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CDL OCALA CVT SCHOOL

INSTITUTION CATALOG

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GENERAL INFORMATION

MISSION

CDLOcala CVT School wants to empower individuals with the knowledge, skills, and confidence to excel as professional commercial drivers and transportation specialists. We are committed to providing hands-on training, industry-standard education, and a supportive learning environment that ensures safety, responsibility, and career success.

VISION

CDLOcala CVT School aims to be the driving force of innovation in commercial vehicle training, equipping students with modern tools, digital solutions, and progressive skills for success in a rapidly changing world.

LEGAL CONTROL

CDLOcala CVTSchool is a fictitious name registered under **CamejoDedicatedLogistics,LLC**., which is organized as a for-profit Limited Liability Company registered in the state of Florida. **Camejo Dedicated Logistics LLC** is wholly owned by **Pedro Camejo Ublado.**

LICENSURE

Licensedby Commission for Independent Education of the Florida Department of Education, Additional information regarding this institution may be obtained by contacting at:

325 West Gaines Street, Suite 1414, Tallahassee, FL 32399

Toll free telephone (888) 224-6684.

Institution License #13348

FACILITIES

CDLOcalaCVT School is conveniently Located at **5100 West Highway 40, Suite 100, Ocala, Florida**. Our facility features a **142 Sq. Ft.** classroom designed for small class sizes (up to five students) to ensure personalized instruction.

Additionally, we have a BTW training site at our **9.5-acre driving practice** range located **10 miles** away at 578 NW 68th Ave, Ocala Florida 34482**.** This facility provides hands-on training in a controlled environment, accommodating multiple trucks for efficient maneuver practice without delays.

ACADEMIC CALENDAR

Hours of Operation

Wednesday thru Saturday:	**9:00 AM**	**7:00 PM**
Monday and Sunday:	**9:00 AM**	**5:00 PM**

Observed School Holidays

Independence Day
Labor Day
Thanksgiving Day
Christmas Break
Memorial Day
New Years' Day

Enrollment Periods

Classes start every **Monday**
Enrollment:1st and 15thof every Month*

*Next business day if the date falls on Sundays or holidays

Schedules

Classes are divided into 3 time slots, depending on the student's ability to attend and what days will be scheduled accordingly. Otherwise, classes will be either 3 weeks for Monday to Friday students, or 8 weeks for weekend students.

FINANCIAL INFORMATION

TUITION

Program	Tuition	Application *	ELDT Fee	Total Cost
Entry Level Driver Training Class A Manual	$5,300.00	$100.00	$600.00	**$6,000.00**
Entry Level Driver Training Class A Automatic	$3,300.00	$100.00	$600.00	**$4,000.00**
Entry Level Driver Training Class B	$2,300.00	$100.00	$600.00	**$3,000.00**

FEES

Fees	Cost	Cost
First Day-No Show Fee	**$150.00**	**$150.00**
Examination Date-No Show Fee Re-	**$150.00**	**$150.00**
Examination Fee Vehicle Inspection Re-	**$200.00**	**$200.00**
Examination Fee Basic Control Skill Re-	**$200.00**	**$200.00**
Examination Fee Route Trip	**$250.00**	**$250.00**
Testing Cancellation Fee	**$150.00**	**$150.00**
Failure to Return Equipment Fee	**$100.00**	**$100.00**
Final Payment Late Fee		**$25.00 per day**

*Non-refundable as per Cancellation and Refund Policy. Tuition and fees are subjecttochange.

CANCELLATION & REFUND POLICY

Shoulda student's enrollment be terminatedorcancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic email or by certified mail.

2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee of **$100.00**.
4. Cancellation after attendance has begun through 40% completion of the program will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. **Termination Date**: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

ACADEMIC INFORMATION

ENTRY LEVEL DRIVER TRAINING CLASS A MANUAL

Program Objective: Our main objective is to train a better professional driver. We pride ourselves in being able to help the student achieve a career where he/she can have job security and provide generational wealth. We offer flexibility with students that are not able to attend a traditional 9-to-5 program. Classes are small groups of students that work under the supervision of an instructor.

Program Description: The program provides comprehensive training for individuals seeking to begin a career as a professional commercial motor vehicle operator. Designed to meet current industry and federal Entry-Level Driver Training (ELDT) standards, the program combines in-depth classroom instruction with extensive behind-the-wheel practice to prepare students for the Commercial Driver's License (CDL) examinations and safe entry into the trucking workforce.

Students begin with foundational knowledge in vehicle systems, safety regulations, and professional driving responsibilities. Classroom topics include basic vehicle operation, control systems, shifting and transmission procedures, visual search strategies, communication and signaling, speed and space management, hazard perception, and night and extreme weather driving. The curriculum also emphasizes critical safety and compliance skills such as pre-trip and post-trip inspections, Hours of Service regulations, trip planning, fatigue and wellness, drug and alcohol awareness, roadside inspections, emergency procedures, and post-crash requirements.

Building on the theory, students' progress to hands-on training environments. Behind-the-wheel instruction includes vehicle setup, G.O.A.L. procedures, coupling and uncoupling, and mastery of essential backing maneuvers such as straight-line, offset, and alley docking, as well as parallel parking. On-road training develops proficiency in lane control, turning, shifting, highway and urban driving, speed and space management, hazard response, night operations, skid control, and railroad crossing procedures.

Program Breakdown by Course

Course Number	Course Title	Clock Hours	Delivery Method
CDL 100	**Commercial Vehicle Driving Theory**	**40**	**On-Ground**
	Orientation / BasicVehicleOperation	2	

	Control Systems / Dashboard	3	
	Pre-Trip, Enroute & Post-Trip Inspections	2	
	Basic Vehicle Control / Backing & Docking	3	
	Shifting / Operating Transmissions	2	
	Visual Search	2	
	Communication / Signaling	3	
	Speed & Space Management	2	
	Night Operation / Extreme Driving	2	
	Hazard Perception	2	
	Emergency Maneuvers / Equipment	2	
	Railroad Crossings	2	
	Roadside Inspections / Vehicle Malfunctions	2	
	Hours of Service (with HOS Booklet)	3	
	Trip Planning / Fatigue / Wellness	2	
	Drug & Alcohol Awareness	2	
	Post-Crash Procedures / Whistleblower Protections	2	
	Final Review & Assessment	2	
CDL 211	**CommercialVehicleDriving Practice**	**123**	**On-Ground**
	Behind-the-Wheel (BTW) Range	4	
	G.O.A.L. / Mirror Use		
	Vehicle Control Setup	4	
	Pre-Trip Inspection (Hands-On)	10	
	Coupling & Uncoupling	6	
	Straight Line Backing	6	
	Offset Backing	6	
	Alley Docking	6	
	Parallel Parking	8	
	Post-Trip Inspection (Hands-On)	10	
	Behind-the-Wheel(BTW)Public Road		
	Basic Vehicle Control in Traffic	10	
	Shifting / Operating Transmissions	3	
	Lane Management / Turns	10	
	Highway & Urban Driving	10	
	Speed and Space Management	6	
	Emergency Situations / Skid Control	6	
	Night Operation	4	
	Railroad Crossings	4	
	Final Road Evaluation	6	
	HOS Review	4	
	TOTAL:	**163**	

ENTRY LEVEL DRIVER TRAINING CLASS A AUTOMATIC

Program Objective: Our main objective is to train a better professional driver. We pride ourselves in being able to help the student achieve a career where he/she can have job security and provide generational wealth. We offer flexibility with students that are not able to attend a traditional 9-to-5 program. Classes are small groups of students that work under the supervision of an instructor.

Program Description: The program provides comprehensive training for individuals seeking to begin a career as a professional commercial motor vehicle operator. Designed to meet current industry and federal Entry-Level Driver Training (ELDT) standards, the program combines in-depth classroom instruction with extensive behind-the-wheel practice to prepare students for the Commercial Driver's License (CDL) examinations and safe entry into the trucking workforce.

Students begin with foundational knowledge in vehicle systems, safety regulations, and professional driving responsibilities. Classroom topics include basic vehicle operation, control systems, shifting procedures, visual search strategies, communication and signaling, speed and space management, hazard perception, and night and extreme weather driving. The curriculum also emphasizes critical safety and compliance skills such as pre-trip and post-trip inspections, Hours of Service regulations, trip planning, fatigue and wellness, drug and alcohol awareness, roadside inspections, emergency procedures, and post-crash requirements.

Building on the theory, students' progress to hands-on training environments. Behind-the-wheel instruction includes vehicle setup, G.O.A.L. procedures, coupling and uncoupling, and mastery of essential backing maneuvers such as straight-line, offset, and alley docking, as well as parallel parking. On-road training develops proficiency in lane control, turning, shifting, highway and urban driving, speed and space management, hazard response, night operations, skid control, and railroad crossing procedures.

