



# STUDENT CATALOG

Effective January 1, 1994 through December 31, 2014

## SCHOOL LOCATIONS:

Hayward Facility  
Hayward Business Park  
26200 Industrial Blvd.  
Hayward, CA 94545

Turlock Facility  
2480 Acme Court  
Turlock, CA 95380

## ADMINISTRATIVE OFFICE:

Construction Craft Training Center  
26200 Industrial Boulevard  
Hayward, CA 94545  
510-785-2282  
510-785-9136 Fax  
Website - [www.cctc.edu](http://www.cctc.edu)

## MAILING ADDRESS:

Construction Craft Training Center  
26200 Industrial Boulevard  
Hayward, CA 94545

## OWNERSHIP:

Construction Craft Training Center

## ADMINISTRATORS:

Chris Floethe, Executive Director

John Lane, Quality Control Director (Western District)

Mike Baker, Quality Control Director (Eastern District)

Diana Lopez, Office Manager

Larry Norton, Senior Instructor

## **INSTRUCTORS:**

John Lane	55 years experience in electrical trade.
Larry Norton	35 years experience in electrical trade.
Ronald Pereira	15 years experience in electrical trade.
Robert Soileau	35 years experience in electrical trade.
Tim Troxell	20 years experience in electrical trade.
John Mirande	20 years experience in electrical trade.
Abel Jimenez	18 years experience in electrical trade.
Mike Watchers	10 years experience in electrical trade.
Gustavo Vega	15 years experience in electrical trade.
Jerry Freitas	15 years experience in Data Commerical/Low Voltage
Roy Samol	20 years experience in electrical trade.
Mike Baker	25 years experience in electrical trade.

## **HOURS OF OPERATION:**

Office Hours:	Monday through Friday 8:00 a.m. - 5:00 p.m.
Instruction Hours:	Monday through Thursday 5:00 p.m. - 8:00 p.m.
Day Class:	Tuesday through Thursday 6:30 a.m. – 2:30 p.m.

The school is closed on all National Holidays.

Classes are scheduled on the basis of enrollment. Students will be advised of possible changes in starting dates at the time of enrollment.

Important scheduling information (operating hours, holidays, vacations, class schedules and revisions of them) will be announced to students in advance of occurring.

## **DESCRIPTION OF PHYSICAL FACILITIES:**

### **HAYWARD**

Classrooms are located at 26200 Industrial Boulevard, Hayward, California 94545. Classrooms are basic type utilized in the public schools. Total square footage at this site is 3,100 square feet. The current layout allows for three classrooms one large class space which could accommodate up to 30 students at one time. Two other classes which are smaller and can accommodate 15 to 18 students. Plenty of parking is available both in the front and rear of the building site. Restroom facilities: Both men's and women's restrooms are located in the same general area as the classrooms. The facility also has a snack or break area where food and drinks can be purchased. There is also a small break room where students and or instructors can sit and relax between class sessions.

### **TURLOCK**

Classrooms are located at 2480 Acme Court, Turlock, California 95380. Classrooms are basic type utilized in the public schools. Total square footage at this site is 3,600 square feet. The current layout allows for two classes which could accommodate up to 20 to 25 students each. Plenty of parking is available both in the front and sides of the building site. Restroom Facilities: Both men's and women's restrooms are located in the same general area as the classrooms. The facility also has a snack or break area where food and drinks can be purchased. This facility also has an extensive lab area with a fenced in 6,000 square feet outside building area for hands on activities.

This institution, the facilities it occupies, and the equipment it utilizes fully complies with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

### **APPROVAL DISCLOSURE STATEMENT:**

The CONSTRUCTION CRAFT TRAINING CENTER was granted course approval from the California Superintendent of Public Instruction pursuant to California Education Code Section 94311(d). The superintendent's approval means that the institution and its operation comply with the standards established under law for occupational instruction by private post-secondary educational institutions. Course approval must be renewed annually and is subject to continuing review.

