



**ADVANCE CAREER EDUCATION, LLC**

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 18 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, Owner and Director  
Makayla Bither, Owner and Manager

## **Faculty and Staff**

Andrew Bither.....Lead Instructor  
Makayla Bither.....Registrar  
Kellie Ferry.....Office Assistant

## **Office Hours**

Our office hours are 8:00 AM to 4:00 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 an automatic 2018 Freightliner Cascadia day cab. 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 had no DUIs within the past year.
3. Be proficient in English per the FMCSA.
4. Provide present proof of Social Security Card, Certified Birth Certificate, and two proofs of Texas Residency as part of the requirements to test for CDL through the FMCSA.
5. Have a negative drug screen.
6. Have a valid DOT Medical Card.

## Courses Offered

**\*\*\*\*\* DPS FEES NOT INCLUDED\*\*\*\*\***

**CDL- Class A**- \$4595 (Financing with CDL Advantage or Meritize with approved credit -\$5095)

Ratios for our CDL- Class A program are 5:1.

Week 1 - \$995 (\$1095 financing)

- Permit portal
- ELDT Theory
- DOT physical/Drug screen
- CLP appointment made at the DPS

Week 2 - \$1800 (\$2000 financing)

- Training in truck Monday-Friday 8-hour days
- Learning pre-trip, air brakes, skills and road

Week 3 - \$1800 (\$2000 financing)

- Training in truck Monday-Friday 8-hour days
- 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.

### CDL- Class A Program Outline

Subject #	Subject Title	Lecture	Lab	Total
ELDT 101	ELDT Theory	4	0	4
CLP 101	Texas Commercial Rules	8	0	8
CLP 102	General Knowledge	12	0	12
CLP 103	Combination	8	0	8
CLP 104	Air Brakes	8	0	8
ELDT 201	ELDT Range	10	20	30
ELDT 202	ELDT Road	6	4	10
ELDT 301	ELDT Range	10	20	30
ELDT 302	ELDT Road	6	4	10
	Total Hours for Program Completion			120

**CDL- Accelerated Evening Class A** - \$4,995 (Financing with CDL advantage with approved credit- \$5495)

Ratios for our CDL- Accelerated Class A program are 3:1.

Week 1 - \$995 (\$1095 financing)

- Permit portal
- ELDT Theory
- DOT physical/Drug screen
- CLP appointment made at the DPS

- Week 2 - \$2000 (\$2200 financing)
- Training in truck Monday-Friday in the evenings
- Learning pre-trip, air brakes, skills and road

Week 3 - \$2000 (\$2200 financing)

- Training in truck Monday-Friday in the evenings
- 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

### CDL- Accelerated Evening Class A Program Outline

Subject #	Subject Title	Lecture	Lab	Total
ELDT 101	ELDT Theory	4	0	4
CLP 101	Texas Commercial Rules	8	0	8
CLP 102	General Knowledge	12	0	12
CLP 103	Combination	8	0	8
CLP 104	Air Brakes	8	0	8
ELDT 201	ELDT Range	20	10	30
ELDT 202	ELDT Road	5	5	10
ELDT 301	ELDT Range	20	10	30
ELDT 302	ELDT Road	5	5	10
	Total Hours for Program Completion			120

**CDL- Class A 160 hour Program**- \$5595 (Financing with CDL Advantage or Meritize with approved credit -\$6295)

Ratios for our CDL- Class A program are 5:1.

Week 1 - \$995 (\$1095 financing)

- Permit portal
- ELDT Theory
- DOT physical/Drug screen

- CLP appointment made at the DPS

Week 2 - \$1800 (\$2000 financing)

- Training in truck Monday-Friday 8-hour days
- Learning pre-trip, air brakes, skills and road

Week 3 - \$1800 (\$2000 financing)

- Training in truck Monday-Friday 8-hour days
- Mastering pre-trip, air brakes, skills and road

Week 4 - \$1000 (\$1200 financing)

- Training in truck Monday-Friday 4-hour days
- 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.

#### CDL- Class A 160 Hours Program Outline

Subject #	Subject Title	Lecture	Lab	Total
ELDT 101	ELDT Theory	4	0	4
CLP 101	Texas Commercial Rules	8	0	8
CLP 102	General Knowledge	12	0	12
CLP 103	Combination	8	0	8
CLP 104	Air Brakes	8	0	8
ELDT 201	ELDT Range	10	20	30
ELDT 202	ELDT Road	6	4	10
ELDT 301	ELDT Range	10	20	30
ELDT 302	ELDT Road	6	4	10
ELDT 401	ELDT Range	20	10	30
ELDT 402	ELDT Road	5	5	10
	Total Hours for Program Completion			160

**CDL- Class B-** \$2795 (Financing with Meritize with approved credit -\$3095)

Ratios for our CDL- Class A program are 3:1.

Week 1 - \$995 (\$1095 financing)

- Permit portal
- ELDT Theory
- DOT physical/Drug screen
- CLP appointment made at the DPS

Week 2 - \$1800 (\$2000 financing)

- Training in truck Monday-Friday 8-hour days
- 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.

**CDL- Class B Program Outline**

Subject #	Subject Title	Lecture	Lab	Total
ELDT 101	ELDT Theory	6	0	6
CLP 101	Texas Commercial Rules	10	0	10
CLP 102	General Knowledge	14	0	14
CLP 104	Air Brakes	10	0	10
ELDT 201	ELDT Range	11	16	27
ELDT 202	ELDT Road	9	4	13
	Total Hours for Program Completion			80

**CDL- Automatic Restriction Removal-** \$1750 (No financing option available)

**\*\*\*MUST HAVE CDL WITH E RESTRICTION\*\*\***

- Drug Screen
- Manual Transmission Training



- One hour for 5 days with one-on-one instructor training
- Mock Testing
- Using ACE truck for CDL exam at DPS
  - 3 attempts will be given. A day of prep is required with each attempt
- Certification of Completion

### CDL- Automatic Restriction Removal Program Outline

Subject #	Subject Title	Lab	Total
ARR 101	Automatic Removal Restriction	5	5

### Enrollment Periods

We have classes starting every Monday.

### Daily Class Schedule

Our classes are Monday through Friday.

CDL- Class A Program 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 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 A 160 Hour Program is 8-hours a day with a 45-minute lunch and can be scheduled between 6:30 AM and 4:00 PM. Week four will be 4-hour days and you will be required to watch and study our instructional videos each day after class. 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- Class B Course is 4-hours a day and is scheduled 12:00 PM through 4:00 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- Automatic Restriction Removal is 5-hours total of one on one instruction broken up into 5 days.

## 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 for \$1800.

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 for \$2000.

CDL- Class B Program: If a student is not passing on Wednesday of the second 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 Friday of the second week, we will offer an additional week of training for \$1800.

## **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](mailto: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.

## 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.



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Makayla Bither  
Owner/Manager