Program Breakdown by Course

Course Number	Course Title	Clock Hours	Delivery Method
CDL 100	**Commercial Vehicle Driving Theory**	**40**	**On-Ground**
	Orientation / Basic VehicleOperation	2	
	Control Systems / Dashboard	3	
	Pre-Trip, Enroute & Post-Trip Inspections	2	
	Basic Vehicle Control / Backing & Docking	3	
	Shifting / Operating Transmissions	2	
	Visual Search	2	
	Communication / Signaling	3	
	Speed & Space Management	2	
	Night Operation / Extreme Driving	2	
	Hazard Perception	2	
	Emergency Maneuvers / Equipment	2	
	Railroad Crossings	2	
	Roadside Inspections / Vehicle Malfunctions	2	
	Hours of Service (with HOS Booklet)	3	

	Trip Planning / Fatigue / Wellness	2	
	Drug & Alcohol Awareness	2	
	Post-Crash Procedures / Whistleblower Protections	2	
	Final Review & Assessment	2	
CDL 200	**CommercialVehicleDriving Practice**	**120**	**On-Ground**
	Behind-the-Wheel (BTW) Range		
	G.O.A.L. / Mirror Use	4	
	Vehicle Control Setup	4	
	Pre-Trip Inspection (Hands-On)	10	
	Coupling & Uncoupling	6	
	Straight Line Backing	6	
	Offset Backing	6	
	Alley Docking	6	
	Parallel Parking	8	
	Post-Trip Inspection (Hands-On)	10	
	Behind-the-Wheel(BTW)Public Road		
	Basic Vehicle Control in Traffic	10	
	Lane Management / Turns	10	
	Highway & Urban Driving	10	
	Speed and Space Management	6	
	Emergency Situations / Skid Control	6	
	Night Operation	4	
	Railroad Crossings	4	
	Final Road Evaluation	6	
	HOS Review	4	
	TOTAL:	**160**	

ENTRY LEVEL DRIVER TRAINING CLASS B

Program Objective: The program covers safety fundamentals, regulatory requirements, and essential non-driving responsibilities, ensuring students understand the rules and best practices for safe driving. Training begins with an introduction to Class B operations, including pre-trip, yard, and road skills. Students engage in detailed vehicle inspections, learning to identify key parts and inspection points.

Hands-on yard training includes straight-line backing, alley dock backing, offset backing, and parallel parking. On-road driving practice focuses on real traffic scenarios, street sign awareness, height clearances, and making emergency roadside stops to enhance safety and accident prevention.

Program Description: Our Entry Level Driver Training Class B program is designed to prepare individuals for a career in commercial driving. This program focuses on safely operating Class B commercial vehicles such as straight trucks, dump trucks, delivery trucks, and school or transit buses. The training meets all Federal Motor Carrier Safety Administration (FMCSA) Entry-Level Driver Training (ELDT) requirements.

Graduates are prepared to take the CDL Class B skills examination and enter the transportation industry as safe, compliant, and professional entry-level commercial drivers. This program equips students with

the essential competencies needed for employment in sectors such as local delivery, transit, construction, waste management, and other Class B vehicle operations.

Program Breakdown by Course

Course Number	Course Title	Clock Hours	Delivery Method
CDL 100	**CommercialVehicleOperator,Florida"B"Theory**	**40**	**On-Ground**
	Orientation / Basic Vehicle Operation	2	
	Control Systems / Dashboard	3	
	Pre-Trip, Enroute & Post-Trip Inspections	2	
	Basic Vehicle Control / Backing & Docking	3	
	Shifting / Operating Transmissions	2	
	Visual Search	2	
	Communication / Signaling	3	
	Speed & Space Management	2	
	Night Operation / Extreme Driving	2	
	Hazard Perception	2	
	Emergency Maneuvers / Equipment	2	
	Railroad Crossings	2	
	Roadside Inspections / Vehicle Malfunctions	2	
	Hours of Service (with HOS Booklet)	3	
	Trip Planning / Fatigue / Wellness	2	
	Drug & Alcohol Awareness	2	
	Post-Crash Procedures / Whistleblower Protections	2	
	Final Review & Assessment	2	
CDL 300	**CommercialVehicle Operator,Florida Class"B"**	**40**	**On-Ground**
	Behind-the-Wheel (BTW)Rangeand PublicRoad		
	Vehicle Inspection – Pre–Trip/Post–Trip and Enroute	12	
	Hours of Service Training	8	
	Straight Line Backing	2	
	Offset Left/Right	2	
	Parallel Blind/Sight Side	2	
	Alley Dock 45/90 Degree	2	
	Modernized Range Maneuvers	6	
	Public Road	6	
	TOTAL:	**80**	

