up to $400.

- Federal Work-Study (FWS): Provides part-time employment opportunities for eligible students, allowing them to earn money to help pay for educational expenses.
- Federal Direct Loans: Low-interest loans available to students:
  - Subsidized Loans – Need-based loans where the government pays the interest while the student is in school.
  - Unsubsidized Loans – Non-need-based loans where interest accrues while the student is in school.
- Federal Direct PLUS Loans: Credit-based loans available to parents of dependent undergraduate students to help cover remaining educational costs.

In addition to federal aid, students may also qualify for state and other federal funding programs, depending on eligibility and availability.

Federal PELL Grants

The Federal Pell Grant Program provides need-based grants to help students pay for postsecondary education. Pell Grants do not need to be repaid. The amount awarded is based on financial need, as determined by the FAFSA Processing System (FPS) using data submitted by the student and their contributors on the FAFSA form.

For the 2025–2026 award year, the maximum Pell Grant is $7,395, and the minimum Pell Grant is 10% of the maximum, or $740.

Eligibility for a Pell Grant is determined in one of three ways: Maximum Pell Grant is awarded to students with a Student Aid Index (SAI) of 0 or less; Minimum Pell Grant is awarded to students with an SAI near the upper eligibility threshold; and a Calculated Pell Grant is determined by subtracting the SAI from the maximum Pell amount, adjusted for enrollment intensity and cost of attendance.

The Student Aid Index (SAI) is calculated using one of three formulas: Formula A for dependent students, Formula B for independent students without dependents other than a spouse, and Formula C for independent students with dependents other than a spouse. The FPS uses these formulas to determine a student's financial need and eligibility for federal aid. The SAI may be as low as -$1,500, which can increase aid eligibility.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program provides financial assistance to undergraduate students with exceptional financial need who are enrolled at CET. Priority is given to students who demonstrate the greatest financial need, as indicated by a Student Aid Index (SAI) of zero or negative (down to -1500). CET uses a consistent and equitable method to prioritize students with the lowest SAIs, in accordance with federal guidelines. Students with negative SAIs may be treated as having greater need than those with zero SAI, or all negative SAIs may be treated as equivalent to zero—provided the approach is applied consistently. For the 2025–2026 award year, the maximum FSEOG award is $400. CET makes every effort to manage its FSEOG allocation to ensure that funds are available throughout the academic year.

Student Loans – Subsidized and Unsubsidized

CET participates in the William D. Ford Federal Direct Loan Program, which includes both subsidized and unsubsidized loans:

- Subsidized Loans are awarded based on financial need. The U.S. Department of Education pays the interest on these loans while the student is enrolled at least half time, during the grace period, and during any authorized deferment periods.
- Unsubsidized Loans are not based on financial need. Interest begins accruing from the time the loan is disbursed, and the student is responsible for all interest throughout the life

of the loan.

Loan eligibility, limits, and disbursement rules are determined according to federal regulations and CET's academic calendar. Students (or their parents, if applicable) may also be eligible for federal education tax credits. For more information, visit the IRS Education Credits page.

PLUS Parent Loan

CET participates in the Federal Direct PLUS Loan Program, which allows parents of dependent undergraduate students to borrow funds to help cover educational expenses not met by other financial aid. To qualify, the parent borrower must:

- Be the biological or adoptive parent (or, in some cases, the stepparent) of a dependent student enrolled at least half-time.
- Pass a credit check conducted by the U.S. Department of Education. A credit approval is valid for 180 days.

If a parent has an adverse credit history, they may still qualify for a PLUS Loan by:

1. Obtaining an endorser (a creditworthy individual who agrees to repay the loan if the borrower does not), or
2. Documenting extenuating circumstances related to their credit history. In either case, the parent borrower is required to complete PLUS Credit Counseling before the loan can be disbursed. For more information, visit the Department of Education's guide: Complete PLUS Loan Credit Counseling at StudentAid.gov.

Federal Work-Study (FWS)

The Federal Work-Study (FWS) Program provides part-time employment opportunities for eligible students who demonstrate financial need. FWS earnings do not need to be repaid and are intended to help students cover educational expenses. CET offers both Community Service and Non-Community Service FWS positions:

- Non-Community Service FWS: Average award up to $4,000.
- Community Service FWS: Average award up to $5,000.

FWS jobs are paid biweekly by CET's payroll department, and students are paid as they earn their wages. Students must meet all eligibility and employment requirements to participate. The program encourages employment that is:

- Related to the student's course of study
- In the public interest
- In community service roles, where possible (schools must allocate at least 7% of FWS funds to community service positions unless waived)

Important Note on Employment Status: FWS positions are considered student aid, not regular employment. Therefore, students are not eligible for unemployment benefits after their FWS assignment ends. Additionally, FWS earnings are exempt from garnishment or attachment, except in cases involving debts owed to the U.S. Department of Education. However, CET may be required to comply with Income Withholding Orders (IWOs) for child support or court-ordered debt repayments, which may not exceed 50% of a student's disposable income.

Eligibility for Citizens of Freely Associated States

Effective July 1, 2024, and beyond, citizens of the following Freely Associated States (FAS) are eligible for select Title IV programs:

- Federated States of Micronesia
- Republic of the Marshall Islands
- Republic of Palau

These students are eligible for:

- Federal Pell Grants
- Federal Work-Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Note: FAS citizens do not need an Alien Registration Number (A-Number/ARN) to apply for aid. However, they remain ineligible for Federal Direct Loans.

Cal Grants B, C, and CHAFEE (State Grant)

- CET is approved to process Cal Grants and Chafee Grants, which are state-funded financial aid programs that do not need to be repaid. These grants help eligible students

cover tuition, living expenses, and other educational costs.

Cal Grant B

- Designed for students with high financial need.
- Provides a living allowance (Access Award) and may also cover a portion of tuition and fees.
- CET may apply the Cal Grant B Access Award toward tuition with the student's written authorization. This authorization can be revoked at any time. If revoked:

Any future Access Award payments will be issued directly to the student.

Funds already applied to tuition will remain credited to the student's account.

Cal Grant C

- Supports students enrolled in career technical education (CTE) programs.
- Can be used for tuition, books, tools, and living expenses.
- Award amounts vary based on program length and student need.

Chafee Grant for Foster Youth

- Offers up to $5,000 per year to current or former foster youth who meet eligibility criteria.
- Funds may be used for tuition, rent, transportation, childcare, and other educational expenses.
- Students attending eligible institutions in other states may also qualify.

Eligibility requirements include

- Being a foster youth between ages 16 and 18 while in court-ordered foster care.
- Not having reached age 26 as of July 1 of the award year.
- Enrolled at least half-time and making satisfactory academic progress.

For more information and to apply visit WebGrants 4 Students or Chafee Grant Program.

Estimated Financial Assistance

To meet each student's financial need, CET awards financial aid in the following order of priority, based on eligibility and availability:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)

Note: FSEOG funds are limited and awarded only to students with the highest financial need, as required by federal regulations.

1. Federal Direct Subsidized Loan
2. Federal Direct Unsubsidized Loan
3. Federal Direct PLUS Loan (Parent PLUS)
4. Federal Work-Study (FWS)

***Note**: Students must demonstrate financial need to qualify for FWS.*

Award packages are carefully constructed to meet the unique financial circumstances of each student. Packaging decisions are based on:

- Demonstrated financial need (as determined by the FAFSA and Student Aid Index
- Academic progress and enrollment status
- Institutional policies and available funding

Estimated Financial Assistance (EFA) includes all aid a student is expected to receive from federal, state, institutional, or other sources. This includes:

1. Federal Pell Grant
2. FSEOG
3. Federal Direct Subsidized and Unsubsidized Loans
4. Federal Direct PLUS Loan
5. State Grants (e.g., Cal Grant)
6. Federal Work-Study
7. Other Financial Assistance (OFA)
8. AmeriCorps Education Awards

Note: Certain types of aid are not included in EFA calculations and do not affect federal aid eligibility, such as:

- *Veterans Education Benefits*
- *Iraq and Afghanistan Service Grants*

Packaging and Overaward Policy

Federal regulations require that:

- Need-based aid (e.g., Pell, FSEOG, Subsidized Loans, FWS) must not exceed the student's financial need.

- Total aid from all sources (including non-need-based aid) must not exceed the student's Cost of Attendance (COA).

If a student's aid package exceeds their financial need or COA, CET's Financial Aid Office will adjust the aid package to eliminate the overaward. This may involve reducing or canceling one or more forms of aid, starting with the least beneficial to the student.

Entrance/Exit Loan Counseling

All first-time student loan borrowers at CET are required to complete Entrance Loan Counseling before receiving their first loan disbursement. This federal requirement ensures that students understand:

- The terms and conditions of their federal loans
- Their rights and responsibilities as borrowers
- How interest accrues and how repayment works
- Strategies for managing educational expenses and avoiding default

Entrance counseling must be completed online in a single session at StudentAid.gov/entrance-counseling. Once completed, CET receives electronic confirmation of the student's fulfillment of this requirement.

Exit Loan Counseling

Students who are graduating, withdrawing, or dropping below half-time enrollment must complete Exit Loan Counseling. This session prepares borrowers for repayment by covering:

- Repayment plan options; loan servicer contact information, deferment and forbearance options; consequences of default; budgeting and financial planning tips

Exit counseling is also completed online at StudentAid.gov/exit-counseling. Students are encouraged to meet with CET's Financial Aid Staff to ensure all requirements are met. Important: Students must notify both CET and their loan servicer in writing if they:

- Change their name, address, or phone number
- Leave school or transfer to another institution

Student Loans Repayment Obligation

Students who borrow federal student loans are legally obligated to repay the full loan amount plus interest, regardless of:

1. Whether they complete their program of study
2. Whether they secure employment after graduation
3. Whether they are satisfied with the education or services received

Special Disclosure to Students

CET is required by federal law to inform you that, except in the case of a loan made or originated by CET, your dissatisfaction with the educational services provided does not release you from your obligation to repay any federal Direct Loan made to you.

If you receive a loan to pay for your education at CET, you are responsible for repaying the entire loan amount plus accrued interest, minus any applicable refund. If you withdraw or are otherwise eligible for a refund, you may be entitled to a return of funds not paid from federal student aid.

Keep Your Loan Servicer Updated

You must notify both CET and your loan servicer in writing if you:

- Change your name, address, or phone number
- Leave school or transfer to another institution

For more information on repayment plans, deferment, and loan forgiveness options, visit the official Federal Student Aid Repayment Portal.

Financial Literacy

CET requires all students to complete a financial literacy education program as part of their training. This program is designed to equip students with essential skills in:

- Personal financial management

- Budgeting and expense tracking
- Student loan awareness and debt management
- Loan repayment planning and credit basics

The program also includes student loan tracking tools to help students monitor their borrowing and understand their repayment responsibilities.

This training is delivered through CET's Canvas Learning Management System (LMS) and must be successfully completed as a graduation requirement.

Financial Aid Eligibility

Most financial aid at CET is awarded based on financial need, which is determined by comparing a student's Cost of Attendance (COA) with their Student Aid Index (SAI) as calculated through the FAFSA.

To be eligible for federal financial aid, a student must:

- Be enrolled or accepted for enrollment in an eligible program.
- Be a U.S. citizen or an eligible non-citizen.
- Have a valid Social Security Number (except for certain citizens of the Freely Associated States).
- Demonstrate financial need (except for unsubsidized and PLUS loans).
- Not owe a refund on a federal grant or be in default on a federal student loan, or have made satisfactory arrangements to repay.
- Notify CET if they default on a federal student loan.
- Be making Satisfactory Academic Progress (SAP).
- Certify that federal student aid will be used only for educational purposes.
- Have a high school diploma or recognized equivalent, such as:
    - GED (General Educational Development Certificate)
    - State-authorized high school equivalency exams (e.g., TASC, HiSET, CHSPE)
    - An associate degree
    - Completion of at least 60 semester or 72 quarter credit hours applicable toward a bachelor's degree
    - Completion of secondary education in a homeschool setting that meets state law requirements

Alternative Eligibility: Ability to Benefit (ATB)

Students without a high school diploma or equivalent may still qualify for federal aid if they meet ATB criteria and are enrolled in an Eligible Career Pathway Program (ECPP). To qualify under ATB, the student must:

1. Successfully complete an approved Ability To Benefit test, as determined by the U.S. Department of Education, or
2. Successfully complete at least 6 credit hours or 225 clock hours applicable toward a degree or certificate, or
3. Complete a State Process approved by the U.S. Department of Education.

***Note**: Students who were enrolled in an eligible program prior to July 1, 2012 may still qualify under prior ATB standards, even if they did not receive aid at that time.*

Additionally, students in ATB pathways must be co-enrolled in an eligible Adult Education/Career Pathways (AECP) program and must actively participate in both components.

High School Validity

To be eligible for federal financial aid, applicants must provide valid documentation of high school completion. Acceptable documentation includes one of these documents:

- A copy of the student's high school diploma,
- A copy of the student's final official high school transcript showing the date the diploma was awarded,
- A GED certificate or transcript,
- Other state-recognized high school equivalency credentials (e.g., HiSET, TASC),
- For homeschooled students, a credential or transcript that meets state law requirements

If the validity of a submitted document is in question, the student must provide acceptable supporting documentation within CET's ten-day

cancellation period. Failure to do so will result in the student being ineligible to receive financial aid.

Note: If a student completed high school in a foreign country and cannot obtain a diploma or transcript, CET may accept a secondary school leaving certificate or equivalent, subject to review.

Incarceration and Pell eligibility

Students who are incarcerated may be eligible for federal financial aid under specific conditions:

- Incarcerated students may qualify for a Federal Pell Grant if they are enrolled in an approved Prison Education Program (PEP) at an eligible institution.
- Additionally, students who are subject to an involuntary civil commitment—as defined in Section 401(b)(7) of the Higher Education Act—after completing a period of incarceration for a forcible or nonforcible sexual offense may also be eligible to receive a Federal Pell Grant, provided they meet all other eligibility requirements.

Post 9/11 GI Bill® and Pell grant eligibility for military families

The Post-9/11 GI Bill® provides financial support for education and housing to eligible veterans and their family members. To qualify, individuals must have:

- Completed at least 90 days of aggregate active-duty service after September 10, 2001, or
- Been discharged with a service-connected disability after 30 days of service, and
- Received an honorable discharge

Benefits may include tuition and fees, a monthly housing allowance, and a stipend for books and supplies. For more information, visit www.gibill.va.gov.

Additional Pell Grant Eligibility for Children of Fallen Service Members

Under the Higher Education Opportunity Act (HEOA), a student may be eligible for the maximum Federal Pell Grant if:

- Their parent or guardian was a member of the U.S. Armed Forces, and
- Died as a result of performing military service in Iraq or Afghanistan after September 11, 2001, and
- The student was under 24 years old or enrolled in college at least part-time at the time of the parent's death

This provision ensures that eligible students receive the maximum Pell Grant award, regardless of their calculated Student Aid Index (SAI).

Need Based financial aid

Need-based aid refers to financial assistance awarded to students based on their demonstrated financial need, as determined by the Free Application for Federal Student Aid (FAFSA®) and the Student Aid Index (SAI).

At CET, the following programs are considered need-based aid:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Subsidized Loan
- Institutional Scholarships (if awarded based on financial need)

These programs are designed to help students cover the cost of attendance (COA), including

Non-Need-Based financial aid

Non-need-based aid refers to financial assistance awarded without regard to a student's financial need. Eligibility is typically based on factors such as enrollment status, creditworthiness (for parent borrowers), or academic merit.

At CET, the following programs are considered non-need-based aid:

- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loan (Parent PLUS)
- Institutional Scholarships (if awarded based on merit or other non-need criteria)

These funds can help cover the cost of attendance (COA) after need-based aid has been applied.

Financial Need

Most financial aid awarded at CET is based on financial need, with the exception of Federal Direct Unsubsidized Loans and Parent PLUS Loans, which are not need-based. Financial need is determined using the following formula: Financial Need = Cost of Attendance (COA) – Student Aid Index (SAI). The Student Aid Index (SAI) replaced the Expected Family Contribution (EFC) beginning with the 2024–2025 award year. Unlike the EFC, the SAI does not consider the number of family members in college, which may affect eligibility for some students. The SAI is calculated using information provided on the FAFSA®, including:

- Student income and assets
- For dependent students: parental income and assets
- For married students: spouse's income and assets (if applicable)

Key financial factors considered in the SAI calculation include:

- Adjusted Gross Income (AGI)
- Untaxed income, such as tax-exempt interest and untaxed portions of IRA distributions and pensions
- Allowable deductions, such as federal tax paid and certain allowances for living expenses

Once financial need is determined, CET's Financial Aid Office prepares a customized financial aid package to help meet the student's educational expenses.

Cost of Attendance*

The COA is an estimate of the student's educational expenses for the period of enrollment. The following table shows the COA breakdown of Schedule of Total Charges & Estimate Schedule of Total Charges for the 2025-2026 Academic Year:

Allowance	Living with Parents	Off Campus Housing
Tuition & Fees	Actual CET Program Cost	
Books & Supplies	$1,089 Per Academic Year	
Food	986/mo; $11,835/yr	$628/mo; $7,533/yr
Housing	included above	included above
Transportation	$151/mo; $1,818/yr	$166/mo; $1,989/yr
Personal/Misc.	$345/mo; $4,140/yr	$422/mo; $5,067/yr
Child/Dependent Care	Reasonable expenses with adequate documentation provided by the student depending upon age and number of children.	
Loan Fees	For student loan borrowers, actual or average loan origination and insurance.	
TOTAL	$18,882/yr (tuition not included)	$30,897/yr (tuition not included)
* The cost of attendance is not to be confused with Tuition cost. COA is an estimated of the student's educational expenses for the period of enrollment.		

CET uses the annual budget published by the California Student Aid Commission to determine the student's cost of attendance for the California CET Centers.

