VOLUME I

NORTHWEST LINEMAN COLLEGE

ELECTRICAL LINEWORKER PROGRAM

2025/26 CATALOG

ELECTRICAL LINEWORKER PROGRAM

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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement (CA campus).

The content, costs, and policies stated in this catalog (2025/2026 Volume 1) are valid from its publication date of November 4, 2024, until its end date of August 7, 2026, or until an updated version is published, whichever comes first.

Visit **lineman.edu** for the most current catalog version.

PRESIDENT'S MESSAGE

NLC MISSION

NLC creates and delivers world-class education and training to meet customer demand for powering the energy transition in North America and beyond.

NLC VISION

To train the energy workforce of the future where those we educate are safe in their careers and will always be first choice for the job.

NLC CORE VALUES

PASSION: Love what you do with persistence, motivation, and the attitude to succeed.

INTEGRITY: Do the right thing—even when no one is watching—so trust, honor, and dependability are your hallmarks.

EXCELLENCE: Innovate always, leveraging originality and teamwork, so your legacy of positive contribution to the industry is guaranteed.

As President of Northwest Lineman College (NLC), I would like to thank you for your interest in our Electrical Lineworker Program. Since 1993, NLC has provided the energy industry with thousands of graduates who have grown into careers spanning power distribution and transmission, telecommunications, natural gas, engineering and design, safety, operations management, and construction. As a third-generation journeyman lineman, I'm proud to offer you an education that prioritizes your safety in the field. By completing this program, you'll become the First Choice for jobs that provide excellent compensation and benefits, ensuring a secure future for you and your family.

I'm proud of our focus on creating and delivering world-class training where you will develop the knowledge, skills, and behaviors to prepare you for the trade. You'll spend 15 weeks learning in our field, labs, and classrooms. Our curriculum is designed to enhance learning with a 50/50 blend of graphics and text supported by instructional videos that simplify complex topics. Our instructors are journey-level lineworkers who have also become the Department of Labor's first certified Professional Technical Educators. Throughout the program, you'll enjoy the camaraderie of working on crews as you gain the competencies to construct and maintain electrical systems. Students graduate career-ready with access to our network of industry partners and the many employment and apprenticeship opportunities they offer.

This catalog has the necessary information to help you plan for your profession. Preparation is key so please review the material thoroughly, talk with our admissions team, and visit our campuses to meet our remarkable staff.

I started as a pre-apprentice lineworker 30 years ago. Investing in my future taught me the grit, dedication, craftsmanship, and values needed to succeed. I strongly recommend you make the same investment in yourself and enroll in an upcoming term.

Sincerely,

Michael Daniels
President

Mike has been with NLC since 2019 and has served as the California Campus President, SVP of Apprenticeship and Mobile Training Services, and Chief Operating Officer. His 30+ year career includes extensive experience as a journeyman lineman as well as work in electric, natural gas, construction, and fleet management. He has held operational and leadership positions at Avista Utilities, Pacific Gas and Electric, and Potelco and is skilled in strategic planning and operational effectiveness. Mike has a master's degree in organizational leadership from Gonzaga University. He is a cowboy-mounted shooting World Champion and lives in Boise, Idaho.

ELECTRICAL LINEWORKER PROGRAM

A 15-WEEK PRE-APPRENTICESHIP PROGRAM THAT PROVIDES A COMPREHENSIVE EDUCATION AND TRAINING TO THOSE SEEKING A CAREER IN THE ELECTRIC POWER INDUSTRY

PROGRAM BENEFITS

Companies that hire Northwest Linemen College graduates

- Receive employees who are safe, certified, professional, and immediately productive on a crew.
- Improve apprenticeship retention rates and reduce turnover.
- Save money and resources by investing in employees who are prepared to enter an apprenticeship and the industry.

4 CAMPUSES
ACROSS THE UNITED STATES

QUANTA SERVICES
COMPANY

A TRUSTED NAME
IN THE INDUSTRY FOR OVER 30 YEARS

The Electrical Lineworker Program (ELP) is a 15-week pre-apprenticeship that provides foundational training for aspiring electrical lineworkers. Our professional educators, who are also journey-level lineworkers, provide a quality educational experience with hands-on training in a positive learning environment. After completing the program, graduates will possess the knowledge, skills, and behavior to become employers' first choice as they begin their journey in the trade.

ELP students:

- Learn how to safely construct, maintain, and operate the nation's power grid.
- Gain skills needed to work in elevated positions while utilizing the latest safety equipment.
- Learn to operate bucket trucks and digger derricks.

PROGRAM OVERVIEW

Instruction and training in the ELP includes:

COURSES

Orientation
Electrical Grid
Rigging
Working on Lines and Equipment
Transformers
Smart Grid and Electrical Devices
Introduction to The Capacity Model®
OSHA 10-Hour ET&D
Career Planning and Strategies
Essentials for Success
Behavior Assessment

COMPETENCIES

Climbing
Equipment
Distribution
Transmission
Groundman
Underground
Overlashing
Transformer
Live-Line Equipment and Maintenance
Overhead Secondary
Material Identification
General Line Construction
Chainsaw Safety and Maintenance

CERTIFICATIONS

Climbing
First Aid
CPR
Pole Top Rescue
Enclosed-Space Rescue
Aerial-Lift Rescue
Digger Derrick
Chainsaw Safety and Maintenance
OSHA 10-Hour ET&D

OPTIONAL COURSES

Crane Operator Certification
Applied Mathematics
Class A Commercial Driver's License

PROGRAM HIGHLIGHTS

15 WEEK PROGRAM PREPARES GRADUATES TO ENTER THE POWER DELIVERY INDUSTRY

INCREASED EARNING POTENTIAL AN $90,000 AVERAGE INDUSTRY WAGE*

JOURNEYMAN LINEMAN INSTRUCTORS WHO ARE ALSO CERTIFIED PROFESSIONAL TECHNICAL EDUCATORS

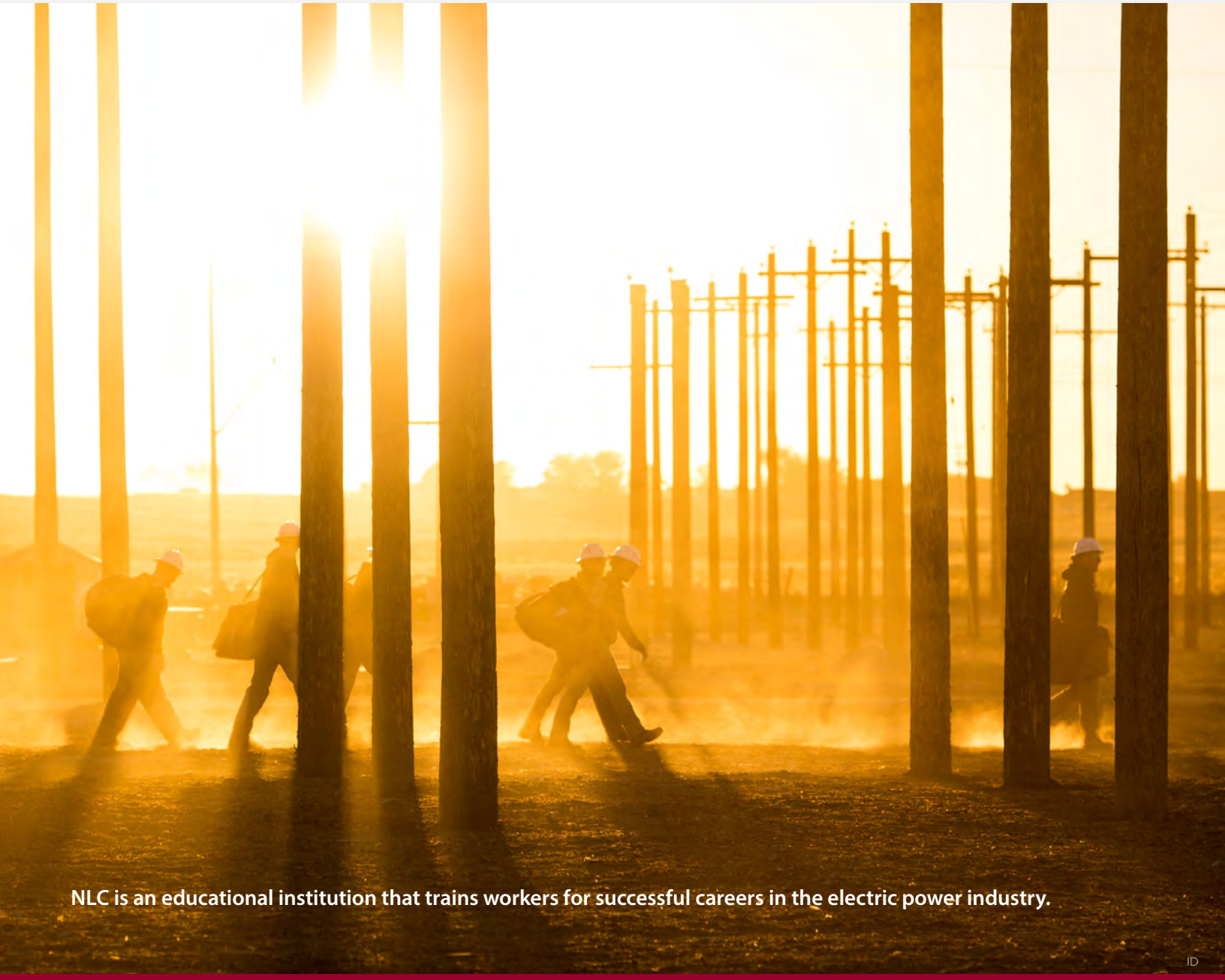
CAN PROVIDE ADVANCED STANDING IN APPRENTICESHIP PROGRAMS

GRADUATES POSSESS INDUSTRY RECOGNIZED CERTIFICATIONS THAT COMPANIES VALUE IN TOP-TIER CANDIDATES

73% GRADUATION TO EMPLOYMENT RATE**

*Sources: *https://www.bls.gov/oes/current/oes499051.htm **https://lineman.edu/stats/*

ABOUT NLC



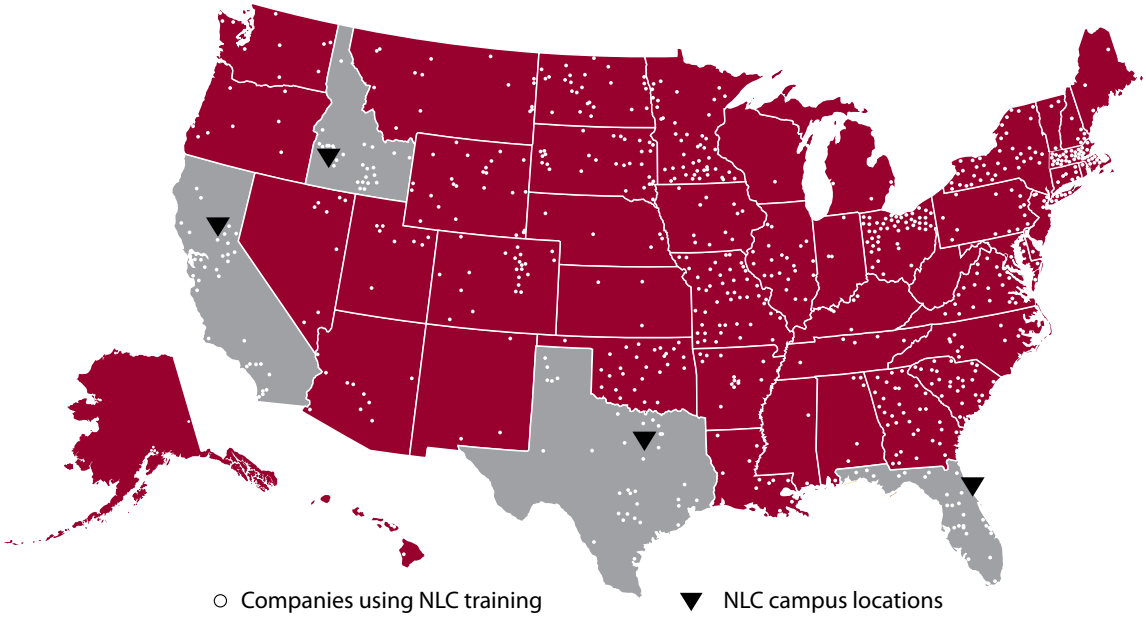
NLC is an educational institution that trains workers for successful careers in the electric power industry.

NLC offers an entry-level career program for electrical linework.

We also provide apprentice and journey-level training for the electric utility industry. Hundreds of power and construction companies throughout the United States (as shown on the map on the following page), and even internationally, use these programs. NLC has designed and built training centers in Kabul, Afghanistan, and Tanzania, Africa. (For Africa, curriculum was developed in English and Swahili—a meaningful project that helped Tanzanians realize rural electrification.)

Major industry manufacturers, in their never-ending quest to improve safety and reliability, look to NLC for training and product advice as well. In fact, these relationships led to NLC's development of the OX Block®—a remarkable invention by 1996 ELP graduate and NLC VP, Program Development, Mark Groves.

NLC's positive influence in the industries we serve is the result of continual focus on improvement. The NLC approach has always been to do what is best for its students. In the words of founder Aaron Howell, "The decisions we make influence our trainees and the industries, and must always be positive."



HIGHLIGHTS

LINEMAN LEADERSHIP

Several high-level leaders, including NLC Founder Aaron Howell, are linemen who have earned degrees and special certifications in education, engineering, and business.

LINEMAN HALL OF FAME INDUCTEES

Founder Aaron Howell, SVP, Research & Development, Alan Drew (retired), Bill Bosch, VP, Apprenticeship and Training Programs, Mark Groves, VP, Program Development, Training Specialist Tater Lohr (posthumous) are all inductees in the International Lineman Hall of Fame.

THREE-PHASE EDUCATIONAL MODEL

NLC developed its own special method of instruction called the Three-Phase Educational Model™, which focuses on the three domains of learning while providing a quality education in a positive learning environment.

MAJOR TRAINING INITIATIVES

NLC is regularly called upon by utility and construction companies and governments to assist with major training initiatives. At the forefront are NLC training specialists, who travel the world and bring their experiences back to share with NLC students.

CURRICULUM DEVELOPMENT

NLC has been developing curriculum since 1998 and has developed an extensive and modern curriculum supporting the industries we serve.

THE "MAROONS"

NLC training specialists wear special maroon shirts that only they can wear—they are not available for sale. Often referred to as "The Spine of the Company," these experienced tradesmen are trained in sound teaching and training methodologies.

THE AMERICAN LINEMAN

While at NLC, SVP of Research & Development Alan Drew (retired) authored *The American Lineman*, considered by many to be the finest historical book about linemen ever written. Visit theamericanlineman.com to learn more.

SPANNING THE STRAIT

A companion to *The American Lineman*, Alan Drew's *Spanning the Strait* details the story of one of the most significant projects in the history of the power industry: the crossing of the Carquinez Strait.

OX BLOCK

NLC graduate Mark Groves invented the OX Block®, revolutionizing rigging in the power industry. It is manufactured via license by Buckingham Manufacturing. Videos featuring the OX Block can be found on YouTube.

HISTORY

The history of NLC dates back to 1991, when two of its founders—Gerald McKie and Aaron Howell (both Boise State University linework trainers at the time)—realized that a more modern program needed to be developed.

The two decided the best course of action would be to establish a private college dedicated to providing the finest educational offerings ever known in the industry. To help realize this endeavor, Howell approached fellow lineman Shane Porter, NLC's third founder.

McKie brought extensive trade and training experience to the table; Howell and Porter also had considerable experience, in addition to degrees in business and engineering, respectively. The three went to work designing what would become the Electrical Lineworker Program (ELP)—a modernized, student-focused approach to linework training. Studying the needs of power companies across the United States, they developed an innovative curriculum designed to graduate the most competitive candidates in the country. After two years of research and development, NLC was founded in April 1993, opening its doors to the first ELP class in August that same year.

The new approach was well received, drawing considerable attention from the industry's best and brightest. In 1998, Alan Drew—a lineman, engineer, and one of the industry's foremost experts on linework operations and history—joined ranks. Drew contributed immediately, formalizing overall operations of the college, which led to national accreditation in 2000.

NLC's pioneering spirit proved to be a catalyst for growth in other areas. In 1998, more groundbreaking curriculum was produced that took complex topics and explained them using simple-to-understand language and well-illustrated imagery—luxuries the industry had been starved for. That effort would become the foundation for the Power Delivery Programs, NLC's distance-learning subsidiary. Hundreds of power companies enrolled thousands of employees in the programs, only to request even more training. Before long, NLC was delivering on-site training to thousands more lineworkers and other professionals across the country—even around the world. These efforts were led by alumnus Michael Hennesey.

NLC's commitment to continual improvement of the industry was punctuated in 2011 by the hiring of alumnus Mark Groves, with the intent of manufacturing better, safer tools for the industry. Groves and Howell developed a snatch block with friction capabilities—the highly successful OX Block®—and revolutionized rigging safety with a single product. NLC continues its innovation with a wide range of other safety and training products that will improve the industry well into the future.

Founding members Shane Porter (far left), Gerald McKie (second from right), and Aaron Howell (far right) with NLC's first ELP class.

Original NLC hard hat from 1993.

AUGUST 4, 1993

Northwest Lineman College's first official day delivering instruction.

Twenty-two students from five states converged for training from the Electrical Lineworker Program's three founders. Students and instructors were launching completely new careers on the exact same day.

FACILITIES

CAMPUS DETAILS

NLC campuses are located in four beautiful, vibrant communities that provide a wide range of recreational and cultural activities.

Students come from all over the country to attend NLC programs at one of these campuses. NLC class sessions are held at the addresses listed below for the respective campus a student enrolls in.

All campuses have the following:

- Classroom facilities with digital projection systems, Internet connectivity, educational props, instructional posters, and learning resource centers with computers, industry-related publications, study areas, periodicals, and videos. Students can access any resource in the learning center during normal business hours.
- Appropriately equipped indoor lab areas and extensive outdoor field-training areas for performing competencies listed in the program sections of this catalog.
- Student lunchrooms.
- Tool and merchandise stores.
- Free Wi-Fi.

Call 888-LINEWORK to schedule a live tour at any of our campuses or

TAKE A VIRTUAL TOUR AT LINEMAN.EDU

IDAHO CAMPUS

7600 S Meridian Rd
Meridian, ID 83642

- Three classrooms and administration space including corporate offices (20,000 sq ft)
- 7,200-sq-ft indoor lab area
- 25-acre field-training area

CALIFORNIA CAMPUS

2009 Challenger Ave
Oroville, CA 95965

- Four classrooms and administration space (10,000 sq ft)
- 14,000-sq-ft indoor lab area
- 18-acre field-training area

TEXAS CAMPUS

5110 Dakota Ln
Denton, TX 76207

- Five classrooms and administration space (7,000 sq ft)
- 10,000-sq-ft indoor ELP lab area
- 14-acre field-training area

FLORIDA CAMPUS

501 Pullman Rd
Edgewater, FL 32132

- Three classrooms and administration space (7,000 sq ft)
- 10,000-sq-ft indoor ELP lab area
- 16-acre field-training area
- 3,000-sq-ft advanced training lab

PROFESSIONAL TECHNICAL EDUCATORS

To ensure students are exposed to prevailing methods, tools, and the most current safety regulations, NLC has a rigorous recruiting, hiring, and training process for its professional educators.

This process starts with recruiting training specialists who are passionate about educating the next generation of workers, but also extends to support and leadership staff, who design the curriculum and facilities, maintain relationships with the industry, and ensure that NLC's focus remains on the student.

NLC specially selects trainers from pools of candidates from across the U.S. who have broad trade experience. NLC spent years developing a special screening process that ensures only instructors with the greatest knowledge, skill, and aptitude for training are selected. NLC trainers come from all types of utility and construction companies, enabling students to learn about different career opportunities from those with firsthand experience.

Upon employment, NLC trainers are enrolled in NLC's internal training program and are certified in a variety of adult education courses. This highly dedicated group of training professionals are the only members of NLC's staff who earn the privilege to wear the special maroon shirt, and are commonly referred to as "Maroons."

NLC is very proud of its staff and the credentials they've earned. This includes, but is not limited to:

- Nine training specialists awarded the distinguished NLC Educator of the Year or Outstanding Training Specialist award, for continually innovating and advancing NLC educational offerings.
- Five International Lineman Hall of Fame inductees (current and retired).
- Many military veterans dedicated to continually improving training effectiveness and operations.
- Members of the prestigious IEEE and CIGRE organizations.
- Multiple senior leadership members who are certified journeymen electrical lineworkers with years of trade experience.
- Two three-time winners of the prestigious Telly Award for video production.
- Dozens of leadership and staff members carry graduate credentials.

The efforts of all NLC educators, leaders, and staff have led to the creation of educational programs that focus heavily on safety and student success.

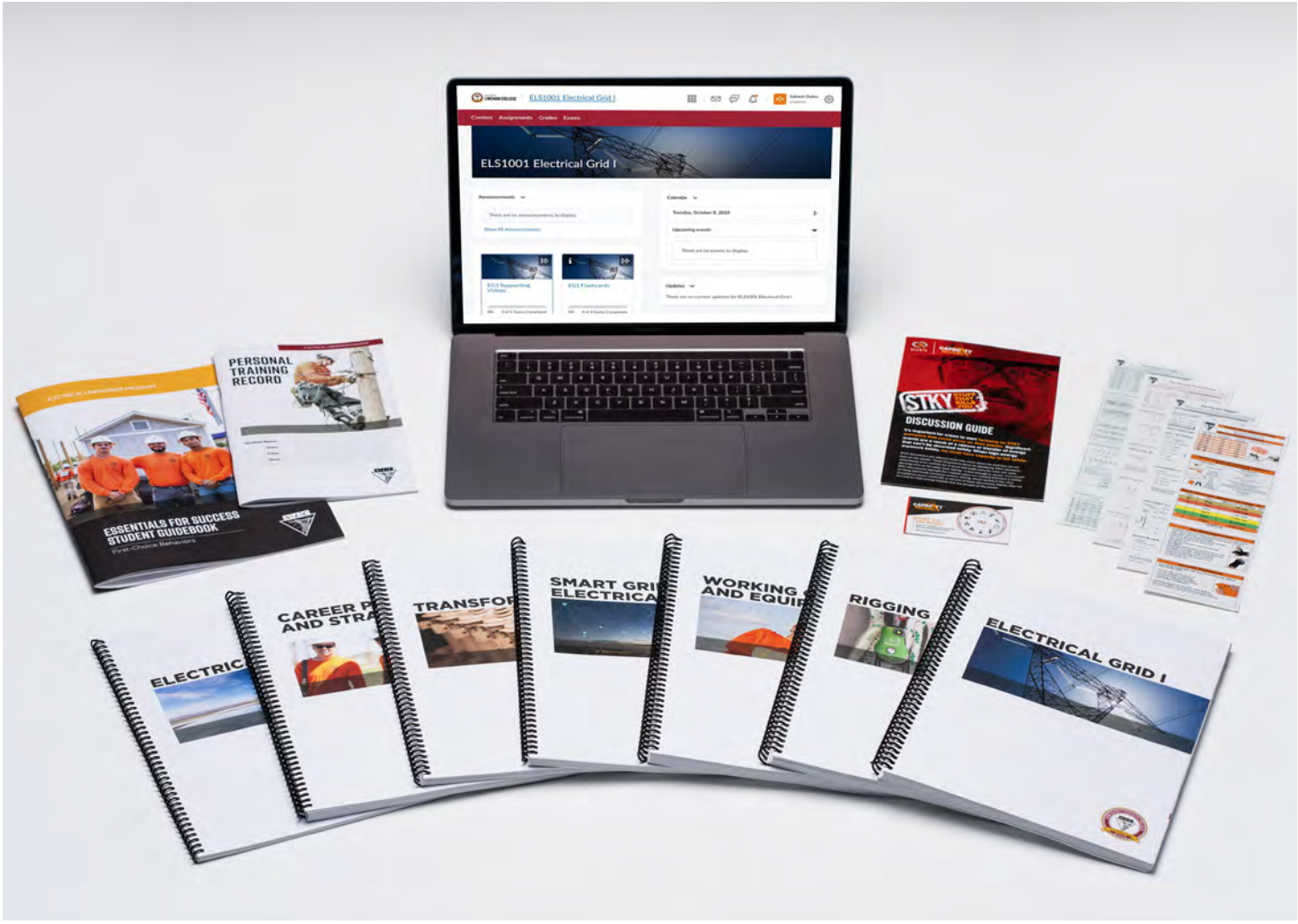
CURRICULUM

NLC curriculum has been specially crafted to maximize student learning.

To ensure students are learning, NLC has a curriculum development team that includes technical authors, education professionals, subject-matter experts, graphic designers, and videographers. Materials are well-illustrated, explaining difficult concepts in an easy-to-understand format. This approach maximizes student learning and retention. Classroom topics are related to lab and field activities as well, reinforcing important concepts. The curriculum is designed to expose students to these concepts in three steps: they read it, hear it, and then practice it.

NLC continually evaluates the effectiveness of its curriculum by measuring student performance. Materials that are not well understood are revised, and unclear test questions are rewritten. Courses are sequenced in such a way that fundamental concepts are learned first, followed by topics that require increased technical understanding. Students are also able to expand their understanding of the topics that interest them the most through self-directed learning activities. Every effort is made to ensure the curriculum is a vehicle to student success, rather than a barrier.

Hundreds of power and construction companies use NLC's curriculum for training purposes. NLC was also specially selected by the U.S. Department of Energy to write curriculum related to the smart grid. Because the industries we serve continually evolve, NLC modernizes its materials on a regular basis.

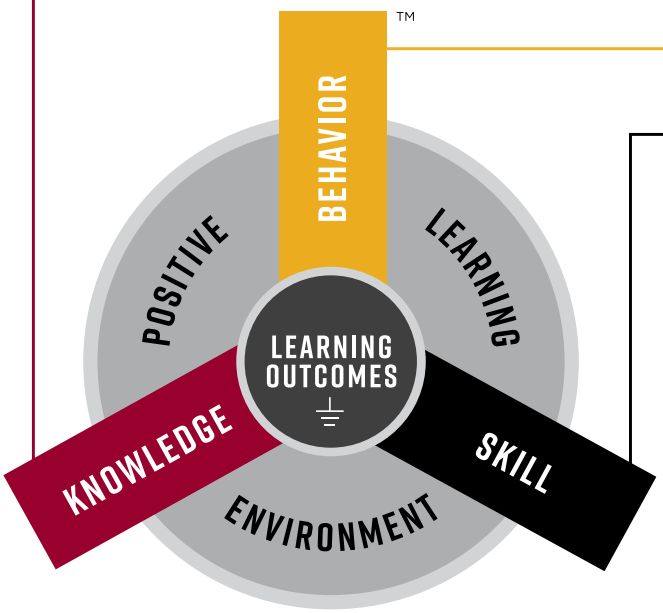


An example of NLC's curriculum, created by NLC's own development team. It is specially designed to maximize student learning outcomes and is continually updated to include the latest industry standards and best practices.

EDUCATIONAL EXCELLENCE

THREE-PHASE EDUCATIONAL MODEL

NLC created its Three-Phase Educational Model™ based on well-researched educational theories. Using this model as the basis for the training in all NLC programs, each academic course, skill competency, and behavior expectation fits directly into one of the three educational phases: knowledge, skill, or behavior. NLC's Program Delivery department ensures that curriculum and training are current and delivered through a positive learning environment in the classroom, lab, and field.



KNOWLEDGE PHASE

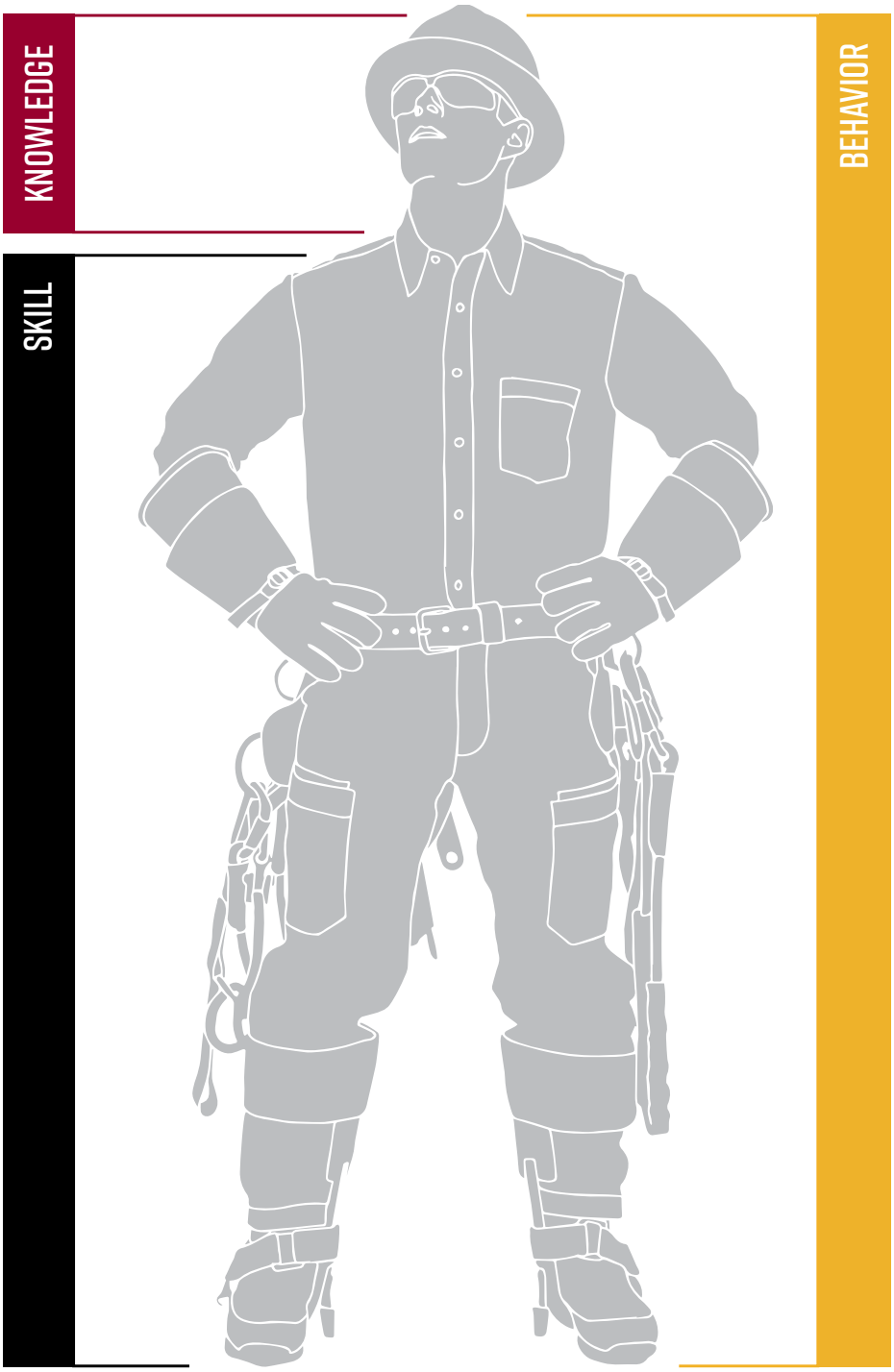
The Knowledge phase addresses cognitive, or intellectual, activities. Engaging students at the highest cognitive level occurs in a classroom or lab setting. The development of intellectual skills includes the recall or recognition of specific facts, procedural patterns, and concepts that serve in the development of intellectual abilities and skills.

SKILL PHASE

The Skill phase is the "hands-on" phase of training. This is where students learn and practice the fundamentals of field-based methods. After skills are first demonstrated by training specialists, students practice and build fluency in each competency, which is later timed and rated for proficiency. Often strenuous, the Skill phase offers students the opportunity to condition their physical strengths to meet the demands of their industry.

BEHAVIOR PHASE

While knowledge and skill are important, positive behavior and attitude have been identified by utility and construction company leadership as attributes a potential employee must have. For this reason, the Behavior phase focuses on safety, camaraderie, customer service, and conviction, to help students develop steadfast reputations for being mature, reliable, safe, and civic-minded.



FOUR-STEP DELIVERY METHOD

NLC instructors use the Four-Step Delivery Method to teach every lesson in the classroom and every skill in the field.

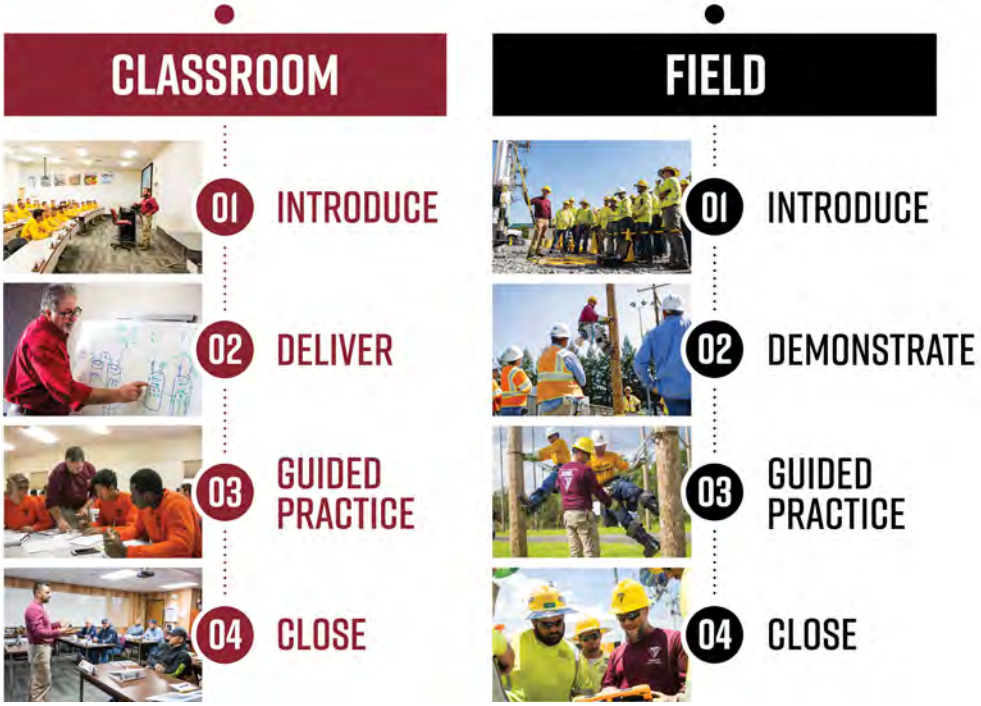
Teaching adult craftworkers involves more than just talking to students and showing PowerPoint slides. Learning a technical skill requires more than just watching someone perform a complicated task. Meaningful learning involves practice and repetition of knowledge, skill, and behaviors guided by a master in the trade.

To help students learn, NLC developed the Four-Step Delivery Method. This practical approach to teaching is designed to help students understand why a topic is important and to safely apply learning in field and classroom training. Lessons are structured to combine hands-on practice, repetition, and feedback from master craft educators to ensure students achieve success.

The four steps create a framework for students to learn new information—and advance their skills in the classroom.

THREE-PHASE EDUCATIONAL MODEL

FOUR-STEP DELIVERY METHOD



PREPARING STUDENTS FOR SUCCESS

Students enrolled in our programs can learn about various types of companies, opportunities, and how to prepare to be top-tier candidates.

EDUCATING FOR SUCCESS

NLC offers a specially designed Career Planning and Strategies course where students learn about various jobs and careers to which their education applies. Students also learn effective cover letter and résumé writing, interviewing skills, networking methods, preparation for entrance testing, and professional behaviors.

NLC is committed to providing each student the tools and resources needed to successfully research, apply for, and secure jobs and careers. Though it is the student's responsibility to decide on their career path, NLC provides substantial assistance and advice.

TRAITS OF SUCCESSFUL GRADUATES

The lengths to which NLC graduates leverage their education are nearly boundless. Presented here are the characteristics highly successful graduates embrace to secure jobs and launch long, rewarding careers.

BE AS COMPETITIVE AS POSSIBLE

There can be competition for many jobs, and companies make every effort to select the best applicants. Successful graduates make every effort to ensure they will graduate as a top candidate as they progress through their program.

MAXIMIZE GEOGRAPHIC FLEXIBILITY

Utility and construction companies cover large geographic regions. Opportunities increase in proportion to the size of the geographic area in which a student is willing to work. A graduate willing to work in any state in the country will have the most opportunities.

BE WISE WITH FREE TIME

There are 168 hours in a week. Successful students understand that when sleep, full-time NLC schooling, and eating are subtracted, a substantial amount of daylight remains; they apply these hours to their studies, career research, and job search.

CONSIDER ALL COMPANY TYPES AS OPPORTUNITIES

NLC programs serve many industries, as shown in the career charts in this catalog. Graduates who consider all these trades as potential opportunities maximize the number of jobs available to them. Successful graduates understand this fact, and keep all options available as they consider their employment.

BE RELENTLESS AND ORGANIZED IN SEARCH FOR EMPLOYMENT

New job opportunities continually present themselves. Successful graduates establish a diligent routine searching for jobs, including website exploration, résumé dissemination, employer visits, and more. They keep record of employers contacted, résumés submitted, and company contacts. They schedule follow-up meetings. They do not become discouraged, knowing their efforts will ultimately be successful.

THOROUGHLY RESEARCH COMPANIES

Successful students and graduates take the time to learn everything they can about each company, including company type, its core values, customers, major projects, service area, system details, training, and more. The more that can be learned, the better.

DON'T WAIT TOO LONG TO GET INTO THE TRADE

History has shown that students who wait longer periods for a desired job to open often see their skills and knowledge diminish. As more time passes, they become less competitive when the opportunity for a job they really want comes along. It is important to get into the trade as soon as possible to start building experience and improving skills and knowledge.

PROGRAM OVERVIEW

GRADUATES ARE:

- Highly qualified for initial employment.
- Highly successful in completing future training programs.
- Prepared to pursue a long, rewarding career.

GRADUATES WILL:

- Learn how to safely construct, maintain, and operate the nation's power grid.
- Learn how to work in elevated positions, using the industry's most up-to-date safety equipment.
- Learn to operate bucket trucks and digger derricks.
- Learn how to identify career options and interview confidently.

ELECTRICAL LINEWORKER PROGRAM

CAREER OPPORTUNITIES

The electric utility industry offers great opportunities for exciting and rewarding long-term careers. In 2023, the electric power industry in the United States generated $491.4 billion in revenue.[1]

Utilities are beginning to integrate alternative energy sources such as wind, solar, and battery storage into their systems as well. Electrical lineworkers are, and will continue to be, the backbone of these efforts.

After completing the Electrical Lineworker Program, graduates typically enter the power-delivery industry as pre-apprentice lineworkers, substation technicians, equipment operators, staking technicians, or other related positions. NLC provides a versatile and realistic educational experience, preparing graduates for advancement roles such as crew leader, superintendent, safety and training professional, director, and more.

Thanks to the many opportunities in the industry, NLC alumni have advanced from linework to rewarding careers in safety training, engineering, system operation, and construction company ownership. The career paths and potential are nearly limitless for an ambitious individual with an NLC education.

STATISTICS

According to the Bureau of Labor Statistics, there are approximately 114,930 electrical lineworkers in the United States as of May 2020.[2]

1. https://www.statista.com/statistics/190548/revenue-of-the-us-electric-power-industry/
2. https://www.bls.gov/oes/current/oes499051.htm

CAREER OUTLOOK

Power delivery is a robust, vibrant, growing industry that provides rewarding careers to hundreds of thousands of individuals. As illustrated below, employment prospects continue to look up for the foreseeable future.

A CAREER THAT CAN'T BE OUTSOURCED

+ increased retirements
+ increased customer reliance on electricity
+ increased installation and maintenance of the power grid
+ increased domestic and global initiatives to develop and utilize more clean energy sources

= 114,000+ ELECTRICAL LINEWORKERS NATIONWIDE

OCCUPATION	HOURLY BY PERCENTILE				
	10th	25th	Median	75th	90th
49-9051 Electrical Power-Line Installers and Repairers	$22.21	$29.08	$37.65	$47.59	$51.49
49-9052 Telecommunications Line Installers and Repairers	$17.86	$20.95	$28.94	$37.96	$47.27
43-5041 Meter Readers, Utilities	$12.41	$15.25	$20.33	$27.77	$34.82
49-2095 Electrical and Electronic Repairers, Powerhouse, Substation, and Relay[4]	$28.63	$36.61	$44.91	$48.88	$57.69
47-2073 Operating Engineers and Other Construction Equipment Operators[5]	$17.38	$18.54	$23.25	$30.14	$41.13
49-9081 Wind Turbine Service Technicians	$22.32	$22.62	$27.05	$30.74	$37.41
49-9097 Signal and Track Switch Repairers	$24.31	$30.46	$38.73	$38.90	$40.47
49-9098 Helpers–Installation, Maintenance, and Repair Workers	$11.29	$13.94	$15.91	$18.21	$22.68
51-8099 Plant and System Operators, All Other	$14.30	$18.31	$24.16	$32.05	$38.59
37-3013 Tree Trimmers and Pruners	$14.51	$18.32	$22.58	$27.96	$30.87
47-2111 Electricians	$17.80	$22.55	$28.87	$37.19	$47.98
47-2231 Solar Photovoltaic Installers	$17.46	$18.26	$22.92	$28.37	$34.65
47-3013 Helpers–Electricians	$13.31	$14.25	$17.48	$18.92	$22.97
49-1011 First-Line Supervisors of Mechanics, Installers, and Repairers	$21.06	$24.99	$34.26	$43.94	$50.92
53-7021 Crane and Tower Operators	$18.02	$23.15	$29.92	$37.47	$47.35
49-2021 Radio, Cellular, and Tower Equipment Installers and Repairers	$17.74	$22.71	$29.02	$37.40	$46.74

Occupation wage data reflects numbers reported by the Bureau of Labor Statistics as of May 2021. For more details on the occupations listed above, search the Occupational Outlook Handbook at: bls.gov/ooh/

1. This occupation encompasses the title of Substation Helper.
2. This occupation encompasses the title of Equipment Helper.

CAREER OUTLOOK (CONT.)

NLC is proud of its graduates, and prouder still of our strong employment statistics. Quality of education, employment assistance, and relationships with utility and construction companies (combined with student determination and persistence in pursuing employment) are the determining factors behind these strong results. With experience and ambition, advancement opportunities in the power delivery industry are abundant. Graduates of NLC have progressed in careers such as these:

- Pre-Apprentice Lineworker
- Utility Worker
- Communications Installer
- Warehouse Assistant
- Meter Reader
- Meter Technician
- Substation Technician
- Groundman
- Equipment Operator
- Transmission and Distribution Tech
- Crew Leader
- Superintendent
- Project Director
- Safety or Training Director
- Engineer
- System Operator
- Construction Company Owner
- Solar Technician

LINEMAN.EDU

Our website at **lineman.edu** displays the percentage of students employed in the trade as a result of the education they received at NLC. The data combines averages from the Idaho, California, Texas, and Florida campuses, all of which share similar results.

SAFETY IN POWER DELIVERY

Unlike today, the electric utility industry was dangerous when it began in the late 1800s. Tools and procedures were unsophisticated, insulated equipment was not available, and formalized training like the NLC Electrical Lineworker Program was nonexistent.

Lineworkers did not understand the laws of electricity, so accidents were common. Over time, tools and protective equipment evolved, as did methodology.

Training became more formalized in the late 1930s thanks to the National Apprenticeship Act (also known as the "Fitzgerald Act"), which set minimum standards for apprenticeship programs. In response, companies began implementing safety rules and procedures. After World War II, manufacturers began replacing homemade, untested tools with properly manufactured, insulated protective gear.

In 1970, the Occupational Safety and Health Administration (OSHA) formed, significantly improving linework safety. By this time, most power companies had founded training centers, rotating lineworkers through a wide range of safety and educational offerings. They would advance through multiyear apprenticeship programs, eventually earning Department of Labor Certification—a recognition that exists to this day.

Today, all the tools, procedures, and safety gear exist for lineworkers to enjoy a long and rewarding career. As one example, during the past several years equipment has been widely adopted by the trade that ensures lineworkers are attached to structures 100% of the time—in fact, NLC has been contracted to certify lineworkers in proper use of this equipment by several major utility companies.

Like any trade, linework is not without risk; however, most accidents are related to unsafe behavior (such as taking shortcuts or unnecessary risks). It is likened to driving on a congested freeway in poor weather conditions—safe drivers slow down and hold their lanes, while unsafe drivers weave in and out of traffic at high speeds.

Ensuring that lineworkers establish proper safety principles early is the key to working safely, and NLC's Electrical Lineworker Program is focused on imparting these principles at every opportunity. Curriculum includes current OSHA regulations, as well as industry best practices and procedures.

In the lab and field, students are taught to identify all components of electrical systems and the tools needed to safely work on them. When they complete their training, graduates can leverage the important safety values learned in the ELP.

WORKING SAFELY

This student is attached to the pole with a special device called a SuperSqueeze®, which prevents him from falling in the event of a gaff-out.

The SuperSqueeze is just one example of safety advancement in the industry. NLC mandates a 100% attachment policy for all students working in elevated positions.

A RENEWABLE FUTURE

Though the "L" in ELP stands for "Lineworker," the knowledge, skill, and behavior a graduate receives from the program opens many more doors than one might realize. In fact, a common mistake students make is to place too much focus on becoming an apprentice lineworker, overlooking thousands of other opportunities that use the same skillset.

According to the BLS, the average growth rate for wind turbine service technicians between 2016 and 2026 is 96%. https://www.bls.gov/careeroutlook/2018/data-on-display/green-growth.htm?view_full

According to multiple recent reports, reduced costs and advances in technology have solar energy quickly becoming America's fastest growing renewable energy source.

RENEWABLE ENERGY IS ENHANCING THE ELECTRICAL GRID

Renewable energies such as wind, solar, and even battery storage systems are introducing more sources of generation in all facets of the electrical grid. In addition to renewability, these enhancements are significant in that they increase reliability of the grid by providing multiple avenues for power to flow, especially during times of peak demand. This requires new and innovative technology, work methods, and resources to keep everything working in harmony.

