



3668 S. Soto St., Vernon, CA 90058 * (323)728-2460 * dtstechnicalcollege.com

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Approval Disclosure Statement

This institution is a private institution.

A graduate of the CDL programs will be eligible to sit for the applicable licensure exam in California.

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Information

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school prior to enrolling or signing enrollment agreements. This school does not currently have sponsor programs to provide funds in the form of loans or subsidies to pay for all or portions of tuition and fees available. As a prospective student, you are also encouraged to review this catalog prior to signing an enrollment agreement.

All information in the content of this school catalog is current and correct and is so certified as true by Maria Alejandra Galvez, CEO. The time period covered by the catalog is January 1, 2025 to December 31, 2025

Educational Mission

DTS Technical, Inc. strives to cultivate a strong foundation for safety and empower its students to pursue their passions and goals.

Core Values:

- Respect
- Integrity
- Communication
- Honesty

To ensure our students are confident in their skills, DTS' training uses written materials, video, visual aids, and a lecture and practical (Hands-on) format.

DTS Technical, Inc. has placement services providing students with access to a vast employment sector. Income and benefit levels are excellent and provide stable career opportunities for the successful school graduate.

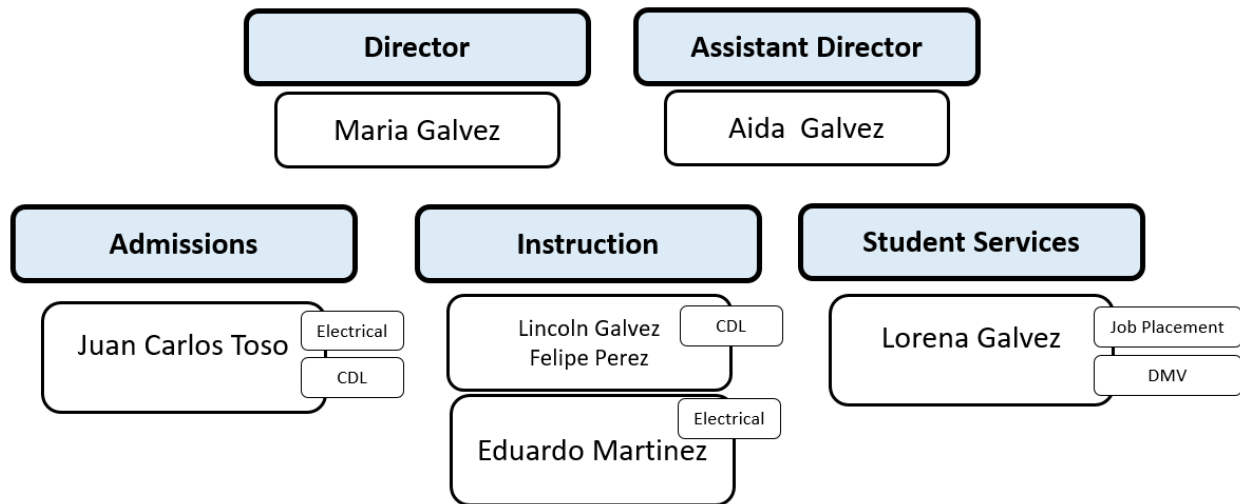
Language Proficiency

DTS does not provide English as a second language (ESL) instruction for the CDL courses. A person must be able to read road signs and minimally communicate in English to train at DTS for the Commercial Driver's License Courses. Please note that at this time participants applying to obtain their Commercial Driver's License through the Department of Motor Vehicles are still able to take the written examination

to obtain the CDL permit in English or Spanish; however, the Behind-The-Wheel examination is only available in English.

The Electrical Wiring Technician programs may also be taught in Spanish. The school has contracted instructors who are sufficiently qualified to teach the course in English or Spanish. To take the course in Spanish, a participant must have a professional working proficiency in the Spanish language so they could benefit from the instruction.

Administration and Faculty



Faculty (Instructors)

The CDL instructors all have their commercial driver's license. Each member has a minimum of 3 years driving experience.

Our electrical wiring technician instructor has over 20 years of experience in the field.

Schedule of Classes

Instruction is session based, students must complete the course sessions listed on their enrollment agreement.

Students will be advised on start dates at the time they enroll. Students will be notified in advance concerning important scheduling information such as operating hours, holidays, class schedules, and revisions to schedules. Over the road training is scheduled as necessary to accommodate the

requirements of the program. Classes are held 12 months per year. The following legal holidays will be observed:

New Years Day, Memorial Day ,Independence Day, Labor Day, Veterans Day, Thanksgiving, & Christmas.

Students in the Commercial Driver's testing program will be notified when they are scheduled for testing at the Department of Motor Vehicles. Note that the eligibility to schedule the drive test with the DMV is set 14 days after the participant has passed their final written examination to obtain the CDL permit.

Hours of Operation

Instructional Hours					
Commercial Driver's License			Electrical Wiring Technician		
Days	Start	Date	Days	Start	Date
Monday through Friday	10:00 AM	2:00 PM	Friday	4:00 PM	8:00 PM
	2:30 PM	6:30 PM			
	7:00 PM	11:00 PM	Saturday Sunday	9:00 AM	1:00 PM
Saturday	8:00 AM	12:00 PM			

Office Hours		
Days	Open	Closed
Monday through Friday	11:00 AM	6:00 PM

Hours may change at any time at the discretion of the school administration.

Appointments and walk-ins are welcome; however, it is strongly recommended that graduates who wish to have job placement assistance make an appointment to meet with a representative.

Facilities and Equipment

Current facilities for the school include:

Corporate office: 3668 S. Soto St. Vernon, CA 90058

CDL training yard site: 9701 Bluff Rd., Downey, CA 90240

CDL Theory & Electrical Training location: 3668 S. Soto St. Vernon, CA 90058

Commercial Driver's License Program Equipment:

Trucks and trailers include conventional tractors ranging in age from 1992 – 2013, all tractors are two and three axles with wheelbases ranging from 220" to 228". We train on 9,10, and 13 speed manual and automatic transmission trucks. Trailers range from 28' to 53' vans.

Electrical Program Equipment:

An electrical training apparatus (board) will be available to students during their training session. The apparatus has the ability to be plugged into an electrical outlet, and includes the items necessary for the training. There will be individual boards for participants as well as a board to be used collectively. The commercial course includes the use of various motors to be used by the participants.

Training Facilities:

Our first classroom has a maximum capacity of 16 persons. The buildings are air conditioned and have ample parking close to the school. The classroom is well equipped with a projector, television, laptop, good lighting, and comfortable seating.

Learning resources

The required material for the course will be provided by the school at the expense of the student.

Entry Level Driver Theory Training Course:

- DTS handbook (Includes: sample questions to the written exam, and practice tests for the written exam)
 - Provided by the school on enrollment.
- California Commercial Driver Handbook (No cost)
 - Provided by the school on enrollment
 - Available at a DMV Office location
 - Available online: https://www.dmv.ca.gov/web/eng_pdf/com1hdbk.pdf

Hazardous Materials Theory Training Course:

- DTS handbook (Includes: Notes and quizzes to follow along during the training session, sample questions to the written exam, and practice tests for the written exam)
 - Provided by the school on enrollment.
- California Commercial Driver Handbook (No cost)
 - Provided by the school on enrollment
 - Available at a DMV Office location
 - Available online: https://www.dmv.ca.gov/web/eng_pdf/com1hdbk.pdf

CDL Behind-the-wheel Training Course:

- DTS handbook (Includes: sample questions to the written exam, practice tests for the written exam, air brakes inspection, pre-trip inspection, etc.)
 - Provided by the school on enrollment.
- California Commercial Driver Handbook (No cost)
 - Provided by the school on enrollment
 - Available at a DMV Office location
 - Available online: https://www.dmv.ca.gov/web/eng_pdf/com1hdbk.pdf

Electrical Courses:

- Electrical Handbook (Provided by the school on enrollment)
- Black & Decker The Complete Guide to Wiring Updated 8th Edition: Current with 2020-2023 Electrical Codes ISBN-10: 0760371512

The following books are not required, but are also available for student use at the main office location. These books belong to the school, and are not allowed to be taken home; however, if a participant wishes to borrow the book while on campus they may. They may also be purchased online.

- Federal Motor Carrier Safety Regulations Pocketbook ISBN-10: 9781602875944
- Hazardous Materials Compliance Pocketbook ISBN: 1-59042-383-6 & ISBN: 978-1-61099-409-5

Housing:

This institution has no dormitory facilities under its control. There are several motels around the area where students may stay. Daily prices start at about \$75. This institution has no responsibility to find or assist a student in finding housing.

Curriculum**Entry Level Driver Theory Training**

Program Length: 12 Sessions; 3 days

Enrollment Requirements:

Have a valid Class "C" Driver's License

Must be free of physical impairment that would prohibit safe operation of the equipment. Individuals interested in a CDL program must be able to pass the DOT physical Exam.

Must be beyond the compulsory school attendance age. An individual cannot be D.O.T certified until reaching the age of 21 years; however, students between the ages of 18 and 21 can obtain a commercial driver's license to drive within the state of issuance.

Goals and Objectives:

Training includes the requirements below. Once the course is successfully completed, and the student passes the test provided by the school, the participants are able to apply for their CDL Permit through the DMV.

At the conclusion of the sessions, the school will administer an Examination. Submission to the TPR will be made if the participant receives a minimum score of 80% on the examination.

A1.1 Basic Operations - covers the interaction between driver-trainees and the CMV. Driver-trainees will receive instruction in the Federal Motor Carrier Safety Regulations (FMCSRs) and will be introduced to the basic CMV instruments and controls. Training providers will teach driver-trainees the basic operating characteristics of a CMV

1.1.1	Orientation
1.1.2	Control Systems/Dashboard
1.1.3	Pre- and Post-Trip Inspections
1.1.4	Basic Control
1.1.5	Shifting/Operating Transmissions
1.1.6	Backing and Docking
1.1.7	Coupling and Uncoupling

A1.2 Safe Operating Procedures: teaches the practices required for safe operation of the combination vehicle on the highway under various road, weather, and traffic conditions. The training providers must teach driver-trainees the Federal rules governing the proper use of seat belt assemblies (§ 392.16).

1.2.1	Visual Search
1.2.2	Communication
1.2.3	Distracted Driving
1.2.4	Speed Management
1.2.5	Space Management
1.2.6	Night Operation
1.2.7	Extreme Driving Conditions

A1.3 Advanced Operating Practice: This section must introduce higher-level skills that can be acquired only after the more fundamental skills and knowledge taught in the prior two sections have been mastered. The training providers must teach driver-trainees about the advanced skills necessary to recognize potential hazards and must teach the driver-trainees the procedures needed to handle a CMV when faced with a hazard.

1.3.1	Hazard Perception
1.3.2	Skid Control/Recovery, Jackknifing, and other emergencies
1.3.3	Railroad-Highway Grade Crossings

A1.4 Vehicle Systems and Reporting Malfunctions - This section must provide entry-level driver-trainees with sufficient knowledge of the combination vehicle and its systems and subsystems to ensure that they understand and respect their role in vehicle inspection, operation, and maintenance and the impact of those factors upon highway safety and operational efficiency.

1.4.1	Identification and Diagnosis of Malfunctions
1.4.2	Roadside Inspections
1.4.3	Maintenance

A1.5 Non-Driving Activities - This section must teach driver-trainees the activities that do not involve actually operating the CMV.

1.5.1	Handling and Documenting Cargo
1.5.2	Environmental Compliance Issues
1.5.3	Hours of Service Requirements
1.5.4	Fatigue and Wellness Awareness
1.5.5	Post-Crash Procedures
1.5.6	External Communications
1.5.7	Whistleblower / Coercion
1.5.8	Trip Planning
1.5.9	Drugs/Alcohol
1.5.10	Medical Requirements

You will be required to provide the following documents to the DMV when you apply to obtain your CDL permit:

- Driver's License
- Social Security Card
- Medical Certificate
- Proof of Residency (with 2 utility bills)
- Proof of Citizenship (Birth Certificate or Passport or any other DMV approved documentation)

Requirements for Completion

- Participants must pass the school's theory examination with a minimum score of 80%.
- Complete the course curriculum with a minimum GPA of 2.0.

Eligibility for Licensure

- Pass the school's theory examination with a minimum score of 80%, and obtain the CDL permit.
- Complete the minimum 15 hours behind-the-wheel training
- Submit the DL 1236 form to the DMV
- The DMV will administer the Commercial Driver License (CDL) final test. The examination includes air brakes inspection, pre-trip inspection, skills, and driving, and will be administered by a DMV representative.

Hazardous Materials Theory Training

Program Length: 6 sessions; 2 Days

Goals and Objectives:

The class course objective for DTS is to prepare students to successfully complete the minimum requirements for the FMCSA Hazardous Materials Training. Training includes the requirements below. Once the course is successfully completed, and the student passes the test provided by the school, the participants are able to apply for their hazardous materials endorsement through the DMV.

Unit E1.1	Basic Introductory HM Requirements
Chapter 1	This unit must teach driver-trainees the basic HM competencies, including applicable FMCSR requirements when HM is being transported. The training provider must also teach driver-trainees HM communication requirements including: Shipping paper requirements, marking, labeling, placarding, emergency response information, and shipper's responsibilities.
Unit E1.2	Operational HM Requirements
Chapter 1	This unit must teach driver-trainees the basic competencies for transportation of HM.
Unit E1.3	Reporting HM Crashes and Releases

Chapter 2	The unit must teach driver-trainees the proper procedures and contacts for the immediate notification related to certain HM incidents, including instruction in the proper completion and submission of HM Incident Reports.
Unit E.4	Tunnels and Railroad (RR)-Highway Grade Crossing Requirements
Chapter 3	This unit must teach driver-trainees the proper operation of an HM vehicle at RR-highway grade crossings and in vehicular tunnels.
Unit E1.5	Loading and Unloading HM
Chapter 4	This unit must teach driver-trainees the proper loading and unloading procedures for hazardous material cargo. Training providers must also teach driver-trainees the requirements for proper segregation and securement of HM, and the prohibitions on transporting certain solid and liquid poisons with foodstuffs.
Unit E1.6	HM on Passenger Vehicles
Chapter 5	This unit must teach driver-trainees the various requirements for vehicles transporting passengers and property, and the types and quantities of HM that can and cannot be transported in these vehicles/situations.
Unit E1.7	Bulk Packages
Chapter 6	This unit must teach driver-trainees the specialized requirements for transportation of cargo in bulk packages, including cargo tanks, intermediate bulk containers, bulk cylinders and portable tanks. The unit must include training in the operation of emergency control features, special vehicle handling characteristics, rollover prevention, and the properties and hazards of the HM transported. Training providers must teach driver-trainees methods specifically designed to reduce cargo tank rollovers including, but not limited to, vehicle design and performance, load effects, highway factors, and driver factors.
Unit E1.8	Operating Emergency Equipment
Chapter 7	This unit must teach driver-trainees the applicable requirements of the FMCSRs and the procedures necessary for the safe operation of the motor vehicle. This includes training in special precautions for fires, loading and unloading, operation of cargo tank motor vehicle equipment, and shut-off/shut-down equipment.
Unit E1.9	Emergency Response Procedures
Chapter 8	This unit must teach driver-trainees the proper procedures and best practices for handling an emergency response and post-response operations, including what to do in the event of an unintended release of an HM. All training, preparation, and response efforts must focus on the hazards of the materials that have been released and the protection of people, property, and the

	environment.
Unit E1.10	Engine (Fueling)
Chapter 9	This unit must teach driver-trainees the procedures for fueling a vehicle that contains HM.
Unit E1.11	Tire Check
Chapter 10	This unit must teach driver-trainees the proper procedures for checking the vehicle tires at the start of a trip and each time the vehicle is parked.
Unit E1.12	Routes and Route Planning
Chapter 11	This unit must teach driver-trainees the proper routing procedures that they are required to follow for the transportation of radioactive and non-radioactive HM.
Unit E1.13	Hazardous Materials Safety Permits (HMSP)
Chapter 12	This unit must teach driver-trainees the proper procedures and operational requirements including communications, constant attendance, and parking that apply to the transportation of HM for which an HMSP is required.

You will be required to provide the following documents to the DMV when you take your Hazardous Material's Endorsement

- Driver's License
- CDL Permit
- Medical Certificate submitted

Requirements for Completion

- Complete the course curriculum
- The applicant must pass our Hazardous Materials theory examination with a score of 80% or better.

You should apply for a HAZMAT endorsement if you have a state-issued CDL and you are required to transport materials that require placarding under the Department of Transportation hazardous materials regulations.

To obtain the endorsement one must:

1. Take the theory class, and pass the school's exam. A passing score of 80% will allow the school to submit the information to the FMCSA through the Training Provider Registry.
2. Apply for the fingerprinting through the TSA
 - a. Schedule an appointment. Online, or call (855)347-8371
 - b. <https://www.tsa.gov/for-industry/hazmat-endorsement>
3. Visit an application center to pay the fee, and be fingerprinted.
4. The DMV will get the results from the Live Scan Fingerprinting electronically and you will receive a letter stating that they received it. You can call the TSA office to check on the status.
5. Take the Hazardous Materials endorsement exam at the DMV. The exam is only available in English.

CDL Behind-The-Wheel Training

Program Length: 60 Sessions; 15 days

Enrollment Requirements:

Have a CDL Permit, or be enrolled in the theory training program

Have a valid Class "C" Driver's License

Theory Training submitted to the TPR (tpr.fmcsa.dot.gov/check), or be enrolled in our CDL training course

Goals and Objectives:

The class course objective for DTS is to prepare students to successfully complete the minimum requirements for the FMCSA Behind the Wheel - Range units. Training includes the requirements below. Once the course is successfully completed, and the student passes the tests provided by the school, the school is able to submit the behind-the-wheel records to the FMCSA training provider registry. Participants are able to test for their CDL license through the DMV once the school has submitted their records.

Behind the Wheel - Range

A2.1	20 Sessions	Vehicle Inspection Pre-Trip/Enroute/Post-Trip
A2.2	30 Sessions	Straight Line Backing
A2.3		Alley Dock Backing (45/90 Degree)
A2.4		Off-Set Baking
A2.5		Parallel Parking Blind Side
A2.6		Parallel Parking Sight Side
A2.7		Coupling and Uncoupling

Behind the Wheel - Public Road

A3.1	10 Sessions	Vehicle Controls
		Including: Left turns, right turns, lane changes, curves at highway speeds, and entry and exit on the interstate or controlled access highway
A3.2		Shifting/Transmission
A3.3		Communications/Signaling
A3.4		Visual Search
A3.5		Speed and Space Management
A3.6		Safe Driver Behavior
A3.7		Hours of Service (HOS) Requirements
A3.8		Hazard Perception
A3.9		Railroad (RR)-Highway Grade Crossing

A3.10		Night Operation
A3.11		Extreme Driving Conditions
A3.12		Skid Control/Recovery, Jackknifing, and other Emergencies

DMV Truck Rentals

The school will provide up to 2 DMV truck rental trips.

We will meet at the Gardena Commercial Drive Test Center. 14825 Avalon Blvd, Gardena, CA 90248

You will be required to provide the following documents to the DMV when you take your behind-the-wheel driving test:

- Driver's License
- CDL Permit
- Medical Certificate submitted

Requirements for Completion

- Complete the course curriculum with a minimum GPA of 2.0.

Eligibility for Licensure

- Pass the school's theory examination with a minimum score of 80%, and obtain the CDL permit.
- Complete the minimum 15 hours behind-the-wheel training
- Submit the DL 1236 form to the DMV
- The DMV will administer the Commercial Driver License (CDL) final test. The examination includes air brakes inspection, pre-trip inspection, skills, and driving, and will be administered by a DMV representative.

Commercial Driver's License - Class A or B

Program Length: 120 Sessions; 30 days

Enrollment Requirements:

Have a valid Class "C" Driver's License

Must be free of physical impairment that would prohibit safe operation of the equipment. Individuals interested in a CDL program must be able to pass the DOT physical Exam.

Must be beyond the compulsory school attendance age. An individual cannot be D.O.T certified until reaching the age of 21 years; however, students between the ages of 18 and 21 can obtain a commercial driver's license to drive within the state of issuance.

Goals and Objectives:

The class course objective for DTS is to prepare students to successfully complete the minimum requirements for the FMCSA theory and Behind-the-Wheel - Range units. Training includes the requirements below. Once the course is successfully completed, and the student passes the tests provided by the school, the school is able to submit the theory and behind-the-wheel records to the FMCSA training provider registry. Participants are able to test for their CDL license through the DMV once the school has submitted their records.

A1.1 Basic Operations - covers the interaction between driver-trainees and the CMV. Driver-trainees will receive instruction in the Federal Motor Carrier Safety Regulations (FMCSRs) and will be introduced to the basic CMV instruments and controls. Training providers will teach driver-trainees the basic operating characteristics of a CMV

1.1.1	Orientation
1.1.2	Control Systems/Dashboard
1.1.3	Pre- and Post-Trip Inspections
1.1.4	Basic Control
1.1.5	Shifting/Operating Transmissions
1.1.6	Backing and Docking
1.1.7	Coupling and Uncoupling

A1.2 Safe Operating Procedures: teaches the practices required for safe operation of the combination vehicle on the highway under various road, weather, and traffic conditions. The training providers must teach driver-trainees the Federal rules governing the proper use of seat belt assemblies (§ 392.16).

1.2.1	Visual Search
1.2.2	Communication
1.2.3	Distracted Driving
1.2.4	Speed Management
1.2.5	Space Management
1.2.6	Night Operation
1.2.7	Extreme Driving Conditions

A1.3 Advanced Operating Practice: This section must introduce higher-level skills that can be acquired only after the more fundamental skills and knowledge taught in the prior two sections have been mastered. The training providers must teach driver-trainees about the advanced skills necessary to recognize potential hazards and must teach the driver-trainees the procedures needed to handle a CMV when faced with a hazard.

1.3.1	Hazard Perception
1.3.2	Skid Control/Recovery, Jackknifing, and other emergencies
1.3.3	Railroad-Highway Grade Crossings

A1.4 Vehicle Systems and Reporting Malfunctions - This section must provide entry-level driver-trainees with sufficient knowledge of the combination vehicle and its systems and subsystems to ensure that they understand and respect their role in vehicle inspection, operation, and maintenance and the impact of those factors upon highway safety and operational efficiency.

1.4.1	Identification and Diagnosis of Malfunctions
1.4.2	Roadside Inspections
1.4.3	Maintenance

A1.5 Non-Driving Activities - This section must teach driver-trainees the activities that do not involve actually operating the CMV.

1.5.1	Handling and Documenting Cargo
1.5.2	Environmental Compliance Issues
1.5.3	Hours of Service Requirements
1.5.4	Fatigue and Wellness Awareness
1.5.5	Post-Crash Procedures
1.5.6	External Communications
1.5.7	Whistleblower / Coercion
1.5.8	Trip Planning
1.5.9	Drugs/Alcohol
1.5.10	Medical Requirements

Behind the Wheel - Range

A2.1	Vehicle Inspection Pre-Trip/Enroute/Post-Trip
A2.2	Straight Line Backing
A2.3	Alley Dock Backing (45/90 Degree)
A2.4	Off-Set Baking
A2.5	Parallel Parking Blind Side
A2.6	Parallel Parking Sight Side
A2.7	Coupling and Uncoupling

Behind the Wheel - Public Road

A3.1	Vehicle Controls - Including: Left turns, right turns, lane changes, curves at highway speeds, and entry and exit on the interstate or controlled access highway
A3.2	Shifting/Transmission
A3.3	Communications/Signaling
A3.4	Visual Search
A3.5	Speed and Space Management
A3.6	Safe Driver Behavior
A3.7	Hours of Service (HOS) Requirements
A3.8	Hazard Perception
A3.9	Railroad (RR)-Highway Grade Crossing
A3.10	Night Operation
A3.11	Extreme Driving Conditions
A3.12	Skid Control/Recovery, Jackknifing, and other Emergencies

Applicants will be required to provide the following documents to the DMV when they apply to obtain the CDL permit:

- Driver's License
- Social Security Card
- Medical Certificate
- Proof of Residency (with 2 utility bills)
- Proof of Citizenship (Birth Certificate or Passport or any other DMV approved documentation)

Requirements for CDL Permit Testing

- Participants must pass the school's theory examination with a minimum score of 80%.
- Complete the course curriculum with a minimum GPA of 2.0.

DMV Truck Rentals

The school will provide up to 2 DMV truck rental trips.

We will meet at the Gardena Commercial Drive Test Center. 14825 Avalon Blvd, Gardena, CA 90248

Applicants will be required to provide the following documents to the DMV when they take their behind-the-wheel driving test:

- Driver's License
- CDL Permit
- Medical Certificate submitted

Requirements for Completion

- Complete the course curriculum with a minimum GPA of 2.0.

Eligibility for Licensure

- Pass the school's theory examination with a minimum score of 80%, and obtain the CDL permit.
- Complete the minimum 15 hours behind-the-wheel training
- Submit the DL 1236 form to the DMV
- The DMV will administer the Commercial Driver License (CDL) final test. The examination includes air brakes inspection, pre-trip inspection, skills, and driving, and will be administered by a DMV representative.

Electrical Wiring Technician - Residential (100 Hours)

Duration: 100 Sessions; 15 Days

Goals and Objectives:

Training includes the competencies required to become proficient in residential electrical wiring and maintenance. This certificate course is for vocational skill development. Successful graduate students receive a certificate and their transcripts remain available for potential employers to review.

Basic Electrical Safety - 10 hours

1.1	Electricity and Wiring Safety Basics
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Basic Electricity - 15 hours

2.1	Learn to read a Wiring Diagram
2.2	Understand Residential Circuits

2.3	Understand Groundings
2.4	Understand Receptacles

Tools Materials and Techniques - 15 hours

3.1	Understand Basic Electrical Boxes
3.2	Understand Basic Wiring Rules
3.3	Receptacle Testing
3.4	Power Wall Switches
3.5	Installing Basic Electrical Fixtures

Wiring, Cables, and Conduits - 20 hours

4.1	Familiarization with Wiring/Grounds
4.2	Fluorescent Light Fixture Installation
4.3	Plug Testing and Replacing
4.4	Thermostat Installation
4.5	Doorbell Installation

Residential Circuit Breaker Panels - 25 Hours

5.1	Panel Box Inspection
5.2	Circuit Breaker Selection and Installation
5.3	Fuse Selection and Installation
5.4	Switch Installation
5.5	Electrical Level Testing
5.6	Aged Wiring Evaluation

Project Finalization - 15 Hours

6.1	Continuity Electrical Testing
6.2	Troubleshooting Procedures
6.3	Final Finishing

Requirements for Completion

- Participants must pass the school's theory examination with a minimum score of 70%.
- The instructor will review the participants' hands-on projects throughout the course.

Electrical Wiring Technician - Commercial (100 Hours)**Duration: 100 Sessions; 15 Days****Goals and Objectives:**

This course is intended for the enhancement of a participant's knowledge/skill in the electrical wiring technician field. The course could lead to employment or self-employment but the school cannot guarantee such employment. This is a non-degree certificate program; students who successfully complete the program will receive a certificate from the school. There is no need for the student to obtain a license once he or she has completed the course.

Planning a Wiring Project - 15 Hours

1.1	Circuit map and wiring layout familiarization
1.2	Examine one's "Main" service
1.3	Evaluate electrical load

Codes/Permits - 10 Hours

2.1	Understand and apply local residential and commercial codes
2.2	Draw a wiring diagram and obtain appropriate permit(s)

Tools, Materials, and Techniques for commercial wiring - 15 Hours

2.3	Understand electrical boxes and wiring options
2.4	Understand the selection of proper materials
2.5	Electrical box installations

Wiring, Cables, and Conduits 20 Hours

3.1	Wiring and cable options familiarization for NM cabling and conduits for commercial loads
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Residential/Commercial Circuit Breaker Panels - 25 Hours

4.1	Circuit breaker panel selection and connection
4.2	Breaker selection and connection
4.3	Sub-panel installation
4.4	Electrical load level management

Project Finalization - 15 Hours

5.1	Continuity Electrical Testing
5.2	Common troubleshooting procedure testing

5.3	Final finishing details for residential applications
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Requirements for Completion

- Participants must pass the school's theory examination with a minimum score of 70%.
- The instructor will review the participants' hands-on projects throughout the course.

Electrical Wiring Technician - Industrial (100 Hours)

Duration: 100 Sessions; 15 Days

Goals and Objectives:

This course is intended for the enhancement of a participant's knowledge/skill in the field. The course could lead to employment or self-employment but the school cannot guarantee such employment. This is a non-degree certificate program; students who successfully complete the program will receive a certificate from the school. There is no need for the student to obtain a license once he or she has completed the course.

Service and Distribution - 10 Hours

1.1	Selecting and connecting circuit breaker panels and breaker basics
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Conductor and Wiring Methods - 20 hours

2.1	Wiring and cable option familiarization for installing NM cabling and conduits for commercial and industrial loads.
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Electrical Load Calculations - 10 Hours

3.1	Circuit map and wiring layout familiarization
3.2	Evaluate electrical loads examination
3.3	Sub-panel installation
3.4	Electrical load level management

Wiring Devices - 10 Hours

4.1	Wiring/grounds and switch options for installing fluorescent light fixture familiarization
4.2	Testing and replacing plugs, thermostats, etc. familiarization

Electrical Motors - 20 Hours

5.1	Individuals will work with simulations and mock ups for practical demonstrations, so they will develop personal familiarity and work with practice equipment including small motors.
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Motor Controls - 20 Hours

6.1	Wiring/grounds and switch option familiarization
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Industrial Lighting - 10 hours

7.1	Wiring/ground and switch options for installing fluorescent light fixtures and testing/replacing plugs familiarization
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Requirements for Completion

- Participants must pass the school's theory examination with a minimum score of 70%.
- The instructor will review the participants' hands-on projects throughout the course.

Admission Requirements

Prior to being considered for admission to the school, each applicant must:

CDL Courses:

1. Submit a completed qualification application to the admissions office.
2. Provide valid driver's license from student's resident state.
3. Must be free of physical impairment that would prohibit safe operation of the equipment. Individuals interested in a CDL program must be able to pass the DOT physical Exam.
4. Must be beyond the compulsory school attendance age. An individual cannot be D.O.T certified until reaching the age of 21 years; however, students between the ages of 18 and 21 can obtain a commercial driver's license to drive within the state of issuance.
5. Meet with an admissions representative to discuss educational plans and tour the facility.

Please note that you will be required to provide the following documents to the DMV when you apply to obtain your CDL permit:

- a. Driver's License
- b. Social Security Card
- c. Medical Certificate
- d. Proof of Residency (with 2 utility bills)
- e. Proof of Citizenship (Birth Certificate or Passport or any other DMV approved documentation)

Eligibility for Licensure:

The following are requirements for eligibility for licensure by the Department of Motor Vehicles (DMV). Individuals are required to obtain the Department of Transportation Medical Certificate prior to obtaining a permit, and must take and pass the Skills Performance examination at the DMV to obtain the CDL license.

1. Applicants must complete the Entry Level Driver Training conducted by the school.
2. Applicants must hold a commercial learner's permit for 14 days to apply to take the skills test.
3. Applicants must complete a minimum of 15 hours of behind-the-wheel training.
4. Submit a California Commercial Driver Behind-The-Wheel training certification (DL 1236).

Electrical Wiring Technician Courses:

1. Submit a completed qualification application to the admissions office.
2. Provide valid identification card or driver's license from student's resident state.
3. Must be free of physical impairment that would prohibit safe operation of the equipment.
4. Must be 18 years of age or older.
5. Meet with an admissions representative to discuss educational plans and tour the facility.

Eligibility for Licensure:

The school's Electrical courses are not intended to prepare participants for licensure; therefore, there are no eligibility requirements to do so.

Special notice to applicants

Please discuss any applicable items with your admissions representative prior to enrollment.

To be eligible to obtain ones' CDL license an applicant must not have:

1. More than two D.U.I's on your driver's record in a lifetime
2. A DUI conviction in the past 5 years
3. A felony conviction of any type in the last ten years. Please speak to the School counselor for more information.
4. Any recent hospitalization or under physicians care for emotional or mental instability.
5. Currently taking prescription drugs or under a physician's care (Schedule I drugs)
6. No more than one at fault accident in the last twelve months, or two accidents in the last 5 years.
7. Reckless driving or other misdemeanors in the past five years.

AND MUST

8. Be 21 years of age for interstate driving or 18 years of age for intrastate driving
9. Have no delinquencies on child support
10. Not be currently addicted to drugs or alcohol
11. Be able to pass the DOT Physical Examination
12. Be capable of reading and speaking the English language sufficiently to converse with the general public, so that one may understand traffic signs and signals in the English language, and to respond to official inquiries and to make entries or reports and records.

Admission Procedures

To apply for admission for school, applicants should contact the admissions office at the school to schedule an appointment for a personal interview and a tour of the school's facilities. At that time applicants will complete:

1. Submit a completed qualification application to the admissions office.
2. School officials will prepare, review the enrollment agreement and notify the applicant in writing on the status of his / her class start date.
3. Enrollees will receive the school catalog and student orientation packet.

This institution does not award credit for prior experiential learning.

Notice Concerning Acceptance and Transferability of Credits and Credentials Earned at Our Institution

DTS Technical, Inc. does not currently accept credits earned at another institution for our Electrical Wiring Technician courses. However, we do accept credits for the ELDT theory training to apply for our behind-the-wheel training course. DTS will verify the credits earned at another institution by requesting a certificate/attendance sheet from the institution from which you are transferring or with your CDL Permit; additionally, DTS will confirm your training has been submitted on the Training Provider Registry.

The transferability of credits you earn at DTS Technical, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you may 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 DTS Technical, Inc. to determine if your certificate will transfer.

Attendance Policy

Students are expected to attend classes as scheduled as they would be expected to be present for work.

1. **Absence** – Absences will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused.
2. **Tardiness** – Tardiness is a disruption of a good learning environment and will be discouraged. Tardiness without a legitimate reason on two occasions will be considered an absence. Students who arrive at the training location 15 minutes after the class start time may be turned away from the training.
3. **Interruption for unsatisfactory attendance** – Students with two unexcused absences in any class may receive a written notification of unsatisfactory attendance. Any unexcused absences during such probation periods will be reported to the director.
4. **Class cuts** – Class cuts will be considered unexcused absences.
5. **Leave of absence** – Written requests for leave of absence will be considered and such leaves may be granted to students at the discretion of the school director. When available for a reentrance, the student must contact the main office location and sign a reentrance letter. A new estimated completion date will be provided at said time. The revised completion date will be estimated on the days required to complete the remaining course hours.
6. **Dismissal** – Students failing to maintain satisfactory attendance will be advised by the school counselor. If the attendance fails to improve, the school director will dismiss the student for unsatisfactory attendance. Re-admittance may be permitted if the cause or the unsatisfactory attendance has been corrected.

Satisfactory Progress Policy / Student Achievement

Each student must attain a minimum cumulative grade point average (GPA) of 80% on the theory portion of the classes, and a cumulative 70% grade point average upon graduation. Student's progress will be reported at the end of each five day interval. If the student falls behind the above stated grade point average, the student will be placed on formal academic probation. The student will be given lesson plans to bring their grade up to minimum cumulative GPA, this must be accomplished within 5 days. Any student that fails to bring up their GPA within the above mentioned time frame will be dismissed from the school. The student may be reinstated into the school providing that they bring their GPA up to minimum standards and request reinstatement in writing. This must be accomplished within the maximum time frame allowed to complete the training. Failure to complete the training within the scheduled end dates will be grounds for dismissal from the school. Any student earning a grade of less than 70% in any portion of the course must repeat that course and successfully complete the course prior to graduation. If a course is repeated, the grade earned for repeating the course will replace the original grade earned in determining the student's satisfactory academic process and overall cumulative grade point average. All grades earned for all courses the student attempted will remain on the student's transcripts.

Termination Policy

A student is subject to termination for violating any of the following:

- The school must terminate any student who is unable to satisfactory achieve the knowledge and skill required by the occupation for which the training is intended
- Failure to meet the minimum GPA or fail to complete the training within the maximum time frame, the student must be dismissed.
- Failure to comply with the schools attendance policy
- Failure to comply with the schools conduct policy
- Failure to meet all financial obligations to the school
- Violation of any of the conditions set forth and agreed in the enrollment agreement.

Conditions for Reinstatement

Reinstatement will be approved only after evidence is shown to the director's satisfaction that conditions which caused interruption for unsatisfactory progress have been rectified. A diploma will be issued upon satisfactory completion of the course and all tuition and fees must be paid in full or otherwise accounted for.

Students conduct

At the discretion of the school administration; a student may be dismissed from the school for any serious incident or repeated incidents of intoxicated or drugged state of behavior, possession of drugs or alcohol on the school premises, possession of weapons on school premises, disobedient or disrespectful behavior to another student, administrator or faculty member, or any other stated or determined infraction of conduct.

A student will be suspended or terminated from the school if they are found guilty or suspected of violating any of the school's conduct standards, which are considered the following:

- Cheating, stealing, destruction / misuse of school property or another's property.
 - The school is not responsible for any lost or stolen items. Keep valuables locked in your vehicle. Any lost school items (like the handout) will be replaced at the student's expense.
- Using inappropriate language in a class and/or directed towards others (insubordination).
- Any unprofessional conduct that the school director deems inappropriate behavior or is determined a threat to the well-being of the students and employees of the school.
- Students may only show up to classes on scheduled class dates and times. If a student desires to make changes to his/her schedule, he/she must first get approval from a school representative.
- Students are asked to refrain from bringing food and or drinks (except water) into the computer lab, classrooms, or vehicles.

Tuition Policies and Fees

All tuition and fees must be paid prior to commencement of classes unless other arrangements have been made. If needed there are public and private agencies who may provide tuition assistance in the form of loans and grants to those who qualify under their guidelines.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Tuition reimbursement may be offered by one's current or future employer. Speak to your company HR Representative or manager to see if they offer tuition reimbursement.

Note: We may give participants a discount at the discretion of the school.

Entry Level Driver Theory Training (CDL Theory Training)			
\$350.00 \$50.00 <u>\$100.00</u> \$500.00	Tuition Registration* Books* Total Institutional Charges	Total charges for a period of attendance	\$500.00
		Estimated schedule of total charges for for the entire educational program	\$500.00

Hazardous Materials Theory Training			
\$200.00 \$50.00 <u>\$0.00</u> \$250.00	Tuition Registration* Books* Total Institutional Charges	Total charges for a period of attendance	\$250.00
		Estimated schedule of total charges for for the entire educational program	\$250.00

CDL Behind-The-Wheel Training			
\$2,150.00 \$250.00 <u>\$100.00</u> \$2,500.00	Tuition Registration* Books* Total Institutional Charges	Total charges for a period of attendance	\$2,500.00
		Estimated schedule of total charges for for the entire educational program	\$2,500.00

*Nonrefundable

Additional Fees one may incur while enrolled in one of the CDL programs include:

Commercial Driver's Training: Class A or B			
\$4,650.00 \$250.00 <u>\$100.00</u> \$5,000.00 \$98.00 <u>\$100.00</u> \$5,198.00	Tuition Registration* Books* Total Institutional Charges State Exam Fee DOT Physical Exam Total Institutional Charges	Total charges for a period of attendance	\$5,198.00
		Estimated schedule of total charges for for the entire educational program	\$5,198.00

Cost	Description	Paid to:
\$60.00 to \$100.00	Physical Examination	An approved DOT Clinic
\$98.00	State Exam CDL Application Fee	DMV
\$45.00	Commercial driving or skill retest	DMV
\$58.00	Adding the following endorsements: - Tank - Doubles and Triples - HAZMAT	DMV
\$86.50	Fingerprint HAZMAT	IDEMIA
\$126.50	Fingerprint TWIC Card	IDEMIA

Electrical Wiring Technician - Residential			
\$2,150.00 \$250.00 <u>\$100.00</u> \$2,500.00	Tuition Registration* Supplies & Materials* Total Institutional Charges	Total charges for a period of attendance	\$2,500.00
		Estimated schedule of total charges for for the entire educational program	\$2,500.00

Electrical Wiring Technician - Commercial			
\$2,150.00	Tuition	Total charges for a period of attendance	\$2,500.00
\$250.00	Registration*	Estimated schedule of total charges for for the entire educational program	\$2,500.00
<u>\$100.00</u>	Supplies & Materials*		
\$2,500.00	Total Institutional Charges		

Electrical Wiring Technician - Industrial			
\$2,150.00	Tuition	Total charges for a period of attendance	\$2,500.00
\$250.00	Registration*	Estimated schedule of total charges for for the entire educational program	\$2,500.00
<u>\$100.00</u>	Supplies & Materials*		
\$2,500.00	Total Institutional Charges		

*Nonrefundable

Additional Fees one may incur while enrolled in one of the CDL programs include:

Cost	Description	Paid to:
\$500.00	Wire connector assortment, gloves, heavy duty electrical tape, voltage tester, Quinn 3 piece high voltage pliers, ratcheting screwdriver, set (26 piece set), 8" Self Adjusting wire stripper, professional wire stripper, 6-½" wire stripper, 5" V-Notch wire stripper, professional wire stripper, 9-½" 3 in-in Multipurpose stripper/crimper/cutter, cable splicing kit, Fork Meter CAT III 600V, Tool box, and tool belt.	Added to enrollment agreement

The pricing above does not reflect any discounts, customization of course curriculum or length, for state and local government agencies, non-profit organizations, faith based organizations, city and county agencies, or monthly discounts given by the school. The school reserves the right to make any and all changes to any promotional discounts and or any all monthly discounts with or without warning.

Student Services

Job Placement Services: include resume preparation, career development classes, and job leads.

- If you fail to attend a minimum of 2 job interviews/appointments, the school will stop providing placement services due to lack of participation.

- Students must provide an H-6 printout (attainable at the DMV for \$2, for CDL courses) before placement services can be rendered.

Although the school does provide Job placement assistance, it cannot guarantee placement or level of income or wages. Students are encouraged to attend recruiter presentations when they become available.

Recruiter presentations: Recruitment orientations will be announced in advance on our website and notices. These presentations will give students/graduates the opportunity to get company information and speak to the company recruiters.

Job Fairs: The school invites companies that hire school graduates. Everyone, including current students and graduates, is encouraged to attend. These presentations will give students/graduates the opportunity to get company information and speak to the company recruiters.

Please note that the school will request job information from all graduates. The information is used to complete the school's performance fact sheets. The information will be provided to any 3rd party funders who have paid for one's course.

Training Certification Completion: As a train provider registered on the Federal Motor Carrier Safety Administration (FMCSA)'s Training Provider Registry, the school will electronically submit driver training certification records as required by the ELDT regulations.

US DOL Standard Occupational Classification Codes:

Commercial Drivers Training –

- 53-3030 Driver/Sales Workers and Truck Drivers
- 53-3031 Driver/Sales Workers
- 53-3032 Heavy and Tractor-Trailer Truck Drivers
- 53-3033 Light Truck Drivers

Note that the CDL jobs available may vary on whether or not an individual adds the endorsements to their license.

Electrical Wiring Technician - Residential

- 47-3013 Helpers-Electricians
- 49-2092 Electric Motor, Power Tool, and Related Repairers

Commercial and Industrial

This certificate course is for vocational skill development. Although there is a chance that this course could lead to employment, this course by itself is not created to prepare graduates for entry level employment within this vocation.

- 49-2094 Electrical and Electronics Repairers, Commercial and Industrial Equipment

Records Retention

In addition to permanently retaining a transcript as required by section 94900(b) of code 71930, state law requires this educational institution to maintain school and student records for a five year period. We will discard any files not within the 5 year period from the date of the student's completion or withdraw.

Notice of Student Rights

1. You may cancel your contract with the school, without any penalty or obligation on your first class session or the seventh day after enrollment, whichever is sooner, as described in the Notice of Cancellation form that will be given to you at the first class you attend.

(Note: you will receive two cancellation forms)

Read the notice of cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop the school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost the contract, ask the school for a description of the refund policy.