Approved are the courses:

## COURSES OF INSTRUCTION

CLASS	HOURS PER TRIMESTER	HOURS PER YEAR	TOTAL HOURS
LABORERS	48	144	288
HVAC	48	144	576
CARPENTRY	48	144	576
ELECTRICAL	50	150	750
SHEET METAL	48	144	576
PLUMBER	48	144	576
PAINTING	48	144	432
IRONWORKER	48	144	432
MASONRY	48	144	432
INSULATION	48	144	576

## COURSE CHARGES AND FEES

CLASS	PER TRIMESTER	PER YEAR	TOTAL
LABORERS	\$500	\$1500	\$3000
HVAC	\$500	\$1500	\$6000
CARPENTRY	\$500	\$1500	\$6000
ELECTRICAL	\$400	\$1200	\$6000
SHEET METAL	\$500	\$1500	\$6000
PLUMBER	\$500	\$1500	\$6000
PAINTING	\$500	\$1500	\$4500
IRONWORKER	\$500	\$1500	\$4500
MASONRY	\$500	\$1500	\$4500
INSULATION	\$500	\$1500	\$6000

**Included in the tuition is a non-refundable \$25 registration fee.**

HVAC -576 Total Clock Hours  
(Heating, Ventilating and Air Conditioning)

MASONRY - 324 Total Clock Hours

PAINTING - 324 Total Clock Hours

IRON WORKER - 324 Total Clock Hours

PLUMBER - 576 Total Clock Hours

CARPENTRY - 576 Total Clock Hours

ELECTRICAL - 750 Total Clock Hours

SHEET METAL - 576 Total Clock Hours

Instruction is in residence with facility occupancy level accommodating 150 students at any one time.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does not have available sponsored programs or government loans to provide grants or to pay for portions of tuition and fees, but does provide scholarships for deserving students who maintain exemplary grades and attendance and demonstrate financial need.

Persons needing to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Executive Director.

Unresolved complaints may be directed to the **COUNCIL FOR PRIVATE POST-SECONDARY AND VOCATIONAL EDUCATION, P.O. BOX 980818 WEST SACRAMENTO, CA 95798-0818.**

All information in the content of this school catalog is current and correct and is so certified as true by the Executive Director: Chris Floethe.

### **STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND**

California law requires that, upon enrollment, a fee be assessed in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Students may be reimbursed by STRF only for prepaid but unused tuition monies. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within 60 days following school closure. For further information or instructions, contact:

California State Department of Education  
Private Post-secondary Education Division  
P.O. Box 980818  
West Sacramento, CA 95798-0818

**REFUND INFORMATION:**

**BUYER'S RIGHT TO CANCEL:** The student has a right to cancel the enrollment agreement and obtain a refund.

**REFUND POLICY:** A student may terminate enrollment by mailing such a written notice by **CERTIFIED MAIL** to Attention: Registrar, Construction Craft Training Center, 26200 Industrial Boulevard, Hayward, California 94545. **THE EFFECTIVE DATE OF CANCELLATION IS THE DATE POSTMARKED.** Any refunds due will be made by the school within 30 days.

**FIVE DAY FULL REFUND:** An enrollee may cancel enrollment within five working days following enrollment and receive a refund of all monies paid, providing no classes have been attended.

**REFUND INFORMATION (continued)**

**CANCELLATION AFTER FIVE DAY PERIOD:** The school is entitled to the **REGISTRATION FEE,** but will refund all other tuition monies paid if cancellation occurs after the five day full refund period and prior to the date after classes were scheduled to begin.

