



ADVANCE CAREER EDUCATION, LLC

2024 Catalog

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History

Advance Career Education, LLC also known as ACE, was founded in February 2021 by Andrew and Makayla Bither. Their dream was to create a school to help those who wanted to pursue a career in the trucking industry. Andrew has been in the CDL schooling industry for over 20 years alongside his family in Southern California. Making the decision to start his own school has been a dream come true. Advance Career Education, LLC has quickly gained traction as a successful option for students due to a high passing rate and many positive reviews from graduated students. What started out as Andrew instructing with one truck, has quickly grown into multiple instructors and trucks. We look forward to helping you on your journey to obtain your CDL.

Accreditation

We are a federally licensed ELDT (Entry Level Driver's Training) provider through the FMCSA (Federal Motor Carrier Safety Administration).

We are a member of the Federal Training Provider Registry and a licensed TPST (Third Party State Testing) Provider.

We are currently pending approval for TWC (Texas Workforce Commission).

Administration

Andrew Bither, Director
Makayla Bither, Manager

Faculty and Staff

Austin Tittle.....Lead Instructor
Kellie Ferry.....Office Administrator

Office Hours

Our office hours are 9:00 AM to 5:00 PM Monday through Friday.

Holidays to be Observed

New Year's Day	Labor Day
Memorial Day	Thanksgiving
Independence Day	Christmas

Facilities and Equipment

Our office and training site is located at 3119 Chambers St Suite 5, Venus, TX 76084. We currently have three 10 speed manual transmission tractors: a 2010 Freightliner Columbia Class, 2014 Freightliner Cascadia day cab, and a 2015 Freightliner Cascadia day cab; and two automatic transmissions. A 2018 Freightliner Cascadia day cab and a 2016 Freightliner Cascadia. All our tractors are equipped with a 28-foot trailer. At our facility we practice backing maneuvers, air brake testing, pre-trip inspection, along with additional training inside our classroom.

Admission Requirements

Individuals applying for one of our courses are required to:

1. Be at least 18 years of age.
2. Have a valid Class C License.
3. Have had no DUIs within the past year.
4. Have a clean MVR.
5. Be proficient in English per the FMCSA.
6. Be a U.S. Citizen, or if from Canada or Mexico, residents must have a residency card.
7. Provide present proof of Social Security Card and Certified Birth Certificate as part of the requirements to test for CDL through the FMCSA.
8. Pass a urine drug screen.
9. Pass the DOT Medical Exam.

Courses Offered

***** MVR AND DPS FEES NOT INCLUDED*****

CDL- Class A Program- 160 Hours

Week 1

- Permit Portal
 - In-Person Orientation Monday at 9am

- CLP Appointment made at the DPS
- Urine Drug Screen
- DOT Physical (if needed)
- ELDT Theory

Week 2

- ELDT Range/Road
 - Training in truck Monday-Friday
 - Learning pre-trip, air brakes, skills and road
- Mock Testing

Week 3

- ELDT Range/Road
 - Training in truck Monday-Friday
 - Mastering pre-trip, air brakes, skills and road
- Mock testing

Week 4

- ELDT Range/Road
 - Mastering pre-trip, air brakes, skills and road
- Mock testing
- Testing onsite for CDL using our equipment
 - 3 attempts will be given. Prep is required with each attempt
- Certificate of completion

Subject #	Subject Title	Lecture	Lab	Total
INTRO 101	Introduction to Program	10	0	10
ELDT 101	ELDT Theory	10	0	10
CLP 101	Commercial Learner's Permit Course	40	0	40
ELDT 102	ELDT Range	15	55	70
ELDT 103	ELDT Road	15	15	30
	Total Hours for Program Completion			160

CDL- Evening- Class A Program- 160 Hours

Week 1

- Permit Portal
 - In-Person Orientation Monday at 9am

- CLP Appointment made at the DPS
- Urine Drug Screen
- DOT Physical (if needed)
- ELDT Theory

Week 2

- ELDT Range/Road
 - Training in truck Monday-Friday in the evenings
 - Learning pre-trip, air brakes, skills and road
- Mock Testing

Week 3

- ELDT Range/Road
 - Training in truck Monday-Friday in the evenings
 - Mastering pre-trip, air brakes, skills and road
- Mock testing