How to Apply for Financial Aid

Applicants should contact their local CET Financial Aid Office to obtain the necessary forms and receive guidance throughout the admissions process. At a minimum, applicants must complete the Free Application for Federal Student Aid (FAFSA). FAFSA applications are available at the Financial Aid Office or can be completed online at www.fafsa.ed.gov.

Additional documentation may be required to verify the information provided on the application.

Payment Periods

A payment period is a school-defined length of time during which financial aid funds are disbursed to a student.
For students enrolled in an eligible program that is one academic year or less in length (typically 630–900 clock hours), the payment periods are structured as follows:

- First Payment Period: Covers the time during which the student completes the first half of the program, measured in both clock hours and weeks of instruction.
- Second Payment Period: Covers the time during which the student successfully completes the second half of the program, also measured in clock hours and weeks of instruction.

Financial Aid Payments

To receive a disbursement of federal financial aid funds, a student must:

- Be actively attending classes,
- Be in the appropriate payment period for the disbursement, and
- Have completed the required number of weeks and clock hours for that payment period.

Payment Period Structure

Disbursements are made in two payment periods, determined by dividing the total program hours and weeks in half. For example, in a 900-hour program:

- First Payment Period: 1–450 hours (0%–50% of the program)
- Second Payment Period: 451–900 hours (51%–100% of the program)

Satisfactory Academic Progress (SAP)

All CET students are expected to maintain Satisfactory Academic Progress (SAP) in accordance with standards set by:

- The Council on Occupational Education (COE)
- The Bureau for Private Postsecondary Education (BPPE)
- Federal Student Aid (FSA) regulations

Disbursement Process

Financial aid payments are requested electronically from the U.S. Department of Education and are disbursed either:

- By check payable to the student, or
- As a credit to the student's tuition account (Not under HCM1)

Funds are disbursed no later than 14 days after receipt. Uncashed checks will be voided after 60 days, and the funds will be returned to the appropriate agency.

Disbursement Timeline

- First Disbursement: typically within 45 days of the student's start date
- Second Disbursement: Within 45 days of completing the actual midpoint of the program

Verification Process

CET provides its verification policies to all financial aid applicants and prospective students upon request. Verification is a standard part of the financial aid process and is required for certain applicants to confirm the accuracy of information submitted on the Free Application for Federal Student Aid (FAFSA). CET will not disburse Pell Grants, campus-based aid, or Direct/PLUS Parent Loan funds until the verification process is complete.

Who Must Be Verified

CET verifies students who are selected by the Central Processing System (CPS). For the 2025–2026 award year, verification is limited to the following:

- Resolving conflicting information
- V1 – Standard Verification Group
- V4 & V5 – Custom and Aggregate Verification Groups, limited to verifying Identity/Statement of Educational Purpose

for students flagged by CPS

Required Verification Items

Students selected for verification may be required to provide documentation for the following:

- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid
- Education Credits
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax-Exempt Interest Income
- Income Earned from Work
- Household Size
- Number in College
- Identity/Statement of Educational Purpose

Verification Tracking Groups

Students selected for verification will be placed into one of the following three groups:

- V1 – Standard Verification Group
- V4 – Custom Verification Group
- V5 – Aggregate Verification Group

The assigned group determines which FAFSA information must be verified. Students must complete the appropriate Verification Worksheet for their group and provide any additional documentation as required. For more information, students should contact their Financial Aid Staff.

Verification Process Details

Timeframe for Providing Documentation

Applicants must submit all required documentation within the timeframe established by federal regulations:

- 120 days from the student's last day of attendance, or
- The official Federal Register deadline, whichever comes first.

Applicant Responsibilities

To remain eligible for financial aid, students must:

- Submit all requested documentation within the required timeframe.
- Repay any over-award or funds received in error, as determined through the verification process.

Consequences of Non-Compliance
If a student fails to provide the required documentation:

- CET cannot complete the verification process.
- The student will be notified via a Financial Aid Notice that they are ineligible for financial aid.
- The student may:
  - Continue training on a cash payment basis, or be required to repay any ineligible funds received.

Refusal or inability to provide documentation as requested on the Pending Financial Aid Award Notice Form may result in suspension or termination from the program.

Additional Policies

- Interim Disbursements: CET does not issue interim disbursements. Verification must be completed before any Title IV funds are released.
- Tolerances: For students receiving subsidized aid, any changes to non-dollar items or dollar items of $25 or more must be submitted for processing.
- Notification of Verification Results: CET will notify students of the outcome of verification within 30 days of receiving all required documents. If the verification results in changes to the student's award, they will be required to sign a revised Financial Aid Offer Letter and Tuition Payment Plan.
- Referral Procedure: If CET suspects fraud or criminal misconduct related to a student's financial aid application, the Corporate Financial Aid Office will refer the case to the Office of the Inspector General (OIG) of the U.S. Department of Education, as outlined in 34 CFR 668.16(g).

  Examples include:

- False claims of independent status or citizenship
- Use of false identities
- Forgery of signatures or academic credentials
- Misrepresentation of income
- OIG Hotline: (800) 647-8733

Federal Student Aid Identity Verification and Fraud Prevention

In response to increasing cases of identity theft and fraud in federal student aid programs, especially targeting Pell Grants, the U.S. Department of Education has strengthened identity verification requirements for students applying for federal aid.

Effective Fall 2025, the Department of Education and Federal Student Aid (FSA) will:

- Implement enhanced identity screening for all Free Application for Federal Student Aid (FAFSA®) applicants to better detect potential fraud.
- Increase the number of first-time financial aid applicants required to complete identity verification through the existing V4 and V5 verification processes.
- Streamline verification requirements:
  - Students are no longer required to submit a Statement of Educational Purpose (being removed from FAFSA).
  - Students unable to appear in person may verify their identity via a secure video call with institutional staff (not applicable to CET students).
  - Students whose identities have been verified by a National Institute of Standards and Technology (NIST) Identity Assurance Level 2 (IAL2) entity or a correctional facility official will also be accepted with proper documentation.

CET is required to report suspected fraud to the Office of Inspector General (OIG) and may not disburse federal aid to individuals who are confirmed to have falsified their identities or provided fraudulent information.

These measures aim to protect students, taxpayers, and the integrity of federal financial aid programs while reducing unnecessary burdens on schools and students.

Students can reach out for CET's Financial Aid Staff for more details.

Conflicting Information

Conflicting information refers to any data that differs from previously available information or from information provided by different institutional departments, and that may affect a student's eligibility for financial aid.
This includes, but is not limited to:

- Verification results
- Citizenship status
- Accuracy of the Social Security Number (SSN)
- Default or overpayment status
- Changes in academic status
- Cost of Attendance (COA) elements
- Other financial assistance or resources
- Inconsistencies in data used to calculate the Student Aid Index (SAI) or Expected Family Contribution (EFC)

All conflicting information must be fully resolved before:

- Any federal student aid is disbursed, or
- Any adjustments are made based on Professional Judgment

Professional Judgment

Professional Judgment (PJ) is a process used by Financial Aid Staff to review a student's unique circumstances and, when appropriate, make adjustments to the standard criteria used to determine financial aid eligibility. These adjustments are made to better reflect the applicant's current financial situation.

Key Points:

- PJ decisions are made on an individual, case-by-case basis.
- Adjustments are considered when the standard financial information does not accurately represent the student's or family's current ability to contribute to educational

costs.
- All PJ decisions must be thoroughly documented in the student's file.

Examples of Situations That May Warrant a PJ Review *(not an exhaustive list)*:

- Homelessness
- Dislocated worker status
- Recent unemployment of a family member
- Significant changes in family income or assets

Important Requirements:

- Verification must be completed.
- Conflicting information must be resolved before any data adjustments are made.

Changes to Your Family's Financial Situation
If your family's financial situation has changed significantly from what is reported on your federal income tax return (e.g., job loss or a substantial drop in income), you may qualify for a financial aid adjustment. If you have already submitted your FAFSA, contact your Financial Aid Office to discuss your current circumstances.

Please note: All PJ decisions made by the school are final and cannot be appealed to the U.S. Department of Education.

Dependency Overrides

Federal financial aid regulations assume that a student's family is primarily responsible for covering educational expenses. If you are classified as a dependent student under federal guidelines, your financial aid eligibility is determined using both your income and asset information and that of your parent(s).

However, in cases of unusual and exceptional circumstances, a Dependency Override may be granted. This occurs when the Financial Aid Staff exercises Professional Judgment to override the federal criteria and reclassify a student as independent.

***Note**: Dependency Overrides are granted on a case-by-case basis and require compelling documentation.*

Examples of Circumstances That May Warrant a Dependency Override

(This list is not exhaustive):

- Abandonment by parent(s)
- Parental drug abuse
- Parental mental incapacity
- Physical or emotional abuse
- Severe estrangement from parents
- Parental incarceration
- Students aged 21–23 who are unaccompanied and homeless, or self-supporting and at risk of homelessness

Important Considerations:

- Overrides must be re-evaluated annually. A previously approved override does not automatically carry over to the next academic year.
- Overrides granted by other institutions are not accepted. Each request must be reviewed and approved by CET's Financial Aid Staff.
- All requests must be thoroughly documented to justify the override.

If you believe you may qualify for a Dependency Override, please contact the Financial Aid Office to discuss your situation and begin the documentation process.

Federal Student Aid Credit Balance

An FSA credit balance occurs when CET applies Federal Financial Aid funds to a student's account and the total amount of those funds exceeds the student's allowable charges (such as tuition and eligible fees).

- Definition: An FSA credit balance exists when the total federal funds on a student's account are greater than the total tuition and eligible fees for a given Payment Period.
- Federal Financial Aid funds at CET include:
    - Federal Pell Grants
    - Federal Supplemental Educational Opportunity Grants (FSEOG)
    - Direct Stafford Loans
    - Direct PLUS Loans (Parent Loans)
- CET issues the excess funds (the FSA credit balance) to the student via check.

- If the credit balance is the result of a Parent PLUS Loan, the check is issued to the parent borrower.
- Credit balances not related to federal aid are also refunded directly to the student.

Students do not need to request the processing of an FSA credit balance. The process is handled automatically by CET's Financial Aid Office.

CET is currently under Heightened Cash Monitoring 1 (HCM1) status. Under HCM1, CET is required to use its own institutional funds to pay any FSA credit balances (i.e., excess federal financial aid funds owed to students or parents) before it can request reimbursement from the U.S. Department of Education.

What This Means for Students:

- You will still receive your FSA credit balance (e.g., via check), just as before.
- You do not need to take any action—the process remains automatic.
- CET is not allowed to hold FSA credit balances; they must be disbursed promptly using CET's own funds.

So, while the student-facing experience remains the same, the back-end funding process is different due to HCM1.

Time Frame for Paying Credit Balances

In accordance with federal regulations, Federal Student Aid (FSA) credit balances are processed within 14 calendar days from the date the credit balance is created.

- FSA Credit Balances: Must be disbursed within 14 calendar days of creation.
- Non-FSA Credit Balances: Are not subject to the 14-day rule but are processed automatically and continuously throughout a student's enrollment.

Check Disbursement Procedure:

- If a credit balance is issued by check, CET may hold the check for up to 21 days after notifying the student via a formal letter.
- If the check is not picked up within 21 days, CET will:
  - Mail the check to the student or parent, or
  - Return the funds to the appropriate FSA program, as required.

FSA Credit Balance Example		Non-FSA Credit Balance Example	
Tuition	$16,375	Tuition	$16,375
Fees	$40	Fees	$40
Federal Aid	$16,471	Federal Aid	$16,471
FSA Credit	($96)	Scholarship	$500
		Non-FSA Credit	($500)

PLUS Parent FSA Credit Balance

A Federal Student Aid (FSA) credit balance is issued to Parent PLUS loan borrowers when the disbursement of a PLUS loan results in a credit balance on the student's account (as defined in the section above).

If a Parent PLUS borrower wishes for the FSA credit balance to be issued to the student, they must complete and submit the PLUS Parent Loan Acknowledgement of Credit Balance Authorization Form to the Financial Aid Office.

Credit balance checks are available for immediate pick-up once the student is notified that the credit has been created.

- Checks are held in the Financial Aid Department for up to 21 days. If not picked up within that time, the check will be mailed to the home address on record.
- Students must present valid photo identification to pick up their check.
- Students are responsible for budgeting their funds and ensuring they are used for education-related expenses.

Note: Credit balance checks from Parent PLUS Loans are not held for pick-up. If the authorization form is not submitted, the check is automatically mailed to the parent borrower's home address.

All credit balance checks are disbursed through the local CET center's Financial Aid Department. Students with questions about disbursement timing or pick-up should contact their local Financial Aid Staff.

Disbursements During Leave of Absence (LOA)

- Pell and FSEOG funds (tuition and/or student portion) may be disbursed to students on an approved Leave of Absence.
- Direct Loan funds will not be disbursed during a LOA.
- However, if a Direct Loan-related FSA credit balance was created prior to the LOA start date, CET will proceed with disbursing that balance to the student.

Satisfactory Academic Progress (SAP) Requirement

All students must meet Satisfactory Academic Progress (SAP) to remain eligible for federal financial aid and receive credit balance checks. Students on Probationary status who fail to meet the terms of their Corrective Action Plan will lose eligibility for financial aid. Please refer to the Satisfactory Academic Progress Policy for full details.

Withdrawals and Financial Responsibility

Students who withdraw or are administratively terminated may owe a balance to CET—particularly if withdrawal occurs at or before 60% of the scheduled program hours. CET does not retain excess FSA credit balances.

PLUS Parent FSA Credit Balance

A student account credit balance is issued to parent PLUS loan borrowers when the PLUS loan disbursement results in an FSA credit balance of the student account (as described in the above section). PLUS Parent borrowers who wish to have an FSA Credit Balance of PLUS Parent funds issued to their student should complete and return the PLUS Parent Loan Acknowledgement of Credit Balance Authorization form and submit it to their Financial Aid Staff.

FSA Credit Balance Delivery

Credit Balance checks are available immediately for pick up after the date the student is notified that the credit has been created. Credit Balance checks are held for student pick-up in the Financial Aid Department no more than 21 days before being mailed to the home address on record. Students may be required to present photo identification to pick up credit balance checks. Students must be responsible for budgeting their own funds and ensuring that these funds are used for education related expenses. Credit Balance checks of PLUS Parent Loans are not held for pick-up and are automatically mailed to the borrower's home address if a PLUS Parent Loan Acknowledgement of Credit Balance Authorization form was not submitted to the Financial Aid Department. Credit Balance checks are disbursed in the local CET center's Financial Aid Department. If a student has questions about their loan disbursements, date and time of pick up, he/she/they is to contact the local Financial Aid Staff.

Disbursements to Students on Leave of Absence: CET will disburse Pell and FSEOG (tuition and/or student) funds to a student on a leave of absence.

However, CET will not disburse Direct Loan funds to a student on a leave of absence. CET will pay an FSA credit balance resulting from Direct Loan funds to a student on a leave of absence if the credit had already been created prior to the LOA start date.

All students must meet Satisfactory Academic Progress (SAP) in order to receive their federal financial aid and subsequent credit balance checks. Any students that are in a Probationary status and fail to meet the terms of their Corrective Action Plan will no longer be eligible to receive financial aid. Please see the "Satisfactory Academic Progress" policy for further details.

A student who withdraws from the program or is administratively terminated may owe a balance to CET (i.e. if a student withdraws at or less than 60% of scheduled hours of their program hours). CET does not hold excess FSA credit balances.

Federal Refund Policy

If a student receiving financial aid withdraws from school, both the school and the student share responsibility for returning Title IV aid

(federal financial aid funds). The amount of aid to be returned depends on how much of the Title IV aid the student earned before withdrawing. Up to the 60% point of the program hours, a pro rata schedule is used to determine the amount of aid earned. After the 60% point, the student is considered to have earned 100% of the Title IV funds scheduled for the period of enrollment. If a student withdraws after the 60% point, there are no unearned funds to return; however, CET must still determine whether the student is eligible for a Post-Withdrawal Disbursement (PWD). The amount of earned aid is based on the percentage of the payment period the student completed before withdrawing. Any unearned aid that was disbursed must be returned to the appropriate federal program, and any earned aid that was not disbursed must be offered to the student as a Post-Withdrawal Disbursement within 45 days.

How Withdrawal Can Impact Financial Aid

Federal regulations require Title IV financial aid funds to be awarded under the assumption that you will attend CET for the entire enrollment period in which federal financial aid assistance will be awarded. If you do not complete or withdraw from the program for any reason, you may no longer be eligible for the full amount of Title IV funds that you were originally scheduled to receive.

The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated calculation is used to determine the amount of federal student aid funds you will have earned at the time of the incomplete/withdrawal/drop.

If you leave or withdraw at or prior to completing 60% of scheduled hours in the Enrollment Period, your financial aid awards will be pro-rated and CET may be required to return funds to the federal student aid program and you may owe a balance due to CET that may be created by the funds refunded to U.S. Department of Education. If you leave or withdraw upon completing more than 60% of scheduled program hours (Period of Enrollment), you will have earned 100% of your financial aid awards.

It is your responsibility to return unearned financial aid (Title IV) funds that were disbursed to you. Unearned Title IV fund loan proceeds paid to you must be repaid under the terms and conditions of the promissory note.

School and student responsibility for return of unearned federal funds. Both you and CET are responsible for returning unearned federal financial aid to the federal government. You will be billed for any amount due as a result of the return of federal aid funds calculation.

- The amount of grant proceeds you must repay is limited to the amount by which the grant overpayment exceeds half of the original grant funds.
- An overpayment of $50 or less does not have to be repaid.
- You must make arrangements with the Department of Education to return such grant proceeds within 14 days of the date of notice of overpayment.
- You will be reported to the National Student Loan Data System (NSLDS) if you do not to make repayment arrangements within 14 days of the date of the notice of overpayment. This will result in the loss of any further financial aid eligibility.

Example calculations for illustration purposes only - The following is an example of a return of funds for a student who with- drew from a 630-hour program after completing 260 hours of the 630 scheduled hours in the Enrollment Period (scheduled program hours). This student would have earned 41.26% of his/her/their Title IV Funds (financial aid) for the Enrollment Period (260/630 = 41.26%). The remaining amount would have to be returned to the appropriate source.