**WITHDRAWAL:** A student may terminate enrollment by mailing such a written notice by **CERTIFIED MAIL** to Attention: Registrar, Construction Craft Training Center, 26200 Industrial Boulevard, Hayward, California 94545. **THE EFFECTIVE DATE OF CANCELLATION IS THE DATE POSTMARKED.** The student will receive a pro rata refund for the unused portion of the tuition if the student has completed 60% or less of the instruction. **AFTER 60% OF THE CLASS HAS BEEN COMPLETED THERE WILL BE NO REFUND.**

**HYPOTHETICAL REFUND EXAMPLE:**

Assume that a student, upon enrollment in a 48 hour course pays \$400.00 for tuition and withdraws after completing 24 hours of the course. The pro rata refund to the student would be \$200.00 based on the calculation stated below.

\$500.00 amount paid for instruction  
- 25.00 registration fee

\$475.00 x 6 classes paid for but not received = \$237.50 Actual Refund

12 classes for which the student has paid

The refund policy is stated in the enrollment agreement.

## **MISCELLANEOUS INFORMATION:**

### **ENROLLMENT PREREQUISITES:**

To be admitted for classes at the Construction Craft Training Center, the applicant must: (1) be at least minimum working age (2) be able to read and understand written and oral English instructions and (3) be able to operate a motor vehicle, with a valid license. **THIS INSTITUTION DOES NOT PROVIDE ENGLISH-AS-A-SECOND LANGUAGE INSTRUCTION.**

### **GRANTING OF ACADEMIC CREDIT:**

Students may challenge the first year of any program by formally petitioning to have administered to them a challenge test. The rate at which they will advance will be determined by their score on the test. The test must be taken at least one week before scheduled instruction in that program. Students obtaining a passing score will be permitted to advance to the next unit of study. However, no fee adjustments will be made since course credit is being granted.

### **ATTENDANCE REQUIREMENTS:**

Students are expected to attend classes as scheduled as they would be expected to be present for work. Absences and tardiness will be recorded. Students should call the CCTC office if they are going to miss a class, so the office can notify the instructor.

A student is allowed 2 absences. On the third absence the student will be dropped from the class they are in enrolled in and will have to retake it. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected.

Missed class work may be made up by the student, scheduling with the office to come in and make up tests or lessons missed.

### **PROGRESS SYSTEMS:**

The progress or grading system by which a student can be evaluated and compared with another taking the same course is:

90 - 100%	=	A
80 - 89%	=	B
70 - 79%	=	C
60 - 69%	=	D
59% - below	=	F

Students must complete each class with a satisfactory grade of 60% or higher to continue into the following class. The document to be issued upon satisfactory completion of each class will be a report card. The document to be issued upon satisfactory completion of each year will be a Certificate of Completion. The document to be issued upon satisfactory completion of a three or four year program will be a Journeyman Card.

To be considered a program graduate, a student must successfully complete every class in the course of instruction, with a grade of 60% or higher. If the program is a three year program the student must complete all three years in the course outline. If the program is a four-year program the student must complete all four years in the course outline.

## **STUDENT CONDUCT POLICY:**

At the discretion of the school administration, a student may be dismissed from school for serious incident or repeated incident of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to another student, and administrator, or faculty member, or any other stated or determined infraction of conduct.

## **RECORDS RETENTION:**

Enrollees are advised and cautioned that state law requires this educational institution to maintain school records for only a five year period.

## **PLACEMENT ASSISTANCE:**

The Construction Craft training Center is attended by 95% employed electrical trainees and placement is not a issue.

Known vacancies in the field will be posted on the central bulletin board. Companies may contact this institution for candidates for employment.

## **STUDENT COMPLAINT PROCEDURES:**

The Construction Craft Training Center has designated Chris Floethe, Executive Director, to receive and resolve student complaints.

A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to Chris Floethe, Executive Director, and shall attempt to resolve complaints related to that person's duties.

If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the Construction Craft Training Center shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the Construction Craft Training Centers complaint procedure.

If a student complains in writing, the Construction Craft Training Center shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint of relief requested by the student is rejected, the reasons for the rejection will be submitted in writing to the student.



I, \_\_\_\_\_, have received a  
**PRINT YOUR NAME**

copy of the Construction Craft Training Center catalog.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE