



Empire Trucking School

Student Catalog

January 1, 2026 to December 31, 2026

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ADDRESS: 11479 S. East End Ave. Ontario, CA 91710

(CEC §94909(a)(1))

WELCOME TO EMPIRE TRUCKING SCHOOL!

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WELCOME TO EMPIRE TRUCKING SCHOOL!

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WELCOME TO EMPIRE TRUCKING SCHOOL!



WELCOME TO EMPIRE TRUCKING SCHOOL!

I would personally like to extend a warm welcome to every student who has enrolled or is considering enrollment in our Truck Driving program. This Catalog is available to prospective students and anyone interested in our program (CEC §94909(a) and §94909(c)). Our simple program is designed to provide every student with the necessary knowledge and techniques required to become a successfully competent truck driver. No matter if you are an experienced professional looking to get back in the industry or someone who is brand new to the trucking world, our program can be fully customized to accommodate every student based on their individual needs.

While we understand that going into any truck driving program requires full commitment and dedication, your devotion and drive to learn will be the ultimate keys to your success in our program. We encourage you to take full advantage of the support and resources that we offer every student coming into our program.

Should you have any questions or need more information regarding our program, please do not hesitate to contact our office at (562) 325-4668. One of the administrative staff will be happy to discuss anything you may need to solidify your decision in our program.

Again, I commend you for taking this crucial step in securing your future in the trucking industry. We at Empire Trucking School look forward to observing your growth and watching you graduate from our program with full confidence.

Best wishes,

Frank Velasco

Frank Velasco, C.E.O.

SCHOOL INFORMATION

Our Mission, Purpose, and Objective

Empire Trucking School provides industry-leading professional truck driver training and counseling regarding job placement. We are committed to delivering superior training programs aligned with the latest trucking industry requirements. Our primary is serving students from Los Angeles County, Orange County, and San Bernardino County. With the professional truck driver skills gained and continued equipment safety training via our training program, our students gain the confidence needed to establish career success in the country's leading employment industry. We are pleased to offer the **Class A Professional Driver** program and **Class A Experienced Driver** program, with the objective of providing students with the skills and expertise required to become licensed, entry-level commercial drivers. For a detailed description of our programs, please see page 16 of this Catalog. Our programs prepare graduates for careers in over-the-road, local, and long-haul trucking. Our goal is to become Southern California's top truck driving school. (5, CCR §70000(q) and (r) and §71810(b)(2))

Approved to Operate by the Bureau

This institution is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (“**Bureau**”). Approval to operate means the institution is in compliance with the state minimum standards as set forth in the California Education Code under CEC §94909(a)(2) and §94897(l)(1)(2).

Classroom and Training Location

All classes and training will be held at the following location (CEC §94909(a)(4)):

Empire Trucking School
11479 S. East End Ave.
Ontario, CA 91710

Facility Description and Type of Equipment Used During Instruction

Empire Trucking School sits on 0.5 acres of paved property with an office building. The classroom, where instruction is held, is separate from the office, providing a dedicated learning area. It is well-lit and ventilated, designed to ensure a comfortable learning environment for students. The classroom accommodates up to thirty (30) students. Restrooms are located outside for the student use throughout the program.

During the training period, students will utilize various books, handouts, and visual aids provided by Empire Trucking School. The training yard, located on an asphalt area, is designated for hands-on truck driver training.

Empire Trucking School uses a fleet of six (6) day-cab trucks, including:

- 2011 International
- 2012 International

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- 2013 International
- 2014 International
- 2017 International
- 2010 Freightliner

In addition, the school utilizes five (5) 27' trailers. All trucks are maintained in compliance with federal and state regulations to ensure safety and reliability. (5, CCR §71735 and §71810(b)(9))

Office and Admissions

NAME	TITLE	EXPERIENCE
Mary Jean Velasco	Office Manager	Combination of 6 years of office experience

TUITION & FEES (CEC §94870 and §94909(a)(9))

CLASS A Professional Driver (8-WEEK PROGRAM)	FEES	CLASS B PROFESSIONAL DRIVER (3-WEEK PROGRAM) ¹	FEES
Total Program Tuition	\$5,400.00	Total Program Tuition	\$3,100.00.
Registration (non-refundable)	\$250.00	Registration (non-refundable)	\$250.00
Books & Supplies	\$150.00	Books & Supplies	\$150.00
STRF Fee (non-refundable)	\$0.00	STRF Fee (non-refundable)	\$0.00
Total Cost	\$5,800.00	Total Cost	\$3,500.00
¹ Pre-requisite: Valid Class A license with a current and valid medical certificate card with no more than 60 days without operating a commercial vehicle from the date of enrollment.		Job Classification Codes (5, CCR §74112 (d)(3)): 53-3032 Heavy and Tractor Trailer Truck Drivers 53-3033 Light Truck or Delivery Services	

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ESTIMATED SCHEDULE OF TOTAL CHARGES

Students are required to pay a non-refundable registration fee of \$250 at the time of enrollment, which is applied toward the total program cost.

Books and supplies are refundable during the institution’s cancellation period. After the cancellation period has elapsed, books and supplies become non-refundable.

The remaining balance of the total program cost after the registration fee is as follows:

- Class A Professional Driver Program: \$5,550
- Class B Professional Driver Program: \$3,250

The remaining balance must be paid prior to the start of training or in accordance with an approved payment arrangement. Payment arrangements, if applicable, will be clearly outlined in the Enrollment Agreement and agreed upon prior to the start of training. All charges are due in accordance with the terms stated in the signed Enrollment Agreement.

FACULTY STAFF INFORMATION

FRANK VELASCO

Chief Academic Officer (CAO) / Institution Director

Frank Velasco serves as the Chief Academic Officer (CAO) of Empire Trucking School. He is responsible for overseeing all academic programs, instructional staff, curriculum compliance, and student outcomes to ensure the institution meets all applicable federal and state regulations.

The CAO’s performance is evaluated annually based on regulatory compliance, instructional effectiveness, student success outcomes, and overall academic quality. The institution maintains written policies outlining the CAO’s duties, responsibilities, and evaluation criteria.