The following is an example of a return of funds calculation for a student who withdrew from a 900-hour program after completing 549 hours of training of the 900 scheduled program hours (Enrollment Period). This student would have

earned 61% of his/ her Title IV funds (financial aid) for the enrollment Period (549÷ 900 = 61%). Since this student withdrew after completing 60% of the program hours, the student is considered to have earned all (100%) his or her federal financial aid.

Refunds - In the event that you have received less aid than the amount of financial aid that you have earned at the time of withdrawal, you are eligible to receive those funds. CET will notify you of your eligibility of a post-withdrawal disbursement of aid. You will have 14 days to accept or decline these funds.

Additional loan information to consider when withdrawing:

- If the calculations result in a balance due from you to CET, a bill will be sent to your permanent home address and will be due upon receipt.
- An email notification and/or via U.S. postal service containing a letter detailing the withdrawal amounts returned to each program.
- If you are a Federal Direct Loan borrower, you are required to complete the Exit Counseling at the time of your withdrawal. You may complete the Federal Direct Loan Exit Counseling at the National Student Loan Data System (NSLDS) www.nslds. ed.gov
- A copy of the Federal Direct Counseling materials (if applicable), will be sent to you via email and via regular U.S. Postal service to your address in file.
- Your Federal Direct Loan Servicer will be notified that you are no longer enrolled, and the loan repayment process will begin.
- It is important that you understand your rights and responsibilities, and your completions of the required exit counseling will prepare you for repaying your loan(s).
- Your grace period for loan repayments for Federal Direct Unsubsidized and Subsidized Loans will begin on the day after your last day of attendance from CET. If you are not enrolled at least part-time for more than 6 months, your loans will go into repayment. You must contact your Loan Servicer to make payment arrangements. Loans must be repaid by you (student/parent) as outlined in the terms of your promissory note.

Order of award refunded - All unearned aid must be returned to the federal aid programs as determined by the Federal calculation. Funds must be returned in the following order:

a) Direct Loan Unsubsidized

b) Direct Loan Subsidized

c) Parent PLUS Loan

d) Pell Grant

e) SEOG Grant

Institutional refund calculation - CET also complies with State regulations; after performing the Return to Title IV (financial aid) funds calculations, a second refund calculation must be performed following state rules. Tuition will be refunded to the funding source or to students who withdraw prior to or at 60% of the scheduled program hours and a withdrawal fee of $100 will be assessed. No tuition will be refunded for any withdraw that occurs after 60% of the scheduled program hours. For the formula used, please refer to the "Institutional Refund Policy" section of your Enrollment Agreement.

Private/Other Scholarships - Private or other scholarship aid will be recalculated according to the scholarship agency withdrawal policy at the time of awarding. CET's policy for private or scholarships would apply if no donor or agency policy provided.

Contact information - If you have questions on any of the above information, please contact your Financial Aid Staff. You may visit studentaid.gov to verify that any refunded amount(s) has been credited to your account, and inquire if you still have any outstanding balance.

Reducing/Cancelling a Federal Student Aid (financial aid) Loan

A student or parent who wishes to reduce or cancel a loan must do so by providing the Financial Aid Staff at the local CET Center with a completed Loan Reduction/Cancellation Request form within 14 calendar days from the date of the loan payment. Forms can be requested from the Financial Aid Staff at the local CET Center.

National Student Loan Data System (NSLDS)

The NSLDS is the U.S. Department of Education's central data- base for student aid. For students or parents borrowing a financial aid loan, the loan will be submitted to NSLDS and will be accessible by the student, parent, authorized agencies, lenders and institutions. Students and parents may visit https://studentaid.gov to access their loan information. Student and parent may also visit this site to verify that any refunded amount(s) have been credited to his/her/their account, and inquire if he/she/they still have any outstanding balance.

FINANCIAL AID TERMINOLOGY - WHAT DOES THIS MEAN?

The following definitions correspond to some common terms used within the financial aid terminology.

Academic Year: At CET the academic year is defined as a period of not less than 26 weeks of instructional time with a minimum of 900 clock hours of instruction. Instructional Week Definition for financial aid purposes, a week of instructional time is any period of 7 consecutive days in which at least 1 day of regularly scheduled instruction, examination, or (after the last day of classes) at least 1 scheduled day of study for examinations occurs. Instructional time does not include periods of orientation, advising, homework, vacation, or other activity not related to class preparation or examination. Therefore, the weeks of instructional time may be less than the number of calendar weeks that elapse between the first day of classes and the last day of classes or examinations.

Any program that is less than an academic year will have financial aid awards pro-rated accordingly to the number of clock hours in the program.

Adverse Credit History: This term usually applies to Plus Parent Loans. It takes into consideration credit history which is a summary of your financial strength, including your history of paying bills and your ability to repay future loans. Your credit history may be considered adverse if you have experienced bankruptcy discharge or foreclosure within the past five years, or if you have any accounts that are 90 days or more delinquent.

Capitalization: The addition of unpaid interest to the principal balance of a loan. When the interest on your federal student loan is not paid as it accrues (accumulates), ED will capitalize the interest under certain circumstances. This increases the out- standing principal amount due on the loan and may cause your monthly payment amount to increase. Interest is then charged on that higher principal balance, increasing the overall cost of the loan.

Citizen/Eligible Non-Citizen: A student must be in one of the following categories to receive federal student aid: A U.S. citizen, a U.S. national (includes natives of American Samoa or Swain's Island), or a U.S. permanent resident who has an I-151, I-155, or I-551C (Alien Registration Receipt Card). If student is not in one of these categories, student must have an Arrival-Departure Re- cord (I-94) from the Bureau of Citizenship and Immigration Services (formerly the U.S. Immigration and Naturalization Service) showing one of the following designations: "Refugee," "Asylum Granted," "Cuban-Haitian Entrant, Status Pending," or "Conditional Entrant," (valid only if issued before April 1, 1980). If the student has only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464), he/she/they will not be eligible for federal and state student aid.

If a student is in the United States on certain visas, including an F1 or F2 student visa, or a J1 or J2 exchange visitor visa, student is not eligible for federal student aid. Also, persons with G series visas (pertaining to international organizations) are not eligible. For more information about other types of visas that are not acceptable, check with the local CET financial aid office.

Citizens of the Freely Associated States: Effective July 1, 2024, citizen of the three Freely Associated States, Federation States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau are eligible for the following three Title IV, HEA programs: Pell Grants, Federal Work Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG); these citizens do not have an A-number/ARN. Students from the Freely Associated sates remain ineligible for Direct Loan funds.

Clock Hour: 50 to 60 minutes of supervised instruction during a 60-minute period.

Contributor: Anyone who is required to provide information on a student's FAFSA form, including the student, the student's spouse, a biological or

adoptive parent, or the parent's spouse (stepparent). A contributor IS NOT non-adoptive grandparents, foster parents, legal guardians, brothers or sisters, and aunts or uncles, even if they helped provide for or raise the student.

Credit Balance: A federal student aid credit balance occurs when tuition payments have been received by CET in excess of the amount of charges assessed to the student in the period of enrollment.

Deferment: A postponement of payment on a loan. Deferment is allowed under certain conditions. During deferment, interest does not generally accrue (accumulate) on Direct Subsidized Loans, Subsidized Federal Stafford Loans, and Federal Perkins Loans. All other federal student loans that are deferred will continue to accrue interest. Any unpaid interest that accrued during the deferment period may be capitalized (added to the principal balance of the loans).

Dependent: the dependency status determines whether you need to provide information about your parents or legal guardians; the criteria for dependent status include age, marital status, and financial support. Some situations may lead to exceptions.

Entrance Counseling: A mandatory information session, which takes place before you receive your federal student loan; entrance counseling explains your responsibilities and rights as a student borrower.

Exit Counseling: A mandatory information session, which takes place when you withdraw or graduate. It provides important information to prepare you to repay your federal student loan(s).

Student Aid Index (SAI): replaces the previous term Expected Family Contribution (EFC). SAI is an eligibility index number used by your financial aid office to determine how much financial aid you are eligible for.

Forbearance: A period during which your monthly loan payments are temporarily suspended or reduced. U.S. Department of Education may grant you forbearance if you are willing but unable to make loan payments due to certain types of financial hardships. During forbearance, principal payments are postponed but interest continues to accrue (accumulate). Unpaid interest that accrues during the forbearance will be capitalized (added to the principal balance of your loans), increasing the total amount you owe.

Grace Period: A period of time (generally six months) after a borrower graduates, leaves school, or drops below half-time enrollment during which the borrower is not required to make payments on certain federal student loans. Some federal student loans will accrue interest during the grace period, and if the interest is unpaid, it will be added to the principal balance of the loan when the repayment period begins.

Grant: Financial aid that does not need to be paid back, (unless, for example, you withdraw from school and owe a refund), often based on financial need.

Incomplete: Students are officially withdrawn on the date of notification, the date terminated by the institution, the date of ten consecutive days of absences without notification to the school, or the date when the student failed to return from an approved leave of absence.

Independent Student: If you are an independent student, you will report your own information and, if you are married, your spouse's. Independent students do not need to provide parental information on the FAFSA form.

Interest: A loan expense charged for the use of borrowed money. Interest is paid by the borrower to U.S. Department of Edu- cation. The expense is calculated as a percentage of the unpaid principal amount of the loan.

Loan Servicer: A company that collects payments, responds to customer service inquiries, and performs other administrative tasks associated with maintaining a federal student loan on behalf of U.S. Department of Education. If you're unsure of who your federal student loan servicer is, you can look it up in "My Federal Student Aid" at StudentAid.gov/login or on NSLDS, nslds.ed.gov or by contacting your CET Financial Aid Staff.

Master Promissory Note (MPN): A binding legal document that you must sign when you get a federal student loan. The MPN can be used to make one or more loans for one or more academic years (up to 10 years) at one or more schools. It lists the terms and conditions under which you agree to repay the loan and explains your rights and responsibilities as a borrower. It's important to read and save your MPN because you'll need to refer to it later when you begin repaying your loan or at other times when you need information about loan provisions, such as deferments or forbearances.

Need: Financial need is the amount left over after subtracting the SAI (formerly EFC) from the cost of attendance (COA, this includes tuition, fees, room and board, books, supplies, transportation, and other miscellaneous expenses). Financial Need = COA – SAI; if the SAI is less than the COA, the difference represents your financial need.

Parent(s): A parent is a biological or adoptive parent (whether of the opposite or same sex) or a person that the state has determined to be a parent (for example, when a state allows another person's name to be listed as a parent on a birth certificate). A stepparent is considered a parent if married to a biological or adoptive parent and if the student is counted in the student's household size.

Payment Period: 450 hours and 13 weeks for courses of 900 hours or more; the mid-point of the program for courses of less than 900 hours and 26 weeks.

Additional Information

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of their social security number is mandatory. Social security numbers are used to verify identities, to process the awarding of funds, the collection of funds, and to trace individuals who have borrowed funds from federal, state, or private sources.

Further information on Federal Student Aid programs can be found in the booklet, "The Guide to Federal Student Aid," that is given to all federal financial aid applicants at the time of application for Federal Student Aid. More information can be found by visiting the following websites:

www.fafsa.ed.gov – Will allow you to access and complete the Federal Financial Aid Application online and will inform you about deadlines for applying.

www.finaid.org – A comprehensive source of student financial aid information, advice, and tools available online.

www.fc2success.org – This is a national non-profit scholarship program designed for foster youth to make the difficult transition to adulthood and the pursuit of their educational goals.

www.cash4college.csac.ca.gov – A program in California that helps student and families access for education and career/technical training beyond high school. Provides dates and locations of free workshops that provide line-by-line hands-on help to complete the FAFSA.

www.uscis.gov – Learn about U.S. citizenship information.

https://studentaid.gov – U.S. Department of Education site explaining how to view Federal student loan documents, Entrance/Exit counseling, how to sign promissory notes, planning tools and funding education beyond high school.

www.bls.gov/emp - U.S. Bureau of Labor Statistics: students can use this data in their career exploration. The occupational out- look handbook helps you learn about the nature of the work, education and training requirements, employment, salary and ten-year outlook for hundreds of occupations.

www.hsf.net – Hispanic Scholarship Fund.

www.irs.gov – Internal Revenue Service: required to File a Federal Income Tax Return Use IRS Publication 501 to determine if the independent applicant or dependent student's parent(s) was required to file a federal tax return. If tax filing status is known, use the combination of reported

marital status, tax filing status, and age to determine if they were required to file.

www.sss.gov – Visit this web site to register for the U.S. Selective Service.

www.va.gov/ – Or call 1-888-GI-BILL-1 (1-888-442-4551) inside

U.S. Call 001-918-781-5678 outside the U.S. Veterans of the U.S. Uniformed Services may be eligible for a broad range of programs and services provided by the Department of Veteran Affairs (VA). Veterans crisis Line is 1-800-273-8355 and press 1.

nces.ed.gov/collegenavigator/ – College Navigator is a consumer tool created by the US Department of Education and its National Center for Education Statistics so that people can evaluate US colleges that receive Title IV funds. College Navigator includes institutional data on programs offered, retention and graduation rates, prices, aid available, degrees awarded, campus safety, student loan defaults and accreditation.

StudentAid.gov – National Student Loan Data System (NSLDS) is the national database of information about loans and grants awarded to students. NSLDS® provides a centralized, integrated view of federal student aid loans and grants that are tracked through their entire lifecycle from aid approval through disbursement and repayment (if applicable). Login or create an account (FSA-ID).

TUITION

Tuition Policy

CET serves a diverse group of people with various academic backgrounds, vocational skills, and attitudinal preparedness. Service to this diverse population dictates CET's open-entry/ open-exit enrollment policy as well as its program design of individualized instruction. CET receives funding from a variety of federal, state, and local sources. CET tuition is due at enrollment unless other arrangements are made; any tuition not covered by the secured funds is the responsibility of the student.

When tuition is paid in whole or in part by a funding agency that imposes performance criteria or other contract terms that may affect the tuition amount, CET will negotiate tuition with those agencies taking into account the risk of non-collection. CET has a payment plan available for those who wish to pay on a cash basis or for those students who are not fully funded with grants or financial aid. All tuition and fee balances must be paid prior to graduation.

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 10th day after enrollment, whichever is later. Also, if information on the right to cancel is not given to the prospective student prior to or at the time the enrollment agreement is signed, the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date. Any cancellation should be in writing and must be delivered to school management.

CET's Right To Deny Enrollment

Center for Employment Training (CET) reserves the right to deny enrollment to any applicant at its sole discretion, in accordance with institutional policies and procedures. This right is exercised to maintain program integrity, ensure student readiness, and uphold CET's educational standards. All admissions decisions are made in compliance with applicable federal and state laws, including the California Private Postsecondary Education Act of 2009, and without unlawful discrimination.

Institutional (State) Refund Policy

Students have the right to withdraw from a program of instruction at any time. Students who withdraw from training after the 10-day cancellation period may be eligible for a refund (depending on whether any tuition payment has been made). The withdrawing student is obligated to pay for educational services rendered. If a financial aid recipient withdraws before earning sufficient Federal Financial Aid or other funds to cover incurred training costs, the student will be responsible for the unpaid portion of incurred training costs. Refunds will be paid within 45 days following the determination of the withdrawal date.

Tuition will be refunded when students withdraw up to completing 60% of the scheduled program hours and an administrative fee of $100 will be assessed. No tuition will be refunded for any withdrawals that occur after sixty percent (60%) of the scheduled program hours. The STRF State non-refundable fee will be applicable to those students that apply for Federal Student Aid.

General Basis for the Refund Calculation

Refunds are determined based on the student's last date of attendance. Specifically, the refund is calculated starting from the day after the student's final day in class. The amount of the refund is then computed using a standardized formula that takes into account the total length of the program, the amount of instruction the student received prior to withdrawal, and any payments made. This ensures that students are only charged for the portion of the program they actually attended, and any excess payment is returned in accordance with applicable refund policies.

This formula illustrates the refund process:

Tuition	X	Hour of Instruction NOT completed / Schedule Instructional Time	–	$100 Administrative Fee	=	Refund Amount

FORCE MAJEURE

Center for Employment Training's duties and obligations under *Force Majeure* statutes may be suspended indefinitely without notice during all periods in which CET is closed due to any *Force Majeure* events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond CET's control.

CET has developed a contingency instruction plan to deliver re- mote instruction as soon as is reasonably practicable and safe under the circumstances. If such a *Force Majeure* event occurs, CET's duties and obligations, under *Force Majeure*, may be postponed for a period of time until the School can deliver its contingency course instruction or until such time as CET, in its sole discretion, may safely reopen.

In the event CET is closed for a period of time or must deliver course work remotely due to an event under this statute, the student agrees that CET is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to CET.

STUDENT TUITION RECOVERY FUND ("STRF") FEES AND DISCLOSURES

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state- imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

1. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
2. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
3. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
4. 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.
5. 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.
6. 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.

NOTIFICATION RIGHTS UNDER FERPA

Under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, a parent or eligible student has a right to inspect and review the student's records and to seek to have them amended in certain circumstances.

Disclosures to parents: Current regulations provide that even after a student has become an "eligible student" under FERPA postsecondary institutions may allow parents to have access to their child's education records, without the student's consent in the following circumstances: the student is a dependent for federal income tax purposes; the disclosure is in connection with a health or safety emergency under the conditions, the student has violated any federal, state or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation regarding the use of possession and the student is under 21 at the time of the disclosure. These rights include:

1. The right to inspect and review the student's education records within 30 days of the day CET receives a request for access. Students should submit to the Center Director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The CET official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the CET official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask CET to amend a record they believe is inaccurate. They should write to the CET official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If CET decides not to amend the record as requested by the student, CET will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. Generally, schools must have written permission from eligible students prior to releasing any information from their educational records. FERPA, however, allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interests.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate third parties/contractors in connection with students' financial aid.