ADMISSION REQUIREMENTS

All applicants must meet the following admissions requirements:

- Be 18 years old with lawful resident of the United States, able to provide legal documentation.
- Provide a copy of the CDL learner's permit.
- Pass a DOT physical examination & drug screening.
- Must be able to read and understand Motor Commercial Safety Regulation.

- Provide a copy of a valid FL driver's license.

Application for Admission

All persons interested in applying for admission to the institution should complete an application which must be accompanied by a **non refundable** required application fee of a **$100.00** (check, money order, or credit card) to process the application. Applicants must submit all required application documents to be considered for admission. Once a decision is made, an email will be sent to the candidate with further instructions. Candidates will be contacted by their admissions agent regularly to ensure the completed documents are received by the office.

Reactivation of Admission Application

An individual who has been accepted for admission to **CDL Ocala CVT School**, but who has not attended any courses, has their original application and fee active for one (1) year from the term in which the individual was first accepted. In situations longer than one (1) year the application process must be started again with a new application and fee paid.

LANGUAGE PROFICIENCY

Students must possess sufficient proficiency in English to communicate effectively, as language barriers can negatively impact a student's performance. English proficiency is mandatory for the State Examination. In the event a student fails the State Examination due to a language barrier or is unable to communicate effectively during the examination, **CDL Ocala CVT School** reserves the right to terminate the student's enrollment. Pursuant to 49 C.F.R. § 391.11(b)(2), the Department of Transportation and Federal Motor Carrier Safety Administration stipulate that truck drivers must be able to read and comprehend English sufficiently to communicate with the general public, interpret road signs and signals, respond to law enforcement and DOT officials, and complete necessary paperwork.

ORIENTATION

Prior to attending classes, new students, as well as those returning to the institution after one term or more of non-attendance, are required to participate in an orientation program. Attendance is mandatory. This program is designed to acquaint students with the policies of the institution.

GRADUATION REQUIREMENTS

A Diploma is awarded to the student who has:

1. Successfully completed all required course competencies of the enrolled program.
2. Met satisfactory academic progress with a **grade point average of 80% or higher**.
3. Fulfilled all monetary obligations to **CDL Ocala CVT School.**

CREDENTIALS AWARDED

Program	Clock HoursRequired	CredentialAwarded
Entry Level Driver Training Class A Manual	163	Diploma
Entry Level Driver Training Class A Automatic	160	Diploma
Entry Level Driver Training Class B	80	Diploma

DEFINITION OF A CLOCK HOUR

Ourdiplomaprogramisbased on the clock hour system which is defined as follows; one clock hour equals 50 minutes of instruction in the presence of an instructor with a ten-minute break.

TRANSFER OF CREDITS

CDLOcalaCVTSchooldoes not accept the transfer of clock hours from another institution. Transfer of Clock hours from **CDL Ocala CVT School** to another institution is at the discretion of the receiving institution, it is the students' responsibility to confirm whether clock hours will be accepted by another institution of their choice.

ADVANCED PLACEMENT

CDL Ocala CVT School doesnotgrant credits or clock hours for work experience or examination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Federal andState laws restrictthe releaseof confidentialstudent recordsand information. Students have a right to inspect their educational records and are protected from release of information without their written consent, except for subpoenaed requests from courts with appropriate jurisdiction. Students must make written requests for transcripts and other academic information. Requests by unauthorized third parties and telephone requests will not be honored.

STUDENT SERVICES

Students will receive advisement and or counseling on the following topics: Academic Planning which includes academic advising, inquiry about additional course offerings, registration for courses, completion of administrative forms, the purchase of textbooks and library access.

Student services also include Financial Advisement and Personal Academic issues. In addition, the student will also receive career services assistance, which will consist of identifying opportunities and advising the student on appropriate means of attempting to realize those opportunities.