Week 4

- ELDT Range/Road
 - Mastering pre-trip, air brakes, skills and road
- Mock testing
- Testing onsite for CDL using our equipment
 - 3 attempts will be given. Prep is required with each attempt.
- Certificate of completion

Subject #	Subject Title	Lecture	Lab	Total
INTRO 101	Introduction to Program	10	0	10
ELDT 101	ELDT Theory	10	0	10
CLP 101	Commercial Learner's Permit Course	40	0	40
ELDT 102	ELDT Range	30	30	60
ELDT 103	ELDT Road	20	20	40
	Total Hours for Program Completion			160

CDL- Class B Program- 120 Hours

Week 1

- Permit Portal

- In-Person Orientation Monday at 9am
- CLP Appointment made at the DPS
- Urine Drug Screen
- DOT Physical (if needed)
- ELDT Theory

Week 2

- ELDT Range/Road
 - Training in truck Monday-Friday
 - Mastering pre-trip, air brakes, skills and road
- Mock Testing

Week 3

- ELDT Range/Road
 - Training in truck Monday-Friday
 - Mastering pre-trip, air brakes, skills and road
- Mock Testing
- Testing onsite for CDL using our equipment
 - 3 attempts will be given. Prep is required with each attempt
- Certificate of completion

Subject #	Subject Title	Lecture	Lab	Total
INTRO 101	Introduction to Program	10	0	10
ELDT 101	ELDT Theory	10	0	10
CLP 101	Commercial Learner's Permit Course	30	0	30
ELDT 102	ELDT Range	10	40	50
ELDT 103	ELDT Road	10	10	20
	Total Hours for Program Completion			120

CDL- Restriction Removal Program

*****MUST HAVE VALID CDL WITH L OR E RESTRICTION AND A MEDICAL CARD*****

- Drug Screen and DOT Physical (if needed)
- Obtain a permit for the restriction removal from the DPS
 - ACE will request the appointment at the Grand Prairie DPS
- Class is Monday through Thursday starting at 630am
 - Mastering Pre-trip and Air Brakes (L Restriction only)

- Mastering Road
- Required to watch videos outside of classroom hours
- Last day of class will be morning of scheduled test day
- Testing onsite using our equipment
 - 3 attempts will be given. Prep is required with each attempt
- Certification of Completion.

Refresher Course- 40 Hours

*****MUST HAVE VALID CDL AND MEDICAL CARD*****

Week 1

- Training in truck Monday-Friday 8-hour days
 - Reviewing pre-trip, air brakes, skills and road
 - Mock testing
- Certificate of Completion

ELDT/Endorsement Courses

- **ELDT Theory**
 - Online slideshow with videos. Must complete the test at the end with an 80% or higher. Test can be completed as many times as needed.
 - Results will be uploaded into the federal database within 48 hours of completion.
 - Certificate upon completion.
- **ELDT Hazmat**
 - Online slideshow with videos. Must complete the test at the end with an 80% or higher. Test can be completed as many times as needed.
 - Results will be uploaded into the federal database within 48 hours of completion.
 - Appointment requested for the DPS to test.
 - Certificate upon completion.
- **Tanker Endorsement**
 - Online study material. Must complete the test with 90% or higher. The test can be taken as many times as needed.
 - Appointment requested for the DPS to test.
- **Doubles and Triples Endorsement**
 - Online study material. Must complete the test with 90% or higher. The test can be taken as many times as needed.
 - Appointment requested for the DPS to test.

Enrollment Periods

We have new classes starting every Monday.

Daily Class Schedule

Our classes are Monday through Friday.

CDL- Class A Program 160 hours is 8-hours a day with a 45-minute lunch and can be scheduled between 6:30 AM and 4:00 PM. You will receive your class hours Friday before your start date. Throughout the day you will be watching instructional videos, practicing air brakes and pre-trip, working on skills and driving on the road.

CDL- Evening Class A Program 160 hours is 3-hours a day and can be scheduled between 4:00 PM and 8:00 PM. You will receive your class hours Friday before your start date. Throughout the day you will be practicing air brakes and pre-trip, working on skills and driving on the road. You will be required to watch and study our instructional videos each day before you come into class.