Renewables create thousands of opportunities for occupations such as:

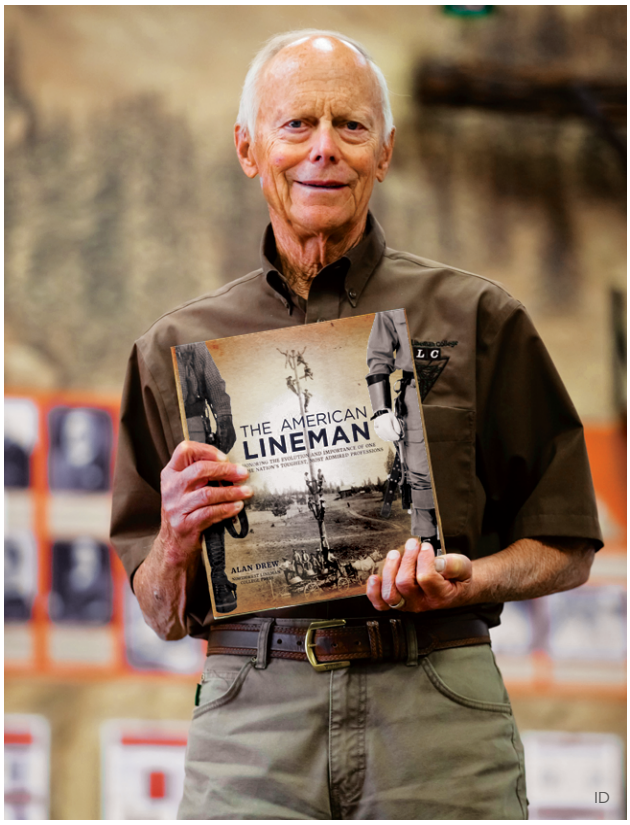
- Wind turbine technician
- Solar voltaic installer
- Substation or relay technician

NLC graduates have multiple opportunities for jobs that lead the way toward a cleaner, more efficient, and more reliable power grid.

INNOVATING ELECTRICAL LINEWORK

The linework profession has always been closely associated with innovation. Regularly referred to as "gadgeteers," lineworkers are responsible for the vast majority of safety, tool, and equipment innovations in the power-delivery industry during the past 100 years. Students are encouraged to be innovative in their learning, and are regularly challenged by training specialists to be inquisitive and problem-solve at every opportunity. NLC is known as an institution of innovation. Its remarkable professionals and educators have designed and developed the following:

- The 15-week ELP, the likes of which had never been seen before its 1993 launch.
- Three-Phase Educational Model®, which maximizes student success by concentrating educational efforts on knowledge, skill, and behavior.
- Specialized curriculum used by hundreds of power and construction companies across the United States.
- Unique scheduling methodology and field design that maximizes student participation and learning outcomes.
- Modern smart-grid and transformer-banking labs that provide a safe and engaging hands-on learning experience.
- Videos that clarify important safety and technical topics (created by NLC's in-house studio, NLC Productions).
- The OX Block®, which has revolutionized rigging and ergonomic safety in linework and related trades.
- Authorship of *The American Lineman*, a history book celebrating the evolution and importance of one of the nation's toughest, most admired professions.
- The TransBanker™, which is a transformer training simulator providing a hands-on way to teach lineworkers how to correctly select, connect, and test transformers, comes in two forms: mobile or a stationary lab.



Retired SVP of Research & Development Alan Drew authored The American Lineman.

Top: The TransBanker™ from NLC Manufacturing.
Bottom: A student builds an electrical system model for a group project.

TRAINING ENVIRONMENT

NLC promotes safety, productivity, and camaraderie, helping prepare students for success.

Students are engaged equally in classroom and field learning activities each day of the school week (Mon–Thu). Classes are not typically in session Fridays; this time is reserved for preparation and study. In order to maintain a high-quality training environment, faculty-to-student ratios are kept to a maximum of 20:1 in the field and 76:1 in the classroom across all campuses.

Because of the procedural nature of linework and the strict adherence to safety rules it requires, NLC has established rules and procedures that train students to operate successfully in the profession.

This is achieved by creating a positive learning environment where students are challenged, encouraged, and held accountable. Students are placed in crews where camaraderie and teamwork are emphasized daily.

Exemplifying the best practices and expectations of trade professionals, NLC training specialists use their experience and adult-education training to facilitate practical and beneficial learning experiences for each student. The forming of lifelong friendships among classmates and instructors is commonplace. The positive culture that students experience creates a lasting impression they carry throughout their long and rewarding careers.

NLC graduates become lineworkers, crew leaders, safety and training professionals, supervisors, directors, even company presidents. Because knowing which students will become presidents is impossible, training is conducted as if they all will.

POWER YOUR FUTURE

ELP is a Pathway to a Degree!

By completing NLC's Electrical Lineworker Program (ELP) and gaining a year of on-the-job experience, students can earn course credits towards an Associate of Applied Science in Utility Line and Management Technology degree through the Lamar Institute of Technology (LIT). This pathway can broaden your career prospects and create opportunities for professional growth and advancement.

Earn 20 credits by completing ELP and another 14 credits through one year of verified job experience allowing you to complete your associate degree in half the time.

- *Courses are available online.*
- *Financial aid and scholarships may be available.*

Keep Going!

Upon completion, transfer your AAS in Utility Line and Management Technology to Sul Ross University to be applied toward a Bachelor of Applied Science.

LIT and Sul Ross University's home within the Texas State University System provides a pathway to prepare you for leadership roles.

APPLY ONLINE!

WWW.APPLYTEXAS.ORG

Learn more about the Associate of Applied Science!
LIT's AAS Utility Line and Management Technology

LAMAR INSTITUTE OF TECHNOLOGY

Contact Us!

Dr. Angela Hill
Provost/Vice President for Instruction
LAMAR INSTITUTE OF TECHNOLOGY
ajhill@lit.edu

NLC

GRADUATION REQUIREMENTS

The following requirements must be met for a student to earn an Electrical Lineworker Program Certificate of Completion.

ACADEMIC ACHIEVEMENT
70% or higher in each academic class.

FIELD COMPETENCIES AND CERTIFICATIONS
All field competencies and certifications achieved before the start of the last week of class.

PERFORMANCE AND BEHAVIOR
Performance level of "Meets Expectations" or "Exceeds Expectations" in BEH 1008, and no behaviors marked as "Needs Improvement" on final review in BEH 1008.

ATTENDANCE
No more than five absences.

CLASS A CDL[1]
Class A commercial driver's license (CDL) with air brakes

1. The Commercial Driver's License (CDL) with air brakes graduation requirement is waived for international or US territory students who are attending the ELP on a student visa, using an I-20 Certificate of Eligibility, or who were living in a US territory prior to attending the ELP and who plan on returning to their territory to work. Refer to CDL Graduation Requirement— International Students and U.S. Territories policies at the back of this catalog. For information on obtaining a CDL, refer to the campus's CDL Graduation Requirement page.

PROGRAM INFORMATION

PROGRAM OBJECTIVE

NLC's Electrical Lineworker Program objective is to provide the training and education needed to ensure that graduates are:

- Highly qualified for initial employment.
- Highly successful in completing future training programs.
- Prepared to pursue a long, rewarding career.

COURSE OUTLINE

PROGRAM LENGTH

The program is fifteen weeks of full-time enrollment, totaling 480 clock hours (50 minutes of instruction per clock hour). See the table on the next page for a complete breakdown of hours.

DAILY SCHEDULE

Class and field training are in session Monday through Thursday (occasionally Friday) 7:30 AM-4:30 PM (NLC—ID) or 7:30 AM-4:00 PM (NLC—CA). Included in this time frame are two 15-minute breaks (one morning, one afternoon) and a 30-minute lunch break. NLC reserves the right to adjust the daily scheduled course hours as deemed necessary by NLC staff for reasons such as lightning or adverse weather.

NLC—CA students only: If a schedule change is deemed necessary, the change proposed will only be executed after receiving the consent of a minimum of 90 percent of the students enrolled. Any student who does not consent to the change will be issued a full refund.

COURSE NUMBERING SYSTEM

Course numbers consist of a three or four character prefix followed by a four digit number sequence. The prefix represents a course category. The number sequence is broken into three parts: the first digit represents the level of the course, the second represents the version of the course, and the third and fourth numbers are sequential and build on each other as courses are added to a particular category.

NLC–ID

PROGRAM COURSES		LECTURE HOURS	LAB HOURS	CLOCK HOURS	PROGRAM WEEK
ORE 1008	Orientation	10	-	10	1
ORE 1009	Essentials for Success	2	5	7	1
SAF 1007	Introduction to The Capacity Model®	4	4	8	1
ELS 1001	Electrical Grid I	30	-	30	2–5, 15
RIG 1006	Rigging	30	2	32	2–5, 15
ELS 1002	Electrical Grid II	23	-	23	6-8, 15
ELS 1005	Working on Lines and Equipment	23	2	25	6–8,15
TRA 1005	Transformers	30	-	30	9–12, 15
CAR 1007	Career Planning and Strategies	23	5	28	9–12, 15
ELS 1006	Smart Grid and Electrical Devices	10	10	20	13–14
BEH 1008	Behavior Assessment	-	2	2	8, 15
CLI 1001	Climbing I Competencies	-	20	20	1–5
EQU 1001	Equipment I Competencies	-	8	8	2–5
DIS 1001	Distribution I Competencies	-	12	12	2–5
URD 1007	Underground I Competencies	-	16	16	2–5
CLI 1002	Climbing II Competencies	-	12	12	6–8
EQU 1002	Equipment II Competencies	-	18	18	6–14
DIS 1102	Distribution II Competencies	-	32	32	6–12
TRS 1005	Transmission I Competencies	-	12	12	6–8
TRS 1106	Transmission II Competencies	-	4	4	9–11, 13–14
GRD 1105	Groundman Competencies	-	32	32	2–8, 13–14
CLI 1003	Climbing III Competencies	-	24	24	9–14
TEL 1107	Overlashing Competencies	-	2	2	13–14
TRA 1005 C	Transformer Competencies		8	8	9–12
LIV 1005	Live-Line Equipment and Maintenance Comp.	-	4	4	2–8, 13–14
DIS 1005	Overhead Secondary Competencies	-	4	4	12
PLD 1005	Material Identification Competencies	-	14	14	4–7, 12[1]
PLD 1006	General Line Construction Competencies	-	19	19	15
OSH 1005	OSHA 10-Hour ET&D	12	-	12	13–14
EQU 1009	Chainsaw Safety and Maintenance Comp.	-	4	4	2–5
FIR 1006	First Aid	-	4	4	1
CPR 1005	CPR	-	4	4	1
	TOTALS:	**197**	**283**	**480**	**15 WEEKS**

CERTIFICATIONS	
Chainsaw Safety and Maintenance Certification	Enclosed-Space Rescue Certification
First Aid Certification	Aerial-Lift Rescue Certification
CPR Certification	Digger Derrick Safety Certification*
Pole-Top Rescue Certification	Climbing Certification**
OSHA 10-Hour ET&D	

OPTIONAL COURSES		LECTURE HOURS	LAB HOURS	CLOCK HOURS	PROGRAM WEEK
CRA 1005	Crane Operator Certification Training	20	40	60	varies
MAT 1009	Applied Mathematics	26	-	26	varies
CDL 1009	Class A CDL Training Course - ID	4	16	20	varies
	PROGRAM & OPTIONAL COURSES TOTALS:	**247**	**339**	**586**	**15 WEEKS**

1. Weeks represent dedicated lab time. Material identification occurs throughout the term as part of related courses.

** Students must successfully complete RIG 1006, EQU 1001, and EQU 1002 to earn this certification. Associated hours are listed with respective course descriptions.*

*** Students must successfully complete CLI 1001, CLI 1002, and CLI 1003 to earn this certification. Associated hours are listed with respective course descriptions.*

Northwest Lineman College–Idaho is not accredited by the Accrediting Commission of Career Schools and Colleges.

PROGRAM INFORMATION (CONT.)

NLC–CA

PROGRAM COURSES		LECTURE HOURS	LAB HOURS	CLOCK HOURS	PROGRAM WEEK
ORE 1008	Orientation	10	-	10	1
ORE 1009	Essentials for Success	2	5	7	1
SAF 1007	Introduction to The Capacity Model®	4	4	8	1
ELS 1001	Electrical Grid I	30	-	30	2–5, 15
RIG 1006	Rigging	30	2	32	2–5, 15
ELS 1002	Electrical Grid II	23	-	23	6-8, 15
ELS 1005	Working on Lines and Equipment	23	2	25	6–8,15
TRA 1005	Transformers	30	-	30	9–12, 15
CAR 1007	Career Planning and Strategies	23	5	28	9–12, 15
ELS 1006	Smart Grid and Electrical Devices	10	10	20	13–14
BEH 1008	Behavior Assessment	-	2	2	8, 15
CLI 1001	Climbing I Competencies	-	20	20	1–5
EQU 1001	Equipment I Competencies	-	8	8	2–5
DIS 1001	Distribution I Competencies	-	12	12	2–5
URD 1007	Underground I Competencies	-	16	16	2–5
CLI 1002	Climbing II Competencies	-	12	12	6–8
EQU 1002	Equipment II Competencies	-	18	18	6–14
DIS 1102	Distribution II Competencies	-	32	32	6–12
TRS 1005	Transmission I Competencies	-	12	12	6–8
TRS 1106	Transmission II Competencies	-	4	4	9–11, 13–14
GRD 1105	Groundman Competencies	-	32	32	2–8, 13–14
CLI 1003	Climbing III Competencies	-	24	24	9–14
TEL 1107	Overlashing Competencies	-	2	2	13–14
TRA 1005 C	Transformer Competencies		8	8	9–12
LIV 1005	Live-Line Equipment and Maintenance Comp.	-	4	4	2–8, 13–14
DIS 1005	Overhead Secondary Competencies	-	4	4	12
PLD 1005	Material Identification Competencies	-	14	14	4–7, 12[1]
PLD 1006	General Line Construction Competencies	-	19	19	15
OSH 1005	OSHA10-Hour ET&D	12	-	12	13–14
EQU 1009	Chainsaw Safety and Maintenance Comp.	-	4	4	2–5
FIR 1006	First Aid	-	4	4	1
CPR 1005	CPR	-	4	4	1
	TOTALS:	197	283	480	15 WEEKS

CERTIFICATIONS	
Chainsaw Safety and Maintenance Certification	Enclosed-Space Rescue Certification
First Aid Certification	Aerial-Lift Rescue Certification
CPR Certification	Digger Derrick Safety Certification*
Pole-Top Rescue Certification	Climbing Certification**
OSHA 10-Hour ET&D	

OPTIONAL COURSES		LECTURE HOURS	LAB HOURS	CLOCK HOURS	PROGRAM WEEK
CRA 1005	Crane Operator Certification Training	20	40	60	varies
MAT 1008	Applied Mathematics	13	-	13	varies
CDL 1106	Class A CDL Training Course - CA	4	22	26	varies
	PROGRAM & OPTIONAL COURSES TOTALS:	234	345	579	15 WEEKS

1. Weeks represent dedicated lab time. Material identification occurs throughout the term as part of related courses.

** Students must successfully complete RIG 1006, EQU 1001, and EQU 1002 to earn this certification. Associated hours are listed with respective course descriptions.*

*** Students must successfully complete CLI 1001, CLI 1002, and CLI 1003 to earn this certification. Associated hours are listed with respective course descriptions.*

ACCSC

Northwest Lineman College–California is accredited by the Accrediting Commission of Career Schools and Colleges.

The Accrediting Commission of Career Schools and Colleges/ACCSC is a recognized institutional accrediting agency by the U.S. Department of Education.

COURSE DESCRIPTIONS

To ensure a well-rounded education, students are required to complete all courses detailed in this section. The following descriptions provide a basic overview of the fundamentals of each course. If you have any questions, please contact NLC for further information.

KNOWLEDGE PHASE

ELS 1001
ELECTRICAL GRID I
This course encompasses basic electricity and the elements of the electrical grid. Materials cover electrical quantities, Ohm's law, and the roles they play within the various elements of the electric grid. The methods of electrical generation and the components associated with transmission, subtransmission, and distribution systems are also covered in this course.

RIG 1006
RIGGING
This course is designed to teach the student about fall protection and the tensions associated with common rigging used on the job site. The proper application of knots and the effects that knots have on ropes are discussed in detail. In addition, students will learn about the mechanical advantage gained with parted blocks, tensions with snatch blocks, and safety when working around mechanical equipment.

ELS 1002
ELECTRICAL GRID II
This course is designed to carry the concepts discussed in Electrical Grid I further. Students will gain a better understanding of how electrical quantities behave in series and parallel circuits and experience a detailed dive into three-phase power.

ELS 1005
WORKING ON LINES AND EQUIPMENT
This course teaches students about the two main methods of working on lines and equipment, de-energized or energized. Much of the focus is on the de-energized method, including disconnecting sources of energy, lockout/tagout, and protective grounding. This course also provides instruction on the tools and equipment for performing energized work, with some discussions on work methods.

TRA 1005
TRANSFORMERS
Classroom lectures and NLC's transformer lab focus on installing and operating distribution transformers, including theory and primary and secondary connections of single-phase and three-phase transformer banks. Students learn to identify system voltage, nameplate voltage ratings, and customer voltage needed to properly install transformers or a transformer bank.

OSH 1005
OSHA 10-HOUR ET&D
This course is delivered by an authorized OSHA Outreach trainer and follows the OSHA 10 Electrical Transmission and Distribution (ET&D) format. Students will learn about the OSH Act, OSHA's mission, and important regulations for electrical crews. Emphasis is also given to OSHA's Focus Four hazards. Each successful participant will earn an OSHA Electrical Transmission and Distribution 10-hour card.

ELS 1006
SMART GRID AND ELECTRICAL DEVICES
Students will receive a broad overview of the smart grid and its protective equipment, plus an in-depth understanding of specific electrical devices such as reclosers, capacitor banks, voltage regulators, and overhead and underground switches.

SKILL PHASE

CLI 1001
CLIMBING I COMPETENCIES
Students learn to use climbing gear and proper techniques for working from wood poles. Ascending, descending, and rotating at lower elevations are central themes.

EQU 1001
EQUIPMENT I COMPETENCIES
Course activities familiarize students with truck setup, work-site protection, equipment operation, boom operation, and hand signals.

DIS 1001
DISTRIBUTION I COMPETENCIES
Activities familiarize students with materials and tools associated with distribution systems; students use these items to complete common tasks related to distribution system construction.

URD 1007
UNDERGROUND I COMPETENCIES
Tools and materials associated with underground residential distribution systems are covered, focusing mainly on common URD terminations for both primary and secondary systems.

CLI 1002
CLIMBING II COMPETENCIES
Positioning and climbing techniques are refined as students ascend, descend, and rotate at higher elevations, enhancing pole-top work skills.

EQU 1002
EQUIPMENT II COMPETENCIES
This field course provides advanced instruction on digger-derrick operation—including load lifting, hole excavation (using the auger), and setting poles—with an emphasis on hand signals and safety around suspended loads.

COURSE DESCRIPTIONS (CONT.)

SKILL PHASE (CONT.)

DIS 1102
DISTRIBUTION II COMPETENCIES
Students perform common tasks associated with working on distribution structures, with primary focus on use of materials and tools working from pole-top.

TRS 1005
TRANSMISSION I COMPETENCIES
Students learn climbing and maneuvering from different work positions on wood-pole transmission structures. Various methods of fall protection are introduced.

TRS 1106
TRANSMISSION II COMPETENCIES
Students apply knowledge and skills learned in the program to perform common maintenance tasks on transmission structures. Necessary rigging skills and proper use of fall protection systems are taught, in addition to climbing and navigating steel structures.

GRD 1105
GROUNDMAN COMPETENCIES
Students learn to safely perform various trade-related tasks that prepare them for linecrew support.

CLI 1003
CLIMBING III COMPETENCIES
Climbing and work positioning are further refined in this final segment of climbing instruction, during which students perform work-related tasks at pole-top. Workmanship plays a significant role, paving the way for successful completion of other program certifications.

TEL 1107
OVERLASHING COMPETENCIES
Students will learn and practice the process of overlashing fiber-optic cable.

TRA 1005 C
TRANSFORMER COMPETENCIES
Students perform tasks associated with installing and operating single-phase and three-phase distribution transformers as well as final meter connections and meter set installations.

LIV 1005
LIVE-LINE EQUIPMENT AND MAINTENANCE COMPETENCIES
Students learn how to use and care for common live-line tools and equipment used in the construction, operation, and maintenance of electric transmission and distribution systems. *This course does not teach or certify students to conduct live-line work.*

DIS 1005
OVERHEAD SECONDARY COMPETENCIES
Students will perform common tasks associated with overhead distribution secondary and services. There will be an enhanced focus on the correct use of materials and tools while working from a wood pole.

PLD 1005
MATERIAL IDENTIFICATION COMPETENCIES
In this course, students will be able to identify and explain the operation and purpose of various pieces of equipment and tools used in the construction, operation, and maintenance of electric transmission and distribution systems.

PLD 1006
GENERAL LINE CONSTRUCTION COMPETENCIES
This culminating course is designed for the students to apply and refine the knowledge, skills, and behaviors learned during their term in the Electrical Lineworker Program to rebuild the ELP training yard.

EQU 1009
CHAINSAW SAFETY AND MAINTENANCE COMPETENCIES
The course teaches the essentials of chainsaw safety, maintenance, and use. Students will learn the skills to safely perform the basic chainsaw-related tasks on a jobsite.

FIR 1006
FIRST AID
Students learn to safely perform as a competent first responder in an environment that requires use of basic first aid.

CPR 1005
CPR
Students learn to safely perform as a competent first responder in an environment that requires use of basic CPR.

CERTIFICATIONS

CHAINSAW SAFETY AND MAINTENANCE CERTIFICATION
Students learn the essentials of chainsaw safety, maintenance and use. This certificate is earned by passing EQU 1009. Certification provided by NLC.

FIRST AID CERTIFICATION
Successful completion of FIR 1006 results in a nationally recognized first aid certification. Certification provided by: NLC—ID—Health Solutions of America; NLC—CA—Coyne; NLC—TX and NLC—FL—Health & Safety Institute (HSI).

CPR CERTIFICATION
Successful completion of CPR 1005 results in a nationally recognized cardiopulmonary resuscitation (CPR) certification. Certification provided by: NLC—ID—Health Solutions of America; NLC—CA—Coyne; NLC—TX and NLC—FL—Health & Safety Institute (HSI).

BEHAVIOR PHASE

POLE-TOP RESCUE CERTIFICATION
Students learn to safely perform pole-top rescue activities, and must complete the Pole-Top Rescue competency. This certificate is earned by passing CLI 1003. Certification provided by NLC.

ENCLOSED-SPACE RESCUE CERTIFICATION
Hazards associated with working in enclosed spaces are outlined, along with discussion of OSHA requirements for enclosed-space attendants. Students are required to demonstrate proper vault-rescue procedure. This certification is earned by passing GRD 1005. Certification provided by NLC.

AERIAL-LIFT RESCUE CERTIFICATION
Students learn to safely perform aerial rescue activities, and must complete the Aerial Lift Rescue competency. This certification is earned by passing EQU 1002. Certification provided by NLC.

