



## 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. Our program prepares students 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 ten 3-month quarters. We offer an English Program and a Spanish program.

### Enrollment Requirements

- Must be at least 18 years of age
- Complete the 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 a copy of the student's ET card prior to moving to the 2<sup>nd</sup> quarter.)

### Program Fees

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

\$50 Application Fee – due prior to accessing the pre-assessment

\$450 per quarter for the English Program – due at time of enrollment and at the end of each quarter

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

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

\$50 Missed Fee for missed webinar classes

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 "NCCERConnect." 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). Students will create a separate login to access NCCERConnect. The password may be different than the login information used to access our website where students 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 program requires continuous enrollment for 2½ years to graduate.

The cost of the English program is \$450 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. This link provides the full quarter schedule. Students are required to notify us at least 10 days in advance if they are unavailable on a scheduled date to avoid it being considered a missed class.

Once registered, students will receive another email from GoToTraining with the confirmation of registration. This link provides the quarter schedule, access to download all the class materials and the button to log in to the class training sessions for the quarter. Students should download and/or print the material prior to class starting. The material 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 program requires continuous enrollment for 2½ years to graduate.

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



If a student misses any of the roll calls during the class, they will not receive credit for the class and will be required to make it up. If for any reason a student is asked to leave by CET personnel at any time during the class, they will be required to make it up.

To make up a class, students are required to watch the recording of the class by the due date assigned. Make up classes for webinars 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 spots fill up quickly, 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 a student cannot attend a scheduled lab date, they have 10 days prior to the date to inform CET to avoid it being considered a missed lab.

If a student arrives more than 15 minutes late or leaves more than 15 minutes early without prior consent from CET personnel, they will not receive credit for the lab and will be required to make it up. Students will also not receive credit for the lab if they do not sign in AND out on the lab roster.

If a student does not schedule a lab date during the quarter, it is considered a missed lab.

Students are required to wear pants and close-toed shoes to all lab classes.

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 students have more quarters assigned than labs completed, it's a requirement to complete 2 makeup labs per quarter until they 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/signature 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.

During webinars, all students are required to be present at the time of roll call.

- A student must only respond to roll call for himself/herself. A student who falsifies another student's presence is subject to get dropped from CET's Program.
- A student who is not marked present for all roll calls, will not receive credit for the class and will be recorded 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 (1) hour to complete the quiz. If the quiz is not passed, the student may 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.

Webinar:

Students will have (1) hour to complete the quiz. If the quiz is not passed, the student must contact CET office staff on the next business day to explain why the quiz was not completed. If the student does not contact the CET office, there will be a \$25 late quiz fee.

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.

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

## Academic Probation

If a student has not completed all their requirements 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 schedule the required lab by the end of the current quarter.

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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 a student is placed on probation, there will be a \$50 probation fee. If they 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 students are not caught up in the program, they will be dropped. Once dropped, they will lose all access to the resources CET provides to the ET Program Students and we will notify the Department of Industrial Relations that they are no longer in the CET program.

If a student is dropped from the program more than once, the CET board of directors will determine if they will be allowed to be reinstated and continue in the 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 ET form from us to send to the DIR to apply for the ET card to be reinstated.

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

### **General School Policies**

- Students must use the same name and email on the CET, NCCERConnect, GoToTraining, and OSHA websites.
- Students are required to purchase a National Electrical Code book upon enrolling in the program.
- CET reserves the right to search personal belongings.

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- 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 unless given permission by the CET board of directors.
- Students give CET permission to take pictures of them to be used on the website and for marketing purposes.
- Students are responsible for updating their personal and contact information on CET's records. Essential information such as name, mailing address, Electrical Trainee number, email address, etc. shall be updated as necessary.
- Phones are not to be used during classes and labs unless given permission by the instructor. If caught with a phone, the student will be required to keep it in the phone locker while the lab/class is in session. It can be checked on breaks and will be returned to the student at the end of the day. If it becomes a repetitive occurrence, the student may be dropped from the program for not following CET policies.
- Students agree to behave and speak in a way that is respectful of themselves, instructors, and everyone around them. Students understand that CET personnel has the right to ask students to leave and receive no credit for the lab should they deem their behavior as disruptive or disrespectful. This behavior includes but is not limited to distracting or being distracted by others and threatening behavior.
- Attending labs, courses, or any onsite/online schoolwork under the influence of drugs or alcohol is not tolerated. Students entering the program agree to always show up sober and free of any drugs or alcohol in their system and on their person.
- Cheating of any kind is not permitted. Students caught cheating will receive a 0-test score and will not receive credit for attending the lab or class.
- CET personnel is not responsible for lost or stolen items. Students understand that confiscated items such as cell phones, are not guaranteed a secure storage place.
- Students are responsible for their own education and safety. Labs attended throughout the program, will require participation in hands on training. Students must conduct themselves in a safe and professional manner at all times. Students must listen to the instructors and abide by the rules to ensure the safety of themselves and everyone around them.

### 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), [mlopez@nlcaa.org](mailto:mlopez@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)

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English OSHA Website: <https://campus.careersafeonline.com/index.k2?locRef=1>

Spanish OSHA Website: <https://www.oshaoutreachcourses.com/lms>

## Terms and Conditions

- All the personal information obtained by CET will be securely handled and never redistributed, unless specified by governing authorities.
- Students give 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 materials are 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 the 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.
- Should an individual desire to be withdrawn from the program, there will not be a refund for the unused quarter.
- 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 sessions or 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 students agree to faithfully complete the required payments until program completion is achieved. Improper payments, void checks, or fraudulent payments 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.

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- Unsafe practices or dangerous actions performed at the campus can result in expulsion from the program with no refunds. Decisions are at the sole discretion of CET staff.
- 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.

### **Contract**

I have received a copy of CET's Student Handbook. I understand that if I have any questions, comments, or concerns about what is expected of me, it is up to me to reach out. I can call the office at (562) 485-9144.

I understand that to be a certified Electrical Trainee, I am required to be enrolled in a state approved electrical trainee school. California Electrical Training Inc (CET) is school number 151, and I am making the choice to be part of CET's Electrical Trainee Program. Whether I am attending this school by my own choosing or doing it because my company requires it, I understand that I am responsible for taking my education seriously and I AM RESPONSIBLE FOR MY ACTIONS.

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.

Student's Signature/ Firma del estudiante: \_\_\_\_\_

Print Name/ Imprimir Nombre: \_\_\_\_\_ Date/Fecha: \_\_\_\_\_