



## **ET Program Student Handbook**

### **CET's Electrical Trainee Program**

This training will provide students with all the necessary material to be able to confidently understand concepts, real-life techniques, and code information to become highly qualified Electrical Trainees, equipped to work under any contractor.

CET's state-approved Electrical Trainee Program is a 30-month program. Students are enrolled in school continuously for 10 3-month quarters. We offer an English Program and a Spanish program.

### **Enrollment Requirements**

Must be 18 or older

Complete ET Application

Complete and pass the Pre-Assessment with a 75% or better

- Students are recommended to utilize Khan Academy to study if needed.

Sign Student Contract

Pay all applicable fees

Applications will be deleted within 30 days if quarter payment is not made

Student must apply for the ET card within 30 days of enrolling in the program

- CET must receive the student's ET card/number prior to moving to the 2<sup>nd</sup> quarter

### **Program Fees**

Payments can be made by debit and/or credit card.

\$100 Application Fee – due prior to accessing the pre-assessment

\$300/per quarter for the English Online Program – due at time of enrollment and at the end of each quarter

\$350/per quarter for the Spanish Onsite Program – due at time of enrollment and at the end of each quarter

\$100 Rescheduling Fee for missed onsite classes and/or labs

Discounts and special payment options apply for group enrollments.

Failure to make payments on time may result in additional fees and/or removal from our program.

CET reserves the right to adjust fees at any time.



## **English Online Lessons**

English courses are offered online through "NCCER Connect." Online lessons consist of eBook Reading, Concept Checks, Trade Terms, Review Questions, and Tests, all done at the student's own pace. The coursework must be completed by the end of the quarter.

CET highly recommends using a laptop or computer for school however, students may also use a tablet or smartphone

To access the online material please go to: [www.nccerconnect.com](http://www.nccerconnect.com). This is a separate log in, and the password may be different than the login info to get on our website where you make payments and enroll in labs.

The program can be started at any time throughout the year. A quarter begins as soon as the student makes the 1<sup>st</sup> quarter payment.

The cost of the online program is \$300 per quarter.

## **Spanish Live Webinar Classes**

Spanish courses are taught via live webinar on GoToTraining with a Spanish-speaking instructor. Students attend their classes on Saturday and Sunday mornings or weekday evenings, based on the quarter schedule.

Lessons consist of PowerPoint presentations, code review, white board demonstrations and tests.

Students are required to register for the classes using the GoToTraining link emailed to them at the beginning of a quarter. Once registered, students will receive another email from GoToTraining with the confirmation of registration and the link to download the class materials. Students should download and/or print this material prior to class starting and can be utilized during the lesson tests.

CET highly recommends using a laptop or computer for school however, students may also use a tablet or smartphone.

This program is on a quarterly schedule and can be started in January, April, July or October.

The cost of the Spanish webinar program is \$350 per quarter.

If you cannot attend a class, you have 10 days prior to the scheduled date to inform us to avoid it being considered a missed class.

If you miss any of the roll calls during the class, you will not receive credit for the class and will be required to make it up. If for any reason you are asked to leave by CET personnel at any time during the class, you will be required to make it up.



To make up a class, you are required to watch the recording of the class by the due date assigned to you. Make up classes will cost \$50.

### **Lab Classes**

Students are required to schedule, sign up and attend 1 lab every quarter. These labs are included in the cost of the ET program. We recommend scheduling the lab at the beginning of your quarter to secure a spot, lab space is limited, and they fill up fast so do not wait until the last minute to sign up.

The lab schedule can be found at: <https://www.californiaelectricaltraining.com/calendar>. Click on the lab you wish to attend and sign in.

If you cannot attend a scheduled lab date, you have 10 days prior to the date to inform us to avoid it being considered a missed lab.

If you arrive more than 15 minutes late or leave more than 15 minutes early without prior consent from CET personnel, you will not receive credit for the lab and will be required to make it up.