Organizations conducting certain studies for or on behalf of schools. A written agreement will be required and must specify the purpose, scope, duration of the study, and the information to be disclosed. The study should be conducted in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests. In addition, the organization must specify the time period during which the information will be destroyed or returned to CET.

- Accrediting organizations.
- In compliance with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities within a juvenile-justice system, pursuant to specific state law.
- Parents or legal guardians, if the student is under age 21 and has violated the alcohol and drug policies of the student's school.
- An alleged victim of a crime of violence or non-forcible sex offense, limited to the results of disciplinary hearings.
- Ex parte court orders under USA Patriot Act (the court order itself may instruct the institution not to notify the parent or student or records the

disclosure of educational records, or disclosed the existence of the ex part order to any party).

- Registered sex offenders; the Campus Sex Crimes Prevention Act (CSCPA), allows postsecondary institutions to disclose, without consent, information it has received from a State under the Wetterling Act.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CET to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

5. Directory Information: FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information is considered public information and may be released without the student's consent.

At CET, the following items of information regarding a student's record are considered directory information:

- Student's full name
- Address (home and mailing)
- E-mail address
- Telephone number
- Date of birth
- Dates of attendance
- Enrollment status (Full or Part Time)
- Graduation date

In general, CET does not release directory information to the public or third parties without written consent from the student. In cases where family members, employers, or other interested entities, are seeking student directory information, CET will require a FERPA Release Form to be signed by the student.

CONSUMER INFORMATION NOTICE

All institutions that participate in Federal Student Aid Programs are required to notify enrolled and prospective students regarding consumer information that is available to them. This notice is intended to outline consumer information that the student has the right to request and review. The following information is available at all centers. Additionally, the student has the right to request this information in writing by contacting the Center Director at each center during regular business hours.

Rights under Family Education Rights and Privacy Act (FERPA)

Center for Employment Training maintains compliance with the U.S. Family Education Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in June 1976). The Privacy Act defines requirements, which are designed to protect the privacy of the students concerning their records maintained by the center. The disclosure includes students' rights and procedures to review educational records and amend inaccuracies. Generally, information pertaining to a student's records shall not be released to a third party without written authorization from the student, by judicial order, or a lawfully issued subpoena. Education records pertain to all records an institution maintains regarding a student. A copy of the Family Education Rights and Privacy Act Policy is made available to students through the Admission Office.

Personal Identifiable Information (PII): Protecting Student Privacy and Confidentiality

Personal Identifiable Information (PII) is any information about an individual maintained by CET, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Examples of non-sensitive PII include information such as first and last names, email addresses, business addresses, business telephone numbers, general education credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

To ensure that such PII is not transmitted to unauthorized users, CET policy requires the encryption of all PII and other sensitive data transmitted via email or stored on CDs, DVDs, thumb drives, etc., using Federal Information Processing Standards (FIPS), 140-2 compliant, and National Institute of Standards and Technology (NIST) validated cryptographics module.

Misrepresentation Policy Statement

CET holds itself to the highest level of integrity, honesty, and responsibility, and will not provide any false, erroneous, or mis- leading statements to a student or prospective student, to the family of an enrolled or prospective student, or to the Dept. of Education in accordance with 34 CFR 668.71-75. This includes disseminating testimonials and endorsements given under duress. Likewise, CET does not tolerate any intentional misrepresentation by students or any CET staff and will abide by the laws governing information provided when applying for and receiving financial aid.

CET has procedures in place to ensure that none of CET's representatives, or any ineligible institution, organization, or person with whom CET has an agreement to provide educational programs, marketing, advertising, recruitment or admissions services, makes a substantial misrepresentation regarding CET, the nature of its educational program, its financial charges, or the employability of its graduates.

Academic Program Information and Instructional Facilities Information

Academic program offerings and instructional facilities vary according to the area. Not all programs are available at all locations. Information regarding academic programs, instructional facilities, and current Center contact information may be reviewed on the Student Catalog Addenda.

Services for Disabled Students

CET's goal is to support qualified students with disabilities enrolling in vocational training. CET supports student self-advocacy while providing

reasonable accommodations to minimize the effects of a disability and maximize student potential. CET recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, as amended, and 34 CFR Part 104, prohibiting discrimination on the basis of a disability and requiring CET provide reasonable accommodations to qualified disabled students in all CET programs and activities. A qualified student with a disability may request "reasonable accommodations" related to his or her disability, provided that the accommodations do not impose an undue hardship on CET.

Students have the responsibility to both self-disclose and request accommodations through the Center Director. Communication with instructors or other staff members does not constitute in itself fulfilling the CET's ADA accommodation requirements. Verification through medical documentation from a health care provider and/or a Qualified Rehabilitation Professional and engaging in an interactive process is required prior to accommodations being determined and fulfilled. The Center Director and Regional Director, in consultation with the Human Resources Director, will review documentation for accommodation consideration. The Center Director is responsible for managing the ADA process including negotiations and finalizing appropriate student accommodations.

Dissemination of Institutional & Financial Assistance Information

Information about institutional and financial assistance is available from the Center Director or designee at each Center or Branch during regular business hours.

Consumer Information Disclosures

To assist the student in making a more educated decision about enrolling, CET provides the following disclosures on its website cetweb.edu or on paper per request or applicable:

- Net Price Calculator – To receive an estimate of how much students similar to you paid to attend CET. Find it at http:// cetweb.edu/tuition
- Student-Right-To-Know – Graduation and Placement Rates. Find it at http://cetweb.edu/disclosures
- Campus Crime Statistics Summary – This is to disclose the number of instances in which certain types of crimes have occurred in any building or property owned or controlled by CET, which is used for activities related to the educational purposes. Find the full report at https://cetweb.edu/safety/ clery-act
- School Performance Fact Sheet –Find it at: https://cetweb. edu/disclosures/

Drug & Alcohol-Free Workplace and Campus

CET recognizes the abuse of drugs and alcohol is a threat to the health and safety of the campus community. In accordance with the Drug-Free Workplace Act of 1988 and the Drug-free Schools and Communities Act Amendments of 1989, CET will provide a drug-free workplace and learning environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while at CET or any of its campuses is prohibited. Abuse of alcohol, including underage drinking, on any CET campuses is also prohibited.

CET imposes sanctions, up to and including dismissal from all programs of study or termination of employment, on any students or employees (or minors) engaged in the consumption or abuse of alcohol or the unlawful possession, use, or distribution of illicit drugs while on CET or at any CET campus and premises. In addition, any student or employee (including minors) involved in such illegal activity is subject to legal sanctions under local, state, and federal law.

CET complies with any state law, which prohibits possession or use of alcohol by, or sale of alcohol to, anyone under twenty-one years of age.

Drug and Alcohol Abuse Prevention Program

The drug and alcohol abuse program was designed in compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

The Alcohol and Substance Abuse Prevention Program emphasizes prevention and intervention through education. The following is a list of CET's educational services and programs available to staff and students:

- Referral to Employee Assistance Program (EAP)

counseling services (employees only).

- Medical insurance carrier monthly newsletters, including listings of website resources (employees only).
- Lectures presented by representatives from local community organizations.
- Informational brochures on alcohol and substance abuse publications.
- Listing of Internet websites for self-help resources.
- Drug use causes physical and emotional dependence, interferes with memory, sensation and perception, and in some cases, may cause permanent brain damage or sudden death. The various health risks associated with alcohol abuse and use of specific types of drugs mentioned below is not intended to be an exhaustive or a final statement of all possible health consequences of substance abuse.
- Using alcohol and other drugs carries risks. Alcohol and drugs impair judgment, making users more likely to hurt themselves or others, to have trouble with the law, to do poorly at school and work, and hurts relationships. Alcohol and drugs also have specific health risks: they can damage major organs, increase the risk of cancer, and even cause death.
- Detailed information concerning the known health hazards resulting from the abuse of drugs and alcohol may be obtained from your physician. On-line self-help sites for drug counseling and rehabilitation programs are included in the Annual Security Report.

Biennial Review

- CET will conduct biennial reviews to determine the effectiveness of the Alcohol and Drug Prevention Program through student and employee program evaluations, surveys, alcohol violations, controlled substances violations, and related fatalities as required by Section 485(f)(6) of the Higher Education Opportunity Act. This will include the number of violations and related fatalities reported to the Center Director and CET's Human Resources Department that occurred on CET property or at CET activities as well as the number and type of sanctions imposed by CET.

Non-Smoking Policy

- Students and staff at all Centers shall honor the smoke-free zone area of 25 feet outside any entrance, exit or operable window of all our facilities.
- "Smoking," as used in this policy, is defined as inhaling, exhaling, burning, or carrying a lighted substance, including but not limited to, tobacco, cloves, or marijuana. "Smoking Products" include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.).
- *Smoking marijuana on campus with or without a medical marijuana card is prohibited*. Furthermore, CET prohibits the sale, distribution, and sampling of all tobacco products and tobacco-related merchandise on all CET-owned and operated property and at CET sponsored events. Littering campus with remains of smoking products is prohibited.
- This policy applies to all employees, students, visitors, contractors, vendors, and volunteers.

CET Student Software Code of Ethics

No student shall ever install any software product on a CET computer. No software may be installed on any CET computer by anyone without proper authorization from the Center Director and Corporate Systems Administrator. This applies to Share- ware, Freeware, and any other software downloaded from the internet. Unauthorized duplication of copyrighted computer software violates the law and is not allowed under any circumstances.

Information Technology Requirements

CET provides computers, software, and all accessories necessary for training.

Peer-to-Peer Disclosure (P2P)

The Digital Millennium Copyright Act (DMCA), the No Electronic Theft Law (NET Act), and other federal laws make copyright infringement both a criminal offense

and provides for civil penalties. A violator can be prosecuted in criminal court and/or sued for damages in civil court. Criminal penalties for first-time offenders can be as high as five years in prison and $250,000 in fines. Civil penalties can run into many thousands of dollars in damages and legal fees.

- *Copyright Infringement:* The unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities and is not permitted.

Any student who makes, distributes, or uses unauthorized or illegal copies of licensed and/or copyrighted software, media or copyrighted materials, including illegal downloading using the institution's information technology systems, will be subject to disciplinary action. This may include a warning, suspension and/or termination from the program.

- *Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws*: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at no less than $750 and no more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov.

SEXUAL HARASSMENT POLICY

In accordance with Title VII Section 1604, and Title IX of the 1972 Education Amendments, CET is committed to providing an educational, employment, and business environment free of sexual harassment.

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that is made either explicitly or implicitly a term or condition of an individual's educational status or employment, is used as a basis for educational or employment decisions affecting such individual, has the purpose or the effect of unreasonably interfering with an individual's educational or work performance or which create an intimidating, hostile, or offensive education, or work environment.

Anyone who engages in sexual harassment shall be in violation of this policy and subject to disciplinary action, up to and including termination or expulsion.

Sexual Harassment

1. Making written, verbal, physical and/or visual contacts with sexual overtones: written forms may include suggestive or obscene letter, notes and invitations.
2. Oral forms may include derogatory comments, slurs, jokes, and epithets.
3. Physical forms may include assault, unwelcome touching, impeding, or blocking movement.
4. Visual forms may include leering, gestures, and display of sexually offensive objects, pictures, cartoons, or posters.
5. Making reprisals, threats of reprisal, or implied threats of reprisal following a sexual harassing behavior within the educational environment, including withholding or threatening to withhold the graduation certificate.
6. Retaliation for having reported or threatened to report sexual harassment.
7. Continued expressions of sexual interest after being informed the interest is unwelcomed.
8. Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence or affect the educational opportunities and/ or learning environment of a student.
9. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed, including one or more of the following: unnecessary touching, patting, hugging, or brushing against a person's body, remarks of a sexual nature about a person's clothing, remarks about sexual activity, or speculations about previous sexual experiences.

Complaints should be directed to the Center Director, and the Corporate Human Resources Director located at 701 Vine Street, San Jose, CA 95110. If the Human Resources Director is not available, contact the Human Resources Manager at the same location.

Retaliation

CET will not tolerate retaliation against any individual for initiating or assisting in filing a complaint of sexual harassment. An employee and/or student in violation of this policy may be subject to disciplinary action, up to and including termination or expulsion.

CODE OF STUDENT CONDUCT

Center for Employment Training has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanction apply at all times on campus as well as to any off-campus functions sponsored or supervised by CET:

1. Deliberate lack of cooperation, habitual profanity or vulgarity, or the open and persistent defiance or abuse of CET personnel.
2. Obstruction or disruption of teaching, or of the education process, administrative process, disciplinary procedures or other CET functions and activities on campus.
3. Cell phones must be kept on silent and out of sight during instructional hours. Use of cell phones in classrooms, labs, and school offices is only allowed for recording class attendance or when explicitly authorized by the Instructor or CET staff for instructional purposes. Any authorized use must not create distractions.
4. Assault, battery, or any threat of force or violence upon students or CET personnel.
5. Physically intimidating others including such acts as obscene gestures, shouting, fist shaking, and/or blocking egress.
6. Theft of, or damage to, the property of CET, its officers, employees, students, or visitors.
7. Misuse of computers and networks which includes but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements.
8. Misrepresentation of oneself as a representative of CET including but not limited to any conduct that adversely impacts the student's performance or conduct, or that of other students, customers, or associates of CET's legitimate business interests.
9. Unauthorized entry into or use of CET equipment and facilities or trespassing/violation of a closed campus.
10. Acts of dishonesty, such as lying, knowingly furnishing false information, or reporting a false emergency to any CET official, instructor or other staff member.
11. Cheating, plagiarism, or knowingly furnishing false information in the classroom or to a CET officer.
12. Forgery, alteration, or other misuse of CET documents, records, or identification.
13. Knowingly assisting another person in the commission of a violation of the Student Code of Conduct.
14. Leading or inciting others to disrupt scheduled or normal authorized activities.
15. Disorderly, lewd, indecent, or obscene conduct or expression on any CET owned or controlled property or at any CET sponsored or supervised function.
16. Physical or verbal abuse of any person or group, or conduct which intimidates, threatens, or endangers the health or safety of any person or group.
17. Conducting a series of acts over a period of time and making threats with the intent to place a person in fear of death or bodily injury.
18. Acts of sexual harassment, rape, date rape, sexual assault, threat of an assault upon a student or staff or at a supervised function.
19. Hazing or any acts of discrimination that injures, degrades or disgraces another person or group.
20. The use of alcohol or unlawful drugs, or the distribution, sale, or possession of alcohol or other drugs, or the distribution, sale, or possession of alcohol or other drugs on CET property or at events sponsored by CET.
21. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus property or at CET sponsored or supervised activities.
22. Gambling in any form.

23. Smoking in classrooms or other unauthorized campus areas.
24. Failure to comply with lawful directions of CET officials, instructors, staff, or campus security officers who are acting within the scope of their duties.
25. Violation of other applicable federal and state statutes and CET rules and regulations.
26. Not adhering to the Student Dress Code.

Sanctions: Warning, Censure, Suspension, & Expulsion

In accordance with the provisions of CET Policies, the following sanctions will proceed for violations of the Code of Student Conduct:

1. Warning: a written notice to the student that he or she is violating or has violated CET regulations.
2. Censure: a written reprimand for a violation of specified regulations. Probation is for a designated time and includes the probability of more severe disciplinary sanctions if the student is found to be violating other CET regulation(s) during the probationary period.
3. Restitution: Reimbursement to CET, as directed by the Center Director, for repair or replacement of campus property misused, misappropriated, or damaged by the student.
4. Temporary Suspension: Suspension of the student from the program by the Unit Team with approval by the Center Director, for 1-3 days.
5. Expulsion: Termination of student status by the Center Director on recommendation of the Regional Director, and the Chief Operations Officer (COO).

Student Anti-Retaliation Policy

CET prohibits and will not tolerate any form of retaliation against any student who has complained of or formally reported discrimination, harassment, or sexual assault, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else.

Students with complaints of retaliation should utilize the procedures available under the Grievance Procedure and the Sexual Harassment Policy, non-discrimination policies or other available administrative procedures as appropriate.

CET CAMPUS RULES

CET has established rules to promote a professional learning environment, preparing students for the industry demands and to help students be successful in training and on the job.

Students must be at their classroom/labs/shops on time as specified in their class schedules, Monday through Friday. Being late once in a while is not okay.

1. Students will stay at their training areas during training sessions unless instructed or allowed by their instructors to be elsewhere. Walking around, talking, or interfering with others is not allowed.
2. Whenever a student will be late or absent due to illness or emergency, he/she must contact his/her/their program instructor before 8:00 a.m. unless other arrangements have already been made.
3. Students will follow grievance procedures, which means presenting a concern first to his/her/their program instructors before going elsewhere with the problem.
4. Excessive absences or tardiness may result in suspension or up to termination from school. This includes leaving early and/or arriving late from breaks or lunch without authorization from their instructors.
5. Students will adhere to a dress code as follows:
    a) Shirts and/or blouses are to be worn at all times. (This means no halter tops and/or tank tops).
    b) No shorts or miniskirts are to be worn during training time.
    c) The type of shoes worn by students shall be according to the safety standard of that particular skill.
    d) Makeup application and hair combing are restricted to the restroom areas only; and only during breaks and/or lunch periods. Applying makeup or combing hair in training area is never okay.
    e) Body piercings are not allowed due to safety, personal hygiene and professional conduct.
    f) Clothing or accessories that could promote gang activity, drugs/ alcohol or sexual innuendo will not be allowed.
    g) Violations to dress code will result in being sent home to change clothing and will affect your attendance.
6. Consumption or being under the influence of alcoholic beverages and or drugs during the school day will not be tolerated. Doing so will result in suspension from school and a referral to participate in drug rehabilitation. Failure to comply with the above will result in permanent termination from the program.
7. Eating in the classroom is not permitted during instructional time unless expressly authorized by the Instructor or Center Director. Any approved food or beverage must not interfere with safety protocols, and the classroom must be returned to a clean instructional space after use.
8. Smoking is not allowed inside the building.
9. Students on job search should come to school in appropriate clothing for a job interview which can occur at any time.
10. Fighting, disrespectful conduct or disruptive behavior is not allowed. Violators may incur immediate suspension or termination.
11. Any student caught doing graffiti, stealing, or otherwise vandalizing CET property may incur immediate termination from the program.