DIGGER DERRICK SAFETY CERTIFICATION
Students learn the necessary behaviors, knowledge, and skills to safely work on and around digger derricks in utility construction sites. Topics include work-site protection, truck setup, underground facilities, lifting capacities, and sling tensions. This certification is earned by passing RIG 1006, EQU 1001, and EQU 1002. Certification provided by NLC.

CLIMBING CERTIFICATION
This certificate—which is earned by passing CLI 1001, CLI 1002, and CLI 1003 (in compliance with NLC certification requirements and applicable OSHA regulations)—is reflected on graduate transcripts and certification cards. Certification provided by NLC.

OSHA 10-HOUR ET&D
This certificate is earned by passing OSH 1005. Each successful participant will earn an OSHA Electrical Transmission and Distribution 10-hour card. Certification provided by OSHA.

ORE 1008
ORIENTATION
In this course, students are introduced to the learning management system (LMS), the grading system and policies, important program dates, and campus rules and expectations. Students will also tour the campus.

ORE 1009
ESSENTIALS FOR SUCCESS
This course introduces students to essential information for successfully completing the Electrical Lineworker Program at Northwest Lineman College (NLC). Students will learn how NLC defines success, the objectives of the program, and the methods of grading and completion of program components. The course also provides students with study habits, tips, and information for successfully completing the program.

SAF 1007
INTRODUCTION TO THE CAPACITY MODEL®
In this blended learning course, students learn the essentials of workplace safety: the principles and elements of The Capacity Model®, STKY™ Controls for Crews, and job briefings and job hazard analysis. Students will also learn proper methods for using their climbing gear and hand tools.

CAR 1007
CAREER PLANNING AND STRATEGIES
This course teaches students to identify employers, employment options, and career paths in the industry. The course is designed to simulate the hiring process. It guides students through the development of the materials and skills they need to secure a job: creating cover letters and resumes, establishing contact with potential employers, and developing their interviewing skills.

BEH 1008
BEHAVIOR ASSESSMENT
Discussion, demonstration, and display of behaviors essential to the success of entry-level lineworkers. Instruction and assessment occur in classroom and field environments. Students learn the levels of general attitude, responsibility, and motivation required of lineworkers, and how to project themselves in a positive, professional manner using verbal and nonverbal skills.

OPTIONAL COURSE DESCRIPTIONS

These courses are not considered part of the ELP curriculum and are not required for graduation.

Highly valued in certain facets of the power-delivery industry, these courses are for students who desire a focused experience in specific disciplines. Because not all utility and line-construction companies require that their workforce obtain these certifications, they are offered as optional courses. Classes may be scheduled after hours and on weekends, so students interested in enrolling should remain flexible. Every effort is made to accommodate all who wish to enroll; however, enrollment is limited.

CRA 1005
CRANE OPERATOR CERTIFICATION TRAINING

In the power delivery industry, large-line construction companies use cranes to install towers, substation equipment, and large wood-pole structures. For this reason, many construction companies place a high value on crane certification when recruiting. This course will provide classroom lecture, hands-on training, and skill-building exercises on the essential knowledge and practical skills necessary to successfully pass all exams required to receive a nationally recognized certification provided by NCCCO.

Testing for the five required exams to receive NCCCO certification are built into this course, three written and two practical. Upon notification of a passing score for all five exams, the student will receive the NCCCO nationally recognized certification to operate all swing-cab and fixed-cab telescopic boom cranes (valid for five years).

The total cost for this course includes a testing fee[1] paid to the certification agency* and all required course materials. If a student fails any exams, retest fees will apply.[2]

COURSE DETAILS

- Six 10-hour days, delivered over two weekends (Friday, Saturday & Sunday)
- 60 total contact hours: 24 classroom hours, 36 field hours

TUITION: $2,140 *(term 2&3)*/$2,215 *(term 1)*
NCCCO TESTING FEE[1]: $300
TOTAL: $2,440** *(term 2&3)*/$2,515 *(term 1)*
TRAINING HOURS: 60

See campus-specific policies for refund information.

**Certification provided by NCCCO.*

1. The testing fee is paid by Lift Tech on behalf of the student to NCCCO in advance of the course start for their written exams.

- *Prior to payment to NCCCO, the fee is refundable.*
- *The fee becomes nonrefundable by NCCCO within 7 business days of the scheduled test date.*
- *Prior to 7 business days of the scheduled test dates, but after payment to NCCCO, 90% of the fee may be refunded if a valid reason is provided and accepted by NCCCO or students can elect NCCCO to retain the fee for up to one year to go towards a rescheduled exam.*
- *If a student misses their scheduled written exams, an additional testing fee will be charged to reschedule, regardless of whether the fee was refunded or not.*

2. Retest exams are scheduled through Lift Tech.

MAT 1008 (NLC–CA)
MAT 1009 (NLC–ID)
APPLIED MATHEMATICS

Applied Mathematics has been specially developed for students to refresh or refine the math skills needed to pass industry-standard entrance exams. This optional course starts out reviewing basic arithmetic and gradually incorporates algebraic material. Though geared toward improving basic math skills, many graduates report that it not only helped them in passing employment entrance exams.

CONTENTS:

- Decimals
- Percentages
- Fractions
- Equations and Inequalities
- Positive Integer Exponents
- Variables
- Algebraic Expressions
- Word Problems

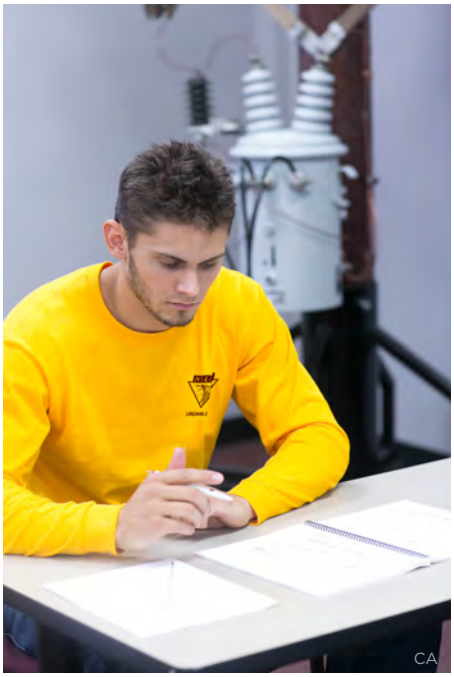
TUITION: $250**
HOURS OF INSTRUCTION:

NLC—CA: 13
NLC—ID: 26

See campus-specific policies for refund information.

***California students only:** California state is not assessing the Student Tuition Recovery Fund (STRF) fee as of April 1, 2024. This amount could be increased by the BPPE at any time. Assessments paid to NLC are nonrefundable once student signs the Enrollment Agreement. Optional course fees are subject to the STRF assessment. Optional course's total cost to include the applicable STRF assessment will be clearly listed and included in the total course cost on the optional course's enrollment agreement. See California-Specific Policies at the back of this catalog for more information.*

GROVE
STAY CLEAR
GROVE



CDL COURSE DESCRIPTIONS

Utility employers across the nation are increasingly requiring that new employees come to them with a valid Class A commercial driver's license (CDL). It is NLC's objective to create the most highly employable graduates possible, and offering in-house Class A CDL training as an optional course is another way to accomplish this goal.

IDAHO

A valid Class A CDL is required for graduation at the Idaho campus. This optional course, CDL 1009, is NLC's preferred option to aid students in seamlessly completing this graduation requirement.

CDL 1009
CLASS A CDL TRAINING COURSE - ID

This course was designed in coordination with Idaho CDL Training LLC to deliver NLC students a customized training program patterned after the Federal Motor Carrier Safety Administration's proposed minimum standards for training tractor-trailer drivers. Included in the course is training on the essential knowledge and practical skills necessary to successfully pass the CDL skills test through the applicable licensing agency, including behind-the-wheel driving time.

Course hours may take place any day of the week, including after hours and on the weekends to accommodate all trainees.

TUITION: $3,320 *(term 2&3)*/$3,425 *(term 1)*
DRUG TESTING FEE: $75
TOTAL[1]: $3,395 *(term 2&3)*/$3,500 *(term 1)*
TRAINING HOURS[2]: 20

See campus-specific policies for refund information.

PREREQUISITE

Students must obtain a commercial learner's permit (CLP) as a prerequisite for this course.

The CLP must be for the same state as the student's driver's license and must be obtained before a student can start training. NLC strongly recommends securing your CLP at least 14 days before term start to ensure there aren't any delays in training.

Washington or California residents, as well as all other out-of-state students under the age of 21, must obtain a Class D license in Idaho, then obtain their CLP in Idaho, after which they can train and test as part of this course. Students will have 21 days from the start of their ELP term to obtain their CLP.

Idaho CDL Training LLC offers an affordable online course option to help you meet this prerequisite. This online course also qualifies for the federal theory training that drivers are required to obtain prior to taking the CDL skills test, and is also the study guide for a CLP. A DOT physical exam is recommended but not required; these are provided by a DOT-approved medical provider. Students must successfully pass the Idaho Transportation Department's skills test to receive a Class A CDL.

CDLs will be issued by the student's state of residence licensing agency (the agency that issued the driver's license and CLP).

Students enrolled in CDL 1009 agree to be drug tested in accordance with DOT requirements before and randomly during training and/or testing.

DRUG TESTING

All students enrolled in CDL 1009 will be drug tested; failure of this drug test, including for marijuana (regardless of your state of residence), will result in termination from the school as defined in NLC's *Drug and Alcohol* policy.

IDAHO CDL TRAINING LLC'S CLP PREPARATION COURSE

Securing a CLP prior to the commencement of training is a prerequisite of CDL 1009. CDL Online offers a convenient online option to help students obtain their CLP. Students may register for this preparation course online at cdlonline.com.

ONLINE PREPARATION COURSE COST[3]: $225[4]

3. The course cost does not include the fees collected by your local DMV to take the written knowledge tests required to obtain your CLP. As a reminder, the student's CLP must be for the same state as the student's driver's license.

Students may secure their CLP in any way preferred; this online preparation course is not required, but recommended to help ensure a successful pass of the written knowledge test.

4. CDL Online reserves the right to change the cost of this course as deemed necessary. Prices cannot be raised after a student has paid for the course. Preparation course cost will be paid through cdlonline.com. NLC students receive a discount code at time of enrolling in CDL 1009.

1.Total cost does not include the optional CDL truck rental and skills test fee, estimated at $550, paid directly to Idaho CDL Training LLC, who reserves the right to change this amount, however, this fee cannot be changed after a student has paid for the test.

2. Training hours consist of four lecture hours (1 in classroom, 3 in the field) and the remaining hours are lab hours (behind-the-wheel driving time).

NLC STUDENT HOTLINE

For any questions on state-by-state CLP and CDL requirements or this course, please call:

208-918-8420

CALIFORNIA

A valid Class A CDL is required for graduation at the California campus. This optional course, CDL 1106, is NLC's preferred option to aid students in seamlessly completing this graduation requirement.

CDL 1106
CLASS A CDL TRAINING COURSE - CA

This course was designed in coordination with Idaho CDL Training LLC to deliver NLC students a customized training program patterned after the Federal Motor Carrier Safety Administration's proposed minimum standards for training tractor-trailer drivers with an automatic transmission truck. (Students may choose to test with manual transmission trucks. Students who test in an automatic transmission will have a restricted Commercial License.) Included in the course is training on the essential knowledge and practical skills necessary to successfully pass the CDL skills test through the applicable licensing agency, including behind-the-wheel driving time. **Students will be required to schedule their skills test at the state's testing agency following the training course.**

Course hours may take place any day of the week, including after hours and on the weekends to accommodate all trainees.

TUITION: $3,420 *(term 2&3)*/$3,525 *(term 1)*
DRUG TESTING FEE: $75
TOTAL[1]*: $3,495 *(term 2&3)*/$3,600 *(term 1)*
TRAINING HOURS[2]: 26

See campus-specific policies for refund information.

1. Total cost <u>does not</u> include the optional CDL truck rental fee for testing estimated to be $550, paid directly to Idaho CDL Training LLC, who reserves the right to change this amount, however, this fee cannot be changed after a student has paid for the test.

2. Training hours consist of four lecture hours (1 in classroom, 3 in the field) and the remaining hours are lab hours (behind-the-wheel driving time).

PREREQUISITE

Students must obtain a commercial learner's permit (CLP) as a prerequisite for this course.

The CLP must be for the same state as the student's driver's license and must be obtained before a student can start training. NLC strongly recommends securing your CLP at least 14 days before term start to ensure there aren't any delays in training.

Washington or California residents, as well as all other out-of-state students under the age of 21, must obtain a Class C non-commercial license in California and then obtain their CLP in California, after which they can train and test as part of this course. Check the state's required documents list so you come prepared with all documentation. Students will have 21 days from the start of their ELP term to obtain their CLP.

You will be able to take your CDL test in California, only if you have a CLP from California. If you have an out-of-state permit, are age 21 or older, and not a resident of Washington state, you must take your CDL skills test in the state that issued your CLP.

Idaho CDL Training LLC offers an affordable online course option to help you meet this prerequisite. This online course also qualifies for the federal theory training that drivers are required to obtain prior to taking the CDL skills test, and is also the study guide for a CLP. A DOT physical exam is required to apply for a CLP in California. These are provided by a DOT-approved medical provider. Students must successfully pass the state's skills test to receive a Class A CDL. **CDL's will be issued by the student's state of residence licensing agency (the agency that issued the driver's license and CLP).**

Students enrolled in CDL 1106 agree to be drug tested in accordance with DOT requirements before and randomly during training and/or testing.

DRUG TESTING

ALL students enrolled in CDL 1106 will be drug tested; failure of this drug test, including for marijuana (regardless of your state of residence), will result in termination from the school as defined in NLC's *Drug and Alcohol* policy.

IDAHO CDL TRAINING LLC'S CLP PREPARATION COURSE

Securing a CLP prior to the commencement of training is a prerequisite of CDL 1106. CDL Online offers a convenient online option to help students obtain their CLP. Students may register for this preparation course online at cdlonline.com.

ONLINE PREPARATION COURSE COST[3]: $225[4]

3. The course cost does not include the fees collected by your local DMV to take the written knowledge tests required to obtain your CLP or for the skills testing. As a reminder, the student's CLP must be for the same state as the driver's license. Idaho CDL Training LLC does have a truck available to rent for the skills test.

Students may secure their CLP in any way preferred; this online preparation course is not required, but recommended to help ensure a successful pass of the written knowledge test.

4. CDL Online reserves the right to change the cost of this course as deemed necessary. Prices cannot be raised after a student has paid for the course. Preparation course cost will be paid through cdlonline.com. NLC students receive a discount code at time of enrolling in CDL 1106.

****California students only:** California state is not assessing the Student Tuition Recovery Fund (STRF) fee as of April 1, 2024. This amount could be increased by the BPPE at any time. Assessments paid to NLC are nonrefundable once student signs the Enrollment Agreement. Optional course fees are subject to the STRF assessment. Optional course's total cost to include the applicable STRF assessment will be clearly listed and included in the total course cost on the optional course's enrollment agreement. See California-Specific Policies at the back of this catalog for more information.*

NLC STUDENT HOTLINE

For any questions on state-by-state CLP and CDL requirements or this course, please call:

916-827-3990

NLC—ID'S CDL GRADUATION REQUIREMENT

Electrical linework often requires use of large, heavy equipment that must be driven to and from job sites, therefore, most utility and construction companies require that their lineworkers possess a Class A commercial driver's license (CDL).

For this reason, students are required to obtain their Class A CDL prior to graduation. **Requirements vary from state to state, so check with your local DMV for specifics as early as possible.** Lengthy DMV processes or restrictive state residency requirements can be difficult to navigate. Please refer to the following requirements for obtaining a CDL or commercial learner's permit (CLP) in states where NLC campuses are located.

NLC—ID

CLASS A CDL WITH AIR BRAKES REQUIREMENT

A valid Class A CDL with air brakes is required for graduation at the Idaho campus.[1]

NLC, in coordination with Idaho CDL Training LLC, offers an in-house option to aid students in fulfilling this requirement. To obtain a Class A CDL with air brakes through NLC's optional course, CDL 1009, the general steps are outlined below:

For more detailed information on the steps below go to **idahocdltraining.com** and click the NLC Students tab.

- Entry-Level Driver Training (ELDT) theory is mandatory to obtain your CDL. It is recommended you complete the online CLP test preparation course to satisfy this requirement. There is a $225* charge to access the online training that is paid directly to cdlonline.com. Follow the directions to sign up for the online CLP test preparation course by going to **idahocdltraining.com** and clicking on the NLC Students tab. (*NLC students receive a discount code at time of enrolling in CDL 1009.)
- Take the required knowledge written tests (general knowledge, combination vehicles, and air brakes) at your local Department of Motor Vehicles (DMV) to obtain your CLP. Fees for the written test and CLP vary by state; please check with your local DMV regarding fees. (These fees are outside of any Idaho CDL Training LLC fees or NLC fees charged.)
- Obtaining your CLP is a prerequisite for CDL 1009. NLC strongly recommends securing your CLP at least 14 days before term start to ensure there aren't any delays in training.
- **Washington or California residents, as well as all other out-of-state students under the age of 21, must obtain a Class D license in Idaho, then obtain their CLP in Idaho.**

  Students under the age of 21 will be given 20 business days after the start of their term to provide the Idaho CLP, after which they can train and test.

  - Required by the DMV for any out-of-state student who must get an Idaho driver's license and Class A CLP:
    - Birth certificate (no photocopies accepted) or passport
    - Official state-issued driver's license from their current state
    - Proof of residency (these documents must show an Idaho address to qualify to show proof of residency):
      - Rental agreement
      - Power bill, gas bill, or any utility bill in your name
      - Bank statement
    - Social Security card (original only, copies are not accepted)
- Successfully complete and pass the mandatory drug screening facilitated by Idaho CDL Training LLC during the first week of the term.
- Complete the recommended hours of instructor-led training. (See NLC—ID's CDL Course Description page for a breakdown of hours.)
- Successfully complete a CDL skills test. Skills tests are not included in the total cost of CDL 1009. If students choose to take their skills test through Idaho CDL Training, additional charges for a CDL truck rental and testing fee apply. Additional charges are paid directly to Idaho CDL Training.
- The DOT medical card is recommended but not required for graduation.

1. If you do not already possess a valid Class A CDL, NLC's optional course, CDL 1009, is the recommended route. However, students can obtain a Class A CDL that meets graduation requirements any way they prefer. Please contact your local DMV for details on how to obtain a Class A CDL in your residence state as applicable. ***If you are 21 or over, most states will let you complete your CDL skills test in Idaho except for a few (such as WA and CA).*** *Students from states that will not let you take the CDL skills test in Idaho with your home state CLP will either need to obtain the CDL in your home state or get an Idaho driver's license and Idaho CLP to be able to take the optional CDL course CDL 1009. Visit* ***idahocdltraining.com*** *for more information.*

Note: International students and students from U.S. Territories should refer to the applicable policy in the Policies section of this catalog for additional information regarding the CDL graduation requirement at NLC—ID: "CDL Graduation Requirement—International Students" and "CDL Graduation Requirement—U.S. Territory Students".

NLC—CA'S CDL GRADUATION REQUIREMENT

Electrical linework often requires use of large, heavy equipment that must be driven to and from job sites, therefore, most utility and construction companies require that their lineworkers possess a Class A commercial driver's license (CDL).

For this reason, students are required to obtain their Class A CDL prior to graduation. **Requirements vary from state to state, so check with your local DMV for specifics as early as possible.** Lengthy DMV processes or restrictive state residency requirements can be difficult to navigate. Please refer to the following requirements for obtaining a CDL or commercial learner's permit (CLP) in states where NLC campuses are located.

NLC—CA

CLASS A CDL WITH AIR BRAKES REQUIREMENT

A valid Class A CDL with air brakes is required for graduation at the California campus.[1]

NLC, in coordination with Idaho CDL Training LLC, offers an in-house option to aid students in fulfilling this requirement. To obtain a Class A CDL with air brakes through NLC's optional course, CDL 1106, the general steps are outlined below:

For more detailed information on the steps below go to **idahocdltraining.com** and click the NLC Students tab.

- Entry-Level Driver Training (ELDT) theory is mandatory to obtain your CDL. It is recommended you complete the online CLP test preparation course to satisfy this requirement. There is a $225* charge to access the online training that is paid directly to cdlonline.com. Follow the directions to sign up for the online CLP test preparation course by going to **idahocdltraining.com** and clicking on the NLC Students tab. (*NLC students receive a discount code at time of enrolling in CDL 1106.)
- Take the required knowledge written tests (general knowledge, combination vehicles, and air brakes) at your local Department of Motor Vehicles (DMV) to obtain your CLP. Fees for the written test and CLP vary by state; please check with your local DMV regarding fees. (These fees are outside of any Idaho CDL Training LLC fees or NLC fees charged.)
- Obtaining your CLP is a prerequisite for CDL 1106. NLC strongly recommends securing your CLP at least 14 days before term start to ensure there aren't any delays in training.
- **Washington residents, as well as all other out-of-state students under the age of 21, must obtain a Class C non-commercial license in California, then obtain their CLP in California.**

  Students have 21 days from the start of their term to obtain their CLP, after which they can train and test.

  - Required by the DMV for any out-of-state student who must get a California driver's license and Class A CLP:
    - Present an acceptable birth date/legal presence document
    - Official state-issued driver's license from their current state
    - Proof of residency (2 forms—must show an Idaho address to qualify to show proof of residency):
      - Rental agreement
      - Power bill, gas bill, or any utility bill in your name
      - Bank statement
    - Social Security card (original only, copies are not accepted)
    - Complete a commercial driver's license application
    - Complete a 10-Year History Record Check form (DL 939) if you have been issued a driver's license in the same or different name to operate any type of motor vehicle in another state or other jurisdiction within the previous 10 years
  - Successfully complete and pass the mandatory drug screening facilitated by Idaho CDL Training LLC during the first week of the term.
  - Complete the recommended hours of instructor-led training. (See NLC—CA's CDL Course Description page for a breakdown of hours.)
  - Successfully complete a CDL skills test. Skills tests are not included in the total cost of CDL 1106. If students choose to take their skills test through Idaho CDL Training, additional charges for a CDL truck rental and testing fee apply. Additional charges are paid directly to Idaho CDL Training.
  - The DOT physical and medical card is recommended but not required for graduation.

1. If you do not already possess a valid Class A CDL, NLC's optional course, CDL 1106, is the recommended route. However, students can obtain a Class A CDL that meets graduation requirements any way they prefer. Please contact your local DMV for details on how to obtain a Class A CDL in your residence state as applicable. ***If you are 21 or over most states will let you complete your CDL skills test in your home state except for a few, such as WA****. This is due to the training program not meeting the hour requirements in WA. Students from WA will either need to obtain their CDL in WA or get a CA driver's license and CA CLP to be able to take the optional CDL course CDL 1106. Visit* ***idahocdltraining.com*** *for more information.*

Note: International students and students from U.S. Territories should refer to the applicable policy in the Policies section of this catalog for additional information regarding the CDL graduation requirement at NLC—CA: "CDL Graduation Requirement—International Students" and "CDL Graduation Requirement—U.S. Territory Students".