If you do not schedule a lab date during your quarter, it is considered a missed lab.

Students may be asked to leave at any time for any reason by a CET Representative, if this occurs, that student will not receive credit for the lab. If an instructor's instructions or CET's policies are ignored or disobeyed, the student will not receive credit for the day and risks being kicked out of the program.

If you have more quarters assigned than labs completed. It is a requirement to complete 2 makeup labs per quarter until you are caught up.

All makeup labs will have a \$100 fee to sign up.

### **Attendance**

During onsite lab classes, all students are required to sign the roster each day to sign in and out.

- A student must sign only for himself/herself. A student who falsifies another student's initials is subject to get dropped from CET's Program.
- A student who does not sign in AND out, will not receive credit for the class and will be marked as absent.

Students will not get credit for the class if they do not complete **and pass** the quiz, if applicable.

### **Quizzes**



#### Online:

Students will have 3 attempts to pass. If it is still not passed, the student must contact CET to get it reset. After 3 more attempts, if the student still has not passed, they must contact CET to schedule an appointment with an instructor. The student will then have 3 more attempts. If the quiz is still not passed, the student must repay for the quarter and start over.

#### Onsite:

Students will have 1hr to complete the quiz. If the quiz is not passed, the student will stay through lunch and/or after class to try again with instructor assistance for an additional 30 minutes. If the student is still unable to pass, they must pay a \$50 fee to retake the class.

Any grade disputes must be reported to CET within 14 days of the course end date.

### **Academic Probation**

If a student is not completed with their quarter work by the last day of the quarter (checkout date) they will receive a probation letter. There are three reasons why a student would be put on Academic Probation:

1. The class work has not been completed for the current quarter.
2. The student did not attend the required lab by the end of the current quarter.
3. The next quarter was not paid for during the checkout period (2 weeks prior to the next quarter).

While on Academic Probation students will not be issued a Renewal letter to send to the State if the ET card is set to expire. Once in Good Standing, the letter can be requested.

If you are placed on probation, there will be a \$50 probation fee. If you are placed on probation more than once within a year, there will be a \$100 fee.

Students have 30 days from the date of the probation to catch up on their quarter requirements or they will be dropped from the program.

### **Dropped Status**

After the 30-day probation period if you are not caught up in the program, you will be dropped. Once you are dropped, you will lose all access to the resources we provide to the ET Program Students and we will notify the Department of Industrial Relations that you are no longer in our program.

Upon CET personnel review, if you are dropped from the program more than once, you face the possibility of not being allowed back into our program.



Once a student has been dropped for 1 year or longer, they will have to start the program from the beginning, paying all applicable fees.

### **Reinstatement**

Students who have been dropped from the program have 1 year to reinstate and continue in our program with a \$100 reinstatement fee.

After paying the \$100 reinstatement fee, students will receive a reinstatement letter and form from us to send to the DIR in order for the ET card to become valid.

Once a student has been reinstated, they have 30 days to become compliant in the program. If they are still not compliant within those 30 days, they will be dropped again.

### **General School Policies**

- Students must use the same name and email on the CET website, NCCER Connect, GoToTraining, and OSHA website.
- Students are required to purchase a National Electrical Code book upon enrolling in the program.
- CET reserves the right to search personal belongings.
- There are no refunds or exchanges.
- CET reserves the right to change or update policies at any time.
- Students are not allowed to switch between English and Spanish Programs.
- Student gives CET permission to take pictures of them to be used on the website and for marketing purposes.
- Students must immediately contact CET of any changes to their name, telephone number, email address, or mailing address. CET Staff needs to be able to reach students regarding class information, updates to policies and/or requirements, and other issues concerning your program enrollment status.

### **Contact Information**

For program concerns, questions or technical issues please contact us as soon as possible. CET wants to resolve any issues before they become serious problems.

School Address: 3301 E Hill St Ste 408, Signal Hill, CA 90755

Phone Number: (562) 485-9144

Email: [bkadar@nlcaa.org](mailto:bkadar@nlcaa.org), [mmartinez@nlcaa.org](mailto:mmartinez@nlcaa.org)

School Website: [www.californiaelectricaltraining.com](http://www.californiaelectricaltraining.com)

Online Class Website: [www.nccerconnect.com](http://www.nccerconnect.com)

Quiz Website: [www.cet.com/quiz](http://www.cet.com/quiz)

**California Electrical Training Inc. (562) 485-9144; 3301 E. Hill St, Signal Hill CA 90755**

CET is approved by California Division of Labor Standard Enforcement as School #151 to train Electricians and Electrical Trainees.



## **Terms and Conditions**

All the information obtained by CET will be securely handled and never redistributed, unless specified by governing authorities.

The undersigned gives access to California Electrical Training to subtract the necessary amount for the cost of classes and any future purchases within the website.

All the content pertaining to the classes and additional supporting material is not property of the customer but rather of the author and all its affiliated parties.

Any purchases claimed as erroneous will not be reimbursed automatically, but rather will be maintained for profit until claimed or otherwise stated.

Purchase of an initial quarter does not imply or automatically assume the same cost for all other quarters. Tuition may change depending on several economic factors as well as corporation judgment.

Any fraudulent work, payment, or infringement of the law is not responsibility of California Electrical Training and will be reported to the corresponding authorities.

Any inquiries and or legal conflicts should be handled by the law and judgment of the state of California. The undersigned certifies that he or she has carefully reviewed the information presented in the description of the program and clearly understands the consequences that will arise due to failure to comply with the guidelines stipulated by the program.

Should an individual desire to be withdrawn from the program there will not be a refund for the unused quarter.

Students are responsible for updating their contact information on our records. Essential information such as mailing address, Electrical Trainee number, email address, etc shall be updated as necessary.

Payment forms shall be limited to online and phone payments, as well as payment in checks for group enrollees. We will not accept cash payments.

CET is not legally liable for the work of its students nor does it endorse any malpractices or illegal behavior.

CET is not legally responsible for job placement for any of the students. Independent search is encouraged from all students.

The content of all classes provided by CET shall not be redistributed and if so, will be severely penalized according to the corresponding authorities in the state of California.

Should a student decide to cancel his or her attendance to a lab class, this process will have to be completed no later than 10 days in advance. Otherwise, registration fees will not be reimbursed.

All students are expected to comply with the internal regulations of California Electrical Training and with any guidelines established by Instructors during Lab session or On-site classes. Failure to respectfully comply may result in immediate drop from the program.

Material and Supplies are absolute property of California Electrical Training and shall be used for instructive purposes only. Under no circumstance should a student deliberately take any supplies unless otherwise specified by written authorization from CET's administrative team.

The undersigned agrees to faithfully complete the required payments until program completion is achieved. Improper payments, void checks, or fraudulent payment of any kind will be consequently reported and severely penalized by the corresponding authorities.

Illegal reproduction of CET's certificates or issued units will not be tolerated and will be reported to Los Angeles Unified School District and the State of California.

UNSAFE PRACTICES OR DANGEROUS ACTIONS PERFORMED AT THE CAMPUS CAN RESULT IN EXCLUSION FROM THE PROGRAM WITH NO REFUNDS. DECISIONS ARE AT THE SOLE DISCRETION OF CET.



Any provisions in these policies and regulations found to conflict with State or Federal laws shall be null and void. All other provisions shall remain intact.

Any student whose actions show lack of respect for the authority of, or who commits acts in violation of CET policies and regulations will be dealt with fairly and appropriately.

When a student verbally requests or completes his/her enrollment, he/she enters into an agreement with CET, and agrees to abide by all the terms and conditions of the program requirements, policies and regulations, including any amendments as outlined in this handbook.