STUDENT RIGHTS & RESPONSIBILITIES

A student who is enrolled at the Center for Employment Training has the right to expect:

- A clean, safe, and supportive environment.
- Instruction from skilled professionals who have experience working in the occupation being taught.
- All information, materials, and equipment needed to complete the training program made available by CET.
- Advice and assistance in human development in order to overcome barriers to successful completion of training and job attainment.
- Expeditious and fair handling of complaints.

Financial Aid & Admissions Responsibilities

A student who is enrolled at the Center for Employment Training has the following responsibilities:

- Read and retain the student catalog and all other information regarding tuition, payment plans, promissory note, refund policies, cancellation periods, attendance requirements, and the admission process.
- Request, if needed, further information or clarification of admissions or financial requirements.
- Complete all necessary application and financial aid forms using true and correct information.
- Provide necessary documentation and verification for financial aid and program eligibility in a timely manner.
- Be an active participant in the admissions process.
- Inform CET of any change of name, address, telephone number, or status that may affect program or financial aid eligibility.

Academic Responsibilities

- Maintain satisfactory progress, good attendance, and be on time for classes.
- Complete classroom and laboratory work as assigned.
- Treat fellow students and staff with respect.

Behavioral Responsibilities

- Refrain from maliciously or willfully damaging property of the Center for Employment Training, other students, or staff.
- Refrain from writing, spraying, or painting graffiti on or around CET property.
- Refrain from stealing or removing, without CET permission, CET property from school grounds.
- Adhere to CET dress code (see CET campus rules)
- Become familiar with and adhere to procedures pertaining to emergency evacuation drills of the Center.

Responsibilities Concerning Health

Students have the responsibility with regards to their own health and safety and the health and safety of the campus community. To promote an optimum personal and physical environment in which to facilitate individual development and learning, a student will:

- Notify Instructor and Admissions staff for all absences. Provide information about any emergency or hardship that may cause an extended absence.
- Not attend classes if he/she/they have a contagious condition (i.e. TB, measles, hepatitis, etc.).
- Not attend classes if he/she/they are under the influence of alcohol or illicit drugs.
- Observe sound personal hygiene habits.
- Have current TB results on file as required by the Medical Assistant training program.
- Obtain a physician's note and cooperate with CET administration regarding restrictions and/or special accommodations for program training.
- Inform Instructor and Center Director of all medications that may affect the ability to perform safety sensitive activities during hands-on

training. CET's Human Resources Department will be contacted to ensure the safety of the student and others.

- Adhere to safety regulations and use safety equipment and protective devices as required.
- CET's Human Resources Department may request a Fitness for Duty (FFD) evaluation for skill training if any medical problems or other situation arises that may threaten the health and/or welfare of self or others. CET will provide an FFD form, a description of safety sensitive activities related to the student's training, and the reasons for this request. The student will be instructed to schedule an appointment and give the documents to their doctor. The student will be responsible for submitting the doctor's response to the Human Resources Department.

Human Resources Director
Center for Employment Training
701 Vine Street, San Jose, CA 95110
(408) 287-7924; Fax: (408) 294-7849
HumanResources@cetweb.edu

There are occasions when students experience emotional problems to such an extent they interfere with the educational progress of others and/or demonstrate behavior representing a danger to themselves or to others. In such instances CET is obligated to protect other students' rights to pursue their training and to take appropriate action, if necessary, to protect the student in question from harming themselves or others. In most situations such as this, the Center Director is able to elicit the cooperation of the student's family so they may obtain appropriate medical treatment for the student and/or withdrawal from the program.

Education Code Section 76021 (CHEC) states: CET may exclude from attendance in regular classes any student whose physical or mental disability is such to cause his attendance to be detrimental to the welfare of other students.

GRIEVANCE PROCEDURE

This student grievance resolution process aligns with the nondiscrimination and equal opportunity provisions under Section 188 of the Workforce Innovation & Opportunity Act (WIOA) and Title 29 CFR Part 38.

Center for Employment Training (CET) is committed to maintaining a fair, transparent, and timely process for addressing student grievances. Students are encouraged to resolve concerns at the earliest possible level, using both informal and formal channels.

Step 1: Informal Resolution with Instructor

Students should first attempt to resolve concerns directly with their instructor. Many issues can be effectively addressed through open communication. The instructor is expected to respond promptly, ideally within three (3) business days. If the issue remains unresolved or the student is dissatisfied with the outcome, the student may proceed to file a formal written grievance.

Step 2: Formal Grievance to Center Director

Students must submit a formal grievance in writing to the Center Director by using CET's online grievance submission form at https://cetweb.edu/student-grievances. Select "Center Director" from the dropdown menu. The grievance must include:

a) Complete student contact information;

b) A detailed description of the specific concern or allegation;

c) The desired resolution;

d) Any relevant supporting documentation.

The Center Director will review the grievance and issue a written response within five (5) business days of receipt. In exceptional cases, this timeline may be extended but shall not exceed thirty (30) business days from the date of submission.

Note: *If the grievance is specifically against the Center Director, the student may bypass this step and submit the grievance directly to the Regional Director (see Step 3).*

Step 3: Grievance to Regional Director

If the student remains dissatisfied with the Center Director's response—or if the grievance is against the Center Director—the student may submit the grievance to the Regional Director using the online form found at https://cetweb.edu/student-grievances. Select "Regional Director" from the dropdown menu.

The grievance submission must include:

- Complete student contact information;
- A detailed description of the allegations or concern;
- The desired resolution;
- All relevant supporting documentation.

The Regional Director will:

- Acknowledge receipt of the grievance,
- Notify any relevant parties,
- Provide an update or response within ten (10) business days of submission, CET Corporate Education Department 6/04/2025

The Regional Director will issue a final written determination within thirty (30) business days of the original filing date. In exceptional cases requiring additional time, this period may be extended once, but shall not exceed a total of forty-five (45) business days from the date of submission. The final decision will include a detailed explanation of how and why the determination was made.

Note: If the grievance is specifically against the Regional Director, the student may bypass this step and submit the grievance directly to the Chief Operations Officer (see Step 4).

Step 4: Final Appeal to Chief Operations Officer

In exceptional cases where the student believes the matter remains unresolved—or if the grievance is against the Regional Director—the student may submit a final appeal in writing to the Chief Operations Officer (COO) at https://cetweb.edu/student-grievances. Select "Chief Operations Officer" from the dropdown menu. The appeal must include:

- Complete student contact information;
- A detailed description of the concern or allegation;
- The desired resolution;
- Any supporting evidence or documents.

The Chief Operations Officer (COO) will review the appeal and issue a final written decision within ten (10) business days of receiving the submission. In exceptional cases, this timeline may be extended but shall not exceed thirty (30) business days from the date of submission.

All complaints and grievances submitted through this process will be documented and archived at each step by the responsible party—Center Director, Regional Director, and Chief Operations Officer. The Chief Operations Officer holds ultimate responsibility for maintaining a centralized archive of all grievance records to ensure institutional accountability, transparency, and continuous improvement.

When solutions from the Instructor, Center Director, Regional Director, and Chief Operations Officer have been exhausted without satisfaction, the student has the option to submit a grievance to the appropriate State, Federal, and Accreditation Agencies listed in the table below:

1. In California:	
Bureau for Private Postsecondary Education 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 Phone: (888) 370-7589 Fax: (916) 263-1897	Website:www.bppe.ca.gov http://www.bppe.ca.gov/enforcement/complaint.shtml Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818
2. In Texas:	
Texas Workforce Commission Career Schools and Colleges, Room 226T 101 E. 15th Street, Austin, TX 78778-001 Phone: (512) 936-3100 Website: http://csc.twc.state.tx.us	
3. If tuition is paid by Workforce Innovation and Opportunity Act(WIOA) Title I or Section 167 Programs funded directly by the US Dept. of Labor; Student Complainant may file an appeal to:	
Secretary of Labor Attn: Assistant Secretary of ETA U.S. Department of Labor 200 Constitution Avenue, NW Washington, DC 20210	Copy: Regional Administrator Employment and Training Administration U.S. Department of Labor P.O. Box 193767 San Francisco, CA 94119-3767
4. If tuition is paid by Workforce Innovation and Opportunity Act (WIOA) Title I Programs funded by La Cooperativa; Student Complainant may file an appeal to:	
Chief, Compliance Review Office MIC 22-M Employment Development Department P.O. Box 826880 Sacramento, CA 94280-0001 Copy: EEO/Compliance Officer La Cooperativa Campesina De California 1107 – 9th St., Ste 420 Sacramento, CA 95814	Secretary of Labor Attn: Assistant Secretary of ETA U.S. Department of Labor 200 Constitution Avenue, NW Washington, DC 20210 Copy: EEO/Compliance Officer La Cooperativa Campesina De California 1107 – 9th St., Ste 420 Sacramento, CA 95814
5. If the program is funded by Workforce Innovation and Opportunity Act (WIOA) Section 167 funds by La Cooperativa; (temporary housing assistance), student complainant may file an appeal to:	
Secretary of Labor Attn: Assistant Secretary of ETA U.S. Department of Labor 200 Constitution Avenue, NW Washington, DC 20210	Copy: EEO/Compliance Officer La Cooperativa Campesina De California 1107 – 9th St., Ste 420 Sacramento, CA 95814
6. When local or federal remedies have been exhausted, student may file an appeal to:	
Council on Occupational Education 7840 Roswell Road, Bldg. 300, Suite 325 Atlanta, GA 30350 Phone: (800) 917-2081 Website: www.council.org	

CAMPUS SECURITY, GRADUATION AND PLACEMENT RATES

Center for Employment Training (CET) is committed to working with the campus community to provide a safe learning and working environment in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 U.S.C. Section 1092.

We are aware of the challenges in our community, and this Annual Security Report outlines many of the steps taken by CET to enhance the safety of administration, instructors, staff, students, applicants for admissions and employment, vendors, contractors, and visitors. However, the responsibility for personal safety cannot rest primarily with CET staff. Safety and security is a shared responsibility--by working together, we can provide a safer environment for the entire campus community.

CET employees with significant responsibility for operations, training, and services are designated as Campus Security Authorities and are responsible for maintaining a safe work environment for the campus community. The list of Campus Security Authorities, including their job titles, is posted on the Campus Security Bulletin Board at each campus.

Campus Safety/Crime warnings are intended to heighten safety awareness. CET will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

The Center Director is responsible for issuing timely warnings and emergency notification. The Center Director in consultation with the Human Resources, will decide whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for timely campus safety/crime warnings and emergency notifications may also come from other law enforcement agencies.

The Center Director in consultation with Human Resources may use the following methods to ensure the campus is appropriately alerted to the threat in a timely fashion:

1. Utilize all communication devices available to the campus to inform the campus community such as telephone, cell phones, and walkie-talkies, and/or bull horns.
2. Make classroom announcements.
3. Post Safety Notices in places where people are most likely to congregate.
4. Send e-mails to all employees.

Confidential information will not be disclosed in order to protect victims or to contain, respond to, or otherwise mitigate the emergency. Safety Notices will be issued as soon as possible after the specific event. Safety Notices will include the date, time, location, a summary of the incident to include any suspect description and special preventive instructions. In addition to the Safety Notice, the Center Director or designee will record the incident or crime in the Incident/Crime Log.

Graduation and Placement Rates

All CET centers in each state must disclose basic institution information and school performance data in their School Performance Fact Sheet which each student receives and signs prior to his/her/their enrollment. The School Performance Fact Sheet contains the required calculations and information on completion rates, graduation rates, placement rates, license examination passage rates, salaries or wages, and campus crime statistics in accordance with the Campus Security Act of 1990, as amended by

the Higher Education Opportunity Act of 2008.

Incident/Crime Log

The Crime Log is maintained electronically in CET's Client Information Management System (CIMS). The Crime Log can be requested from the Center Director. The Crime Log contains limited categories: the date the crime occurred or was reported; the nature of the crime; the campus—on campus, off campus buildings, or public property within or adjacent to a CET campus; and the disposition of the crime, if known. An entry to the Crime Log, or an addition to an entry, must be made within two (2) days of the report of information to Campus Security Authorities.

All other information is considered strictly confidential and will not be posted on the Crime Log to avoid jeopardizing the confidentiality of the victim. Information may be withheld if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of individuals or would cause a suspect to flee or evade detention or result in the destruction of evidence.

The Crime Log must be publicly available during normal business hours. Any portion of the Crime Logs older than 60 days are made available within two (2) business days of a request.

The determination on whether or not CET will include incidents/crimes in the Annual Crime Report is decided on a case-by-case basis in light of all the facts surrounding the following Clery Act crimes:

- Murder
- Non- Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Liquor Law Arrest
- Drug Law Arrest
- Illegal Weapons Arrest
- Domestic Violence
- Dating Violence
- Stalking
- Hate Crime

Annual Security Report

CET publishes an Annual Security Report by October 1 of each year in accordance with the Student Right-to-Know and Campus Security Act of 1990. The Report discloses statistics from crime reports received by the Center Director. The Directors make a good faith effort to obtain crime reports from local police agencies having jurisdiction within the geographic area of each campus and satellite and which occurred during the most recent calendar year and the two preceding years. The Report also includes the U.S. Department of Education specification about retention, graduation, and job placement rates for the most recent year.

CET uses the following methods of notification and distribution:

- The Annual Security Report is available at https://cetweb.edu/safety/clery-act/ on October 1,2024.
- CET's Human Resources Department sends a notification announcing the Annual Security Report to all employees via the internal e-mail system.
- Utilize all communication devices available to the campus such as group emails to inform the campus community.
- Make in-class announcements: post notification in every classroom.
- Post notification in places where people are most likely to congregate.
- The website link for the Annual Security Report is posted on the Campus Security Bulletin Board.
- Prospective students receive the direct website link during the application process and receive an Acknowledgement of Receipt, which they sign upon enrollment. The website link for the Annual Security Report is available in the Student Catalog.
- Newly hired employees are informed of the website during their new hire orientation.

- The website link is published in all employees' job descriptions.

Students can request a copy of the Annual Security Report by contacting the Admissions Office at their campus. Employees can contact the CET's Human Resources Department at 701 Vine Street, San Jose, CA 95110; (408) 287-7924.

Security Awareness & Crime Prevention

Personal responsibility is a key component to safety, security, and crime prevention. Students and staff can prevent crime by being alert and aware of their surroundings at all times:

- Walk in pairs or groups; avoid isolation.
- Be alert; project confidence; look people in the eye.
- Stay in well-lit areas away from potential hiding places.
- Know where you are and where places of refuge are.
- If followed, go toward well-lit areas where other people are.
- Walk on the left, facing traffic so vehicles can't easily approach you from behind.
- Wear clothing and shoes that enable you to move fast!
- Carry only lightweight objects.
- Wear or carry items like jewelry and cash that are minimal in value and don't attract attention.
- Avoid approaching strangers in vehicles for any reason.
- Carry a whistle or other noisemakers.
- If you think you are in trouble, do anything to attract attention –Scream! Break glass! Sound a horn!
- Carry a cell phone and make sure it is charged. If use headphones, make sure they do not obstruct your hearing, so you are aware at all times.
- Ensure that you have some money or a way to pay for transportation.

CET is responsible for informing students and staff of any criminal activity or security problems that may pose a reasonable threat to their physical safety. CET will make every effort to provide timely information. Each center may use a variety of methods when communicating: make phone calls, send text messages, use a paging system, utilize two-way radios, send staff e-mails, make announcements in the classrooms, post Safety Notices, and provide briefings as needed.

Upon seeing or hearing anything that may seem suspicious, students should contact one of the CET staff and the police if needed. Students and staff will review campus security procedures and practices on a biannual basis.

Campus Security Authorities

CET is committed to providing information to maintain a safe learning and working environment. CET does NOT have a police force, pastoral counselors or licensed, professional counselors at any of our campuses.

The CET Center Directors at each campus are designated as official Campus Security Authorities (CSA's) with significant responsibility for student and campus activities, including by not limited to student discipline and campus judicial procedures.

The Center Director is responsible for addressing and documenting all incidents and reportable crimes that occur on campus in a timely manner that includes providing support, logging in crime reports, investigations, medical emergencies, fire emergencies, accidents, and all other incidents requiring first responder assistance.

Reporting Incidents and Crimes

CET encourages all members of the campus community to contact the Center Director or any other designated Campus Security Authority (CSA) on campus when they have been the victim of or have witnessed criminal actions.

CET does NOT have a campus police force at any campus. On occasion, CET will contract with private security services based on a continuing threat. Colton, Salinas, San Diego, San Jose and Santa Maria contracts with a security service and

El Centro has a non-security guard. The security staff do not carry firearms and will call the local law enforcement authorities on matters concerning safety and security. There are no written memorandums of understanding with appropriate law enforcement authorities for any CET campus.

CET Campus Security Authorities will notify local law enforcement agencies whenever an incident or crime poses any threat to the campus community. Campus Security Authorities will render all possible assistance provided such assistance can be given without significantly endangering themselves, the officer, or others involved in the crime.

Crimes in progress and crimes that have just occurred should be reported immediately by calling 9-1-1. Whenever possible, the actual victims or witnesses of the crime should be directly involved. First-hand information is always more accurate and complete.

When calling to report a crime or incident, please be ready to give information such as:

- brief description of the occurrence,
- when and where the incident occurred,
- weapons the suspect(s) carried,
- where and when the suspect(s) was last seen, description of the suspect(s) (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information.

Offenses that are committed by students or staff may be referred for criminal prosecution. CET may impose sanctions up to and including expulsion of students and/or termination of employment in accordance with the Student Catalog and the Personnel Policy Handbook.