MARY JEAN VELASCO

Institution Co-Director / Office Manager

With a combination of 6 years of office experience, the Office Manager manages student records and communicates with outside agencies regarding students. She is also responsible for managing office procedures and recordkeeping.

INSTRUCTORS

NAME	LICENSE	EXPERIENCE
Frank Velasco	CDL	24 years of tractor-trailer experience
Justin Plumber	CDL	3 years of tractor-trailer experience

ADMISSIONS ELIGIBILITY CRITERIA & PROCEDURES

Eligibility

To be eligible for admission, applicants must meet the following criteria:

- Read, write, and comprehend English (English language proficiency can be equivalent to 10th grade level and up with a High School Diploma), in accordance with Federal Motor Carrier Safety Administration (FMCSA) requirements. (5, CCR §71810(b)(4))
- A High School Diploma, G.E.D., or equivalent, or successful completion of an Ability-to-Benefit (ABT) test administered by a third-party examiner. The ABT test is an online exam that assesses basic reading and writing skills and is required for applicants who cannot provide a High School Diploma, G.E.D., or DD-214.
- Be at least 18 years of age (minimum age for interstate driving is 21 years old).
- Submit a DD 214 (Veteran applicants only).
- Submit a current and valid California driver license.
- Submit proof of California residency.
- Present a Social Security card and Resident Alien Card (if applicable). WE WILL NOT ACCEPT ANY DOCUMENTS THAT ARE LAMINATED OR TAPED TOGETHER.
- * • Pass a Department of Transportation (D.O.T.) physical examination (DL 51).
- Obtain a Department of Motor Vehicles driving record printout.

ENGLISH LANGUAGE SERVICES

Empire Trucking School does not provide English as a Second Language (ESL) instruction or other English language services; therefore, no additional costs apply. All instruction, training, and materials are provided in English. Students must have sufficient English proficiency to understand course instruction, safety procedures, and successfully complete the program requirements.

Note: Applicants with any DUI convictions, more than three (3) moving violations, any Workers' Compensation claims within the past three (3) years, felony convictions, back or neck problems, or a non-verifiable work history must consult with an Admissions Representative to assess whether these factors may impact their ability to secure a position in the truck driving industry. Each case is evaluated individually on a case-by-case basis.

Admission Process and Requirements (CEC §94909(a)(8)(A), and 5, CCR §71770)

For admission into any program at Empire Trucking School, an Admissions Representative must conduct an interview with the applicant. During this interview, the prospective student will be provided with an admissions application to complete. The applicant will be informed about the programs offered, admission requirements, class start dates, safety requirements, the need for a negative drug test result, and general institution policies.

All applicants will personally receive a Student Catalog. Additionally, members of the public may access the Student Catalog at www.empiretruckingschool.com. If possible, the prospective student will also be given a tour of the school.

We thoroughly explain any potential hardships that may potentially hinder the student from securing employment with certain employers, however, we train and provide guidance on job placement for those who meet the admission requirements, as outlined above.

Once an applicant is determined to be qualified for training, an Enrollment Agreement is processed and forwarded to the Institution Director for final approval. At the time of enrollment, each student receives a "**Notice of Student's Rights**," which outlines their right to cancel the training contract.

Empire Trucking School does not discriminate any student or prospective student based on race, color, sex, disability, nationality, creed, or ethnic origin in the administration of its educational policies, admission policies, and other institutional administered programs.

Empire Trucking School reserves the right to revise the procedures for admission or graduation, or to modify the staff, to change or modify the content of the materials of any course, change tuition fees, class schedules, and any other regulations affecting the student body such as, but not limited to, suspending or dropping any student whose attendance, conduct, or academic performance does not meet the requirements set forth by Empire Trucking School. Initially all changes will occur after a written notice is given with sufficient time for the modifications to be implemented. In addition, students currently enrolled will not be affected by any change in tuition or course length. Ultimate resolutions of all matters including readmissions of suspended or terminated students will remain with the Institution Director.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Empire Trucking School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in Class A Professional Driver or Class B Professional Driver is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution is 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 Empire Trucking School to determine if your Certificate of Completion will transfer.

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ATTENDANCE REQUIREMENTS

Empire Trucking School requires every student to have a good attendance record. Excessive absences or tardiness may be grounds for dismissal from the program, as it would be in the trucking industry. **The student cannot have more than five (5) unexcused absences otherwise they will be dropped from the course.** Upon the third unexcused absence, an email will be sent out to the student, notifying the student of our acknowledgment of their absence. If the student does not respond to the email within 24 hours, a drop warning letter will be emailed to the student. If the student does not respond to the second email within 48 hours, the student will be dropped from the course. If the student has more unexcused absences than what the program grants, an automatic termination of the course and a drop notice will be put into effect and the appropriate agency will be notified including but not limited to: city, state, or local government agencies including Veteran's Affairs offices. Attendance is considered in the evaluation of each student's performance and when making recommendations to employers.

Notice Regarding Acceptance of Credits

Empire Trucking School has not entered into an articulation agreement with any college or university and does not accept any credits earned at other institutions or through challenge examinations and achievement tests. CEC 94909(a)(8)(A)

Absences

An absence will be considered "excused" only under the following circumstances: illness, death, or birth in the immediate family. All absences must be authenticated in writing and will be determined "excused" or "unexcused" at the discretion of the Institution Administrators. All other absences will be considered "unexcused" including but not limited to "cutting class" or "ditching class".

Tardiness

Tardiness is a disruption of a learning environment and is discouraged by Empire Trucking School. Being on time is not only important for the institution but also a fact of life in the trucking industry as well. **Tardiness exceeding 10 minutes without a legitimate reason on two (2) occasions will be considered as one (1) unexcused absence.**

Warning / Drop Procedures

Any student with three (3) consecutive unexcused absences (whether from absences or tardiness) will receive an email acknowledging the absences. If the student does not respond to this email within 24 hours, a second email containing a drop warning letter will be sent to the student. Students with five (5) consecutive unexcused absences will receive a written notification that they will be dropped from the program unless immediate arrangements are made with Institution Administrators. **Failure to respond to the drop warning letter will result in termination from the program.** CEC 94909(a)(8)(C)

Make-Up Work

Make-up work will be scheduled by the Institution Director for excused absences only, at no additional fee. **All incomplete work must be completed within one (1) week.** All make-up work will be scheduled

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depending on equipment and instructor availability. A student will not be eligible to graduate if they fail to complete all mandatory make-up course work.