Buyer's right to Cancel and Refund Right

1. You have the right to cancel this agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day of enrollment, whichever is sooner. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current period of attendance in your program through the last day of attendance.
 - a. Cancellation occurs when you give written notice of cancellation at the school address shown on the front page of the enrollment agreement. You can do this by mail, in person, by fax, or telegram to Maria A. Galvez. The notice of cancellation, if mailed, is effective when deposited in the mail properly addressed with postage prepaid. This notice need not take any particular form; it needs only state you wish to cancel the agreement. You will be given two Notice of Cancellation forms on the first day of class. If you cancel this agreement, the school will refund any tuition you paid within 45 days after your notice is received.
2. If the school has given you any equipment, you shall return it to the school within 30 days following the date of your notice or cancellation or withdrawal. If you fail to return this equipment in good condition (at the discretion of the school administration) within the 30 day period, the school may retain the portion of payment paid to you by the document cost, and deduct the amount from any refund that may be due to you; once you pay for the equipment, it is yours to keep without further obligation.
3. You have the right to withdraw from the school at any time. If you withdraw from the course of instruction after the cancellation period as in paragraph 1, the school will remit a refund less a registration fee (not to exceed \$250.00) 45 days following your withdrawal. You are obligated to

pay only for educational services rendered/reserved and unreturned/Non-refundable equipment. The refund shall be the amount you paid for instruction minus the hours of instruction received/reserved, the registration fee, handout, and supplies/materials. You are liable for the amount, if any, if you have received more training sessions than what you have paid. If the amount you have paid is more than the amount you owe, a refund will be made to you. If the amount you owe is more than the amount you paid, you will have to make arrangements to pay it within 30 days of your withdrawal from the school.

a. Non-refundable fees:

- i. Registration Fee: \$50-250 - This fee is non-refundable after the student enrolls in the program. The cost is based upon the cost of recruitment and enrollment of the student into the program.
 - ii. Supplies/Materials: See your enrollment agreement- This fee is charged to cover the cost of school uniform, booklets/resources given to the students, pens/pencils, and paper/computer examinations. This fee is non-refundable, unless all materials were not used, and are returned to the school in mint condition. This includes, but is not limited to having no folds, missing pages, writing, rips/tears, etc.
4. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:
 - a. You notify the school of withdrawal or the actual date of withdraw
 - b. The school terminates your enrollment.
 - c. You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the day you were supposed to return.
5. If any portion of your tuition was paid from loan proceedings, the refund will be sent to the lender or the agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

Grievance / Complaint Procedure

Under the DTS Technical, Inc. grievance / complaint procedure, one is entitled to the following within the specified days from the day they file a grievance or complaint:

1. Assistance from a school representative in preparing your complaint in writing (within 1st day).
2. An informal conference with a school representative in order to discuss your complaint (within 5 days).
3. A decision on your complaint from a school representative (within 10 days).
4. An informal conference with a school representative, Applicant / participant to identify and classify the issues of disagreement in an attempt to reach a mutually satisfactory resolution (within 15 days).
5. An informal hearing on your complaint with the school Director (within 60 days).
6. A final decision on your complaint from the school Director (within 60 days).

This institution does not have a pending petition in bankruptcy, and is not operating as a debtor in possession. No petition has been filed within the preceding 5 years, or has 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.)

Nondiscrimination Policy

DTS Technical, Inc. provides equal enrollment opportunities to all applicants without regard to race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, gender identity, sexual orientation, marital status, medical condition (cancer-related and genetic-related), and disability, and on other basis prohibited by law. In addition to federal law requirements, DTS Technical, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of enrollment, including recruiting, placement, promotion, withdrawal, termination, reinstatement, transfer, leaves of absence, and training.

DTS Technical, Inc. prohibits any form of harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of DTS Technical, Inc.'s students to complete their training may result in discipline up to and including discharge. If you feel like you have been mistreated with regards to any section of this policy, please do not hesitate to contact Maria Galvez [(323)728-2460 or mgalvez.dts@gmail.com]; additionally, you may fill out the school's discrimination complaint form which can be obtained at our main office location, and submit it to Maria Galvez.

What To Do If You Believe You Have Experienced Discrimination:

If you think that you have been subjected to discrimination, you may file a complaint within 180 days from the date of the alleged violation with either:

- 1) The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose): Maria Galvez at (323)728-2460 or mgalvez.dts@gmail.com
 - a) Fill out our Discrimination Complaint form, and submit it to the designated EO officer.
 - b) You will receive a letter (either through the mail or email) confirming the receipt of your form within 5 business days.
 - c) Allow up to 90 days from the date your form was received by the designated EO officer to receive a Notice of Final Action.
- 2) The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.”

The designated EO Officer must:

- 1) Stamp the date the complaint was received. If the Discrimination Complaint form was received by another school representative, he or she must keep the form until they are able to hand the form directly to the EO officer.
- 2) Once the form is received, the EO must send the complainee a letter confirming that he/she has received the Discrimination Complaint form.
 - a) At the very least, the letter must state the complainant's name, address, the date the form was received, and a notice that it may take up to 90 days for a resolution to take place.
- 3) The EO officer must review the complaint, and gather any relevant information regarding the complaint.
 - a) Information may be gathered from various sources depending on the complaint made.
 - b) We may request for information from the complainee.
- 4) Once the EO officer has reviewed the complaint and has made a decision regarding the incident, a Notice of Final action must be submitted

To handle discrimination complaints from partners or subcontractors, the school's designated EO will follow the same policy as a complaint from a direct participant; however, the partners/subcontractors will also receive updates, and copies of documents related to the incident

Sexual Harassment Policy

You have the right to have a harassment-free education. There is NO tolerance of sexual harassment.

The following is deemed unacceptable behavior:

- Unwelcome sexual advance or invitations
- Unnecessary or unwanted touching such as groping, massaging, or pinching, blocking movement, or physically interfering with the work of another individual
- Threats or demands that a person submit to sexual requests as a condition of continued employment or to avoid some other loss, and offered of employment-related benefits in return for sexual favors
- Displaying or sharing offensive images such as posters, videos, photos, cartoons, screensavers, emails, drawings, or social media sites that are derogatory or sexual.
- Offensive comments about appearance, or other personal or physical characteristics, such as sexually charged comments or comments on someone's physical disability.

Reporting: Please report any sexual harassment at the workplace to Maria Galvez by calling (323)728-2460. Should you require speaking to someone else, please report the harassment to Aida Galvez at (909)758-2812.

See our Grievance / Complaint procedure to file a report on the harassment.

Drug Free Policy

DTS Technical, Inc., Inc. is a Drug-Free Workplace. We intend to provide a drug-free education environment for our clients and our employees. With this goal in mind. We are establishing the following policy for existing and future employees and students:

The school explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

RANDOM TESTING: Employees and students may be selected at random for drug and/or alcohol testing at any interval determined by the Company.

FOR-CAUSE TESTING: The Company may ask an employee/student to submit to a drug and/or alcohol test at any time it feels that the employee/student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

POST-ACCIDENT TESTING: Any employee/student involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Additional Policies

Students may find policies regarding Student Conduct, Dress Code, and Liability for our CDL training courses in our Student Orientation & Policies packet.