Reporting Sexual Assault

CET does not tolerate sexual misconduct or abuse such as sexual assault, rape, or other forms of sexual activity. Violations of this policy are subject to disciplinary sanctions as indicated in this report, in the Student Catalog, and the Employee Handbook. CET will follow reporting procedures as mandated by state law.

All sexual assaults on or around campus should be reported immediately to the police by dialing 9-1-1 and the Campus Security Authority (CSA) of the appropriate center or contacting the Corporate Human Resources Department by dialing (408) 287-7924. Regardless of how a report is made, it is important to report incidents promptly so that an investigation can be conducted and evidence preserved.

- Get to a safe place.
- Call the Police Department 9-1-1. (the police agency having jurisdiction of the location where the crime occurred)
- Call the Rape Crisis Line (Sexual Assault) (800) 656-4673. If not, the police department can assist with identifying treatment, counseling, and other services.
- Inform the Center Director or any Campus Security Authority on campus.
- Call Human Resources Department during business hours (8:00 a.m. to 5:00 p.m.) at (408) 287-7924.
- Contact available security officers on campus
- Seek medical attention regardless of your intention to notify police. A medical examination is important to check for sexually transmitted diseases, other infections, injuries, and pregnancy.
- Preserve evidence; physical evidence is paramount in the prosecution of assailants. Generally evidence should be collected immediately after the assault and only by a certified medical facility upon the request of a law enforcement agency.
- To preserve evidence after an attack, you should not change your clothes, bathe, shower, apply medication, or take any other personal hygiene action before contacting police. If it becomes absolutely necessary that you change your clothes, each item should be packaged separately in a paper bag. If oral contact took place, do not brush your teeth, do not use mouthwash and do not

smoke.
- Do not straighten up or clean the area where the assault took place.

Every effort is made to ensure our campus environment promotes and assists in prompt reporting of sexual assaults. CET has limited resources and will transfer the investigation of sexual assault crimes to the local agency having concurrent jurisdiction.

The police department will assist with identifying treatment, counseling, and other services. Additional hotline phone numbers are posted on the Campus Security Bulletin Board.

Offenses which are committed by students may be referred for criminal prosecution and/or dealt with by CET in student disciplinary proceedings. CET's disciplinary proceedings may impose sanctions up to and including expulsion. A public log of crimes reported to CET is available for public inspection during normal office hours.

CET, upon written request, will disclose to the alleged victim of any crime of violence, or a non-forcible sex offence, the results of any disciplinary proceedings conducted by CET against the student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of alleged victim.

Criminal Prosecution

Notification to a law enforcement agency begins the criminal prosecution process. CET will facilitate contact with the local law enforcement agencies or provide information about how to contact them directly. Trained police officers will facilitate medical and counseling services, referrals, and the collection of evidence and information. You will be interviewed at a location of your choice and will be allowed or offered an advocate to accompany you during all aspects of the investigation. The protection of the victim's name and any identifying information will be of the highest priority. Your decision to prosecute does not necessarily have to be made during initial contact with officers and your decision determines the officers' subsequent investigation protocol. Law enforcement agencies have legal authority to arrest as appropriate and to forward the case to the District Attorney's Office for criminal prosecution.

Sex Offender Registration Information

In order to fulfill the requirements of the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children, Sexually Violent Offender Act, the Jeanne Clery Act, and the Family Education Rights and Privacy Act of 1974; CET is providing links to online registries for sex offenders for the States of California (The Megan's Law Sex Offender Registries) and Texas:

CALIFORNIA	http://www.meganslaw.ca.gov/ Phone Number: 916-210-3114
TEXAS	https://records.txdps.state.tx.us/SexOffender/PublicSite/Index.aspx Phone Number: 855-481-7070

These registries are not intended to punish the offender. Using the information to intimidate, harass or commit any crime against an offender is prohibited. The Department of Justice is responsible for maintaining these registries.

Statement of Intent Regarding the Dating and Domestic Violence Protocol

Dating and domestic violence (also known as intimate partner violence) is a crime punishable by both civil and criminal legal action and a serious violation of CET's Standards of Conduct. Dating and domestic violence will not be tolerated within our community. The Dating and Domestic Violence Response Protocol prohibits all forms of dating, domestic, and/or intimate partner violence, including but not limited to: physical violence (e.g., kicking, hitting, pinching, choking, biting), sexual violence (e.g., forcing a partner to take part in a sex act when the partner does not consent), emotional violence - including verbal/written violence (e.g., isolation,

intimidation, belittling, stalking, "outing" someone against his/her/their will, cyber bullying/harassment, threat of physical force), and economic abuse (i.e., withholding financial resources to intimidate, threaten, or cause a person to remain in a relationship because of access to finances).

Dating and domestic violence are criminal offenses, and should be reported to the proper authorities. CET students are charged with the responsibility of being familiar with and abiding by the Standards of Conduct set forth in our online Student Handbook. Students may be subject to both criminal prosecution and on-campus disciplinary action. Staff, students, and visitors of the CET community are strongly encouraged to report all incidents of dating, domestic, and/or intimate partner violence.

If you have experienced or are experiencing dating, domestic, and/or intimate partner violence, consider the following:

1. Go to a safe place and/or find someone you can trust. If possible, separate yourself from the alleged perpetrator(s).
2. Find support for yourself by contacting a friend, family member, member of your church. CET does NOT have any confidential campus resource such as Student Health and Counseling Staff, Chaplain and/or Rabbi).
3. The CET Campus Security Authority can assist you in identifying immediate strategies and actions that can be taken to increase your safety.

Obtain medical attention, if needed. We strongly suggest that if you believe an exam/testing is desired and/or necessary that you request a Sexual Assault Nurse Examiner (S.A.N.E.) to provide the examination. You have the right to have a support person accompany you to the exam. Document for yourself as soon as possible what happened (i.e., time, date, sequence of events, descriptions, witnesses). It is important to not destroy any evidence of violence (e.g., email/Facebook/Plans correspondences, voicemail/text messages).

1. Report incident to the Campus Security Authority and/or local police.
2. Call the National Domestic Violence Hotline at 1800-799- 7233 or connect to www.ndvh.org
3. Report the incident to the Human Resources Department at (408) 287-7924 (Business Hours: 8:00 a.m. – 5:00 p.m.)
4. You have the right to choose to do any or all of these options, or to do nothing. The choice is yours.

The CET Emergency Response

The emergency response and evacuation procedures are publicized each year as part of CET's Clery Act compliance efforts. The information is available in the Annual Security Report on CET's website: https://cetweb.edu/safety/clery-act/. CET is required to test emergency response and evacuation procedures on at least an annual basis. The test includes scheduled drills, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

Students with Disabilities

CET shall not discriminate against a qualified individual with a disability because of the disability with regard to the provision of CET training, programs, services, and activities.

A person who is otherwise qualified may request accommodation related to his or her disability, provided that the accommodations do not impose an undue hardship on CET.

Students have the following rights under: Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794); The American Disabilities Act 28 CFR 35.102-35.104; CA Assembly Bill 803 Government Code Section 11135 et.seq., and Title V, Section 56008 of CA Education Code.

- Right to confidentiality and protected disclosure of student records.
- Right to access training, programs, activities, services and facilities to facilitate learning. CET will make every reasonable effort to provide access.
- Right to request reasonable accommodation to facilitate participation in training and campus activities.
- Right to protection against discrimination based on association with a person with a disability. As a friend or companion of a student with a disability, a student should not be treated differently from other students who are non-disabled.
- Right to safety requirements based on actual risks, not speculation or stereotype.
- A right to participate in campus activities and class demonstrations to the extent a disability does not pose a risk to the student or to other students.
- Right to request academic adjustments to facilitate student participation in hands-on training and campus activities.
- Right to modification in policies unless the modification fundamentally alters the nature of services or activities. The student has the right to request changes in class or campus policies to facilitate the student participation in training and campus activities. Request will be evaluated in terms of how the modification might affect training standards.

If a student feels that he/she/they are the target of discriminatory treatment, the student can file a complaint with the Human Resources Director, (408) 287-7924, during business hours. Dial 711 for Relay Services.

Student Responsibilities

A student with disabilities has the following responsibilities:

- Apply for and secure available comparable services and benefits from outside government agencies such as vocational rehabilitation programs, social security programs, and other disability agencies.
- Provide documentation of disability.
- Provide the name and contact information of the rehabilitation counselor.
- Engage in an interactive process as needed.

Request accommodations and access to training, programs, activities, services, and facilities in a timely manner.

- Use accommodations appropriately.
- Notify approximately 24-hours in advance for planned absences from training where services are being provided.
- Assist CET staff with the determination and assessment of your individual needs.
- Students who need reasonable accommodations must meet with the Center Director and the Human Resources Director to assess the nature of the disability and accommodations.

BOARD OF DIRECTORS

The CET Board of Directors is comprised of volunteer community members committed to ensuring quality education for all who desire training. The Board of Directors hires the President/CEO, sets policy, and plays an active part in the development of CET programs.

Board of Directors

Chairman
Bob Martinez (26) PR
Executive Chair
IBM Outreach Program Manager -retired

Vice-Chair (26)
Chris Longoria (26) P
Personnel Chair
San Diego State University

Secretary (27)
Hermelinda Sapien (27) P
President/CEO, Center for Employment Training-Retired

Treasurer (27)
Randy Lee (27) P
Finance Chair
First Bank – Retired

Greg Adams (27) PR
Operations Chair
Pepsi Beverages Company
VP Sales Operations
West Division - Retired

Daniel Ezquerro (27) L
Audit Chair
SJECCD IT Helpdesk

Sam Ho (28) P
Strategic Planning Chair
SJECCD Director COMM

Ed Ramirez (26) PR
Nominations and Board Development Chair
Boeing (SDC)
Manager Systems Test Engineering,
Commercial Programs – Retired

Juan Regalado (28) P
Department of Labor – Retired

Daniel Serrano (27) L
Forest systems, Inc.
Senior Client Service Engineer

Mary Csimma (28) L
English Learner Program Coordinator, SJUSD-Retired

Fred Gomez (28) PR
Realtor -1st Class Realty & Lending

Javier Diaz (28) L
CEO, OSI Engineering

Lisanna Dominguez (28) P
Development Chair
CDO, Silicon Valley Education Foundation

Pete Carrillo (28) L
Owner, Silicon Valley Advisors

Clarissa Pinto Ribeiro (28) PR
Owner, CPR Consulting, Planning and Recruiting

Jazmin Diaz (28) PR
Founder / CEO, Flourish Learning and Development LLC

Anjuli Nanda Habbas (28) PR
Partner, Kapital Partners

Tarik Habbas (28) PR
Partner, Habbas Law

Staff: Ruben Solorio, President / CEO
Mahdi Mubarak, Chief Financial Officer
Pascal Do, Chief Operations Officer

CET Management System

CET utilizes a three-tiered management system. Each center operates under the supervision of a Director. The Center Directors report to Regional Directors, who report to the Chief Operations Officer. Most of CET Corporate Directors operate out of Corporate headquarters in San Jose, California.

President and CEO

Deacon Ruben Solorio

Legal Status

Center for Employment Training is a California non-profit corporation authorized to do business by the California Department of State.

Bankruptcy

The undersigned as the Chief Financial Officer for the Center for Employment Training (CET), herein makes the following statement: "*CET does not have a pending petition in bankruptcy nor is operating as a debtor in possession. Furthermore, CET has not filed a petition within the preceding five years nor has had a petition in bankruptcy against it within the preceding five years that resulted in a reorganization under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec. 1101 et Seq.). 94909(a)(12).*"

Mahdi Mubarak
Chief Financial Officer
Center for Employment Training

MAIN CAMPUS & BRANCH LOCATIONS

Center for Employment Training - San Jose Main Campus
701 Vine Street
San Jose, California 95110
(408) 534-5360

Center for Employment Training - Coachella Branch
49-111 Highway 111, Suite 5
Coachella, California 92236
(760) 398-8889

Center for Employment Training - Colton Branch
1099 N. Pepper Avenue Colton, California 92324
(909) 478-3818

Center for Employment Training - El Centro Branch
294 South Third Street
El Centro, California 92243
(760) 337-6565

Center for Employment Training - El Paso Branch
294 Candelaria Street El Paso, Texas 79907 (915) 859-1070

Center for Employment Training - Oxnard Branch
1741 Fiske Pl,
Oxnard, California 93033
(805) 487-9821

Center for Employment Training - Salinas Branch
24 East Alvin Drive Salinas, California 93906
(831) 424-0665

Center for Employment Training - Soledad Branch
930 Los Coches Drive, Suite 103
Soledad, California 93960
(831) 678-0448

Center for Employment Training - San Diego Branch
4153 Market Street, Suite C San Diego, California 92102
(619) 527-4895

Center for Employment Training - San Jose
Main Campus Extension* 1780 Angela Street
San Jose, California 95125
(408) 292-9525
* Administered by the Main Campus

Center for Employment Training - Santa Maria Branch
509 Morrison Avenue
Santa Maria, California 93458
(805) 928-1737

Center for Employment Training - Watsonville Branch
10 Blanca Lane
Watsonville, California 95076
(831) 728-4551

STUDENT CATALOG ADDENDA 2025 - 2026

2025-2026
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Center for Employment Training - Soledad Campus
930 Los Coches Drive ♦ Soledad, CA 93960
Tel: (831) 678-0448 ♦ Fax: (831) 678-0592
WEBSITE: www.cetweb.edu

Academic Year: July 1, 2025 – June 30, 2026

CENTER FOR EMPLOYMENT TRAINING

SOLEDAD CAMPUS

930 Los Coches Drive ♦ Soledad, CA 93960

Tel: (831) 678-0448 ♦ Fax: (831) 678-0592

Website: www.cetweb.edu

OFFICE HOURS

Monday – Friday: 8:00 AM – 5:00 PM

REGIONAL DIRECTOR: Tom Gentle

MISSION STATEMENT

The Mission of CET, an economic and community development corporation, is to promote human development and education by providing people with marketable skill training and supportive services that contribute to self-sufficiency.

FACILITY DESCRIPTION

The Center for Employment Training Soledad Campus is located 40 miles southeast of the Monterey Peninsula, 30 miles south of Salinas and 14 miles north of King City. It is located along U.S. Highway 101, midway between Salinas and King City with easy access. A bus stop is located within a short walking distance from the school.

The Soledad Campus is located in a single story building at 930 Los Coches Drive in Soledad, California. It offers four training programs: Electrician (Residential & General), Green Building Construction Skills, Truck Driver, and Truck Driver I. The building houses four administrative offices, three classrooms, a resource room, and three industrial shop areas. The Soledad Campus is located within walking distance of a newly constructed shopping center that includes several food establishments, grocery, retail stores, and banks. All areas of the CET Soledad Center—including classrooms, labs, offices, and parking facilities—are fully accessible to individuals with mobility impairments, in compliance with ADA standards.

PROGRAM DELIVERY FORMAT

Some programs at this campus are approved as both Traditional and Hybrid. CET reserves the right to offer programs in either or both formats based on local needs and demands or in the event of campus closures due to force majeure events, e.g. floods, fires, climate catastrophes, pandemic, etc. Current delivery format is noted for each program.

PROGRAM INFORMATION

Program Name	Class Code	Clock Hours	Weeks	Total Charges
Electrician (Residential & General)	ELEC30B, ELEC30BH	900	30	$16,375

Program Tuition: The published tuition for this program are the "Total Charges." No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives

This program will prepare students to perform the duties and responsibilities required by entry-level positions in the residential and light commercial electrical field. Students will learn to plan, layout, install, repair, and maintain electrical equipment that provides light, heat, communications, and power. Students will learn to read and follow blueprints and specifications to install electrical wires, cables, and conduit systems. All students will develop mechanical ability and a thorough knowledge of the principles of electricity, circuitry, and power distribution within a building, and will gain familiarity with the materials and techniques of construction. Students will become acquainted with local building and national electrical codes (NEC) and solar photovoltaic installation. Students will demonstrate proficiency in customer service, the use of the internet, and job search skills. Upon enrollment, students become eligible to register with the California DLSE to receive an Electrician Trainee card.

Methods of Instruction

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer or laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Program Competencies		Hours
1.	Introduction to the Electrical Industry	10
2.	Electrical Math	60
3.	Residential Electricity I	85
4.	Residential Electricity II: Wiring & Installation Methods	90
5.	Residential Electricity III: Specialty Systems	150
6.	Commercial Electricity I	150
7.	Commercial Electricity II	150
8.	Basic Photovoltaics	150
9.	Customer Service Skills	10
10.	Basic Computer Skills	20
11.	Job Preparedness	25
Total Hours of Instruction		**900**

All programs are open enrollment; competency completion varies among students.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items. Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book

subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: *Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.*

Students may not opt out of purchasing books that have been customized for CET training programs and the PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see the Student Catalog.

Toolkit

Students become eligible to receive a tool-kit during the third week of enrollment in the program. It will be delivered to the student during regular program hours. Once issued, the toolkit becomes property of the student; the student is responsible for replacement of lost, stolen, or damaged items.

Instructional Equipment

Students will access and utilize a variety of hand/power tools, electrical machinery, equipment, and materials for training daily. Such equipment includes, but are not limited to: power drills, band saws, ladders, and EMT benders, multi-meters, solar cell classroom sets and associated components, solar water pumps, solar fountain kits, and associated components. A broad assortment of cabling, electrical boxes, hardware, connectors, staples, and hand tools are also available for use by students. Students will have access to a computer lab equipped with networked printer, and internet access. Students also have access to computer systems running Windows 10 and Office 365 software, high speed wireless internet, audio-visual equipment, and Canvas LMS.

This program is offered as a Hybrid program. The Hybrid program requires students to attend on-campus classes during the week with ongoing online/blended instruction. Students enrolled in the Hybrid program will have 24-hour access to the online Canvas Learning Management System (LMS), with 24-hour technical support. Students in the Hybrid program must meet the attendance criteria outlined in the program schedule, have reliable internet, a laptop or workstation with a computer, with audio and camera capability.