Leave of Absence (CEC §94909(a)(8)(E))

Empire Trucking School recognizes the fact that circumstances may arise during training that would make it difficult for a student to continue training. The Institution Director may grant a student a Leave of Absence upon written request. A written response from the Director will be sent to the student within 48 hours of receiving their request. A Leave of Absence indicates that the student has sincere intention of resuming his/her education. A student who has been granted a Leave of Absence must enroll in the first class following the end of their leave or the student will be dropped from the program. **The Leave of Absence cannot exceed sixty (60) calendar days.** All requests must be made in writing and mailed to hand delivered to:

**Attn: Institution Director
Empire Trucking School
11479 S. East End Ave.
Ontario, CA 91710**

STUDENT CONDUCT RULES AND REGULATIONS

The standards of Empire Trucking School are modeled after those that exist in the trucking industry. Students are expected to observe the institution's regulations, to follow directions given by their instructor, and to conduct themselves in a manner that is in credit to the Institution, their fellow peers, and the trucking industry as a whole. The following activities in or around the institution's facilities and/or equipment will be grounds for immediate dismissal:

- Under the influence of drugs or alcohol or failing a drug test.
- Smoking in unauthorized areas (i.e. inside the classroom, inside or in close proximity of trucks, etc.).
- Unauthorized truck starting or operation.
- Harassment of fellow students.
- Cheating.
- Recording devices of any kind including audio and visual recording devices.

Any student involved in any accident during their training program will be subjected to submit to a drug and alcohol test. If the student is found to be at fault, they will be immediately removed from the training program and may be financially responsible for any and all damages including tuition fees. Please refer to the Accident Waiver and Release of Liability Policy located in the enrollment paperwork. All students are given copies of the Rules and Regulations on the first day of enrollment. All students must fully read and sign the Rules and Regulations, and the signed copy will then be placed in the student's academic record. The Rules and Regulations inform the student of the institution's warning procedure used for unsatisfactory attendance and academic performance.

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Dress Code

Students are expected to arrive at the institution clean and neatly groomed. You will be in contact with dirt and grease. With that being said, we recommend jeans, T-shirts, sweatshirts, and comfortable shoes. For safety reasons, we cannot allow the following:

- Any open-toe or high-heeled shoes.
- Dangling earrings or any loose jewelry.
- Large belt buckles.
- Bare chests or tank tops.
- Long hair that is not tied back.
- Excessively short shorts.
- Any headgear that covers the ears or blocks your vision.

STUDENT SERVICES (5, CCR §71810(b)(12))

Empire Trucking School and its faculty take pride in assisting our students in any way possible. This assistance is not only to address the student's academic or occupational needs, but it can range from providing information regarding local restaurants, public transportation, arranging special and/or make-up training as needed.

Students with special needs that we are not qualified to address (such as, personal/family counseling needs, substance abuse, financial problems, etc.) are referred to the appropriate community resources available. An updated list of such agencies is available to our students upon request. All student services are available during the training period and after graduation.

All student services are administered in the English language.

Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov. CEC §94909(a)(3)(D)

Learning Resources

All students have access to the Resources Wall, which provides information on commercial and learning materials. These resources are available during regular business hours. Empire Trucking School does not have a library; however, students can utilize the learning materials available on the Resources Wall. (5, CCR §71740 and §71810(b)(10))

Experiential Credit

Empire Trucking School does not grant credit for prior experiential learning.

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California Residents Only

Empire Trucking School does not accept students from other countries. It is a requirement for any commercial driver to be a California resident, therefore, students with visas will not be accepted into one of our approved training programs. No visa services or sponsorships will be provided to any student (5, CCR §71810(b)(3)). All training will be provided in English only (5, CCR §71810(b)(4)). Per the California Department of Motor Vehicles, “The commercial driving test will be administered in the English language only. This is pursuant to Federal Motor Carrier Safety Administration regulations §§391.11(b)(2) and 383.133(c)(5)”. Students must be able to read, write, and comprehend the English language.

Language

Empire Trucking School welcomes students from all backgrounds and ethnicities to apply for our programs. Please be aware that all training and materials are printed in the English language only, as you would find when taking the DMV exams.

Housing

The institution does not provide housing or dormitory facilities for its students. It is the student’s responsibility to find housing or make arrangements if they are traveling away from their home to attend one of our approved training programs. There are local lodging facilities within a 5-mile radius of our site. The cost of these lodging facilities may vary from \$60.00 to \$150.00 per night. Empire Trucking School does not offer reimbursement to any out-of-pocket housing or food costs that the student may accumulate while attending one of our approved training programs. Empire Trucking School has no responsibility to find or assist a student in finding housing during or after training has commenced.

Convictions, Health Issues, or Non-Verifiable Work History

Any student that has any D.U.I. conviction, three (3) or more moving violations, a felony conviction, back or neck issues, Workers Compensation claims in the past three (3) years, or non-verifiable work history should contact an institution administrator prior to enrolling into a program so that we may assess, on an individual basis, whether or not any of the conditions would prevent the applicant from obtaining an entry-level position in the trucking industry with certain employers.

Drug Policy

Empire Trucking School is committed to providing a safe academic environment and promoting the well-being and health of its students. That commitment is jeopardized when any student illegally uses drugs or alcohol while on institutional premises, arrives to the institution with substances present in his/her body, or possesses, distributes, or sells drugs here at our facility. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that illegal drug use and alcohol abuse are strictly prohibited while attending any program offered at Empire Trucking School. Therefore, Empire Trucking School has established and adopted the following policy:

- It is a violation of the institution policy for any student to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or alcohol on the institution’s premises.

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- It is a violation of the institution policy for anyone to report to the institution under the influence of any illegal drugs or alcohol – that is, with illegal drugs or alcohol present in his/her body.
- It is a violation of the institution policy for anyone to use any prescription drugs illegally. However, it does not include the appropriate use of legally prescribed medication.
- Violations of this policy are subject to disciplinary action up to and including termination from the program.