ACADEMIC ADVISING

Upon enrollment, **CDLOcalaCVT School** provides academic advising by assigning an academic advisor who assists the student in attaining his/her educational goals and fulfilling our institution's requirements. The advisor will be able to offer a more valuable insight into the student educational planning, by contacting the student and having a greater understanding of the student's expectations and experience. The academic advisor is responsible for providing professional and personal academic supervision to a student enrolled in a program. The academic advisor will work directly on a personal basis with each student to provide academic advisement, guidance, and prompt feedback to each student who enrolls at the Institution or asks for assistance.

ACADEMIC COUNSELING

Academic counseling is availableto all students during the admission process, and throughout the program. Any problems the institution is not able to address will be referred to community organizations and agencies to better meet the students' needs.

CAREER SERVICES

Whilethe school cannotguarantee employment for graduates, assistance in finding suitable employment for graduates is provided by posting area job openings on a career opportunities bulletin board for students to review.

Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation.

Graduates are encouraged to maintain contact with the school and follow up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

RESOURCE CENTER

Additional resource materials including professional reference books and videos are available for student use. These materials are located in the front office and are available to all students upon request.

ATTENDANCE

All studentsare expected to attend classes on a regular basis. Daily attendance is required and is taken by the instructor. In the event of an absence, the student is responsible for completing any makeup work that may have been assigned within seven (7) days following the student's return to class. If satisfactory arrangements are not made, incomplete failing grades may be assigned.

MAKE-UP POLICY

Make-updayswill be scheduled based on the availability of the instructor and resources. Additional fees for makeup work will apply. Additional fees for make-up work will apply. Please refer to the Financial Information Section above for more details.

MANDATORY REQUIREMENTS FOR TRAINING

- Students are alloweda maximumof three (3)attemptsto passthe examination. If the student is unable to pass the examination within these three attempts, their training will be terminated as the student is considered a high liability.
- Upon completion of CDL Training, students must meet all requirements and demonstrate proficiency in both equipment operation and academic knowledge, as outlined in the U.S. Department of Transportation Federal Motor Carrier Safety Regulations. Satisfactory demonstration and passing the state examination will result in the students receiving a Certificate of Completion.

TARDINESS

Studentsare expected to arrive at class on time and prepared to learn. As tardiness causes the student to miss valuable instruction and disrupts the class. The instructor will counsel any student who is tardy to class 2 times. Any further tardiness will result in the student being required to make up hours and work missed at a scheduled time agreed upon by the instructor.

WITHDRAWAL

Students who withdraw from any program assume the responsibility to officially notify the administrator's office with a written notice of your intention and get a printout showing you have been dropped. Unofficial withdrawal can take place at such time as the student fails to attend classes and has made no contact with the school administration during three (3) days of absence.

Upon withdrawal, official or unofficial, the school's refund policy will apply, and arrangements must be made to pay any balance due to the school. Students will not be permitted to re-enroll in the school with an outstanding balance. Any monies due to the students at the time of withdrawal, official or unofficial, will be refunded to the student within 30 days of the withdrawal determination.

READMISSION

Students who withdraw from school may apply for readmission. Students must complete a new enrollment contract and will be charged current tuition and fees at the time of re-admission. Students dismissed for academic or disciplinary reasons must meet with the school director and put in writing why they feel they should be readmitted. Any student with past due balance will not be readmitted to the school.

TRANSCRIPTS AND DIPLOMAS

Astudent mayreview their file in theoffice during a meeting scheduled with the director. After graduation or departure from school a transcript or duplicate diploma may be requested. The school permanently maintains records of all students. Records of academic progress will be furnished to the student upon his or her request.

LEAVE OF ABSENCE

Astudent may be granted a leave of absence for a maximum of 5 days. All requests for leave of absence must be in writing with the reason for the LOA and the date of expected return specified. If the student does not return on the expected date, the student's enrollment will be terminated. A refund calculation will be completed according to the school Cancellation & Refund Policy. The withdrawal date will be the student's last recorded date of attendance.

SATISFACTORY ACADEMIC PROGRESS

GRADING SYSTEM

Students will receive a**grade** based on the class requirements. A diploma is awarded for completing the required class hours and materials and when receiving an average course grade of **80% or higher**.

Grade	Definition
P	Pass
F	Fail
I	Incomplete
W	Withdrawal

Students are required to have an average of **80% pass rate in all courses** to be considered satisfactory.

SATISFACTORY ACADEMIC PROGRESS (SAP)

SatisfactoryAcademicProgressisdefinedbytheaverageattendance and academic progress maintained by the student.