CDL- Class B Program 120 hours is 4-hours a day and is scheduled 11:00 AM through 3:00 PM. You will receive a confirmation the Friday before your start date. Throughout the day you will be practicing air brakes and pre-trip, working on skills and driving on the road. You will be required to watch and study our instructional videos each day before you come into class.

CDL- Restriction Removal Program is Monday through Thursday. One to four hours a day depending on the restriction needing to be removed. You will receive your class hours Friday before your start date. You will be required to watch and study our instructional videos each day before you come into class.

Graduation Requirements

ACE's grading system is based on the modules required by the FMCSA for the ELDT training requirement. All modules are graded in a 1-4 grading style for percentages. See below modules and grading levels below. Students are graded daily on the Final week of training and all days are averaged into a final grade at the end of the course. A minimum of 45/56 (80%) is required to graduate. If the final grade is not passing the student will be required more training time in order to be able to test for their CDL.

	UNACCEPTABLE 1	POOR 2	MINOR ASSISTANCE NEEDED 3	PROFICIENT 4
Air brakes / In cab	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pre-Trip	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Straight Line	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offset	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sight and Blind Parallel Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coupling and uncoupling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vehicle Control Turns, Curves, speed, interstate, railroad crossing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Traffic checks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safe Driver Behavior / Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Night Operation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extreme Driving Conditions and Hazard Perception	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skid control / Recovery, Jackknifing, and other emergencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hours of service requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Remedial Work and Repeated Courses

CDL- Class A Program: If a student is not passing on Monday of the third week, he/she will be notified and given recommendations on how to succeed and extra focus will be given on the subjects the student is failing. If he/she is still not passing by Wednesday of the third week, we will offer an additional week of training.

CDL- Evening Class A Program: If a student is not passing on Monday of the third week, he/she will be notified and given recommendations on how to succeed and extra focus will be given on the subjects the student is failing. If he/she is still not passing by Wednesday of the third week we will offer an additional week of training.

CDL- Class B Program: If a student is not passing on Monday of the third week, he/she will be notified and given recommendations on how to succeed and extra focus will be given on the subjects the student is failing. If he/she is still not passing by Wednesday of the third week, we will offer an additional week of training.

Cancellation and Refund Policy

A refund in the first week will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the contract is signed. Cancellations must be written and emailed to

makaylab@advancecareeredu.com. Advance Career Education, LLC will retain \$150 in administration fees.

Refunds after the 72 hours will be prorated based on the number of days completed in our program.

Attendance Policy

Students are expected to attend all classes in person and be punctual in attending class. Instructors will maintain a positive record of attendance throughout the course. A tardy is defined as arriving more than 15 minutes after the designated time for the beginning of the class or for the continuation of class after designated breaks. Five late arrivals will count as one absence. Leaving early will also be documented in the students file. Any test missed will have to be rescheduled and will count towards a fail.

Dress Code

ACE prepares students for a professional career and believes it is important for each student at ACE to appear well groomed and professionally dressed while on campus or in situations in which you are representing the school. Students should look and act as though they were working in a professional environment. Employers frequently visit the school and in so doing evaluate the appearance of prospective employees. Exposing bare midriiffs, tank tops and open toe or open back shoes are prohibited while on campus.

Student Conduct Expectations

Students at Advance Career Education, LLC will behave in a manner that will create a safe and orderly academic environment for themselves and others on and off campus. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a list of inappropriate behavior (not limited to just these points):

- Academic dishonesty, including cheating the Commercial Learner's Permit
- Failure to pass DOT Physical or Drug Screen
- Actions that disrupt teaching, learning or any administration paperwork
- Non-compliance with direction given from any staff at ACE
- Theft of any kind
- Damage to ACE property or any other person's property
- Creating unsafe work conditions, including making false claims
- Selling, consuming any drugs/alcoholic beverages

- Sexual harassment in any form by students or any staff of ACE is strictly prohibited and will be swiftly dealt with. All sexual harassment will be taken as a very serious matter.
 - Sexual Harassment Defined
 - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Students will not be able to re-enroll in ACE if any misconduct causes a dismissal

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.



Makayla Bither
Owner/Manager