Empire Trucking School will not discriminate against any student with a past history of drug abuse. The institution has adopted testing practices to identify students who use illegal drugs either on or off the campus. It shall be a condition of enrollment for all students to submit to a drug test under the following circumstances:

- Post-accident test.
- Reasonable suspicion test.
- Random test.
- Return-to-duty and follow-up tests.

Everyone shares a responsibility for maintaining a safe academic environment and fellow classmates should encourage anyone who uses drugs or alcohol in the workplace to seek help.

Academic Standards, Probation, and Dismissal

Empire Trucking School requires students to maintain a 2.0 GPA (“C” grade average) for continued enrollment. Students with an unsatisfactory GPA are placed on academic probation for a week. If they do not show improvement during probation, they are dismissed. A student will be dismissed from the program if they:

- Receive a GPA of less than 1.0.
- Receive a GPA of less than 2.0 while on academic probation.

Any student who wishes to be reinstated must submit a written request to the Institution Director. A student who has been twice dismissed will be ineligible for readmission to the institution.

Grading System

Empire Trucking School has implemented the following grading system:

A (90% - 100% EXCELLENT)	PASS
B (80% - 89% ABOVE AVERAGE)	PASS
C (70% - 79% AVERAGE)	PASS

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D (60% - 69% UNSATISFACTORY)	UNSATISFACTORY
F (< 59% FAIL)	FAIL
IN (INCOMPLETE)	NEED ADDITIONAL COURSEWORK
DP (DROPPED)	NOT APPLICABLE

Satisfactory progress is defined as a 2.0 GPA for all practical and written work. Students are evaluated weekly and must maintain a 2.0 GPA. Students must complete all coursework within the grading period. Students with “incomplete” will be given a week to make up the work. This must be done in addition to regular work. If the work is not completed, the “incomplete” will become a failure. Students receiving VA educational benefits will become ineligible for these VA educational benefits at the time of receiving a Drop/Failure notice. Students who are unable to complete the course due to verifiable illness or other special circumstances will be given credit for all coursework previously completed, upon approval by institution administrators. All training must be completed within the designated course timeframe (3 weeks / 40 hours or 8 weeks / 160 hours). If the student does not complete training within the timeframe of their program, they may be dropped from the course and will not be eligible for graduation. This does not include students waiting for their first DMV test appointments or those with prior approval from institution administrators.

Graduation Requirements

Students enrolled in our programs that have earned a GPA of 2.0 or above, have met all requirements and receive a State of California commercial driver license using Empire Trucking School approved equipment shall be eligible for graduation. They will receive a certified Certificate of Completion upon graduation. Any student who fails or does not complete training will receive a transcript indicating the hours completed. (CEC §94909(a)(5))

Placement Services

The goal of the Empire Trucking School program is to ensure that all successful graduates secure employment with various local, regional, and over-the-road trucking companies that hire entry-level drivers. These companies recognize the value of hiring well-trained entry-level drivers. By obtaining an Empire Trucking School Certificate of Completion, you gain the credentials that many trucking employers require.

Several companies may send recruiters to meet with our students, discuss job opportunities, and highlight the benefits they offer. At Empire Trucking School, we understand that having a Commercial Driver License alone does not guarantee employment; it's also essential to effectively promote yourself to potential employers.

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For this reason, our experienced staff is available to assist you in evaluating employers, developing interviewing skills, completing job applications, and contacting your company of choice. While no training provider can guarantee job placement, we guarantee that Empire Trucking School will make its best efforts to prepare and assist you in achieving a successful career.

Student Records

Official academic records are maintained for each student enrolled in a program at Empire Trucking School. These records provide a complete collection of course grades, skill levels, attendance, advice, and employment information. Financial records are also maintained for each student, which provide a complete record of tuition charges, payments, refunds, and financial transactions. All student records are kept strictly confidential and maintained for a minimum of five years. All transcripts are maintained indefinitely. The files are maintained electronically at the following address:

**11479 S. East End Ave.
Ontario, CA 91710**

At the request of the student, they may review their records with an Institution Administrator present. The right of the student to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended. After a student graduates, any record(s) they may need a copy of may be subject to a fee. The amount of the fee will be posted on institution premises.

COURSE DESCRIPTION (CEC §94909(a)(5))

CLASS A PROFESSIONAL DRIVER

Course #101-A

At 160 training hours

This comprehensive introductory course consists of instruction and demonstration in the safe operation of trucking equipment and its functions. This program provides Class A CDL training utilizing a tractor-trailer at our designated training location. The length of this course is 8 weeks, which includes hands-on training with a conventional 2-axle tractor and a 28' trailer combination vehicle with a GCWR of 26,001 pounds or more. All commercial endorsement training is included in this course. The student is responsible for DMV fees and any endorsement fees. Graduates will receive an official Certificate of Completion upon successful completion of the course. Successful completion means you have passed at a minimum of 70% proficiency on all required tests and quizzes.

CLASS	SUBJECT	CLOCK HOURS
ORIENTATION	Theory, Behind the Wheel Range, Behind the Wheel Road	2 hrs. (Covered by tuition)