The school requires that all the students be evaluated for academic and attendance progress.

SATISFACTORY ACADEMIC PROGRESS POLICY

Studentsmustmaintain a minimumcumulativegrade point average and successfully complete the hours and instructional time in order to meet the qualitative and quantitative components of SAP.

Qualitative Component: Minimum Course Average (MCA): In order to meet the graduation requirements, students must achieve the minimum course average of **80%** at each specified evaluation point, as shown in the Satisfactory Academic Progress tables above.

Quantitative Component: Clock Hours and Weeks Successfully Completed: A student must progress through the program at the minimum pace for the specified evaluation points in order to finish the academic program within the allowable maximum time as shown in the Evaluation and Timeframe table shown below.

SAP- EVALUATION AND ACADEMIC PROBATION

Astudent whofails to establishor maintain SatisfactoryAcademic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall MCA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage pf coursework and earns a **"P"** or better in all courses attempted during the corresponding period in which he or she is on academic probation and earns a minimum course average of 80%.

Evaluation Periods for Satisfactory Academic Progress (SAP):

Entry Level Driver Training Class A Manual Students are evaluated at: **81.5** hours and **163** hours

Entry Level Driver Training Class A Automatic Students are evaluated at: **80** hours and **160** hours

Entry Level Driver Training Class B Students are evaluated at: **40** hours and **80** hours

SAP- PROGRAM WITHDRAWAL

If a student on academic probation fails to increase their MCA after the evaluation point, they will be withdrawn from the program.

SAP - EVALUATION AND TIMEFRAME TO COMPLETE POLICY

Studentsare required to complete their program withina reasonable time frame.The maximum time frame is 150% of the published length of the program study.

Program	ClockHours	MaximumTime Allowed
Entry Level Driver Training Class A Manual	163	244.5
Entry Level Driver Training Class A Automatic	160	240
Entry Level Driver Training Class B	80	160

A student that reaches a total of hours attempted equal to the program's maximum timeframe will be automatically withdrawn.

POLICIES AND PROCEDURES

Procedure to Inspect Education Records

A student has the right to inspect his or her educational records and to challenge the contents. To review records, a student must make a request in writing to **CDL Ocala CVT School**. The written request must identify as precisely as possible the record or records he or she wishes to inspect. An appointment to review the records with the student will then be set up.

ACADEMIC WARNING OR PROBATION

If the student falls below the criteria on the SAP listed above in the catalog, he/she will be placed on a probationary period *(the period is specified above on the SAP)*. At the end of the probationary period, if the student has not satisfied the specified requirements, he/she may be terminated from the institution. Students meeting this requirement at the end of the probationary period will be removed from this status.

Probation is an administrative status. Students on probation are at risk of termination from the program. Students on probation are monitored more closely, requiring academic advice on a regular basis to determine student progress. Students on probation may be required to attend extra course sessions. Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

SAFETY POLICIES

CDL Ocala CVT School is committed to providing a safe and healthy training environment for all students and staff. All students are required to follow safety instructions and procedures as directed by their instructors. Failure to comply with safety policies may result in disciplinary action, up to and including termination from the program.

CLP EXPIRATION

Enrollment in our program is valid until the expiration of your Commercial Learner's Permit (CLP). If your CLP expires, you will be required to pay for the training again upon renewal of the permit.

SUSPENSION & DISMISSAL

Students are eligible to apply for readmission after a minimum of one term, and, if permitted to return, will be on academic probation. If at any time after having once been suspended a student on probation has a cumulative average below the minimum required, the student will be dismissed from the institution and will not be eligible to return.

Any appeals for failure to maintain satisfactory progress must be made in writing to the **President** within **15 days of notice of dismissal**. The student will be notified in writing of the decision. The maximum time limit given to a student to complete their program is **1.5** times the normal length of that program. A student not meeting these criteria will be terminated for not making satisfactory progress.

APPEALS PROCESS

Any appeal mustbemade in writing to the **President** who will consider the appeal. The **President** will have the final authority over the matter to make the decision whether to accept the student's appeal within 5 days. For the student's appeal to be granted, the student will need to give evidence of satisfactory academic progress.

STUDENT CONDUCT POLICY

At**CDLOcalaCVTSchool** appropriate students conduct in each class and when communicating with others in the Institution is very important. Any inappropriate conduct could result in dismissal from the Institution.