PROGRAM TOOLS AND SUPPLIES

**Tools listed here are stocked on campus for the Electrical Lineworker Program.
NLC training specialists explain the use of each tool and provide a personal fitting for every student.**

In addition to tuition and fees, students in the Electrical Lineworker Program are required to purchase the climbing and hand tools listed below. NLC works closely with leading utility and construction companies to identify widely utilized tools in the industry, then works with manufacturers and distributors to secure discounted prices. Though manufacturer and distributor prices fluctuate, every effort is made to ensure NLC students receive the lowest possible prices.

CLIMBING TOOLS

1	**Gaff Guards** One pair included with climbers; replacements available
2	**Climbers and Pads**
3	**Tool/Bolt Bag** Attaches to body belt
4	**Body Belt** Full-floating system
5	**Hard Hat & Chin Strap**
6	**Safety Glasses** ANSI standard Z-87.1
7	**Cut-Resistant Gloves** Two pair short cuff
8	**Tool Holster** Five-pocket
9	**SuperSqueeze™ and BuckAdjuster**
10	**Lineman Boots** Composite toe
11	**Lineman Tool Bag**
12	**Handline Hook**
13	**Climber Shields**

HAND TOOLS

14	**Gaff Sharpening Kit**
15	**Folding Ruler**
16	**Tongue & Groove Pliers**
17	**9-in Lineman Pliers**
18	**Hammer** 19 oz
19	**Lineman's Skinning Knife**
20	**Adjustable Wrench**
21	**Lineman's Wrench**
22	**Box Wrench**
23	**Plumb Bob**
24	**Screwdriver** 6-inch

CLOTHING

NLC Safety Shirts
All students are required to purchase a minimum of four shirts sold exclusively at NLC campuses.

Rain Gear
Though not a requirement, it is recommended that students purchase rain gear, as training will proceed regardless of weather.

CLASSROOM SUPPLIES

The cost of your training manual is included in tuition, and will be provided the first day of class. All other classroom supplies should be purchased prior to the first day of the term. (Backpacks are not allowed in classrooms due to tripping hazard.)

The following are *recommended*:

Scientific Calculator
(e.g., Texas Instruments 30x)

Notepad

Pens and Highlighters

#2 Pencils

Lunch Box

Laptop Computer (optional)

NLC negotiates with manufacturers to provide high-quality tools to our students at reduced prices compared to retail. The tools pictured are representative of the actual tools that students receive at the time of catalog publication. NLC reserves the right to change tools as necessary to provide the best quality and value to our students.

Students should come to campus with the Microsoft Authenticator app installed on their mobile device.

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PROGRAM CALENDAR (FOR 2025 TERM I DATES, SEE THE 2024/2025 VOLUME 3 ELP CATALOG)

NLC–ID

2025 TERM 2

Classes begin ..... Jul 28, 2025
Graduation..... Nov 7, 2025
No classes—campus closed
Labor Day..... Sep 1, 2025

2025 TERM 3

Classes begin ..... Dec 1, 2025
Graduation..... Mar 27, 2026
No classes—campus closed
Christmas Break* ..... Dec 22-26,2025
New Year's Day* ..... Jan 1, 2026
Martin Luther King Jr. Day* ..... Jan 19, 2026
Company-Wide Training*..... Jan 20-23, 2026

2026 TERM 1

Classes begin ..... Apr 6, 2026
Graduation..... Jul 17, 2026
No classes—campus closed
Memorial Day* ..... May 25, 2026
Independence Day (observed)*..... Jul 3, 2026

NLC–TX

2025 TERM 2

Classes begin ..... Jun 2, 2025
Graduation..... Sep 12, 2025
No classes—campus closed
Independence Day (observed)*..... Jul 4, 2025
Labor Day*..... Sep 1, 2025

2025 TERM 3

Classes begin ..... Sep 22, 2025
Graduation..... Jan 16, 2026
No classes—campus closed
Thanksgiving Break*..... Nov 24-28, 2025
Christmas Break* ..... Dec 22-26,2025
New Year's Day* ..... Jan 1, 2026

2026 TERM 1

Classes begin ..... Feb 2, 2026
Graduation..... May 15, 2026
No classes—campus closed
N/A

NLC–CA

2025 TERM 2

Classes begin ..... Aug 11, 2025
Graduation..... Nov 21, 2025
No classes—campus closed
Labor Day..... Sep 1, 2025

2025 TERM 3

Classes begin ..... Dec 15, 2025
Graduation..... Apr 10, 2026
No classes—campus closed
Christmas Break* ..... Dec 22-26,2025
New Year's Day* ..... Jan 1, 2026
Martin Luther King Jr. Day* ..... Jan 19, 2026
Company-Wide Training*..... Jan 20-23, 2026

2026 TERM 1

Classes begin ..... Apr 27, 2026
Graduation..... Aug 7, 2026
No classes—campus closed
Memorial Day* ..... May 25, 2026
Independence Day (observed)*..... Jul 3, 2026

NLC–FL

2025 TERM 2

Classes begin ..... Jun 2, 2025
Graduation..... Sep 12, 2025
No classes—campus closed
Independence Day (observed)*..... Jul 4, 2025
Labor Day*..... Sep 1, 2025

2025 TERM 3

Classes begin ..... Sep 22, 2025
Graduation..... Jan 16, 2026
No classes—campus closed
Thanksgiving Break*..... Nov 24-28, 2025
Christmas Break* ..... Dec 22-26,2025
New Year's Day* ..... Jan 1, 2026

2026 TERM 1

Classes begin ..... Feb 2, 2026
Graduation..... May 15, 2026
No classes—campus closed
N/A

**Holidays do not count toward training time. Classes falling on holidays are rescheduled; refer to the orientation guide for dates. Although rare, dates are subject to change. Any travel arrangements should be flexible.*

PROGRAM COSTS (FOR 2025 TERM I COSTS, SEE THE 2024/2025 VOLUME 3 ELP CATALOG)

ELECTRICAL LINEWORKER PROGRAM

	NLC—ID		NLC—CA		NLC—TX		NLC—FL	
	2025	2026	2025	2026	2025	2026	2025	2026
	TERM 2&3	TERM I	TERM 2&3	TERM I	TERM 2&3	TERM I	TERM 2&3	TERM I
TUITION AND FEES								
Application Fee *paid with application*	$100	$100	$100	$100	$100	$100	$100	$100
Training Lab and Materials Fee *paid during enrollment process*	$850	$850	$850	$850	$850	$850	$850	$850
Tuition *ID, FL,TX: due four weeks prior to term start; CA: due by 1st day of class*	$18,375	$18,835	$20,580	$21,095	$18,375	$18,835	$18,375	$18,835
Total Tuition and Fees	**$19,325**	**$19,785**	**$21,530**	**$22,045**	**$19,325**	**$19,785**	**$19,325**	**$19,785**
REQUIRED ASSOCIATED COSTS[5]								
Climbing and Hand Tools, NLC Safety Shirts *ID, FL,TX: due four weeks prior to term start; CA: due by 1st day of class*	$3,265	$3,550	$3,265	$3,550	$3,265	$3,550	$3,265	$3,550
Sales Tax on Tools and Shirts	$195.90	$213.00	$269.36	$292.88	$269.36	$292.88	$212.23	$230.75
CAMPUS-SPECIFIC FEES								
Student Tuition Recovery Fund (STRF) Fee[3]	n/a	n/a	$0	$0	n/a	n/a	n/a	n/a
TOTAL TERM COST[1,4]	**$22,785.90**	**$23,548.00**	**$25,064.36[3]**	**$25,887.88[3]**	**$22,859.36**	**$23,627.88**	**$22,802.23**	**$23,565.75**

OPTIONAL COURSES ADDITIONAL COST

ADVANCED TRAINING COURSES								
Crane Operator Certification Training	$2,440	$2,515	$2,440	$2,515	$2,440	$2,515	$2,440	$2,515
Class A CDL Testing Course and Fees *course cost includes skills test fee*	n/a	n/a	n/a	n/a	n/a	n/a	$3,380	$3,485
Class A CDL Training Course and Fees[2] *course cost **does not** include optional fees*	$3,395	$3,500	$3,495	$3,600	$3,135	$3,230	n/a	n/a
REFRESHER COURSE								
Applied Mathematics	$250	$250	$250	$250	$250	$250	$250	$250
TOTAL TERM COST WITH OPTIONAL COURSES[1]	**$28,870.90**	**$29,813.00**	**$31,249.36[3]**	**$32,252.88[3]**	**$28,684.36**	**$29,622.88**	**$28,872.23**	**$29,815.75**

» **Students are encouraged to submit all requirements and pay in full as soon as possible to reserve their seat. (Seats are not reserved until payment in full is received or alternate funding* is verified by NLC's Student Accounts. (*See Funding pages in this catalog for a list of alternate funding types.))**

» **Enrollment agreements and funding for optional courses must be completed by the end of business of the second day of the term unless an exception is requested and granted by the campus president.**

1. It is a graduation requirement to obtain a Class A commercial driver's license (CDL) with air brakes. CDL/CLP costs are paid directly to the DMV/DPS. Confirm current pricing with the applicable state DMV/DPS.

2. Total cost does not include the following optional fees (estimated at $550, paid directly to Idaho CDL Training LLC): NLC—CA - truck rental fee; NLC—ID & TX - skills test and truck rental fee.

3. California state is not assessing the Student Tuition Recovery Fund (STRF) fee as of April 1, 2024. This amount could be increased by the BPPE at any time. Assessments paid to NLC are nonrefundable once student signs the Enrollment Agreement. Optional course fees are subject to the STRF assessment. Optional course's total cost to include the applicable STRF assessment will be clearly listed and included in the total course cost on the optional course's enrollment agreement. See California-Specific Policies at the back of this catalog for more information.

4. The total term cost represents the total charges for the period of attendance and the entire educational program.

5. Students receiving veteran education benefits, please refer to the "Consumable Instructional Supplies" policy at the back of this catalog.

GENERAL INFORMATION

ID

STUDENT SERVICES
ADMISSIONS REQUIREMENTS
ADMISSIONS PROCESS
STAY CONNECTED
FUNDING
BOARD AND OFFICERS
CONTACT INFORMATION
INSTRUCTORS

GENERAL INFORMATION

STUDENT SERVICES

Our staff helps students get access to the services that we provide in-house and also helps them find information for local providers for services such as transportation, child care, counseling, and so forth. Students needing help should consult the information below or complete a student request form, and a member of our staff will provide prompt assistance. Here are some of the student services available:

ENROLLMENT ASSISTANCE

NLC's Admissions department is located in Meridian, Idaho. Admissions consultants specialize in processing student applications and are available to answer questions regarding enrollment. Admissions consultants can also connect students to our Student Accounts department for financial assistance. Call 888-LINEWORK to connect with a consultant.

ACADEMIC AND BEHAVIORAL GUIDANCE

It is the goal of NLC to set students up for success, and training specialists work daily to provide the guidance needed to do just that. Through daily and weekly behavioral and academic assessments, routine one-on-one evaluations, and academic improvement plans, instructors provide expertise and encouragement.

STUDENT RECORDS

The Office of the Registrar is located in Meridian, Idaho. The registrar is responsible for maintaining student records. To connect with the registrar's office, call 888-LINEWORK.

STUDENT COMPLAINTS

Student complaints are resolved by the respective president of each campus. Please see the *Student Grievance Procedure* section of this catalog for further information on complaint procedure. To contact a campus president, call 888-LINEWORK.

HOUSING

NLC does not offer on-campus housing. For short-term housing needs, visit **lineman.edu/campuses** or contact NLC's Admissions department at 888-LINEWORK.

EMPLOYMENT ASSISTANCE

NLC works diligently to make sure students have everything they need to find gainful employment after graduation. Through initiatives taught in the *Career Planning and Strategies* course, students learn how to write résumés and cover letters, proper interviewing behavior, and effective methods for researching job opportunities—all tailored to hiring practices common in the utility-delivery industry.

COMPANY VISITS

It is common for utility and construction company representatives to visit NLC to recruit future graduates.

ALUMNI JOB PORTAL

Graduates of NLC's career programs can view in their Student Portal job postings from companies throughout the industry.

ALUMNI OUTREACH

After graduation, each graduate is contacted by a member of the campus staff to follow up on employment status and job prospects, and to offer assistance with transcripts and NLC-related topics.

ADMISSIONS REQUIREMENTS

To be eligible for NLC's Electrical Lineworker Program, you must:

- Be at least 18 years of age by the start date of the term you select.
- Have a high school diploma or GED[1].
- Possess a valid driver's license .
- Be eligible to obtain a Class A commercial driver's license (CDL).[2]
- Be physically and mentally fit to participate (official *Medical Release* form provided during enrollment process).
- Provide proof of current medical insurance coverage by the start date of the term you select. (Students are required to keep current coverage for the duration of the program.)
- Not have a felony conviction on your record.
- Weigh no more than 270 pounds due to weight restrictions of fall protection equipment.

If you meet these qualifications, you are welcome to submit an application.

HOW TO APPLY

Please visit the online application portal at: **lineman.edu/students-home/apply/**

If you have limited online access or prefer a paper application, please contact Admissions by calling 888-LINEWORK.

Otherwise, the next page will help you get started.

STUDENT DEVICE REQUIREMENTS

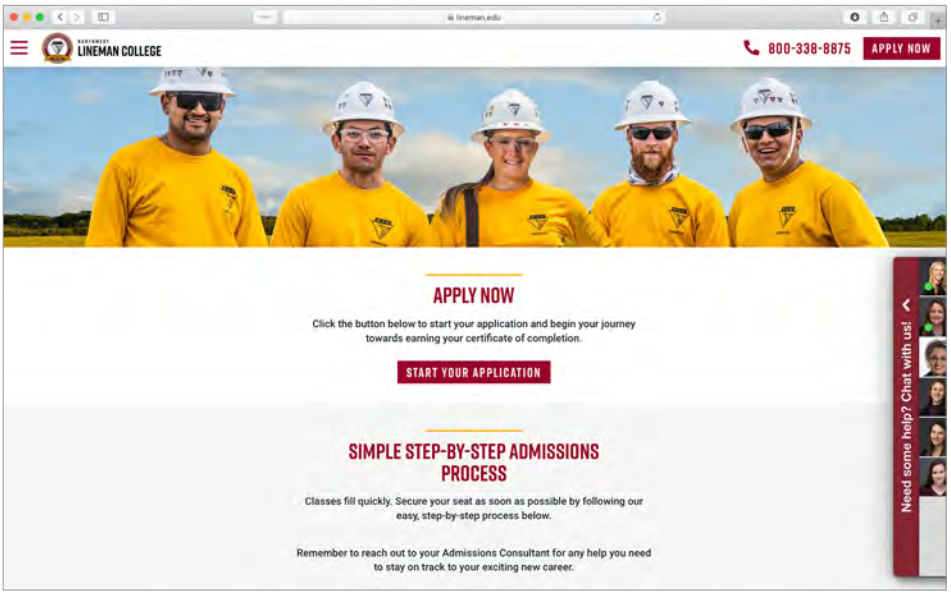
MICROSOFT PC/LAPTOP

- Windows 10 or higher
- 16 gigabytes of memory (RAM)
- PDF reader
- Web camera
- Access to a stable, high-speed internet connection (5-10 mbps, 25 mbps preferred)

APPLE LAPTOP

- MACOS 10.x or higher
- 8 gigabytes of memory (RAM)
- PDF reader
- Web camera
- Access to a stable, high-speed internet connection (5-10 mbps, 25 mbps preferred)

When on campus, NLC provides an open guest network for Wi-Fi.



1. NLC requires high-school-level English language proficiency as documented by a High School Diploma or GED.
2. International students and U.S. Territories should refer to CDL Graduation Requirement—International Students and U.S. Territories policies at the back of this catalog.

ADMISSIONS PROCESS

Due to NLC's commitment to maintaining a low student-to-instructor ratio, space is limited. It is recommended that you complete the admissions process as soon as you've decided that our program is a fit for you. The Admissions Portal will guide you through the admissions process, but here are helpful hints to get you started.

STEP 1: APPLICATION

Completely fill out the online application, submit all required documents and pay the application fee[1].

This is a simple process—all required information needed to obtain these items is provided as you go.

The process should take approximately twenty minutes to complete.

WHAT'S NEEDED?

- $100 application fee[1]
- Copy of driver's license to upload
- DOT Medical Certificate and NLC's Medical Release form (completed by a registered DOT medical examiner)
- Official high-school transcript or GED/ high school equivalency test transcript

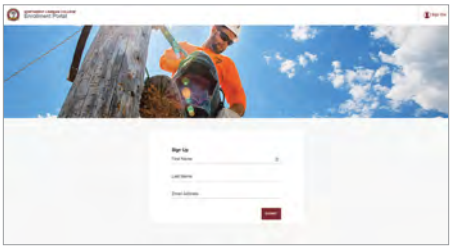
STEP 2: ENROLLMENT

Upon acceptance into your program, admissions will contact you to arrange payment of the training lab and materials fee and to sign the electronic enrollment agreement.

WHAT'S NEEDED?

- $850 enrollment deposit[2]
- Signed enrollment agreement

THE ADMISSIONS PORTAL WALKS YOU THROUGH THE ENTIRE PROCESS STEP BY STEP.



Any questions? Contact Admissions at 888-LINEWORK (option 1) or admissions@lineman.edu.

1. Application fee is nonrefundable if cancellation takes place prior to signing an enrollment agreement. See campus-specific policies for complete refund information.
2. Enrollment deposit is applied toward the training lab and materials fee.

STAY CONNECTED

Connecting with NLC on social media is a great way to get a sense of what NLC is really all about and the in-demand power industries we train for. Highlights include: the Lineman Rodeo, student elected positions, current events, important announcements, graduates working in the trades, and even verified reviews. NLC's social media pages are a great way to get a glimpse into NLC and the industry!

CONNECT WITH US TODAY:

Facebook: www.facebook.com/northwestlinemancollege/

Instagram: www.instagram.com/northwestlinemancollege/

Twitter: www.twitter.com/nw_lineman

FUNDING

Not sure how you will pay for your education? You're not alone—most prospective students have the same questions and concerns. It's important to keep in mind that your education is an investment, with the potential of a great return. The following information will give you a few options other students have used to successfully fund their education.

LOANS*

When it comes to higher education, there are traditionally two types of loans available: federal and non-federal (private) student loans. In an effort to keep tuition costs as affordable as possible, NLC does not participate, receive, or qualify for federal funding programs—meaning it does not accept any federal loans or student aid (FAFSA). However, private student loans are accepted, which a great number of NLC students have used to pay for their education.

SALLIE MAE

A majority of students who have used private student loans have utilized the Sallie Mae Smart Option Student Loan, which covers tuition, associated costs, and living expenses. Representatives at Sallie Mae recommend the following:

Use a cosigner when possible, even if you believe you don't need one.

Avoid over-borrowing (borrow the minimum amount needed for tuition, associated costs, and living expenses).

Apply for funding as soon as you enroll in an NLC program.

Learn more at: **lineman.edu/students-home/apply/**

MERITIZE

Meritize is a unique academic lender that bases its loan approvals not only on credit score, but also academic performance. If you have little to no credit history, you may benefit. Even if your academic record isn't perfect, Meritize will work with you to customize a loan that meets your specific needs.

A Meritize loan:

- Uses academic data for better options.
- Offers expedited approval.
- Can be repaid over five years.
- Has no prepayment penalty.
- Can cover full cost of attendance.
- Provides full in-school deferment option.
- Offers 90-day-payback grace period.
- Learn more at: **lineman.edu/students-home/apply/**

UECU

Northwest LIneman College is proud to partner with UECU to offer students Energy Trade School Loans with competitive rates and flexible repayment options.

- Students are able to finance the full cost of attendance—tuition, fees, room and board.
- Full deferment of payments are available while in school.
- Terms up to seven years.
- There is no origination or application fee.

Learn more at:

https://uecu.org/northwestlineman/

OTHER PRIVATE LOANS

Local banks and credit unions sometimes offer loans to those pursuing education, and can be a great resource. That said, it's important to know the following when seeking untraditional private student loans:

- NLC does not receive, participate, or qualify for Title IV Funding (anything requiring a FAFSA application—Pell Grant, Stafford Loan, etc.). As such, NLC does not provide 1098-T tax forms. Pass this info on to your loan officer to help them find the best option for you.
- Not all banks offer student loans, but don't be discouraged—ask them to help you explore all options.
- Private student loans are becoming more and more common, and most can be applied for online. An Internet search using keywords like "private student loans," "non-federal student loans," or "career training loans" may generate useful results.

SCHOLARSHIPS

Though scholarships can take time and commitment to research and obtain, it is often worth the effort. Quite a few students have received assistance for tuition, fees, and associated costs through scholarships. Remember, every little bit helps. There are a surprising number of scholarships available from a huge variety of companies and organizations, often with very few applicants. When searching for scholarships to apply for, consider the following:

HIGH SCHOOLS

If you are still in high school, speak with your guidance counselor about scholarship opportunities. It is common for counseling centers to have lists of scholarships and applications on hand.

COMMUNITY ORGANIZATIONS

Local chapters of organizations such as Rotary Club, Elks Club, American Legion, and many churches offer scholarships.

EMPLOYERS

The company you or your parents work for may offer scholarships for employees and their families.

POWER COMPANIES/MUNICIPALITIES

Several power and utility companies throughout the U.S. offer community scholarships, some being trade-specific.

MINORITY ORGANIZATIONS

Several organizations provide scholarships for minority students.

NOTE: Financial assistance is available only to those who qualify.* ***When obtaining a loan to pay for your education at NLC, you are responsible for repaying the full amount of the loan plus any interest agreed upon in your loan contract.*

GOVERNMENT FUNDING

NLC is grateful to our men and women in service. NLC is approved to certify veterans' benefits for training at our California, Idaho, Texas, and Florida campuses. We are honored to serve veteran beneficiaries at these campus locations.

GI BILL®[1]

If you have served in the armed forces, please contact your local Veterans Affairs (VA) office or visit gibill.va.gov for more information. You may also go online to apply for benefits or determine remaining benefits eligibility at: https://www.va.gov/education/.

If you are using your GI Bill®, you will need to provide the following documents:

- Current Certificate of Eligibility Letter or Statement of Post-9/11 Benefits (found on **va.gov**)
- Military transcript
- Postsecondary transcripts (from schools previously attended after high school)

VETERAN READINESS AND EMPLOYMENT SERVICE

VR&E services, offered by the VA, may help with job training, employment accommodations, résumé development, and job-seeking skills for qualifying vets.

For more info visit:
benefits.va.gov/vocrehab

1. 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 website at https://www.va.gov/education/.

STATE FUNDING

Many students have been able to use grant funds through their local Department of Labor office to attend NLC for career training. When contacting your local office, inquire about the following programs:

- Workforce Innovation Opportunity Act (WIOA)
- Trade Adjustment Assistance (TAA)
- Worker's Compensation Program
- Vocational Rehabilitation (VocRehab)

NLC is continually looking for new sources to help students find funding to power their education. For the most current information on loans, scholarships, and other available options, please visit: **lineman.edu/students-home/nlc-programs/elp/tuition-funding.**

For questions or assistance, call Student Accounts at **888-LINEWORK.**

WHAT'S THE DIFFERENCE?

Loans, scholarships, and grants are the three leading methods of funding an education. Learn more about the differences to determine the right combination for you.

LOAN

Student loans are borrowed funds which you (or your parents or guardians) are obligated to pay back over a certain agreed-upon period, with interest.

SCHOLARSHIP

Scholarships are a form of financial aid that do not have to be repaid. Scholarships are granted based on a variety of criteria, including academic merit, athletic involvement, extracurricular activities, essays, ethnicity, and financial need.

GRANT

Grants are monetary awards that, like scholarships, do not need to be repaid. Grants are funded by federal and state governments.

BOARD AND OFFICERS

NLC staff are well trained to answer your questions; this and the following page will help you find exactly the right person to contact. You are invited to visit any NLC campus for a tour, meet the friendly staff, and get a glimpse of what campus life is like—call 888-LINEWORK to schedule!

GOVERNING BOARD

MIKE DANIELS
President

CAROLYN CAMPBELL
Director
Quanta Services

JUSTIN OLSZESKI
Director
Quanta Services

PAUL NOBEL
Director
Quanta Services

NLC OFFICERS AND KEY STAFF

MIKE DANIELS
President

KRISTEN SISKOWIC
Chief of Staff

TRAVIS HORTON
VP, Program Delivery and Educational Quality

MARK GROVES*
VP, Program Development and Innovations

PAM HICKMAN
VP, Finance

DANE ROUSH
ID Campus President

PONY KRUEGER
CA Campus President

JUAN VARGAS
FL Campus President

JUAN VARGAS
TX Campus School Director

**International Lineman Hall of Fame Inductee*

CONTACT INFORMATION

JENNELL HALL
Director, Enrollment Services
jhall@lineman.edu

ADMISSIONS

DIANA NYDEGGER
Director of Admissions
dnydegger@lineman.edu

BRITTNEY MILLER
Admissions Supervisor

MIKKI BLAKE
Admissions Supervisor

For information regarding admissions, class schedules, facility tours, housing, funding, or general information, contact the admissions department at **admissions@lineman.edu** or by calling **800-338-8875**.

ALICIA KENNEDY

ANTHONY TROGLIA

CHELSEA EDWARDS

DEANDRA SANDOVAL

JACKIE MELESIO

KARLI CHALOUPKA

KENDAL JOHNSON

KRISTI MATTULAT

SARAH LOWDEN

SAVANAH MARSHALL

STEVEN VAZQUEZ

VICTORIA DOZIER

VIBEKE MACHADO

WHITNEY EDWARD

VETERANS' EDUCATION

KRISTINA NOLAND
School Certifying Official
knoland@lineman.edu

If you have veteran's education-related questions, contact the NLC Veterans' Education office at **veterans@lineman.edu** or by calling **833-NLC-VETS**.

ALEX POTTER

KATIE SOTTIAUX

STUDENT ACCOUNTS

JESSICA HILD
AR Supervisor
jhild@lineman.edu

If you have funding-related questions, contact Student Accounts at **studentaccounts@lineman.edu.**

JESSICA VAN HYNING

KALE SMITH

KRISTY FOREMAN

STEPHANIE ARREDONDO

REGISTRAR

SUE ANN DENNY
Registrar
sdenny@lineman.edu

For information regarding records and transcripts, contact the Registrar's Office at **registrar@lineman.edu**.

JILL EROLIN

NATHAN WISENBAKER

ROSE REICH

NORTHWEST LINEMAN COLLEGE
IDAHO CAMPUS

7600 S Meridian Rd
Meridian, ID 83642
Phone: 888-LINEWORK
Fax: 208-888-4275
Email: nlc@lineman.edu

NORTHWEST LINEMAN COLLEGE
CALIFORNIA CAMPUS

2009 Challenger Ave
Oroville, CA 95965
Phone: 888-LINEWORK
Fax: 530-534-7087
Email: nlc@lineman.edu

NORTHWEST LINEMAN CENTER
TEXAS CAMPUS

5110 Dakota Ln
Denton, TX 76207
Phone: 888-LINEWORK
Email: nlc@lineman.edu

NORTHWEST LINEMAN CENTER
FLORIDA CAMPUS

501 Pullman Rd
Edgewater, FL 32132
Phone: 888-LINEWORK
Fax: 208-888-4275
Email: nlc@lineman.edu

INSTRUCTORS

DIRECTORS, EDUCATION

JUSTIN VAUGHAN
Director, Education, CA
Entered trade: 1999
Joined NLC: 2018

JERRY WILSON
Director, Education, FL
Entered trade: 2002
Joined NLC: 2018

MICHAEL MUÑOZ
Director, Education, TX
Entered trade: 2007
Joined NLC: 2017

NICK JONES
Director, Education, ID (Interim)
Entered trade: 1999
Joined NLC: 2012

TRAINING SPECIALISTS

NLC–CA

ANDREW GREEN
Training Specialist, CA
Entered trade: 2010
Joined NLC: 2016

BEN OSBURN
Training Specialist, CA
Entered trade: 2014
Joined NLC: 2021

BRIAN LALEME
Training Specialist, CA
Entered trade: 1986
Joined NLC: 2017

BRIAN SPRAGUE
Training Specialist, CA
Entered trade: 1985
Joined NLC: 2007

CODY CHILDERS
Training Specialist, CA
Entered trade: 2009
Joined NLC: 2017

COLLIN BIRKHOLZ
Training Specialist, CA
Entered trade: 2012
Joined NLC: 2020

DOUG ELFORD
Training Specialist, CA
Entered trade: 1985
Joined NLC: 2022

IVAN TURNER
Training Specialist, CA
Entered trade: 2006
Joined NLC: 2021

JOSH VILLARREAL
Training Specialist, CA
Entered trade: 2012
Joined NLC: 2023

KRISTOFER TANNER
Campus EQ Specialist, CA
Entered trade: 2012
Joined NLC: 2021

RANDY BUCHANAN
Training Specialist, CA
Entered trade: 2013
Joined NLC: 2023

RICKY COLLINS
Training Specialist, CA
Entered trade: 1979
Joined NLC: 2012

TOM SCHOONOVER
Training Specialist, CA
Entered trade: 2006
Joined NLC: 2011

NLC–FL

ERIK PELTIER
Training Specialist, FL
Entered trade: 2007
Joined NLC: 2020

HANK BRADFORD
Training Specialist, FL
Entered trade: 2001
Joined NLC: 2021

JOSHUA NICHOLS
Training Specialist, FL
Entered trade: 2010
Joined NLC: 2022

NICHOLAS BOWMAN
Training Specialist, FL
Entered trade: 2008
Joined NLC: 2022

RORY GODFREY
Campus EQ Specialist, FL
Entered trade: 2005
Joined NLC: 2021

RUSSELL COBB
Training Specialist, FL
Entered trade: 1995
Joined NLC: 2019

UBALDO AGUILERA
Training Specialist, FL
Entered trade: 2010
Joined NLC: 2022

NLC–ID

ALLAN EDMONDSON
Training Specialist, ID
Entered trade: 2006
Joined NLC: 2019

BILLY JOSEN
Training Specialist, ID
Entered trade: 2003
Joined NLC: 2020

JAMES MATTHEWS
Training Specialist, ID
Entered trade: 2006
Joined NLC: 2020

JED MARTIN
Training Specialist, ID
Entered trade: 2001
Joined NLC: 2019

JOHN HANCE
Training Specialist, ID
Entered trade: 1998
Joined NLC: 2003

KEONI HANCE
Training Specialist, ID
Entered trade: 2008
Joined NLC: 2015

MATT PARKER
Training Specialist, ID
Entered trade: 2006
Joined NLC: 2020

MIKE BARTHOLOMEW
Training Specialist, ID
Entered trade: 2012
Joined NLC: 2018

NICK JONES
Campus EQ Specialist, ID
Entered trade: 1999
Joined NLC: 2012

NOAH MALLARD
Training Specialist, ID
Entered trade: 2007
Joined NLC: 2018

PRESTON DANIELI
Training Specialist, ID
Entered trade: 2003
Joined NLC: 2020

RANSOM SMITH
Training Specialist, ID
Entered trade: 2013
Joined NLC: 2020

RICHARD SCOTT
Training Specialist, ID
Entered trade: 2010
Joined NLC: 2018

ROY FLOOK
Training Specialist, ID
Entered trade: 2006
Joined NLC: 2016

ZACH STANKO
Training Specialist, ID
Entered trade: 2013
Joined NLC: 2019

NLC–TX

ADAM SMITH
Training Specialist, TX
Entered trade: 2010
Joined NLC: 2018

BLAKE SCHMIDT
Training Specialist, TX
Entered trade: 2010
Joined NLC: 2020

BO HOOD
Training Specialist, TX
Entered trade: 2010
Joined NLC: 2017

CALEB LENZ
Training Specialist, TX
Entered trade: 2007
Joined NLC: 2018

COLE WALKER
Training Specialist, TX
Entered trade: 2005
Joined NLC: 2021

CURTIS ESPEDAL
Training Specialist, TX
Entered trade: 2007
Joined NLC: 2021

DARRYL SOLOMON
Training Specialist, TX
Entered trade: 1982
Joined NLC: 2021

JAMAAL WOFFORD
Campus EQ Specialist, TX
Entered trade: 2003
Joined NLC: 2019

JEDD CALLEN
Training Specialist, TX
Entered trade: 2012
Joined NLC: 2021

MICHAEL COLF
Training Specialist, TX
Entered trade: 2012
Joined NLC: 2017

RORY DELATORRE
Training Specialist, TX
Entered trade: 2008
Joined NLC: 2019

POLICIES

CA

GENERAL PROGRAM POLICIES
CDL GRADUATION REQUIREMENT–INTERNATIONAL STUDENTS
CDL GRADUATION REQUIREMENT–U.S. TERRITORY STUDENTS
NLC'S VA AND ELIGIBLE PERSONS-SPECIFIC POLICIES
CALIFORNIA-SPECIFIC POLICIES
IDAHO-SPECIFIC POLICIES
PRIVACY STATEMENT

POLICIES

POLICIES

GENERAL PROGRAM POLICIES

STUDENT CONDUCT

In order to preserve the safety of NLC students, faculty, and staff, and the quality of the NLC student experience as a whole, individual students who do not conduct themselves appropriately may be sent home for the day, placed on probation or terminated from the program depending on the nature and severity of the offense. Examples of conduct that will result in one of the three listed consequences include, but are not limited to:

- Violation of rules or policies listed in the program catalog, curriculum, or program documents.
- Violation of the *Academic Honesty* policy.
- Any behavior on or off campus that brings discredit to NLC, negatively affects student or staff morale, or negatively impacts the quality of training or training environment.
- Use or possession of any illegal substance, on or off campus.
- Use or possession of alcoholic beverages on campus or while logged in to online classrooms.
- Use of tobacco products, including smoking, vaping, and chewing/spitting while in academic classes, including when logged in to online classrooms.
- Being under the influence of any intoxicating substance while on NLC property or while logged into online classrooms (for alcohol, defined as blood alcohol content (BAC) of 0.04 or higher).
- Stealing or deliberately destroying property of NLC, its employees, students, or any other individuals.
- Posting or stating inappropriate, hostile, or harassing language, photographs, videos, or documents (whether directed at self, peers, instructors, or NLC at large).
- Blatant disrespect of fellow students, faculty, staff, or others.
- Any expression of intent to self-harm or exhibit suicidal ideations.

When a student is sent home for a violation of the *Student Conduct* policy, that absence will count towards the student's total absences and calculated as defined in the *Attendance* policy.

FIT FOR DUTY DETERMINATION

NLC defines being "fit for duty" as an individual who is in a physical, mental, and emotional state that enables the student to perform the essential tasks of his or her field and classroom assignments in a manner which does NOT threaten the safety or health of oneself, fellow students, property, NLC staff and/or the public at large. In order to ensure the safety and health of all individuals on NLC property, NLC reserves the right to evaluate students on a case-by-case basis to determine if they are fit for duty. This evaluation will be conducted by a training specialist and director of education following NLC's Fit for Duty Assessment Checklist. The director of education will make the ultimate determination of fit for duty and recommend a course of action to the campus president. The campus president will then approve or disapprove the director of education's recommendation.

If the student is determined not fit for duty, the student will be sent home for the day after arranging transportation, if applicable. When a student is sent home because it was determined they were not fit for duty, they will be counted absent for that day. That absence will count toward the student's total absences and calculated as defined in the *Attendance* policy.

DRUG AND ALCOHOL

NLC conducts training and prepares its students for careers in industries where drugs and alcohol create unsafe conditions; therefore, NLC is a drug- and alcohol-free educational institution. **All marijuana use is prohibited. (CBD oils, depending on the source, may cause the failure of drug testing due to trace levels of THC.)**

PRESCRIPTION DRUG NOTIFICATION

Students must notify NLC of any prescription drug they are taking while enrolled at NLC. Students who fail to notify NLC of prescription medication immediately upon enrollment (or upon receipt of a new prescription during the program), or if any reported prescriptions might impair the student's behavior physically or mentally, NLC reserves the right to terminate enrollment. Correspondence or discussion with the prescribing physician may be required.

DRUG OR ALCOHOL TESTING

Students may be randomly tested for drugs or alcohol.

Students may be drug or alcohol tested for reasonable cause or suspicion, such as sleeping in class, poor test grades, accidents, odd behavior, and credible reports.

Students will be terminated from the program for refusing a drug or alcohol test. Students who alter, dilute, tamper with, provide a false sample, deliberately delay, or in any way compromise the drug or alcohol testing procedure will be terminated from the program. Students who possess, use, or sell any drugs or alcohol on campus will be terminated from the program.

RESULTS OF A DRUG OR ALCOHOL TEST

If drug or alcohol testing occurs on campus and initial test results are available, they are classified as either conclusively negative or non-conclusively positive. Non-conclusive tests are sent to a laboratory for conclusive analysis.

In the event of a non-conclusive positive test result, the student is permitted to attend classes during lab analysis, so long as that student is found to be in compliance with NLC's *Drug and Alcohol* policy and all prescribed medications have been previously disclosed. In such cases, the student will be limited to activities that do not endanger themself or others until lab results are obtained. In the event of a non-conclusive test result where a student is found to be out of compliance by having failed to disclose prescribed medication, they will be required to leave campus for the duration of the lab analysis and marked absent for days missed.

Upon confirmation of a conclusively negative test result from the lab, immediate reinstatement to full participation occurs. The student will be counted as present for all days attended, including days where they were limited to activities that did not endanger themself or others.

Upon confirmation of a conclusively positive test result from the lab, immediate termination will occur; the student's last date of attendance will be reported as the date the drug/alcohol test was administered or the first day of the term, whichever is later.

If drug or alcohol testing occurs off campus and/or initial test results are not available, all students subjected to random testing are assumed to be negative (drug or alcohol-free) and may fully participate in training until conclusive test results are received. If a student withdraws from the ELP after a drug or alcohol test has been administered but prior to positive results being received, the student will be re-processed as an Institutional Termination.

RE-ENROLLMENT REQUIREMENTS
Students terminated from their program due to violation of the *Drug and Alcohol* policy may re-enroll in the program only after completion of a pre-approved drug/alcohol rehabilitation program. If terminated due to positive marijuana drug test results, an 8-hour completion certificate from a pre-approved substance abuse course is required. If terminated for any other positive drug test results, a 32-hour completion certificate is required. Please contact Admissions at NLC@lineman.edu for resources and to gain pre-approval before completing a rehabilitation program.

Students terminated from or who withdrew from their program that expressed an intent to, or acted on, any self-harm suicidal ideations may re-enroll in their program only after they provide proof from a medical professional that clears them to return to school in order to preserve the safety of NLC students, faculty and staff.

ATTENDANCE

The best employees in the world show up early and ready to work. Punctual attendance is required Monday through Thursday, and some Fridays. Students who incur more than five absences will be terminated from the program. Absences are not excused for any reason. If excessive absences are due to hardship beyond a student's control, the student can request a hardship withdrawal. (See Delayed Completion Due To Hardship Withdrawal for information.)

TARDIES
Students 1–14 minutes late for class are recorded as tardy. Students 15 or more minutes late (or leaving 15 or more minutes before class ends) are recorded as absent. Two tardies are recorded as one absence, subject to the *Attendance* policy.

ACADEMIC HONESTY

Honesty and integrity are essential traits of great employees; thus, NLC students are expected to be honest in their academic work. Any academic dishonesty (such as cheating, plagiarism, or collusion in connection with examinations) results in automatic termination.

ELP GRADING SYSTEM

KNOWLEDGE PHASE

Grade	Range	Grade	Range
A+	100—97	C+	79—77
A	96—93	C	76—73
A-	92—90	C-	72—70
B+	89—87	D+	69—67
B	86—83	D	66—63
B-	82—80	D-	62—60
		F	Below 60

Students must earn a letter grade of "C-" or better ("Pass" for OSHA classes) in each Knowledge phase course to complete the program. The grading system is a straight scale with no rounding; only whole numbers are reported and used to determine a student's final grade in any applicable class.

SKILL PHASE
Pass or Fail: A "Pass" for a certification is achieved when a student satisfactorily completes required training as determined by an instructor. A "Pass" for a competency is achieved when an instructor observes a student complete competency requirements per the respective standard.

BEHAVIOR PHASE
Behavior Assessment
Behavior is graded on the following scale:

- Exceeds Expectations (E)
- Meets Expectations (M)
- Needs Improvement (NI)

Students must receive a grade of "E" or "M" on their Behavior Assessment to complete the program.

Behavior Courses
Students must earn a "Pass" in each Behavior phase course to complete the program. A "Pass" is earned when students meet the completion criteria for the course, i.e., attendance, assignment, etc. Pass/Fail courses are not included in a student's GPA.

GPA
Grade point average (GPA) is calculated based on a 4.0 scale as follows:

Grade	Points	Grade	Points
A+	4.0	C+	2.5
A	4.0	C	2.2
A-	3.7	C-	2.0
B+	3.4	D+	1.7
B	3.1	D	1.4
B-	2.8	D-	1.0
		F	0

The ELP GPA* is the average of points from all Knowledge phase courses (except OSHA), Career Planning and Strategies, and, if taken, Applied Mathematics. If a student re-enrolls or retakes a course under the Course Retake policy, both grades will be reflected on the transcript, however, the retake grade will replace the original grade in the cumulative GPA calculation.

*A grade of "W" or "IT" for a course is not included in the GPA.

ELP GRADING PERIOD DEFINITION AND FREQUENCY

Student progress is recorded at the midterm and final evaluations. Students receive formal progress evaluation reviews by a training specialist. Training specialists may also conduct spot performance assessments at any time.

POLICIES (CONT.)

ELP SATISFACTORY PROGRESS AND PROBATION

To earn a Certificate of Completion, students must successfully complete all courses within each phase of NLC's Three-Phase Educational Model®:

- **Knowledge**—academic training that addresses cognitive or intellectual activities.
- **Skill**—hands-on, competency-based training wherein students must physically demonstrate proficiency.
- **Behavior**—continual exhibition of positive attitude, safe work habits, and team-oriented behaviors that industry employers seek.

KNOWLEDGE PROBATION

Students are placed on Knowledge Probation in a course when their cumulative score in that course falls below 70%. The director of education or designee meets with the student to review deficient performance, identify possible causes, and introduce an Academic Improvement Plan (AIP). The director of education or designee completes and signs a performance evaluation to document the session, which is then signed by the student. Students who raise their cumulative score in the course above 70% are removed from probation. Students who fail to raise their average above 70% may choose to complete the remainder of the program and retake the failed course(s) during a subsequent term, in accordance with the *Course Retake* policy. Students who fail to raise their GPA above 70% and still choose to complete the remainder of the program will be academically dismissed at the end of the term due to unsatisfactory academic progress and will not receive a Certificate of Completion.

SKILLS PROBATION

Students are placed on Skills Probation when they fail to complete a Skill phase course to standards within its scheduled calendar time frame. Students who are unable to physically demonstrate proficiency throughout the Skill phase courses—and are subsequently creating unsafe environments for themselves or others—are at risk of being dismissed from the program. The director of education or designee meets with the student to review deficient performance, identify possible causes, and list steps for improvement. The director of education or designee completes and signs a performance evaluation to document the session, which is then signed by the student. Students who fail to correct their deficiency where it has been determined an unsafe environment is being created will be considered for institutional termination. The director of education or designee will submit a written request to the campus president for approval of the termination. If it is determined there is a safety risk posed that cannot be remedied, the student will be terminated from the program. Students who remain in the program will stay on probation until the Skill phase course is complete. Students who fail to complete all competencies or certifications within a Skill phase course prior to the end of the term, and do not pose a safety risk, may choose to retake the failed Skill phase course during a subsequent term, in accordance with the *Course Retake* policy. Students who fail to complete all competencies or certifications within the Skill phase course prior to the end of term and still choose to complete the remainder of the program will be academically dismissed at the end of the term due to unsatisfactory academic progress and will not receive a Certificate of Completion.

BEHAVIOR PROBATION

Students who fail to meet behavior standards may be terminated from the program or, at the discretion of the respective campus president, assigned Behavior Probation. If the student is assigned probation, the director of education or designee meets with the student to review deficient behavior, identify possible causes, and list recommended or mandatory steps for improvement. The director of education or designee completes and signs a performance evaluation to document the session, which is then signed by the student. The student remains on probation until the deficient behavior has been corrected or mandatory action has been completed. Students who fail to correct their behavior are terminated from the program and are not eligible to take advantage of the *Course Retake* policy, but may be eligible for program re-enrollment under the *Program Re-Enrollment* policy.

ELP COURSE RETAKE

Retake enrollment is subject to seat availability. Students who are academically dismissed for failing one or more Knowledge or Skill phase courses are eligible to retake the failed course(s) during a subsequent term at any NLC campus within 6 months of the student's last date of attendance if the below requirements are met:

- Successfully completed all other graduation requirements including full term attendance and the Class A CDL graduation requirement
- Have failed no more than three knowledge and/or skill courses
- Sign an acknowledgment document outlining retake terms
- Retake committee review and approval at the receiving campus

Students not eligible for course retake, (but who may be eligible for program re-enrollment) fall into one or more of the following categories:

- Failed four or more knowledge and/or skill courses
- Enrollment was terminated
- Received a grade of "unacceptable" on their behavior assessment
- Withdrew from the program prior to completion of all program requirements, including full term attendance
- Failed previous retake course(s)

Any requests for exception to policy must be in writing and submitted to the campus president at the chosen retake campus for review and approval.

For any questions regarding the retake process, please contact campus operations staff at 888-LINEWORK.

COMPLETION REQUIREMENTS

To receive full credit for a course retake, students must meet minimum requirements for successful completion as follows:

Knowledge Phase Courses

- Attend all classroom sessions in accordance with all policies.
- Complete all required course assignments.
- Take all required written exams, including the final exam.
- Earn a letter grade of "C-" or better (70%), per the *Grading System* policy.
- Successfully complete all associated lab activities.
- Comply with all Behavior phase expectations and maintain appropriate conduct.

Skill Phase Courses

- Attend all course-related classroom and field sessions in accordance with all policies.
- Earn a grade of "Pass" on all competencies and/or certifications, per the *Grading System* policy.
- Comply with all Behavior phase expectations and maintain appropriate conduct.

ABSENCES

Absences from the original term carry over, and are added to any absences incurred during the retake term. Cumulative absences are subject to the *Attendance* policy.

CURRICULUM

Curriculum for course retakes corresponds with the retake term, not the unsuccessfully completed term. New books and materials for the course retake will be issued if curriculum has been revised, or if requested by the student.

COURSE RETAKE TUITION

A nonrefundable $100 application fee (per term, regardless of number of courses being retaken), plus a charge equaling 5% of the tuition rate in effect during the retake term, is required per course. The application fee and total charge for all retake courses must be paid in full prior to the start date of the first retake course.

COURSE RETAKE TUITION REFUND

If a student chooses to cancel prior to the start of the first retake course, all retake fees will be refunded minus the $100 application fee.

If a student chooses to withdraw or is terminated during the retake term, the full amount of tuition for each retake course not started by the date of withdrawal or termination will be refunded in full.

ELP MISSED EXAMINATIONS AND MAKE-UP WORK

Students are expected to make every effort to attend regularly scheduled examinations, including finals. Students who will miss an examination due to circumstances beyond their control must, prior to the regularly scheduled exam, coordinate a make-up exam with the course instructor. The make-up exam must be completed within three school days of the regularly scheduled exam date. Because of the additional study time available to students who miss a regularly scheduled exam, make-up versions are generally more challenging and require deeper understanding of course material. All make-up exams must be completed prior to conclusion of the program (graduation day), and all assignments must be turned in by the end of the week prior to the final week to receive credit, unless stated otherwise in the Orientation Guide.

ELP MAXIMUM TIME FRAME

The maximum time a student is expected to complete the program and any retake courses shall not exceed 1.5 times the duration of the program. Students wishing to retake a course must follow the procedures as outlined in the *Course Retake* policy.

ELP INCOMPLETION

Students who do not complete the program as scheduled are designated Delayed Completion Due to Hardship Withdrawal, Withdrawal, Enrollment Termination, or Dismissal.

When a student withdraws from the program, a verbal conversation takes place if the student is still on campus and the official withdrawal paperwork is completed. The withdrawn student receives a copy of all withdrawal paperwork. In the case of course failures and incompletions, students access final grades through the LMS. Final grades are published at the end of term for all students. If a student has been struggling academically, they will first be placed on an AIP (Academic Improvement Plan).

DELAYED COMPLETION DUE TO HARDSHIP WITHDRAWAL

Students in this category have incurred a hardship beyond their control that has caused them to involuntarily leave the program. Typical examples of hardship are physical impairment, serious illness, or family tragedy. Students are required to request a hardship withdrawal in writing, submitted to the campus president. A medical hardship withdrawal request must be accompanied by appropriate medical documentation. If approved, the student must re-enroll in a subsequent term that begins within 180 days of the effective date of the hardship withdrawal. Students may attend a term at a different campus, providing approval is granted by the campus presidents at both campuses. Students will be required to restart their respective program at the beginning, completing all contact hours, regardless of when the hardship withdrawal occurred during their original term. Incomplete Knowledge, Skill, and Behavior courses, as well as any incomplete optional course/seminar/elective that the student is enrolled in, will be recorded as "W (withdrawal) on the student's official transcript. A student on an approved hardship withdrawal is not required to pay the full amount of tuition and fees upon re-enrollment in the program. The student is required to pay any amount refunded upon withdrawal plus any increase in tuition or fees.

WITHDRAWAL

Students who wish to withdraw from the program for any reason should speak to their operations coordinator. The operations coordinator will schedule a meeting between the student and the director of education to discuss. If the student decides to move forward with the withdrawal after the meeting, the operations coordinator will fill out the Personal Choice Withdrawal Form on behalf of the student and get signatures from the student and the director of education confirming the withdrawal. When a student withdraws, or if a student withdraws without completing the form or notifying the school in writing, the official withdrawal date will be the last

POLICIES (CONT.)

date of recorded attendance.[1] Students who withdraw may reapply for a later term if deemed eligible. If accepted, the applicant will be responsible for program costs and fees in effect for the new term in which they enroll. Incomplete Knowledge, Skill, and Behavior courses, as well as any incomplete optional course/seminar/elective that the student is enrolled in, will be recorded as "W (withdrawal) on the student's official transcript.

1. If a student submits a request to withdraw after a drug/alcohol test was administered but prior to positive results being received, the school will withhold processing the withdrawal request until results are received. If results are negative, a personal choice withdrawal will be processed; if results are positive, an institutional termination will be processed.

ENROLLMENT TERMINATION

Enrollment in the ELP may be terminated if a student:

- Violates *Student Conduct, Attendance, Drug and Alcoh*ol, or *Academic Honesty* policies.
- Fails to maintain satisfactory behavior as indicated in behavior assessments.
- Fails to meet financial obligations to NLC.
- Fails to comply with the requirements of acceptance, to the extent the same may be continuing obligations, in the ELP.
- Violates conditions stipulated in their enrollment agreement.

A student whose enrollment is terminated will be refunded tuition, if a refund is due, in accordance with the campus-specific *ELP Tuition Refund policy*. If a student is terminated, incomplete Knowledge, Skill, and Behavior courses, as well as any incomplete optional course/seminar/elective that the student is enrolled in, will be recorded as "IT" (institutional termination) on the student's official transcript.

Student's who wish to appeal their termination may do so by writing a letter addressed to the campus president. The letter should address the specific reasons they are appealing, point to any applicable policy and include documentation. The campus president will schedule a meeting with the student once the appeal letter is received.

DISMISSAL

Academic Dismissal: Academic dismissal takes place when a student does not achieve by the end of the ELP term a passing grade in one or more Knowledge, Skill, or Behavior courses required for successful completion of the ELP. Students who are academically dismissed for a non-passing grade may reapply for a later term and are eligible to retake failed course(s) during a subsequent term, in accordance with the *Course Retake* policy. If a student is academically dismissed, "Dismissed – Academics" will show as their status on official transcripts.

Non-academic Dismissal: A non-academic dismissal takes place when a student attending NLC has achieved all graduation requirements except for the Class A commercial driver's license (CDL) with air brakes. Students who are dismissed for the sole reason of not providing campus operations proof of their CDL will be updated to graduate status upon NLC receiving and processing the document. If a student is dismissed for non-academic reasons, "Dismissed" will show as their status on official transcripts.

ELP RE-ENROLLMENT

Students who do not complete the program may apply for re-enrollment in a later term, subject to any and all tuition increases, policy changes, and course requirements. Returning students are required to complete a new enrollment package. Refer to the *Drug/Alcohol* policy if re-enrolling following termination due to a violation thereof.

OPTIONAL COURSE GRADING SYSTEM

Optional courses that a student has enrolled in will be listed on the transcript unless the student withdraws from the optional course within the first five scheduled class days of the term they are enrolled in. If a student withdraws from an optional course after the first five scheduled class days of the term but before the last class date of the optional course, a grade of "W" will be assigned. Students who do not show up for the first scheduled class session of an optional course will be considered withdrawn from the course.

If a student is withdrawn, terminated, dismissed, or granted a hardship withdrawal from the program they are enrolled in, they will also be removed from the optional courses they are enrolled in, effective as of their last date of attendance of the term unless the student has requested and been granted permission by the campus president to continue in an optional course beyond their last date of attendance in the program. Grades issued for optional courses where the student is no longer attending the program are listed below by reason for cessation of the term.

Program Cessation Reason	Grade Issued
Withdrawal	**W**
Hardship Withdrawal	**I**
Termination	**IT**

Grades will be assigned to the following courses in accordance with the *ELP Grading System* policy for Skill phase courses.

- **CRA 1005 Crane Operator Certification Training**
- **CDL 1009 Class A CDL Training Course - ID**
- **CDL 1106 Class A CDL Training Course - CA**
- **CDL 1007 Class A CDL Training Course - TX**
- **CDL 1008 Class A CDL Testing Course - FL**

Grades will be assigned to the following course in accordance with the *ELP Grading System* policy for Knowledge phase courses and will be included in the student's GPA. (See *ELP Grading System/ GPA* policy.)

- **MAT 1008/1009/1010 Applied Mathematics**

Optional or elective courses that have not been completed by term end may be given an incomplete grade, designated by an "I". Students who have been given an "I" will have 7.5 weeks to complete the course (per the following *Optional Training Courses* policy). After this time, the "I" will be updated to a failing grade.

OPTIONAL TRAINING COURSES

As part of NLC's commitment to each student to increase their opportunity for success in launching a long and rewarding career, NLC may, on behalf and for the benefit of students, coordinate the enrollment and scheduling of certain optional training courses provider by providers that are wholly unrelated to NLC, its affiliates, subsidiaries, and its/their owners, officers, employees, and agents (each an "Optional Training"). Optional Training offered may include Applied Mathematics, Class A CDL Training Course, Class A CDL Testing Course, and Crane Operator Certification Training. Optional Training is available subject to the enrollment agreements for each, and by participating in Optional Training, you acknowledge that the Optional Training involves inherent danger and hazards and that you are participating in Optional Training with full knowledge of the dangers involved, and you confirm that **YOU ASSUME ANY AND ALL RISK OF PERSONAL INJURY OR DEATH OR LOSS OF OR DAMAGE TO PROPERTY OWNED BY YOU** associated with such participation.

Optional course training is only for students who are in good standing[1] with NLC and may take place during or up to 7.5 weeks prior to or following the student's ELP term they are enrolled in. Optional course availability and scheduling are up to the discretion of campus administration within these scheduling parameters. Students enrolled in the current ELP term get priority scheduling.

1. Students who take a personal choice withdrawal or are institutionally terminated or dismissed, are not considered to be in good standing, and therefore cannot continue with any optional course they are registered for unless they request an exception in writing from the Campus President and that request is approved. Please refer to the Optional Course Refund policy for your campus.

APPLICATION TRANSFER

Each applicant (defined as having completed an application, paid the associated application fee, and not yet attended a class session) seeking to transfer to a different program, term, campus, or any combination of the three, is allowed one (1) transfer request up until the start date of the term for which the applicant is applying. Students will have their application canceled and will need to reapply within 14 calendar days to be considered a transfer. The application fee for this transfer will be waived. The transfer window expires after 14 calendar days, at which point the applicant is moved to a "canceled" status and the training lab and materials fee is refunded.

If an applicant seeks to transfer due to a circumstance initiated at the school or resulting from some action by NLC (such as being placed on a waitlist but not getting a seat in the term), the admissions consultant may initiate a second transfer request even if the applicant's allowed transfer has been used.

CREDIT OR TRAINING CLOCK HOUR ACCEPTANCE AND TRANSFERABILITY

NLC does not accept credits or training clock hours earned through other institutions, employers, challenge examinations, achievement tests, or prior experiential learning.

NLC is a clock-hour institution. The term "credit", as referenced herein, pertains to training clock hours required to complete the program. NLC has not entered into an articulation agreement with any other institution. NLC does not accept ability-to-benefit students.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT NLC

The transferability of credits you earn at NLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the training hours or certificate you earn in the Electrical Lineworker Program is also at the complete discretion of the institution to which you may seek to transfer. If the training hours or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NLC to determine if your training hours or certificate will transfer. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

ELECTRONIC DEVICES

Electronic devices may be used during training hours only if their use is directly related to the lecture or lesson (such as for taking notes). Other stipulations for use of electronics include that they be battery operated—devices may not be plugged into an outlet under any circumstance—and that they are not distracting or interrupting the learning environment in any way (such as loud key clicking). Internet use is allowed only if the Internet search is mandated by the instructor and is directly related to the lecture being given at that time. At the instructor's discretion, a student may be asked to surrender any electronic device found to be disrupting the learning environment, being a distraction to the instructor or fellow students, or for usage violation. The device will be returned at the end of the day. If the infraction occurs again, the student will lose the privilege of using the device during school hours for the remainder of the term. A spot assessment will be filled out, indicating the student's lack of responsibility, respect, and courtesy to fellow students or the instructor. Once a device has been banned during school hours, the student risks expulsion if the policy is violated. Students are responsible for the security of their electronic devices.

SECTION 504/ADA

NLC does not discriminate in admission or access to programs on the basis of age, race, color, sex, disability, sexual orientation, or national origin. If you would like to request reasonable accommodations, please use the process outlined below to contact the respective individual responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants with disabilities, as defined in paragraph 104.3(j) of the regulation

POLICIES (CONT.)

under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. NLC will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.[1]

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify Admissions, in writing, of the accommodation needed, date needed, documentation of the nature and extent of the disability including any individualized education plan (IEP), and any need for auxiliary aid. The request should be made at least four weeks in advance of the term start date. NLC will respond within two weeks of receiving a request.

To make a request after the start of a respective term, an enrolled student must make an appointment with the director of education to start the formal Request for Reasonable Accommodation process. Accommodations are not retroactive.

1. ADA accommodations do not extend to optional courses. If you have any questions, please contact NLC's Admissions department at 888-LINEWORK.

GENERAL PROVISIONS AND CONDITIONS

NLC may reject an applicant in the event it is unable to verify information provided at the time of application for enrollment. The enrollment agreement does not constitute a contract for training until it has been approved by an official of NLC at its administrative office. A copy of the agreement indicating acceptance by NLC will be emailed to the student upon approval. Upon acceptance of the applicant for enrollment, NLC will present the program of study as outlined in the catalog. NLC reserves the right to modify program curriculum content as deemed necessary for improvement and update. Changes that require prior approval from a state that regulates such changes shall have state approval prior to being implemented.

Upon completion of training, each student is awarded a Certificate of Completion, showing the title of the program and that training was satisfactorily completed.

NLC does not guarantee employment.

Students understand and agree to abide by all rules of conduct and appearance provided both in writing and by direction of instructors or other NLC officials. Excessive absences, failing grades, unsatisfactory conduct or appearance may result in disciplinary action and possible dismissal or suspension.

Students accept full responsibility for tools, vehicles, and personal property on school premises. The school is not responsible for lost, damaged, or stolen property.

Students are required to attend orientation.

NLC may sell and assign its rights hereunder, and the student or other financial sponsors hereby consent to such sale. Any such sale and assignment shall not relieve the student of any obligation hereunder. In the event of sale, stated refund policy of the institution shall remain in effect.

If a student leaves school under any circumstance with a balance due, the outstanding balance must be paid within 45 days of student's last date of attendance. In the event of a default, the student and/ or parents or legal guardian promise to pay any late fees incurred and collection costs, including attorney and/or collection agency fees. The student and/ or parents or legal guardian promise to pay any additional sums, including but not limited to court costs or additional sums awarded by the courts. Default is defined as an account that is more than 90 days (three monthly payments) past due (sooner in certain individual circumstances). Returned checks incur a $30 fee.

GRADE APPEAL

NLC will consider appeals to final grades, with justification, only if students have submitted NLC's Grade Appeal Form (obtained from the campus) within 10 business days of the applicable final grade being posted.

STUDENT GRIEVANCE PROCEDURE

A student with a grievance relating to classroom matters must first discuss the grievance with the instructor. If the grievance is unrelated to classroom matters and/or is unresolved to the student's satisfaction after speaking to an instructor, the student should fill out a student request form. Assigned NLC staff will respond to the student request form within one business day after submission and escalate the grievance to the appropriate contact based on the specific concern. Meetings will be scheduled between NLC staff and the student, with the typical escalation order being the director of education and then the campus president.

A student shall have the right to complain to their respective state licensing agency at any time during the grievance process. Contact information can be found below:

CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
PO Box 980818
West Sacramento, CA 95798-0818
888-370-7589

Complete a complaint form at the bureau website: bppe.ca.gov/enforcement/complaint.shtml

IDAHO STATE BOARD OF EDUCATION
650 West State Street, 3rd Floor
Boise, ID 83702
208-332-1587
https://boardofed.idaho.gov/higher-education-private/proprietary-schools-non-degree-granting/student-complaint-procedures/

ACCSC
Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints reviewed by the Commission must be in written form and should grant permission for

the Commission to forward a copy of the complaint to the school for a response, which can be accomplished by filing an ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703-247-4212 accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Admissions department or online at **accsc.org**.

STUDENT RECORDS

Student records shall be retrievable by student name and shall contain all of the following applicable information:

- Written records and transcripts of any formal education or training relevant to student's qualifications for admission.
- Copies of all documents signed by student, including contracts, instruments of indebtedness, and documents relating to financial aid.
- Copies of all tests given to student before admission.
- Records of dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation.
- Transcripts showing all classes, courses, or other educational services completed or attempted, along with grades/evaluations.
- Copies of documents relating to student financial aid required to be maintained by law or by a loan guarantee agency.
- Documentation showing total amount of money received from or on behalf of the student and date(s) money was received.
- Documentation specifying amount of any refund, including amounts refunded for tuition and equipment, method of calculating refund, date refund was made, check number of refund, and name and address of person or entity to which refund was sent.
- Copies of any official advisory notices or warnings regarding student's progress.
- Complaints received from student, including any correspondence, notes, memoranda, or telephone logs related to complaint.
- Student's attendance records.

RECORD RETENTION
NLC maintains student records for each student on the following schedule:

- Transcripts are retained permanently.
- All required student records outlined in this section are retained for five years from student's graduation, withdrawal, or termination date.
- Supporting documentation is retained for one year from conclusion of the term.

ENGLISH AS A SECOND LANGUAGE (ESL) INSTRUCTION

- NLC's Idaho campus is the only campus admitting international students at this time.
- NLC does not offer ESL instruction.
- All instruction is conducted, and all ELP materials are provided, solely in english.

OFFICIAL TRANSCRIPTS

Student official and unofficial transcripts may be requested through the Student Portal, a fee may apply.

Student documentation, including transcripts, may be held until accounts are paid in full. *(Not applicable to students attending NLC—CA.)*

INFORMATION COLLECTION AND PROCESSING

We collect and process personal information for our internal purposes.

CONTACT OR REQUEST SUBMISSION
When you contact us with a request, we collect personal information from you to evaluate and respond to your request, and we may also use the information to improve our services. For example, we may collect the following personal information from you:

- Personal identifiers, such as your name, email address, and telephone number
- Professional or business-related information, such as your job title and company name
- Message content

STUDENT APPLICATIONS—ADMISSIONS AND FINANCIAL ASSISTANCE
If you apply for our educational programs or financial assistance, we collect the personal information you submit to us so we can use it for evaluating your application, considering and/or facilitating financial assistance opportunities, providing our educational programs, and for administration and business purposes. The information we may collect consists of the following:

- Personal identifiers, such as your name, phone number, address, email address, driver's license number, Social Security number (when necessary), physicians, emergency contact information, and names of individuals that we can release information to
- Other personal details, such as your date of birth
- Professional and business-related information, such as your employer name and contact information
- Educational information, such as your high school and GED transcript information
- Health information, including information recorded on any medical release form you submit to us
- Insurance-related information
- Relevant communications histories
- Protected class information, such as ethnicity, gender, veteran status, certificate of eligibility, and citizenship
- Signature data, when you sign documents electronically or physically
- Any other information that you submit to us or that we receive from a reference, your employer, or any other relevant entity

POLICIES (CONT.)

STUDENT ATTENDANCE AND PARTICIPATION IN EDUCATIONAL PROGRAMS

When you participate in our educational programs, we maintain records associated with your attendance and performance so we can provide the programs, facilitate recruiting, conduct surveys and competitions, and for other educational, administrative, and business purposes. The information we may collect consists of the information described above as well as the following:

- Any student ID that we assign
- Visual information, such as your photograph or images collected in connection with the programs
- Financial information, such as your payment information
- Professional or business-related information, such as your employer name and contact information
- Educational records including program and/or course registration, enrollment and completion information, withdrawal and termination information, grades and competency tracking, certifications
- Other records of your activities on our information systems, as well as any extracurricular activities in connection with a course or program
- Any drug test information, prescriptions, and information collected when you attend our training programs
- Relevant communications with you

ENROLLMENTS BY EMPLOYERS

If your employer engages us for training programs, we may collect personal information concerning you as necessary to conduct and maintain a record of the training. In most cases, this consists of your name, phone number and contact information, records of attendance and completion, and any student ID that we may provide. In some cases, safety considerations may require, or your employer may request, that we collect additional, relevant personal details.

COMMUNICATIONS

We receive information through your communications with us by email or phone, and we process this information to respond to you and in the normal course of our business operations. For example, we may receive the following personal information from you:

- personal identifiers, such as your name, email address, and telephone number
- professional or business-related information, such as your job title and company name
- message content

INFORMATION SHARING

We may share any of the categories of personal information listed above for our educational and business purposes as described below.

FERPA DIRECTORY INFORMATION

We may provide directory information to third-party entities, including the general public and employers, as contemplated under the Family Educational Rights and Privacy Act ("FERPA"). This information may include some or all of the following: student name, address, phone number, email address, photograph, enrollment status, dates of attendance, candidacy for certificate, and certificate conferred status and date. To prevent the release of directory information, a student must complete and submit to the Registrar's Office a Request to Opt Out of Directory form (which may be obtained and, upon completion, submitted by emailing optout@lineman.edu).

CUSTOMERS OR EMPLOYERS THAT ENGAGE US FOR TRAINING PURPOSES

When customers engage us to provide training programs for their employees, we share their employees' education-related information with them, such as course completion and certification information.

AFFILIATES

We share information, including personal information, with our affiliates, and any successors thereto in the normal course of our business operations, such as to communicate with you and to promote and provide our services. In this regard, personal information may be shared with one of our affiliates for use in providing a service to us. Note that NLC is a member of the Quanta Services family of companies, and we may share certain information with Quanta Services affiliates in order to receive administrative, corporate, and other support, and for reporting purposes.

VENDORS AND SERVICE PROVIDERS

We share information, including personal information, with vendors and service providers that process such information to perform services for us in connection with our business operations.

LEGAL AND SIMILAR DISCLOSURES

We may share personal information with law enforcement, the courts, our advisors, attorneys, and others who participate in the legal process, if we believe doing so is required or appropriate to: comply with legal requirements and law enforcement requests (such as a court order or subpoena); comply with legal process (such as discovery); or protect your, our, or others' rights, property, or safety.

MERGER, SALE, OR OTHER ASSET TRANSFERS

If we are involved in a merger, acquisition, financing due diligence, reorganization, bankruptcy, receivership, sale of company assets, or transition of service to another provider, your personal information may be shared with the other parties and advisors involved under an obligation of confidentiality in connection with the negotiation of such transaction, and your personal information may be sold or transferred as part of such a transaction to the other parties.

DO NOT SELL DISCLOSURE

We do not sell your personal information for money or other consideration.

PRIVACY RIGHTS

Students may have certain rights to inspect and request correction of educational records, and we will comply with requests to exercise such rights as required by law. If you wish to exercise such rights, please contact us by sending an email to registrar@lineman.edu.

In addition, certain jurisdictions have specific legal requirements and grant privacy rights with respect to personal information, and we will comply with restrictions and any requests you submit as required by applicable law. For example, you may have the right to review, correct, and delete personal information we have about you, or to consent or withdraw consent to certain uses or sharing of personal information. If you are a California resident, see our Supplemental California Privacy Notice and Rights section below. If you are not a California resident and you seek to exercise your rights under the law of another jurisdiction, please contact us by sending an email to registrar@lineman.edu.

Please note that, when you make a request, we may require that you provide information and follow procedures so that we can verify your identity (and the applicable jurisdiction). The verification steps we take may differ depending on your jurisdiction and the request. Where possible, we will attempt to match the information that you provide in your request to information we already have on file to verify your identity. If we are able to verify your request, we will process it. If we cannot verify your request, we may ask you for additional information to help us do so.

We will respond to your request within the time period required by applicable law. However, we may not always be able or required to comply with your request, in whole or in part, and we will notify you in that event.

UPDATE YOUR INFORMATION OR POSE A QUESTION OR SUGGESTION

If you have questions about this Privacy Statement, or if you would like to request that we update or correct any information that you have provided to us, please send an email to privacy@lineman.edu.

CHANGES TO THIS PRIVACY STATEMENT

We may update this Privacy Statement from time to time, and the revised version will apply to personal information received after the effective date of the updated Privacy Statement. If we make any material changes, we will make reasonable efforts to provide notice of such changes to our current students and applicants, using the latest contact information we have on file.

SUPPLEMENTAL CALIFORNIA PRIVACY NOTICE AND RIGHTS

This Supplemental California Privacy Notice and Rights section applies only to personal information of consumers who are California residents.

Consistent with the California Consumer Privacy Act ("CCPA"), we will honor a California consumer's request for additional information about our data collection, use, and disclosure practices in connection with the consumer's personal information; request for the specific personal information collected about the consumer during the previous 12 months; and request for the deletion of the personal information we have about the consumer. A California consumer will not be discriminated against for exercising the consumer's California privacy rights.

California consumers may use an authorized agent to make privacy rights requests. We require the authorized agent to provide us with proof of the California consumer's written permission (for example, a power of attorney) that demonstrates authorization to submit a request for the California consumer. An authorized agent must follow the process described below to make a request, and we will also (a) require the authorized agent to verify the agent's own identity and (b) confirm the agent's authority with the California consumer about whom the request was made.

To make a request, you may email us at privacy@lineman.edu or call 888-564-3967. In most cases, you will be required to provide your name and email address so that we can verify your request, and in some cases additional information may be required.

As stated above, we do not sell personal information, and we have not sold personal information since January 1, 2020.

CDL GRADUATION REQUIREMENT—INTERNATIONAL STUDENTS

The CDL graduation requirement is waived for international students who are attending the ELP on a student visa or using an I-20 Certificate of Eligibility. These students are encouraged to obtain the equivalent of a CDL in their home country before or after attending the ELP because it will assist them in securing trade-related employment.

CDL GRADUATION REQUIREMENT—U.S. TERRITORY STUDENTS

The CDL graduation requirement is waived for students who were living in a US Territory prior to attending the ELP and who plan on returning to the Territory to work. These students are encouraged to obtain the equivalent of a CDL in their Territory before or after attending the ELP as it will assist them in securing trade related employment.

In order to be granted this waiver, the student must provide documentation that they were living in the Territory, such as an ID card issued by the Territory; and must sign a statement that they plan to return to the Territory to work after attending the ELP.

POLICIES (CONT.)

NLC'S VA AND ELIGIBLE PERSONS -SPECIFIC POLICIES

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 https://www.benefits.va.gov/gibill.

CREDIT FOR PREVIOUS TRAINING

NLC evaluates all previous education and training and requests transcripts from all prior institutions of learning. Previous transcripts are evaluated and credit is granted as appropriate. Applicants are notified of their results.

DELAYED PAYMENT OF VETERANS BENEFITS

Students who are entitled to educational assistance under Chapter 31 (Veteran Readiness & Employment) or Chapter 33 (Post-9/11 G.I. Bill®) of Title 38 U.S. Code §3679(e), are allowed to attend and participate in a course of education, pending VA payment, so long as they have provided NLC a certificate of eligibility (COE) or a Statement of Post-9/11 GI Bill® Benefits (found on va.gov) by the first day of class and have provided any additional information needed to properly certify the enrollment.

PROGRAMMATIC SATISFACTORY PROGRESS

Students who are entitled to VA educational assistance under Title 38 U.S. Code § 3676 will have their programmatic conduct and progress evaluated in the following way:

KNOWLEDGE—academic training that addresses cognitive or intellectual activities

SKILL—hands-on, competency-based training wherein students must physically demonstrate proficiency

BEHAVIOR—continual exhibition of positive attitude, safe work habits, and team-oriented behaviors that industry employers seek

KNOWLEDGE PROBATION

Students are placed on Knowledge Probation in a course when their cumulative score in that course falls below 70%. The director of education or designee meets with the student to review deficient performance, identify possible causes, and introduce an Academic Improvement Plan (AIP). The director of education or designee completes and signs a performance evaluation to document the session, which is then signed by the student. Students who raise their cumulative score in the course above 70% are removed from probation. Students who fail to raise their average above 70% may choose to complete the remainder of the program and retake the failed course(s) during a subsequent term, in accordance with the *Course Retake* policy. Students who fail to raise their GPA above 70% and still choose to complete the remainder of the program will be academically dismissed at the end of the term due to unsatisfactory academic progress and will not receive a Certificate of Completion.

SKILLS PROBATION

Students are placed on Skills Probation when they fail to complete a Skill phase course to standards within its scheduled calendar time frame. Students who are unable to physically demonstrate proficiency throughout the Skill phase courses and are subsequently creating unsafe environments for themselves or others are at risk of being dismissed from the program. The director of education or designee meets with the student to review deficient performance, identify possible causes, and list steps for improvement. The director of education or designee completes and signs a performance evaluation to document the session, which is then signed by the student. Students who fail to correct their deficiency where it has been determined an unsafe environment is being created will be considered for institutional termination. The director of education or designee will submit a written request to the campus president for approval of the termination. If it is determined there is a safety risk posed that cannot be remedied, the student will be terminated from the program. Students who remain in the program will stay on probation until the Skill phase course is complete. Students who fail to complete all competencies or certifications within a Skill phase course prior to the end of the term, and do not pose a safety risk, may choose to retake the failed Skill phase course during a subsequent term, in accordance with the *Course Retake* policy. Students who fail to complete all competencies or certifications within the Skill phase course prior to the end of the term and still choose to complete the remainder of the program will be academically dismissed at the end of the term due to unsatisfactory academic progress and will not receive a Certificate of Completion.

BEHAVIOR PROBATION

Students who fail to meet behavior standards may be terminated from the program or, at the discretion of the respective campus president, assigned Behavior Probation. If the student is assigned probation, the director of education or designee meets with the student to review deficient behavior, identify possible causes, and list recommended or mandatory steps for improvement. The director of education or designee completes and signs a performance evaluation to document the session, which is then signed by the student. The student remains on probation until the deficient behavior has been corrected or mandatory action has been completed. Students who fail to correct their behavior are terminated from the program and are not eligible to take advantage of the Course Retake policy, but may be eligible for program re-enrollment under the *Program Re-Enrollment* policy.

REFUND OF TUITION AND FEES OR INSTITUTIONAL DEBT

In the event a veteran or eligible person fails to enter the course, withdraws, or is discontinued from the program prior to completion, a pro rata refund of applicable tuition, fees, and other charges will be issued to the responsible party. This refund is contingent upon NLC's collection and retention of all charges for non-returnable consumable instructional supplies and any associated sales tax. The proration of the refund will be determined by the ratio of completed instructional days or hours to

the total instructional days or hours of the program [, which VA is responsible for]. NLC will process the corresponding refund to the appropriate party upon receipt of the official VA Debt Letter detailing the determined amount.

CONSUMABLE INSTRUCTIONAL SUPPLIES

To ensure safety and maintain the integrity of its specialized equipment, NLC considers all issued Climbing and Hand Tools and NLC Safety Shirts to be final sales. These items are non-returnable and non-refundable upon issuance. In accordance with Title 38 CFR § 21.4255, these materials are classified as consumable instructional supplies, for which the institution retains all charges. If a student terminates their enrollment at any point after receiving these items, the student or their designated payor is liable for the full cost. Should the U.S. Department of Veterans Affairs (VA) not remit payment for this specific charge, the liability for the outstanding debt becomes the sole responsibility of the student.

VA-RELATED GRIEVANCE PROCESS

Any grievances, at any campus, not resolved by the school may be submitted online by using the GI BILL®1 School Feedback Tool. The URL for this is at: https://www.va.gov/education/submit-school-feedback/.

An additional layer of contact option at the Idaho Campus may be forwarded to the Idaho State Approving Agency (a department of the Idaho Division of Veterans Services), 351 Collins Rd., Boise, Idaho 83702. If additional assistance is needed, contact Veterans Education at (208) 780-1334, or by emailing Education@veterans.idaho.gov.

1. 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 https://www.benefits.va.gov/gibill.

CALIFORNIA-SPECIFIC POLICIES

STUDENT'S RIGHT TO CANCEL

CANCELLATION REFUND (CANCELLATION PERIOD)

All moneys will be refunded if an applicant is not accepted by the school. Applicants who cancel prior to signing an enrollment agreement will receive a refund of all moneys paid less the application fee. Applicants who cancel their enrollment in the ELP by the seventh day after signing the enrollment agreement, or who cancel their attendance on or before the class commencement date, whichever is later, will receive a full refund of all moneys paid less the application fee and the Student Tuition Recovery Fund (STRF).

CANCELLATION PROCEDURE

Notice of cancellation need not take any particular form and, however expressed, is effective if it states that the applicant no longer wishes to be bound by the enrollment agreement. Notice of cancellation may be provided in any of the following ways:

- Delivered by U.S. mail to Northwest Lineman College, Attn: Admissions Department, 7600 S Meridian Rd, Meridian, ID 83642 (effective when postmarked and properly addressed with postage prepaid).
- Hand delivered to 2009 Challenger Ave, Oroville, CA 95965.
- Emailed to nlc@lineman.edu.
- Texted to 844-296-4007.
- Documented by NLC in a phone conversation with the Northwest Lineman College Admissions department, which can be reached at 800-338-8875.

INTERNATIONAL SERVICES

NLC does not admit students from other countries to our California campus and does not provide visa services.

ELP TUITION REFUND

Students who choose to withdraw or are terminated from the ELP will receive a refund of tuition as outlined below, based on their last date of attendance.

- Students whose last date of attendance is within the first five scheduled class days of the term or within seven days of signing the enrollment agreement, whichever is later, will receive a full refund of moneys paid for tuition and fees less the application fee and California state-imposed assessment for the Student Tuition Recovery Fund (STRF).
- Students whose last date of attendance is after the first five scheduled class days or after seven days of signing an enrollment agreement, whichever is later, and within 60% of the class commencement date, will receive a refund of moneys paid for tuition and fees less: application fee; training lab and materials fee; the STRF; and tuition and fees for educational services rendered. Charges for educational services rendered will be prorated based on that portion of the ELP term completed through the last date of attendance.
- Students whose last date of attendance is after 60% of the ELP term has been completed will receive no refund.
- Training lab and materials fee is nonrefundable after the end of the cancellation period.
- STRF is nonrefundable after assessment is paid to NLC and the enrollment agreement signed.
- Student tools and NLC safety shirts are nonrefundable after purchase.
- CLP and CDL costs are paid to the DMV and are nonrefundable by NLC.
- Any costs paid for required devices are nonrefundable by NLC.
- Any refund amounts owed to the student shall be refunded within 45 days of the last date of attendance.
- Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
- Refunds of amounts paid via a state

funding agency or scholarship will be issued to the respective entity.

- Refunds of amounts paid by a private entity will be issued to the student.
- Refunds of amounts paid by a student's employer directly to NLC will be issued to the respective employer.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If a student is eligible for a loan guaranteed by a governmental agency and the student defaults on the loan: (a) the governmental or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan and/or (b) the student may not be eligible for any other government assistance for education at a different school until the loan is repaid. The student should refer to the specific loan documents for all rights and responsibilities of the student and lender.
- If a student receives federal student financial aid funds, the student may be entitled to a refund of moneys not paid by federal financial aid funds.

OPTIONAL COURSE REFUND

Students must provide notice of withdrawal to NLC if they want to take advantage of the *Optional Course Refund* policy. Notice of withdrawal does not need to take any particular form and, however expressed, is effective if a student states clearly and definitively that they want to withdraw from an optional course. Students who wish to withdraw from the course for any reason are encouraged to request to withdraw from the course by filling out a Student Request Form. Students who choose to withdraw or are terminated from the program or optional course will receive a refund of tuition as outlined below, based on their last date of attendance.

- Students whose last date of attendance is within the first five scheduled class days of the term or within seven days of signing an enrollment agreement, whichever is later, will receive a full refund of moneys paid for the course's tuition and fees less nonrefundable charges and the California state-imposed assessment for the Student Tuition Recovery Fund (STRF).
- Students whose last date of attendance is after the first five scheduled class days of the ELP or after seven days of signing an enrollment agreement, whichever is later, will fall under the below refund policy:
    - Students who withdraw, are dismissed, or terminated within 60% of their **assigned** optional course delivery dates, will receive a prorated refund of moneys paid for tuition and fees for optional courses less the STRF and tuition and fees for educational services rendered for **scheduled** optional course delivery dates through the last date of attendance.
    - Students who withdraw after 60% of their **scheduled** optional course delivery date has been completed will receive no refund.
- To take advantage of this policy, students must start their optional course training hours prior to the conclusion of the ELP term they are enrolled in. Students who withdraw from an optional course after their ELP term ends, regardless of optional course hours attended, will receive no refund.
- If a student is allowed to attend optional course training hours prior to commencement of the ELP term they are enrolled in, this optional course refund policy (based on days of attendance) overrides the cancellation policy. The student will be charged and be responsible for charges for all educational services rendered as part of the optional course.
- STRF is nonrefundable after the assessment is paid to NLC and the enrollment agreement is signed.
- CLP and CDL costs are paid to the DMV and are nonrefundable by NLC.
- The NCCCO testing fee for CRA 1005 Crane Operator Certification Training is nonrefundable within 7 business days of the scheduled test date. Prior to this, if testing fee payment has been issued to NCCCO, 90% of the fee *may* be refunded if a valid reason is provided and accepted by NCCCO.
- The drug testing fee for CDL 1106 Class A CDL Training Course is nonrefundable after the drug test has been administered.
- Any refund amounts owed to the student shall be refunded within 45 days of the last date of attendance.
- Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
- Refunds of amounts paid via state funding agency, or scholarship will be issued to the respective entity.
- Refunds of amounts paid by a private entity will be issued to the student.
- Refunds of amounts paid by a student's employer directly to NLC will be issued to the respective employer.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If a student is eligible for a loan guaranteed by a governmental agency and the student defaults on the loan: (a) the governmental or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan and/or (b) the student may not be eligible for any other government assistance for education at a different school until the loan is repaid. The student should refer to the specific loan documents for all rights and responsibilities of the student and lender.

If the student receives federal student financial aid funds, the student may be entitled to a refund of moneys not paid by federal financial aid funds.

STUDENT TUITION RECOVERY FUND

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 at:

Address:
1747 North Market Blvd, Suite 225,
Sacramento, California, 95834,
(916) 574-8900 or (888) 370-7589.

Website:
www.bppe.ca.gov

Telephone and fax numbers:
By phone at 888-370-7589 or
916-574-8900 or by fax at 916-263-1897

To be eligible for STRF, you must be a California resident or are 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:

1. 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.
2. 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.
3. 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.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

HOUSING

NLC does not have dormitories under its control. NLC has no responsibility to find or assist students in finding housing. Estimated rent costs range from $800- $4,800 per month. For short-term housing needs, visit lineman.edu/campuses or contact NLC's Admissions department at 888-LINEWORK.

LEAVE OF ABSENCE

NLC CA, Inc. does not have a *Leave of Absence* policy.

BPPE STATEMENT

NLC CA, Inc. is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education; approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. NLC CA, Inc. does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

Any questions 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:

Address:
1747 N Market Blvd, Suite 225,
Sacramento, CA 95834
PO Box 980818, West Sacramento, CA 95798-0818

Website:
www.bppe.ca.gov

Telephone and fax numbers:
By phone at 888-370-7589 or
916-574-8900 or by fax at 916-263-1897

A student or any member of the public may file a complaint about this institution with the BPPE by calling 888-370-7589 toll-free or completing a complaint form, which can be obtained on the Bureau's website at **bppe.ca.gov**.

POLICIES (CONT.)

IDAHO-SPECIFIC POLICIES
CANCELLATION OF ENROLLMENT

CANCELLATION REFUND (CANCELLATION PERIOD)

All moneys will be refunded if an applicant is not accepted by the school. Applicants who cancel their enrollment prior to or after signing their enrollment agreement, but prior to the class commencement date, will receive a full refund of all moneys paid less the application fee.

CANCELLATION PROCEDURE

Notice of cancellation need not take any particular form and, however expressed, is effective if it states that the applicant no longer wishes to be bound by the enrollment agreement. Notice of cancellation may be provided in any of the following ways:

- Delivered by U.S. mail to Northwest Lineman College, Attn: Admissions Department, 7600 S Meridian Rd., Meridian, ID 83642 (effective when postmarked and properly addressed with postage prepaid).
- Hand delivered to 7600 S Meridian Rd, Meridian, ID 83642.
- Emailed to nlc@lineman.edu.
- Texted to 844-296-4007.
- Documented by NLC in a phone conversation with the Northwest Lineman College Admissions department, which can be reached at 800-338-8875.

ELP TUITION REFUND

Students who choose to withdraw or are terminated from the ELP will receive a refund of tuition as outlined below, based on their last date of attendance.

- Students whose last date of attendance is within the first five scheduled class days of the term will receive a full refund of moneys paid for tuition and fees less the application fee.
- Students whose last date of attendance is after the first five scheduled class days and within 40% of the class commencement date, will receive a refund of moneys paid for tuition and fees less: application fee, training lab and materials fee, and tuition and fees for educational services rendered. Charges for educational services rendered will be prorated based on that portion of the ELP term completed through the last date of attendance.
- Students whose last date of attendance is after 40% of the ELP term has been completed will receive no refund.
- Training lab and materials fee is nonrefundable after the end of the cancellation period.
- Student tools and NLC safety shirts are nonrefundable after purchase.
- CLP and CDL costs are paid to the DMV and are nonrefundable by NLC.
- Any costs paid for required devices are nonrefundable by NLC.
- Any refund amounts owed to the student shall be refunded within 40 days of the last date of attendance
- Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
- Refunds of amounts paid via a state funding agency or scholarship will be issued to the respective entity.
- Refunds of amounts paid by a private entity will be issued to the student.
- Refunds of amounts paid by a student's employer directly to NLC will be issued to the respective employer.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If a student is eligible for a loan guaranteed by a governmental agency and the student defaults on the loan: (a) the governmental or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan and/or (b) the student may not be eligible for any other government assistance for education at a different school until the loan is repaid. The student should refer to the specific loan documents for all rights and responsibilities of the student and lender.
- If a student receives federal student financial aid funds, the student may be entitled to a refund of moneys not paid by federal financial aid funds.

OPTIONAL COURSE REFUND

Students must provide notice of withdrawal to NLC if they want to take advantage of the *Optional Course Refund* policy. Notice of withdrawal does not need to take any particular form and, however expressed, is effective if a student states clearly and definitively that they want to withdraw from an optional course. Students who wish to withdraw from the course for any reason are encouraged to request to withdraw from the course by filling out a Student Request Form. Students who choose to withdraw or are terminated from the program or optional course will receive a refund of tuition as outlined below, based on their last date of attendance.

- Students whose last date of attendance is within the first five scheduled class days of the term will receive a full refund of moneys paid for the course's tuition and fees less nonrefundable charges.
- Students whose last date of attendance is after the first five scheduled class days of the ELP will fall under the below refund policy:
  - Students who withdraw, are dismissed, or terminated within 40% of their **assigned** optional course delivery dates, will receive a prorated refund of moneys paid for tuition and fees for optional courses less tuition and fees for educational services rendered for **scheduled** optional course delivery dates through the last date of attendance.
  - Students who withdraw after 40% of their **scheduled** optional course delivery date has been completed will receive no refund.
- To take advantage of this policy, students must start their optional course training hours prior to the

conclusion of the ELP term they are enrolled in. Students who withdraw from an optional course after their ELP term ends, regardless of optional course hours attended, will receive no refund.

- If a student is allowed to attend optional course training hours prior to commencement of the ELP term they are enrolled in, this optional course refund policy (based on days of attendance) over-rides the cancellation policy. The student will be charged and be responsible for charges for all educational services rendered as part of the optional course.
- CLP and CDL costs are paid to the DMV and are nonrefundable by NLC
- The NCCCO testing fee for CRA 1005 Crane Operator Certification Training is nonrefundable within 7 business days of the scheduled test date. Prior to this, if testing fee payment has been issued to NCCCO, 90% of the fee *may* be refunded if a valid reason is provided and accepted by NCCCO.
- The drug testing fee for CDL 1009 Class A CDL Training Course is nonrefundable after the drug test has been administered.
- Any refund amounts owed to the student shall be refunded within 45 days of the last date of attendance.
- The skills test fee for CDL 1005 Class A CDL Testing Course is nonrefundable after the first five scheduled class days of the term.
- Information regarding any applicable third-party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
- Refunds of amounts paid via state funding agency, or scholarship will be issued to the respective entity.
- Refunds of amounts paid by a private entity will be issued to the student.
- Refunds of amounts paid by a student's employer directly to NLC will be issued to the respective employer.
- If a student obtains a loan to pay for an educational program, the student will have the responsibil-ity to repay the full amount of the loan plus interest, less the amount of any refund.
- If a student is eligible for a loan guaranteed by a governmental agency and the student defaults on the loan: (a) the governmental or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan and/or (b) the student may not be eligible for any other government assistance for education at a different school until the loan is repaid. The student should refer to the specific loan documents for all rights and responsibilities of the student and lender.
- If a student receives federal student financial aid funds, the student may be entitled to a refund of moneys not paid by federal financial aid funds.

PRIVACY STATEMENT

This Privacy Statement explains how Grid Training Corporation and its subsidiaries doing business as Northwest Lineman College or Northwest Lineman Center ("NLC" or "we") collects, uses, discloses, and secures personal information in the normal course of our educational and related business operations. For details about personal information collected online, please see the Online Privacy Policy posted on our website.

California residents should also see the Supplemental California Privacy Notice and Rights section.

EMERGENCY PREPAREDNESS STATEMENT

NLC's Emergency Preparedness Plan and Information are available at the front desk, or by requesting via the student request form.

All information and policies contained in this catalog are represented to be true and correct to the best of my knowledge at the time of publication. Information that has changed, if any, since the last date of publication will be represented on addenda that accompany this catalog.

NOTES

NORTHWEST LINEMAN COLLEGE

ELECTRICAL LINEWORKER PROGRAM

ABOUT NLC

Northwest Lineman College (NLC) is an industry-leading educational institution that provides safety and certification training in power delivery. NLC offers complete solutions from entry-level career programs to advanced industry training and has remained committed to doing what's best for the student for more than 30 years. Since 1993, NLC has expanded to four locations in the US, training thousands annually, with a network of 900+ employers.

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