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<p style="text-align: center;">THEORY</p>	<p>Entry Level Driver Training Curriculum</p> <p>Unit 1: Orientation</p> <p>Unit 2: Control Systems / Dashboard</p> <p>Unit 3: Pre- and Post-Trip Inspections</p> <p>Unit 4: Basic Control</p> <p>Unit 5: Shifting / Operating Transmissions</p> <p>Unit 6: Backing and Docking</p> <p>Unit 7: Coupling and Uncoupling</p> <p>Unit 8: Visual Search</p> <p>Unit 9: Communication</p> <p>Unit 10: Distracted Driving</p> <p>Unit 11: Speed Management</p> <p>Unit 12: Space Management</p> <p>Unit 13: Night Operation</p> <p>Unit 14: Extreme Driving Conditions</p> <p>Unit 15: Hazard Perception</p> <p>Unit 16: Skid Control / Recovery, Jackknifing, and Other Emergencies</p> <p>Unit 17: Railroad-Highway Grade Crossings</p> <p>Unit 18: Identification and Diagnosis of Malfunctions</p> <p>Unit 19: Roadside Inspections</p> <p>Unit 20: Maintenance</p> <p>Unit 21: Handling and Documenting Cargo</p> <p>Unit 22: Environmental Compliance Issues</p>	<p>58 hrs. (Covered by hands-on training)</p>
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	<p>Unit 23: Hours of Service (HOS) Requirements</p> <p>Unit 24: Fatigue and Wellness Awareness</p> <p>Unit 25: Post-Crash Procedures</p> <p>Unit 26: External Communications</p> <p>Unit 27: Whistleblower / Coercion</p> <p>Unit 28: Trip Planning</p> <p>Unit 29: Drugs / Alcohol</p> <p>Unit 30: Medical Requirements</p>	
RANGE	<p>Behind the Wheel Range</p> <p>Unit 1: Vehicle Inspection Pre-Trip / Enroute / Post-Trip</p> <p>Unit 2: Forward Stop</p> <p>Unit 3: Straight Line Backing</p> <p>Unit 4: Forward Offset</p> <p>Unit 5: Reverse Offset Backing</p>	50 hrs. (Covered by hands-on training)
ROAD	<p>Behind the Wheel Road</p> <p>Unit 1: Vehicle Controls</p> <p>Unit 2: Shifting / Operating Transmissions</p> <p>Unit 3: Communications / Signaling</p> <p>Unit 4: Visual Search</p> <p>Unit 5: Speed / Space Management</p> <p>Unit 6: Safe Driver Behavior</p> <p>Unit 7: Hours of Service (HOS) Requirements</p> <p>Unit 8: Railroad (RR) / Highway Grade Crossing</p>	50 hrs. (Covered by hands-on training)

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	Unit 9: Skid Control / Recovery, Jackknifing, and Other Emergencies	
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CLASS B PROFESSIONAL DRIVER

Course #101-B

At 130 training hours

This course provides students with training, legal provisions, and safety precautions associated with the trucking industry. The length of this course is 6 weeks, which includes hands-on training with a conventional 2-axle tractor. Graduates will receive an official Certificate of Completion upon successful completion of the course. The student is responsible for DMV fees and any endorsement fees. Successful completion means you have passed at a minimum of 70% proficiency on all required tests and quizzes.

CLASS	SUBJECT	CLOCK HOURS
ORIENTATION	Theory, Behind the Wheel Range, Behind the Wheel Road	2 hrs. (Covered by tuition)
	Entry Level Driver Training Curriculum Unit 1: Orientation Unit 2: Control Systems / Dashboard Unit 3: Pre- and Post-Trip Inspections Unit 4: Basic Control Unit 5: Shifting / Operating Transmissions	

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<p style="text-align: center;">THEORY</p>	<p>Unit 6: Backing and Docking</p> <p>Unit 7: Visual Search</p> <p>Unit 8: Communication</p> <p>Unit 9: Distracted Driving</p> <p>Unit 10: Speed Management</p> <p>Unit 11: Space Management</p> <p>Unit 12: Night Operation</p> <p>Unit 13: Extreme Driving Conditions</p> <p>Unit 14: Hazard Perception</p> <p>Unit 15: Skid Control / Recovery, Jackknifing, and Other Emergencies</p> <p>Unit 16: Railroad-Highway Grade Crossings</p> <p>Unit 17: Identification and Diagnosis of Malfunctions</p> <p>Unit 18: Roadside Inspections</p> <p>Unit 19: Maintenance</p> <p>Unit 20: Handling and Documenting Cargo</p> <p>Unit 21: Environmental Compliance Issues</p> <p>Unit 22: Hours of Service (HOS) Requirements</p> <p>Unit 23: Fatigue and Wellness Awareness</p> <p>Unit 24: Post-Crash Procedures</p> <p>Unit 25: External Communications</p> <p>Unit 26: Whistleblower / Coercion</p> <p>Unit 27: Trip Planning</p> <p>Unit 28: Drugs / Alcohol</p> <p>Unit 29: Medical Requirements</p>	<p>50 hrs. (Covered by hands-on training)</p>
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RANGE	<p>Behind the Wheel Range</p> <p>Unit 1: Vehicle Inspection Pre-Trip / Enroute / Post-Trip</p> <p>Unit 2: Forward Stop</p> <p>Unit 3: Straight Line Backing</p> <p>Unit 4: Forward Offset</p> <p>Unit 5: Reverse Offset Backing</p>	50 hrs. (Covered by hands-on training)
ROAD	<p>Behind the Wheel Road</p> <p>Unit 1: Vehicle Controls</p> <p>Unit 2: Shifting / Operating Transmissions</p> <p>Unit 3: Communications / Signaling</p> <p>Unit 4: Visual Search</p> <p>Unit 5: Speed / Space Management</p> <p>Unit 6: Safe Driver Behavior</p> <p>Unit 7: Hours of Service (HOS) Requirements</p> <p>Unit 8: Railroad (RR) / Highway Grade Crossing</p> <p>Unit 9: Skid Control / Recovery, Jackknifing, and Other Emergencies</p>	30 hrs. (Covered by hands-on training)

PROGRAM OPERATING SCHEDULE

Important information or changes in our operating hours, holidays, and revisions of the class schedule will be announced to students in advance. Administration office hours are Monday through Friday, 10:00am to 4:00pm, with Saturdays and evenings by appointment only.

Class Training Schedule

Classes start every other week, as specified in our Academic Calendar. Training days are Monday through Friday and hours vary from 8:00am to 12pm and 1pm to 5:00pm, with 30 minutes to 1 hour breaks in between.

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We also offer flexible training schedules for students. Prior to the student's first scheduled day of class, the student must meet with an Admissions Representative to establish a schedule that coincides with instructor availability. In general, our instructors are available Monday through Friday from 8:00am to 5:00pm. Each session will be no less than 4 hours a day and no less than 4 days a week except for holiday observance.

Holidays Observed

Empire Trucking School will be closed on the following holidays throughout the year:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Prior to the holiday closure, a written notice will be posted on Institution premises and any changes in class schedule or start dates will also be posted at this time.