Program Schedule

Traditional: On Campus Monday through Friday 8:00 am – 3:00 pm
Hybrid: On Campus M – F
- Block 1: 8:00 am – 11:00 am
- Block 2: 12:00 pm – 3:00 pm
Online M – F Block 1 and Block 2
3 hours online instructional time and/or assignments
Canvas LMS available 24/7

Criteria for Earning Attendance for Off-Campus Participation in Electrician (Residential & General) – Hybrid

1. Students are responsible for checking program announcements in Canvas frequently (at least twice a day) to obtain a listing all assignments and activities required to earn attendance hours for each day of online instruction. Students should also check their MS Office 365 CET student email and discussion forums/boards.
2. Students must log-in to attend any scheduled synchronous sessions. Attendance will be tracked by log-in into Canvas; submission/completion of assignments; online substantive interaction with instructors and other students on class discussions/assignments; and individual substantive communication with the instructor.
3. Students can find the program syllabus and the instructor's contact information and office hours in Canvas.
4. The instructor will inform you of assignment attendance equivalency hours. All student hybrid assignments must be completed by the time indicated by the instructor but no later than 11:59 p.m. on the day they are assigned so the

assignment completion can be validated by the instructor to earn attendance for that day. Instructors will respond to student assignments the following instructional day.

5. Multi-day assignments or long-term projects will have daily criteria and tasks outlined to substantiate attendance for each day.
6. All final Competency tests will be taken on campus.
7. All written assignments will be checked by anti-plagiarism software which is integrated into Canvas.

Additional information or assignment criteria will be provided by the Instructor and on the Program Syllabus.

Enrollment/Cancellation Period

A student has the right to cancel and obtain a refund of charges paid through attendance at the first class sessions, or the 10th day after enrollment, whichever is later. Students will not be eligible to receive access codes to e-books until the 11th business day. During the first 10 days of class, students will use the classroom set of books to complete work assignments; students may also complete any assignments in Canvas that do not require an access code to e-books.

Program Name	Class code	Clock hours	Weeks	Total Charges
Green Building Construction Skills	**GBC30**	**900**	**30**	**$15,249**

Program Tuition: The published tuition for this program are the "Total Charges." No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program objectives

This program will prepare students to perform the duties and responsibilities required by entry level positions in the building maintenance and the solar energy systems fields, such as plumbing helper-installer, carpenter (construction) helper, electrician helper, plumber helper, and solar energy systems installer. Students will learn construction related math, OSHA-based safety standards, carpentry, electrical skills, plumbing, exterior and interior finish, and basic photovoltaics (PV). Students will also learn fundamentals of energy, energy transfer, energy systems within a home, the "home as a system" concept, what factors impact comfort and efficiency, and how to conduct an energy survey. Additionally, students will demonstrate proficiency in customer service, the use of the internet, and job search skills. Students will be prepared to take the NABCEP entry level exam and the certification exams in BPI's Energy Auditor and Envelope/Shell Pro and ESCO's Green Awareness.

Methods of Instruction

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations and/or electronic assessments. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Program Competencies		Hours
1.	Introduction to Carpentry	60
2.	Construction Math	90
3.	Rough Carpentry	90
4.	Electrical Skills I	90
5.	Electrical Skills II	120
6.	Plumbing Skills I	60
7.	Plumbing Skills II	90
8.	Exterior & Interior Finish	90
9.	Basic Photovoltaics	150
10.	Job Preparedness	30
11.	Customer Service Skills	10
12.	Basic Computer Skills	20
Total Hours of Instruction		**900**

All programs are open enrollment; competency completion varies among students.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements

To be eligible for a Graduation Certificate students must complete 100% of the actual program hours and must complete all program competencies within 100% and 150% of the scheduled program hours.

Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. E-book subscriptions are valid during the student's enrollment period. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items. Through the utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-book, CET is able to provide books and/or e-book subscriptions to

students at below competitive market rates. Prices are subject to change without notice.

Note: *Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.*

Students may not opt out of purchasing books/e=books that have been customized for CET training programs and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. For more information, see the Student Catalog.

Instructional Equipment

Students in this program will have access to a variety of carpentry, electrical, plumbing, solar equipment, hand/power tools, and materials for training. Such equipment includes, but is not limited to solar cell class set and associated components, propane torches, pipe cutters, conduit benders, framing hammers, compressor and skill-related pneumatic tools, tile saw and other tile installation tools, compound miter saw, Pex crimpers, speed squares, tape measures, chalk boxes and many other hand and power tools. Students also have access to computer systems running Windows 10 and Office 365 software, high-speed wireless internet, and audio-visual equipment, Canvas LMS

Program Schedule

Schedule for GBC30: M – F, 8:00 am – 3:00 pm

Program Name	Class Code	Clock Hours	Weeks	Program Tuition
Heavy Equipment Operator	**HE030 HE030H**	**630**	**21**	**$ 11,476**

Program Objectives

Throughout this program, you will learn about key agricultural concepts. You will learn how to identify, operate, and maintain various heavy equipment and each of their uses (i.e. skid steers, forklifts, loaders, backhoes, and dump trucks), but also gain hands-on experience with state-of-the-art equipment and simulations.

Methods of Instruction

This program will be taught through a combination of lectures, hands-on classroom/shop/lab projects, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements

To be eligible for a Graduation Certificate students must complete 100% of the actual program hours and must complete all program competencies within 100% and 150% of the scheduled program hours.

Instructional Equipment

Students in this program will have access to a variety of materials, equipment for training on a daily basis, including, but not limited to: cones, caution tape, grease guns. Students also have access to computer systems running Windows 10 and Office 365 software, high-speed wireless internet, audio-visual equipment and Canvas LMS.

Program Competencies	Hours
1. Safety and Orientation to the Trade	80
2. Basic Operations	80
3. Class A CDL Training	190
4. Forklifts and Telehandlers	60
5. Loaders	40
6. Backhoes	60
7. Dump Trucks	80
8. Basic Computer Skills	20
9. Job Preparedness	20
Total Hours of Instruction	630
All programs are open enrollment; competency completion varies among students.	

Industry Requirement

Due to the nature of the HES field, a valid OSHA certification and a Class C California Driver's License are often a requirement for employment

Enrollment Requirements

- ✓ Must possess a California Class C Driver's License.
- ✓ Must pass the Department of Transportation (DOT) Physical Exam before behind the wheel driving.
- ✓ Must be approved by the Center for Employment Training Liability Insurance Company.
- ✓ Must pass a Drug Test before behind the wheel driving and randomly administered after obtaining driving Permit.
- ✓ Must obtain driving permit within 30 days of enrollment to avoid the risk of being terminated from the program.
- ✓ The driving permit is required for behind the wheel maneuvers.

In addition, a Motor Vehicle Report (MVR) covering a minimum of ten years will be reviewed by the Instructor, Center Director and Human Resources Department. Students with an MVR showing a poor driving record will not be accepted into the Truck Driver program. The following MVR criteria standards are considered unacceptable

A) More than 3 moving violations and/or accidents in the most recent 3 years.
B) More than 2 moving violations and/or accidents in the most recent year.
C) Drivers with a Driving While Intoxicated or Driving under the Influence within the last 3 years.
D) Drivers with a major conviction within the last 5 years, which includes:

1. Leaving the scene of an accident.
2. Careless or reckless driving violations.
3. Homicide or assault through use of a motor vehicle.
4. Attempting to elude a police officer
5. Drivers who currently have a suspended or revoked license, or those who have had three or more license suspensions in the past.

Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. E-book subscriptions are valid during the student's enrollment period. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items. Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: *Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.*

Students may not opt out of purchasing books/e-books that have been customized for CET training programs and PPE, which has been approved to meet industry health and safety standards. Students will be required to sign a statement of receipt for issued items. More information on the Student Catalog.

Program Schedule

HE030
HE030H

Monday to Friday

Lecture: 8:00 am to 11:00 am
Lunch: 11:00 am to 12:00 pm
Lab: 12:00 pm to 3:00 pm

Program Name	Class Code	Clock Hours	Weeks	Total Charges
Truck Driver	TD30, TD30H	630	21	$11,476

Program Tuition: The published tuition for this program are the "Total Charges." No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives

Upon completion of the Truck Driver program, the student should be able to obtain a Class A CDL to obtain a job as an over-the-road truck driver, van driver, milk driver, heavy and light truck driver. This program will provide fundamental knowledge of over-the-road truck driving industry. Students will learn the Department of Transportation rules and regulations as it pertains to truck driving, how to safely operate a semi-truck and trailer, mapping, and e-log book rules. Furthermore, students will demonstrate proficiency in customer service, the use of the internet, and job search skills.

Methods of Instruction

This program will be taught through a combination of lectures, hands-on behind the wheel practice, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Program Competencies		Hours
1.	Basic Operations	130
2.	Safe Operating Procedures	130
3.	Advanced Operating Procedures	63
4.	Vehicle Maintenance	111
5.	Non-Vehicle Activities	63
6.	State License Preparation	83
7.	Job Preparedness	20
8.	Customer Service Skills	10
9.	Basic Computer Skills	20
Total Hours of Instruction		**630**

All programs are open enrollment; competency completion varies among students.

Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

Note: *Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period.*

Students may opt out of purchasing books that have been customized for CET training programs. Students will be required to sign a statement of receipt for issued items. For more information, see the Student Catalog.

Instructional Equipment

Students in this program will have access to a variety of tools, equipment, and materials for training on a daily basis, including, but not limited to: 4 International 3 Axle tractors, 4 trailers (48 ft.), computer systems running Windows 10 and Office 2016, wireless internet, networked printers, and a Sony Bravia HDTV. Students also have access to computer systems running Windows 10 and Office 365 software, high-speed wireless internet, audio-visual equipment and Canvas LMS.

Enrollment Requirements

- ✓ Must possess a California Class C Driver's License.
- ✓ Must pass the Department of Transportation (DOT) Physical Exam before behind the wheel driving.
- ✓ Must be approved by the Center for Employment Training Liability Insurance Company.
- ✓ Must pass a Drug Test before behind the wheel driving and randomly administered after obtaining driving Permit.
- ✓ Must obtain driving permit within 30 days of enrollment to avoid the risk of being terminated from the program.
- ✓ The driving permit is required for behind the wheel maneuvers.

In addition, a Motor Vehicle Report (MVR) covering a minimum of ten years will be reviewed by the Truck Driving Instructor, Center Director and Human Resources Department. Students with an MVR showing a poor driving record will not be accepted into the Truck Driver program. The following MVR criteria standards are considered unacceptable

A) More than 3 moving violations and/or accidents in the most recent 3 years.
B) More than 2 moving violations and/or accidents in the most recent year.
C) Drivers with a Driving While Intoxicated or Driving under the Influence within the last 3 years.
D) Drivers with a major conviction within the last 5 years, which includes:

1. Leaving the scene of an accident.
2. Careless or reckless driving violations.
3. Homicide or assault through use of a motor vehicle.
4. Attempting to elude a police officer
5. Drivers who currently have a suspended or revoked license, or those who have had three or more license suspensions in the past.

Students should be aware that they will be responsible for the following expenses not included in the Truck Driver Program's tuition:

- ✓ DMV fee for Commercial Class A or B driver license: ---------- $78
- ✓ DMV fee for adding the following endorsements: ---------- $46
  - Doubles
  - Triples
  - Hazmat
  - Tanks
  - Passenger (Class B): ---------- $78
- ✓ DMV print-out (required to enroll): ----------$5
- ✓ DMV fee for re-take failed tests (each): --------$36
- ✓ Physical Exam: ---------- up to $100
- ✓ Pre-Employment drug test (must be taken 2 weeks prior to taking Class A Driving Permit test at DMV): ---------- up to $85

Note: *DMV Fees are subject to change. Visit their website for information: https://www.dmv.ca.gov.*

The requirements for this program are consistent with the Department of Transportation (DOT) regulations and requirements of the State of California.

Effective May 10, 2017, pursuant to federal law, the Department of Motor Vehicles (DMV) will require all new and existing commercial driver license (CDL) applicants to provide DMV with the following:

- Proof of U.S. citizenship/lawful permanent residency/legal presence
- Proof of residency (domicile).

Visit for more information: https://www.dmv.ca.gov/portal/dmv/detail/commercial/newcdlreq

Federal Motor Carrier Safety Administration – FMCSA

Center for Employment Training (CET) is registered as a training provider with the Federal Motor Carrier Safety Administration (FMCSA) and is listed on the Training Provider Registry. Upon your successful completion of the Truck Driver program training, CET will provide information to FMCSA and to the DMV to confirm that entry-level drivers of commercial motor vehicles (CMVs) completed the training as required by the new Entry-Level Driver Training (ELDT) regulations before testing for certain commercial driver's licenses (CDLs) and CDL endorsements.

For more information, visit https://tpr.fmcsa.dot.gov/.

This program is offered as a Traditional on-campus program and a Hybrid program. The Traditional program is in the classroom and requires students to attend on-campus classes in person Monday through Friday. The Hybrid program requires students to attend on-campus classes as outlined in the program schedule and ongoing online/blended instruction. Students enrolled in the Hybrid program will have 24-hour access to the online Canvas Learning Management System (LMS), with 24-hour technical support. Students in the Hybrid program must meet the attendance criteria outlined in the program schedule, have reliable internet, a laptop or workstation with a computer, with audio and camera capability. The delivery modes are not interchangeable.

Program Schedules

Traditional Schedule for TD30:
On Campus M – F, 8:00 am – 3:00 pm
Hybrid Schedule for TD30H:
On Campus 8:00 am – 3:00 pm
Online: 1 hour Synchronous Sessions:

- 8:00 to 11:00 am
- Lunch: 11:00 am to 12:00 pm
- 12:00 pm to 3:00 pm

5 hours online instructional time and/or assignments

Criteria for Earning Attendance for Off-Campus Participation in Truck Driver – Hybrid

1. Students are responsible for checking program announcements in Canvas frequently (at least twice a day) to obtain a listing all assignments and activities required to earn attendance hours for each day of online instruction. Students should also check their MS Office 365 CET student email and discussion forums/boards.
2. Students must log-in to attend a scheduled synchronous opening session(s). Attendance will be tracked by log-in into Canvas; submission/completion of assignments; online substantive interaction with instructors and other students on class discussions/assignments; and individual substantive communication with the instructor.
3. Students can find the program syllabus and the instructor's contact information and office hours in Canvas.
4. The instructor will inform you of assignment attendance equivalency hours. All student hybrid assignments must be completed by the time indicated by the instructor but no later than 11:59 p.m. on the day they are assigned so the assignment completion can be validated by the instructor to earn attendance for that day. Instructors will respond to student assignments the following instructional day.
5. Multi-day assignments or long term projects will have daily criteria and tasks outlined to substantiate attendance for each day.
6. All final Competency tests will be taken on campus.
7. All written assignments will be checked by anti-plagiarism software which is integrated into Canvas.

Additional information or assignment criteria will be provided by the Instructor and on the Program Syllabus.

Enrollment/Cancellation Period

A student has the right to cancel and obtain a refund of charges paid through attendance at the first class sessions, or the 10th day after enrollment, whichever is later. Students will not be eligible to receive access codes to e-books until the 11th business day. During the first 10 days of class, students will use the classroom set of books to complete work assignments; students may also complete any assignments in Canvas that do not require an access code to e-books.

Program Name	Class Code	Clock Hours	Weeks	Total Charges
Truck Driver I	TDI30,TDI30H	300	10	$5,875

Program Tuition: The published tuition for this program are the "Total Charges." No additional tuition will be assessed for those who graduate within 100% of actual hours and 150% of the scheduled program hours.

Program Objectives

The Truck Driver I program will prepare students to obtain their Class A CDL in order to find employment as an over-the-road truck driver, van driver, tanker driver, or heavy and light truck driver. This accelerated course will cover all requirements of truck drivers including compliance, safety, and accountability as required by FMCSR as well as safe operating procedures, maintenance, and license preparation. Students will learn Department of Transportation rules and regulations as they pertain to truck driving, how to safely operate a semi-truck and trailer, mapping, and e-log book rules and requirements.

Methods of Instruction

This program will be taught through a combination of lectures, hands-on behind the wheel practice, small group, and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations. CET does not allow the use of notes, open book, open computer/laptop, and cell phones while testing, unless otherwise authorized by the CET Education Department following industry standards.

Scoring Criteria

Students will be required to pass each competency evaluation with a minimum passing score of 70%.

Graduation Requirements

To be eligible for a CET Graduation Certificate, students must complete 100% of the actual program hours and must complete all program competencies within 100% of actual hours and 150% of the scheduled program hours.

Program Competencies		Hours
1.	Introduction to Tractor-Trailer Driving	40
2.	Safe Operating Procedures	80
3.	Fundamentals of Vehicle Maintenance	45
4.	Truck Driver Accountability	45
5.	State License Preparation	70
6.	Job Preparedness	20
Total Hours of Instruction		**300**

All programs are open enrollment; competency completion varies among students.

Instructional Materials and Uniforms

The cost of required program books and/or e-book subscription is included in the tuition. In some programs, students may receive a uniform item and protective equipment. Students may purchase additional CET uniform items.

Through utilization of bulk purchasing practices, non-profit pricing opportunities, and the customization of textbooks/e-books, CET is able to provide books and/or e-book subscriptions to students at below competitive market rates. Prices are subject to change without notice.

***Note**: Students who receive federal financial aid may have the right to opt out of having CET provide books and uniforms, and choose to purchase these items on their own. This cost will be deducted from the published program tuition; students opting out must do so at enrollment or prior to the end of the 10-day cancellation period. Students may opt out of purchasing books that have been customized for CET training programs. Students will be required to sign a statement of receipt for issued items. For more information, see the Student Catalog.*

Instructional Equipment

Students in this program will have access to a variety of tools, equipment, and materials for training on a daily basis. These include, but not limited to 4 International Truck Tractors, 48 ft1 Flat Bed 44 ft. trailer, a 53' box trailer, e-log tablets, networked printers, and a flat screen TV. Students also have access to computer systems running Windows 10 and Office 365 software, high-speed wireless internet, audio-visual equipment and Canvas LMS.