NOTICE OF STUDENT RIGHTS, REFUNDS, AND CANCELLATION POLICY

In the event any eligible person fails to enter the course or withdraws from instruction, you have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

1. Cancellation occurs when you provide a written Notice of Cancellation at the Institution address shown on the front page of this catalog. You may deliver by mail, in person, or via fax. 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 to state you wish to cancel the agreement. You will be given two (2) Notice of Cancellation forms on the first day of class. If you cancel the enrollment agreement, the Institution will refund any money that you paid within 45 days after your Notice of Cancellation is received, minus the registration fee and any other non-refundable charges.
2. Equipment, books, and instructional materials provided by the institution are refundable during the institution's cancellation period in accordance with the California Education Code §94920(b). If a student cancels within the cancellation period, the institution will issue a refund of all amounts paid, less a non-refundable registration fee not to exceed \$250, regardless of the condition or return status of equipment or materials. After the institution's cancellation period has elapsed,

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charges for equipment, books, and instructional materials become non-refundable in accordance with applicable California Law. Students may be responsible for replacement costs of equipment that is lost, damaged, or not returned.

3. You have the right to withdraw from the Institution after your course has started. Should you withdraw from the course of instruction during this period, you will NOT receive a full refund. Upon receiving your withdrawal notice or Notice of Cancellation, the Institution will remit a refund minus the registration fee (not to exceed \$250.00) within 45 days following your withdrawal date. You are obligated to pay only for educational services rendered. **IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN THE REFUND WILL BE MADE WITHIN 45 DAYS OF YOUR WITHDRAWAL DATE. IF YOU OWE MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGMENTS TO PAY IT.** To make payment arrangements, please contact the Administration office at (562) 325-4668 or in person at:

11479 S. East End Ave.
Ontario, CA 91710

IN THE CASE OF STUDENTS WITHDRAWING AFTER THE END OF THE CANCELLATION PERIOD, THE REFUND POLICY FOR STUDENTS WHO HAVE COMPLETED 60% OR LESS OF THE PERIOD OF ATTENDANCE SHALL BE A PRO-RATA REFUND. The school will retain a registration fee plus a percentage of tuition and other non-refundable fees, which is based on the percentage of the clocked hours attended, as the examples described in the table below. The Institution will pay or credit refunds within 45 days of a student's cancellation or withdrawal.

60 PERCENT PRO-RATA CHART						
PROGRAM	TUITION	CLOCK HOURS	HOURLY CHARGES	NUMBER OF HOURS ATTENDED	AMOUNT OWED	AMOUNT REFUNDED (IF TUITION IS FULLY PAID INCLUDING NON-REFUNDABLE FEES)

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CLASS A PROFESSIONAL DRIVER	\$5,800.00	160	\$36.25	96	\$3,480.00	\$2,320.00
CLASS B PROFESSIONAL DRIVER	\$3,500.00	130	\$23.84	78	\$1,859.52	\$1,640.48

The Bureau for Private Postsecondary Education (BPPE) requires that approved vocational academies to disclose information regarding Refund Calculations to each student who enrolls in the institution. If you have any questions regarding these calculations, please contact your Admissions Representative. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the Institution of your withdrawal or the actual date of your withdrawal.
- The Institution terminates your enrollment.
- You fail to attend classes for three (3) consecutive days. In this case, the date of withdrawal shall be deemed the last date of recorded attendance.

In accordance with California State law, all refunds will be made within 45 days from the date of cancellation or withdrawal (as described in paragraph 1 and 3 of this section). If a student does not return from an approved Leave of Absence period as stated in the Institution Catalog, refunds will be made within 45 days from the end of the Leave of Absence period. However, such Leave of Absence must never exceed 60 calendar days. Within ten (10) days of any refund, the student will receive a Notice of Refund stating the amount of the refund and to whom refund was made.

For students receiving tuition assistance, any tuition refunds will be made to the sponsoring source up to the amount of such disbursement. Any refund of monies for educational expenses will be based on the hours completed to date.

Veterans Affairs (VA) Refunds, Requirements, and Leave of Absence Policies

Empire Trucking School will be accepting Veterans Affairs applicants upon approval from the Department of Veterans Affairs.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS: For information or for resolution of specific payment problems, please contact the Department of Veterans Affairs at the nationwide toll-free number at 1-888-442-4551.

Empire Trucking School’s refund policy has been established so that the student or any eligible veteran who cancels the enrollment agreement can obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To cancel the enrollment agreement, you must complete, sign, and date the Notice of Cancellation form (provided to you upon enrollment) and send either through email at empiretruckingschool@gmail.com, mailed or hand

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delivered to the Administration office at **11479 S. East End Ave., Ontario, CA 91710**. The Institution Director or Associate Director will sign the notice and mail a copy back to the student with a breakdown of the charges and/or refunds if applicable within 45 days of receipt. CEC 94911(e)(1)

SATISFACTORY PROGRESS FOR VETERAN OR ELIGIBLE PERSONS: You must make satisfactory progress toward completion of the program in which you are enrolled in to continue receiving veterans' benefits. Satisfactory progress is the ongoing demonstration that you are completing training at a rate that will allow you to graduate with the approved length of the program. Progress will be monitored by your instructors and will be verified by the Institution's VA Certifying Official.

The VA will only pay for standard hours in the approved program of study. In order for you to complete your training within the standard time, your progress must be measured at a level in keeping with this institution's policy. If your progress is unsatisfactory in any institution-measured portion of the program, you will be notified to such and placed on probation for 30 days, at which time your progress will be evaluated again. If satisfactory improvement is not made by the end of this probationary period, your benefits will be terminated. They may, however, be able to continue your training in accordance with this institution's policy. **NOTE:** Once you have completed the standard hours in this program, your benefits will cease. This is true regardless of your remaining educational benefit entitlement. To use the remaining entitlement, you must enroll in a new program.

ATTENDANCE REQUIREMENTS FOR VETERANS OR ELIGIBLE PERSONS: Good attendance is crucial to successful completion of the program. You must maintain at least a 90% attendance rate to continue receiving VA benefits. If you miss more than 10% of your time in a given period or term, you will be placed on probation for the following period or term. If you miss more than 10% during the probation period, your VA educational benefits will be terminated. You may be re-certified for VA educational benefits after consulting with this institution's VA Certifying Official, once the cause for unsatisfactory progress has been removed, attendance becomes satisfactory, and it is determined that the program is suitable for your aptitude, interests, and abilities. Official institution holidays or breaks are not considered days of absence, but tardiness or ditching of class may accumulate to constitute 10% in accordance with this institution's policy.

LEAVE OF ABSENCE FOR VETERAN OR ELIGIBLE PERSONS: Students receiving VA educational benefits may take an institution-approved Leave of Absence, but this will interrupt VA educational benefits during the leave. The Leave of Absence will be reported to the VA as a termination. When you return to the institution from the leave, the institution may again certify you for VA educational benefits, giving you credit for all hours completed prior to the leave.

PROGRAM COMPLETION FOR VETERAN OR ELIGIBLE PERSONS: Your VA educational benefits expire on the earliest of either the date you reach the total hours approved for your program or on the date you complete or terminate your enrollment in the program. When you complete your program, please notify the institution's VA Certifying Official as soon as possible so that the VA can be informed within 30 days.

Student Complaint Policy

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Website www.bppe.ca.gov. CEC 94909(a)(3)(C)

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Students are always encouraged to verbally communicate any concerns to the institution administration for an amicable solution. Please use the following procedures to handle any and all complaints:

1. First express your concern to your primary instructor for an immediate resolution.
2. If the instructor cannot solve your problem or concern verbally, a written request can be made to the Associate Director for resolution.
3. If the Associate Director cannot solve your problem or concern verbally, the student may submit a written letter of complaint containing all the relevant information to the Institution Director. It is recommended that the written complaint be prepared within 48 hours of the initial incident. The Institution Director will respond to the letter of complaint within 24 hours.
4. The Institution Director, Associate Director, or both will verify that the student has made a verbal attempt to resolve the complaint. If the student has followed the above 3 steps, a grievance session will be held immediately and this will include all parties involved. Each party involved will be asked to present their version of the events prior to all the parties being present.
5. Any or all students or instructors must be present at the time of the grievance session. All parties will be allowed to present evidence or testimony concerning the incident or complaint. The Institution Director will issue a written statement to all parties within 48 hours after the end of the grievance session.
6. If the decision is unacceptable to the student, they must send written copies of all documents and a letter to the Associate Director within 48 hours, explaining why the decision is unacceptable. All complaints will then be resolved within 30 days from the receipt of the initial incident report date. If the complaint is still unresolved, the complaint may be directed to:

Bureau for Private Postsecondary Education
1747 N. Market Blvd, Suite 225
Sacramento, CA 95834
www.bppe.ca.gov

**The Bureau for Private Postsecondary Education ruling will be final.*

Non-Discrimination Policy

OVERALL POLICY: It is the policy of Empire Trucking School to maintain a working environment free of all forms of unlawful discrimination.

EQUAL OPPORTUNITY: Empire Trucking School provides equal opportunity to all employees, prospective employees, students, and prospective students without regard to race, ethnicity, nationality, color, sex, gender, sexual orientation, age, marital status, disability, pregnancy, childbirth, political stance, religion or religious beliefs, or veteran status or other criteria protected by state and federal laws.

DISABILITY: Empire Trucking School will not discriminate against any employee, prospective employee, student, or prospective student because of disability. To comply with applicable laws ensuring equal opportunities to qualified individuals with a disability, Empire Trucking School will make reasonable

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accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee/student unless undue hardship would result. If you believe you may need an accommodation, please contact the Institution Director.

COMPLAINT PROCEDURE: Any individual, whether an employee/student or applicant for employment/training, who believes that he or she has been discriminated against, should bring their concerns to the Institution Director. Complaints may be made in writing or orally in person.

CONSEQUENCES: Empire Trucking School will not tolerate any form of discrimination and will take appropriate disciplinary action, including possible termination, of any person determined to have engaged in unlawful conduct under this policy.

NO RETALIATION: Empire Trucking School will neither retaliate against nor discriminate against any staff member or student for opposing any unlawful practice or for filing a discrimination charge, testifying, assisting, or participating in any investigation, proceeding, or hearing related to such practices.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY: Empire Trucking School shall not discriminate against any person on the basis of race, color, ethnicity, ancestry, nationality, color, sex, gender, age, or religion. Empire Trucking School shall comply with the following:

1. The requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), as amended, and all regulations applicable thereto, and the provisions of WIA Section 188 and compliance with Equal Employment Opportunity provisions in Executive Order (E.O.) 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 C.F.R., Part 60.
2. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 C.F.R., Part 146. C. The prohibitions against discrimination against otherwise qualified individuals with disabilities under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 C.F.R., Part 8.
3. The prohibitions against discrimination against handicapped persons under the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and implementing regulations (28 C.F.R., Parts 35-36).
4. The prohibitions against discrimination set forth in the regulations codified at 29 C.F.R., Parts 31-32 and 34.

Privacy Policy

Empire Trucking School is committed to protecting student privacy. The School will not disclose any personal information or records of students without prior written consent, except as required by law or accreditation agencies. Students may request access to their records in accordance with applicable.

STUDENT TUITION RECOVERY FUND (STRF)

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

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

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 non-collection 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

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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.

Cal. Code Regs. Tit. 5, § 76215

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94924 and 94925, Education Code.

LOANS

If a student obtains a loan to pay for an educational program offered by Empire Trucking School, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and, if the student receives any student financial aid funds, the student is entitled to a refund of the money's not paid from financial aid funds. (CEC §94909(a)(11))

Empire Trucking School does not participate in federal and state financial aid programs. (CEC §94909(a)(10)). The institution is NOT accredited: Empire Trucking School is not accredited by an accrediting agency recognized by the United States Department of Education. As a result, students enrolled in our programs may not be eligible for federal financial aid programs.

BANKRUPTCY

Empire Trucking School has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years, or has not had a petition in bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (CEC §94909(a)(12))

CALIFORNIA CDL REQUIREMENTS

A Commercial Driver License (CDL) is a license issued in accordance with Federal Regulations that allows an individual to operate a commercial vehicle.