Enrollment Requirements

The design of the Truck Driver I program requires that the applicant possess a valid Commercial Driver Instruction Permit (CDIP) prior to starting this program. Additionally, it requires applicant agreement by signature (see enrollment agreement), to meet Department of Transportation (DOT) and CET requirements. These requirements include the following:

- ✓ Must possess a California Class C Driver's License.
- ✓ Must pass the Department of Transportation (DOT) Physical Exam before behind the wheel driving.
- ✓ Must be approved by the Center for Employment Training Liability Insurance Company.
- ✓ Must pass a Drug Test before behind the wheel driving and randomly administered throughout the program.

In addition, a Motor Vehicle Report (MVR) covering a minimum of ten years will be reviewed by the Truck Driver I Instructor, Center Director and Human Resources Department. Students with an MVR showing a poor driving record will not be accepted into the Truck Driver I program. The following MVR criteria standards are considered unacceptable:

A) More than 3 moving violations and/or accidents in the most recent 3 years.
B) More than 2 moving violations and/or accidents in the most recent year.
C) Drivers with a Driving While Intoxicated or Driving under the Influence within the last 3 years
D) Drivers with a major conviction within the last 5 years, which includes:
    1. Leaving the scene of an accident.
    2. Careless or reckless driving violations.
    3. Homicide or assault through use of a motor vehicle.
    4. Attempting to elude a police officer
    5. Drivers who currently have a suspended or revoked license, or those who have had three or more license suspensions in the past.

Students should be aware that they will be responsible for the following expenses not included in the Truck Driver I Program's tuition:

- ✓ DMV fee for Commercial Class A or B driver license: ----------$78
- ✓ DMV fee for adding the following endorsements: ---------- $46
    - Doubles
    - Triples
    - Hazmat
    - Tanks
    - Passenger (Class B): ---------- $78
- ✓ DMV print-out (required to enroll): ---------- $5
- ✓ DMV fee for re-take failed tests (each):--------$36
- ✓ Physical Exam: ----------up to $100
- ✓ Pre-Employment drug test (must be taken 2 weeks prior to taking Class A Driving Permit test at DMV):---------- up to $85

Note: DMV Fees are subject to change. Visit their website for information: https://www.dmv.ca.gov.

The requirements for this program are consistent with the Department of Transportation (DOT) regulations and requirements of the State of California.

Effective May 10, 2017, pursuant to federal law, the Department of Motor Vehicles (DMV) will require all new and existing commercial driver license (CDL) applicants to provide DMV with the following:

- Proof of U.S. citizenship/lawful permanent residency/legal presence
- Proof of residency (domicile).

Visit https://www.dmv.ca.gov/portal/dmv/detail/commercial/newcdlreq

Federal Motor Carrier Safety Administration – FMCSA

Center for Employment Training (CET) is registered as a training provider with the Federal Motor Carrier Safety Administration (FMCSA) and is listed on the Training Provider Registry. Upon your successful completion of the Truck Driver program training, CET will provide information to FMCSA and to the DMV to confirm that entry-level drivers of commercial motor vehicles (CMVs) completed the training as required by the new Entry-Level Driver Training (ELDT) regulations before testing for certain commercial driver's licenses (CDLs) and CDL endorsements.

For more information, visit https://tpr.fmcsa.dot.gov/.

This program is offered as a Traditional on-campus program and a Hybrid program. The Traditional program is in the classroom and requires students to attend on-campus classes in person Monday through Friday. The Hybrid program requires students to attend on-campus classes ONLY three days a week with ongoing online/blended instruction. Students enrolled in the Hybrid program will have 24-hour access to the online Canvas Learning Management System (LMS), with 24-hour technical support. Students in the Hybrid program must meet the attendance criteria outlined in the program schedule, have reliable internet, a laptop or workstation with a computer, with audio and camera capability.

Program Schedules

Traditional:
On Campus M – F 8:00 am – 3:00 pm
Hybrid:
On Campus T, W, Th 8:00 am – 3:00 pm
Online M, F
1 hour Synchronous Sessions:

- 8:00 – 8:20 am
- 1:00 – 1:20 pm
- 2:45 – 3:00 pm

5 hours online instructional time and/or assignments

Criteria for Earning Attendance for Off-Campus Participation in Truck Driver – Hybrid

1. Students are responsible for checking program announcements in Canvas frequently (at least twice a day) to obtain a listing all assignments and activities required to earn attendance hours for each day of online instruction. Students should also check their MS Office 365 CET student email and discussion forums/boards.
2. Students must log-in to attend a scheduled synchronous opening session(s). Attendance will be tracked by log-in into Canvas; submission/completion of assignments; online substantive interaction with instructors and other students on class discussions/assignments; and individual substantive communication with the instructor.
3. Students can find the program syllabus and the instructor's contact information and office hours in Canvas.
4. The instructor will inform you of assignment attendance equivalency hours. All student hybrid assignments must be completed by the time indicated by the instructor but no later than 11:59 p.m. on the day they are assigned so the assignment completion can be validated by the instructor to earn attendance for that day. Instructors will respond to student assignments the following instructional day.
5. Multi-day assignments or long term projects will have daily criteria and tasks outlined to substantiate attendance for each day.
6. All final Competency tests will be taken on campus.
7. All written assignments will be checked by anti-plagiarism software which is integrated into Canvas.

Additional information or assignment criteria will be provided by the Instructor and on the Program Syllabus.

Enrollment/Cancellation Period

A student has the right to cancel and obtain a refund of charges paid through attendance at the first class sessions, or the 10th day after enrollment, whichever is later. Students will not be eligible to receive access codes to e-books until the 11th business day. During the first 10 days of class, students will use the classroom set of books to complete work assignments; students may also complete any assignments in Canvas that do not require an access code to e-books.

FACULTY

Electrician (Residential & General)

Isaac Mendez – Instructor

Mr. Isaac Mendez is a graduate from Center for Employment Training (CET) Electrician program. He is licensed by the state of California as a Residential Electrician. Mr. Mendez has worked as a residential service technician and has experience in solar installations. In 2018, Mr. Mendez joined the CET Faculty Team, teaching students the skills necessary for becoming electricians.

Pablo Garcia – Instructor

Mr. Garcia is a CET graduate and has worked as a Residential and Commercial Service technician for two and a half years. He has also participated in new construction projects which included underground electrical work as well as installing stand-by generators and servicing them.

Luis Huerta –Instructor Assistant

Mr. Huerta is a CET graduate with over 2 years of experience in residential and commercial electrical services. His expertise includes design, installation, maintenance, and troubleshooting. Luis is committed to safety, quality work with a passion for electrical work and a keen eye for detail. Luis is dedicated to training the next generation of electrician. With a focus on practical applications and student success, Luis brings real-world expertise into the classroom.

Jose Pizano – Assistant Instructor

Mr. Pizano brings four years of experience in the electrical trade with expertise in commercial, residential, and solar installations. He has practical experience in conduit installations, electrical wiring and troubleshooting, and solar system installations. Mr. Pizano is dedicated to preparing students for success in the dynamic field of the electrical trade.

Green Building Construction Skills

Daniel Vargas – Instructor

Mr. Daniel Vargas has over 17 years of experience in the construction industry. He is a licensed contractor through the state of California. He has experience in taking the lead in new and remodel construction projects. Mr. Vargas has worked as a Contractor, Journey Man, Lead Framer, and Foreman.

Daniel Covarrubias –Instructor Assistant

Daniel Covarrubias was introduced to the construction industry in 2006 as part of a program called Youth Build in Greenfield California. That program was the first introduction he had to the electrical field. In 2008 Daniel enrolled in the Building Maintenance program at Soledad campus and upon completion he enlisted with the United States Marine Corps and served from 2009 to 2014 as a Field Electrical Technician, working with industrial equipment, high voltage systems, generators and P.L.C systems. Other duties included troubleshooting and diagnostic of electrical systems. In 2018 Daniel decided to enroll in CET's (Center for Employment Training) Electrician program. Mr. Covarrubias then joined the CET Soledad Faulty team and has been helping students enter the workforce as competent and capable electricians.

Heavy Equipment Operator

Stephen Mazar – Instructor Assistant

As a former U.S. Marine Mr. Mazar's possesses skills such as dependability, leadership and the ability to follow through with tasks. He is a graduate of the Center for Employment Training Truck Driver program as well as the I DIG This Academy for Heavy Equipment. Mr. Mazar is proficient with driving a truck and everything that is involved from the pre-trip inspection to completing a daily log, commercial driver instruction and transportation of heavy equipment. Mr. Mazar is self-motivated and strives to learn more about the truck driving industry to share with students.

Mayra Ramirez –Instructor Assistant

Mrs. Mayra Ramirez graduated from Center for Employment Training (CET) from the Truck Driver program as a class A driver with all Endorsements, Doubles & Triples, Hazmat and Tanks added to her license. She gained added experience working for UPS Freight delivering in the Santa Cruz, Salinas areas. Mrs. Ramirez also worked with Toro Petroleum Corp., where she had the opportunity to work with tanks, delivering Fuel and Diesel Exhaust Fluid (DEF) to local gas stations and ranches located in the Monterey County areas. In 2020, Mrs. Ramirez joined the CET Faculty team to help students obtain their class A in our accelerated program helping them achieve their goals. Mrs. Ramirez oversees both the Truck Driver and Truck Driver I classes in providing the same experience to our future students. "Moving Forward, Giving Forward".

Truck Driver and Truck Driver I

Andres Jimenez – Instructor Assistant

Mr. Andres Jimenez graduated from the Coastal Trucking Institute (CTI) Truck Driving School in 2004 after earning his Commercial Class A License. He worked for Kawahara Nursery transporting plants to different retailers throughout California. In 2006, he began working for CTI Truck Driving School as an instructor teaching students who were eager to earn their Commercial Class A License. In 2009, Mr. Jimenez continued his teaching career at CET in Gilroy, bringing over 8 years of truck driving experience. Mr. Jimenez teaches students to drive semi-tractors and trailers, to perform truck maneuvers, and to safely drive in city streets. His objective is to produce better, safer truck drivers.

Ernesto Garcia Tinajaro –Instructor

Mr. Tinajero is an experienced truck driver with the ability and experience in different speed transmissions. He has over 20 years working in the area with two local companies. Mr. Tinajero received his graduation certificate from the CET Truck Drive program where he also was able to obtain his Class A license.

PROGRAM BIBLIOGRAPHIES

ELECTRICIAN (RESIDENTIAL & GENERAL)	
Electrician's Trainee Manual, VOL 1: Basic Safety (updated 2020 NEC code)	Pearson Custom Library 2018 ISBN: 9780137771424
CET Electrical, Vol 2. Residential 1 & 2 (updated 2020 NEC)	Pearson NCCER ISBN: 9780137771448
CET Electrical, Vol 3: Commercial 1&2 (updated 2020 NEC)	Pearson NCCER ISBN: 9780137771493
CET Electrical, Vol 4: Specialty Sys & Basic Photovoltaics (updated 2020 NEC)	Pearson NCCER ISBN: 9780137771509
Illustrated Guide to National Electric Code 8th edition (eBook available through Canvas)	Cengage Learning 2021 ISBN: 978-0-3573-7152-7
Practical Problems in Mathematics for Electricians 9e	Cengage 2012 ISBN: 9781133558415
National Electrical Code 2020 1st Edition National Fire Protection Association	NFPA, 2020 ISBN: 978-1455922970

GREEN BUILDING CONSTRUCTION SKILLS (TEXTBOOKS VARY BY CENTER, SEE CENTER ADDENDA FOR SPECIFICS)	
Green Building Construction Trainee Guide: Electrical NCCER Contren Learning Series	Pearson NCCER, 2017 ISBN: 1323536469
Green Building Construction Trainee Guide: Carpentry NCCER Contren Learning Series	Pearson NCCER, 2017 ISBN: 1323536523
Green Building Construction Trainee Guide: Plumbing NCCER Contren Learning Series	Pearson NCCER, 2014 ISBN: 132353654X
Library Resources	
Solar Photovolatics System Installer Trainee Guide NCCER Contren Learning Series	Pearson, 2012 ISBN: 0132571102
Home Improvement 1-2-3 (Watsonville Only)	The Home Depot, 2008 ISBN: 978-0-696238505
Home Wiring (Watsonville Only) McReynolds, E. & R. McReynolds	Step by Step Guide Book Co., 1989 ISBN: 978-0-961920104

HEAVY EQUIPMENT OPERATOR

Heavy Equipment Operations Manual, Level 1, 4th Edition	NCCER Contren Learning Series & Person Prentice Hall ISBN: 978-0-13-830422-5
Heavy Equipment Operations Manual, Level 2, 4th Edition	NCCER Contren Learning Series & Person Prentice Hall ISBN: 978-0-13-830453-9
Heavy Equipment Operations Manual, Level 3, 4th Edition	NCCER Contren Learning Series & Person Prentice Hall ISBN:978-0-13-830237-5
Alcohol & Drug Testing: Driver Awareness Training – Driver Handbook J.J. Keller & Associates, Inc., 2011 ISNB: 978-1-590-42846-7	Alcohol & Drug Testing: Driver Awareness Training – Driver Handbook J.J. Keller & Associates, Inc., 2011 ISNB: 978-1-590-42846-7
Alcohol & Drug Employee's Certified Receipt J.J. Keller & Associates, Inc., ISBN: 6793	Alcohol & Drug Employee's Certified Receipt J.J. Keller & Associates, Inc., ISBN: 6793
Rand McNally Motor Carriers' 2023 Road Atlas Rand McNally, 2023 ISBN: 978-052-801571-7	Rand McNally Motor Carriers' 2023 Road Atlas Rand McNally, 2023 ISBN: 978-052-801571-7
Tractor-Trailer Truck Driver Training, 4e Adams, A. eBook integrated through Canvas - (Cengage Unlimited) Cengage Learning, 2013 ISBN: 978-1-111-03648-5	Tractor-Trailer Truck Driver Training, 4e Adams, A. eBook integrated through Canvas - (Cengage Unlimited) Cengage Learning, 2013 ISBN: 978-1-111-03648-5
Federal Motor Carrier Safety Regulations Pocketbook (The Green Book) J.J. Keller & Associates, Inc., ISBN: 347	Federal Motor Carrier Safety Regulations Pocketbook (The Green Book) J.J. Keller & Associates, Inc., ISBN: 347
DOT Handbook: A Compliance Guide for Truck Drivers J.J. Keller & Associates, Inc., Product Code 44312	DOT Handbook: A Compliance Guide for Truck Drivers J.J. Keller & Associates, Inc., Product Code 44312

TRUCK DRIVER (Textbooks may vary by Center, see Center Addenda for specifics.)	
Alcohol & Drug Testing: What Divers Need to Know – Driver Handbook	J J. Keller & Associates, Inc. 2011 ISNB:978-1-590-42846-7
Alcohol & Drug Employee's Certified Receipt	J.J. Keller & Associates, Inc., ISBN: 6793
Rand McNally Motor Carriers' Road Atlas	Rand McNally, 2023 ISBN: 978-052-801571-7
Tractor-Trailer Truck Driver Training, 4e Adams, A	Cengage Learning, 2013 ISBN: 978-1-111-03648-5

Federal Motor Carrier Safety Regulations Pocketbook (The Green Book)	J.J. Keller & Associates, Inc., ISBN: 347
DOT Handbook: A Compliance Guide for Truck Drivers	J.J. Keller & Associates, Inc., Product Code 44312
Library Resources	
Alcohol & Drug Employee's Certified Receipt	J.J. Keller & Associates, Inc. ITEM#: 6793
Entry Level Driver Training Certificate	J.J. Keller & Associates, Inc ITEM#: 9643
Driver's Daily Log Book (2ply w/carbon)	J.J. Keller & Associates, Inc. ITEM#: 8525

Note: The following books are made available in each program as program sets in the Program Resource Library. As such, the books can be loaned out to students and collected back when the student completes the related competency.

BOOKS – STANDARDIZED FOR ALL PROGRAMS	
The World of Customer Service, 3e Gibson, P.	Cengage Learning, 2011 ISBN: 978-0-8400-6424-0
Your Career: How to Make it Happen, 11th edition Harwood, L.	Cengage Learning, 2026 ISBN: 979-8-214-115894
Integrated Computer Applications: Microsoft Office 2016, 6e VanHuss, S., Forde, C., Woo, D., and M. Lehman	Cengage Learning (South-Western), 2010 ISBN: 978-1-111-98809-8

PROGRAM OCCUPATIONAL CODES

Students graduating from the following programs will be prepared to perform work-related tasks and duties in preparation for employment in occupational fields related to, but not limited to, the following:

Electrician

SOC Code	Occupations
47-2111.00	Electricians
47-3013.00	Helpers -- Electrician
47-2231	Solar Photovoltaic Installers

Green Building Construction Skills

SOC Code	Occupations
47-3013.00	Helpers -- Electricians
47-2031.00	Construction Carpenters
47-2231.00	Solar Photovoltaic Installers
47-3012.00	Helpers -- Carpenters
49-9071.00	Maintenance and Repair Workers, General
49-9095.00	Manufactured Bldg. & Mobile Home Installer
47-3015.00	Helpers – Pipelayers, Plumbers, Pipefitters & Steamfitters
47-4011.01	Energy Auditors

Heavy Equipment Operator

SOC Code	Occupations
47-2073.00	Operating Engineers and Other Construction Equipment Operators
45-2091.00	Agricultural Equipment Operators
47-5022.00	Excavating and Loading Machine Operators
53-3032.00	Heavy and Tractor-Trailer Truck Drivers

Truck Driver and Truck Driver I

SOC Code	Occupations
53-3022	Bus Drivers, School or Special Client
53-3031	Driver/Sales Workers
53-3032	Heavy and Tractor-Trailer Truck Drivers
53-3033	Light Truck Drivers
53-3051	Bus Drivers, Schools
53-3052	Bus Drivers, Transit and Intercity
53-3053	Shuttle Drivers and Chauffeurs
53-7121	Tank – Truck