You must be at least 21 years old to drive a commercial vehicle across state lines (interstate commerce) or to transport passengers or hazardous materials or wastes (intrastate or interstate commerce). You may drive for hire within California if you are 18 years of age or older and do not engage in interstate commerce activities. If you are under 18 years of age, you may not drive for hire and you may not drive outside of California. (VC §12515) (VC §12516)

You must complete and submit the following documents to the DMV office to apply for a Commercial Learner's Permit (CLP):

1. Provide proof of a valid Social Security card.
2. Verify your identity.
3. Submit proof of California residency documents.

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4. Pay a non-refundable application fee to the DMV.
5. Give a fingerprint scan (DMV office).
6. Pass a vision exam (DMV office).
7. Have your photograph taken (DMV office).
8. Pass the applicable knowledge tests (DMV office).
9. 10-Year History Record Check.

The Motor Carrier Safety Improvement Act of 1999 and applicable Federal Regulations requires all commercial driver license applicants, including renewal applications, to disclose whether they have been issued a driver license in the same or different name to operate any type of motor vehicle in another state or other jurisdiction within the previous ten (10) years. If the answer is “Yes” to the 10-Year History Record question, a **10-Year History Record Check form (DL 939)** must be completed and submitted with the Commercial Driver License application. For more information see <https://www.edl.dmv.ca.gov/>.

MEDICAL REPORT FOR CDL: A medical form completed by a U.S. licensed Doctor of Medicine (M.D.), Doctor of Osteopathy (D.O.), Licensed Physician’s Assistant (P.A.), a Nurse Practitioner (N.P.), Advance Practice Nurse, or Chiropractor, who is clinically competent to perform the medical examination, must be given to the DMV with your original application for a driver license or instruction permit. The medical form must be dated within the last two (2) years and on a form approved by the Federal Highway Administration, the Federal Aviation Administration, DMV, or on the DMV Medical Examination Report form Medical Examination Report (DL MCSA 5875).

Effective October 1, 2004: The DMV will only accept a Medical Examination Report (DL MCSA 5875) with a revision date of 2/2004 or later, or a current medical form (containing the new blood pressure guidelines) approved by the Federal Highway Administration or the Federal Aviation Administration.

California Vehicle Code (CVC) Section 12517.2(a) requires all applicants for an original or any renewal of a certificate(s) to drive a school bus, school pupil activity bus, youth bus, general public para-transit vehicle, or farm labor vehicle to submit a report of a medical examination, completed by a Doctor of Medicine (M.D.) licensed to practice medicine (Doctor of Osteopathy D.O. is acceptable). The report of medical examination must be submitted upon application and every two (2) years thereafter. CVC Section 12517.2(b) requires all school bus drivers within the same month of reaching the age of 65 to submit an acceptable medical report on a yearly basis.

You must complete and submit the following documents to the DMV office to apply for a Commercial Driver License (CDL):

1. Hold a Commercial Learner’s Permit (CLP) for 14 days.
2. Make an appointment for a commercial skills test.
3. Pass the skills test (vehicle inspection, basic skills test, and road test). If you fail any portion of the skills test, all other testing will be postponed and it will count as one (1) failure towards the

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maximum of three (3) attempts you are allowed. A re-test fee of \$35.00 will be collected by the DMV and is due upon return to make-up the failed test(s).

Once you have received your CDL, you are required to submit a medical form every two (2) years. You may mail the form to the following address:

**Department of Motor Vehicles
Special Certificates Unit (Mail Station G204)
P.O. Box 942890
Sacramento, CA 94290-0001**

The physician will complete and sign a Medical Examiner's Certificate (MCSA 5876) for you to carry when you are driving commercially. You must always carry the Medical Examiner's Certificate when driving commercially or you may receive a citation. Additionally, you can be given a citation for driving out-of-class if you drive a commercial vehicle after your Medical Examiner's Certificate expires.

If you are required to have a CDL as part of your job, your employer will pay the cost of the examination unless your examination was taken before you applied for the job (Labor Code Section 231). CEC 94909(a)(6)

For further information, please visit the California Department of Motor Vehicles website at:
https://www.dmv.ca.gov/portal/dmv/detail/dl/dl_info#CDL

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at:

**1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
www.bppe.ca.gov
(888) 370-7589 or by fax (916) 263-1897
CEC 94909(a)(3)(A)**

REVIEW DOCS PRIOR TO SIGNING

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement (CEC §94909(a)(3)(B)).

PRINTED NAME: _____

ENROLLED BY: _____

SIGNATURE: _____

DATE: _____

DATE: _____

ACADEMIC CALENDAR

JANUARY 2026		FEBRUARY 2026		MARCH 2026		APRIL 2026	
START	END	START	END	START	END	START	END
01/02/26	01/24/26	02/06/26	02/26/26	03/05/26	03/27/26	04/02/26	04/23/26
01/02/26	02/26/26	02/07/26	04/03/26	03/06/26	04/30/26	04/02/26	05/28/26
01/15/26	02/05/26	02/21/26	03/12/26	03/19/26	04/09/26	04/16/26	05/07/26
01/15/26	03/11/26	02/20/26	04/16/26	03/19/26	05/18/26	04/16/26	06/10/26
MAY 2026		JUNE 2026		JULY 2026		AUGUST 2026	
START	END	START	END	START	END	START	END
05/05/26	05/29/26	06/02/26	06/23/26	07/01/26	07/22/26	08/04/26	08/27/26
05/08/26	07/03/26	06/03/26	07/29/26	07/01/26	08/26/26	08/06/26	10/01/26
05/25/26	06/12/26	06/17/26	07/09/26	07/15/26	08/05/26	08/20/26	09/10/26
05/27/26	07/03/26	06/17/26	08/12/26	07/15/26	09/09/26	08/20/26	10/15/26
SEPTEMBER 2026		OCTOBER 2026		NOVEMBER 2026		DECEMBER 2026	
START	END	START	END	START	END	START	END
09/04/26	09/25/26	10/03/26	10/24/26	11/03/26	11/25/26	12/02/26	12/23/26

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09/04/26	10/30/26	10/03/26	11/28/26	11/05/26	12/30/26	12/02/26	01/27/27
09/18/26	10/09/26	10/20/26	11/13/26	11/18/26	12/09/26	12/16/26	01/06/27
09/18/26	11/17/26	10/16/26	12/11/26	11/18/26	01/13/27	12/16/26	02/10/27