The following types of conduct are unacceptable:

1. All forms of academic misconduct, including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

Plagiarism: All work submitted by a student must represent the student's original endeavor. When outside sources are used as references, the student should identify the source to make clear the extent to which the source has been used. The Institution considers plagiarism and falsification of documents a serious matter that will result in appropriate sanctions including loss of full or partial credit for the work, suspension for a specific period, or expulsion from the program.

2. Forgery, alteration, or misuse of any Institution document, record, key, electronic device, or identification.

3. Unauthorized entry to, possession of, receipt of, or use of any Institution services; equipment; resources; or properties, including the Institution's name, insignia, or seal.

4. Sexual harassment, as defined here: Sexual harassment is unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's education, unreasonably interferes with a person's educational performance, or creates an intimidating, hostile or offensive learning environment. In the interest of preventing sexual harassment, the Institution will respond to reports of any such conduct.

5. No student is allowed to sign-in for another student at any time.

6. Students must sign out if they leave the school and inform the instructor.

7. If you are gone from the classroom and/or not signed out, you will be signed out for the day.

8. Students must clock in and out for lunch.

9. No congregating in the front lobby and no food in the classroom at any time. NO EXCEPTIONS.

10. Students are expected to extend the instructor the courtesy of not talking during a class and that should also include fellow students. Be respectful.

11. Assume responsibility for getting to class on time.

12. All equipment must be ready for use at all times.

13. It is the responsibility of the student to call and leave a message if you are going to be absent for the day.

14. Students are not allowed to use cell phones and earphones in the classroom.

15. A student arranges with a client to perform services outside for pay.

16. Stalking behavior in which an individual repeatedly engages in conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the

Institution to seriously alarm or torment the person; and where the threat is additionally determined by the Institution to serve no legitimate purpose.

17. Selling, preparing, or distributing for any commercial purpose course lecture notes, video or audio recordings of any course unless authorized by the Institution in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether it was the student or someone else who prepared the notes or recordings. Copying - for any commercial purpose - handouts, readers or other course materials provided by an instructor as part of the Institution course unless authorized by the Institution in advance and explicitly permitted by the course instructor or the copyright holder in writing.

PENALTIES FOR MISCONDUCT

The **President** may impose penalties for violations of institution policies or campus regulations whether such violations are also violations of law, and whether proceedings are or have been pending in the courts involving the same acts.

If, because of an official appeal it is determined that the student was improperly disciplined, the **President** shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such a case, the record of the hearing may be used only in connection with legal proceedings.

Whether or not a hearing is conducted, the Institution may provide written notice to a student that his or her alleged behavior may have violated Institution policy or campus regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action.

When a student is found in violation of institution policies or campus regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

1. Warning/Censure: Written notice or reprimand to the student that a violation of specified institution policies or campus regulations has occurred, and that continued or repeated violations of the institution policies or campus regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.

2. Disciplinary Probation: A status imposed for a specified period during which a student must demonstrate conduct that conforms to the institution's standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.

3. Loss of Privileges and Exclusion from Activities: Exclusion from participation in designated privileges and activities for a specified period. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of institution policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.

4. Suspension: Termination of student status at the institution for a specified period with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that he or she is otherwise qualified for reinstatement. Violation of the

conditions of Suspension or of institution policies or campus regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.

5. Dismissal : Termination of student status for an indefinite period. Readmission after dismissal may be granted only under exceptional circumstances.

6. Restitution: A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the institution or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

7. Revocation ofAwarding ofDegree: Subject to the concurrence of the Institution Governing Board.

GRIEVANCE POLICY

In accordance with **CDL Ocala CVT School's** Mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process:

A grievance procedure is available to any student who believes an institution's decision or action has adversely affected his or her status, rights, or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first communicate with the appropriate course instructor. If the instructor is unable to resolve the student's complaint, the instructor will refer it to the **Education Director** in writing. If the **Education Director** is unable to resolve the student's complaint, he will refer it to the President. The President will take steps to resolve the complaint. The Institution President's decision is final.

Informal Resolution

Students are encouraged to speak directly with their mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

Informal Complaint

A student may register an informal complaint within thirty (30) days of the event that triggered the complaint. The earlier communication is made, the more likely it is to resolve the matter satisfactorily. Complaints should be made to the **President.** Informal complaints may be made in person, by telephone, or email. Appropriate institution staff will review the matter presented by the students and determine whether any action is required. The students will be notified of the Institution's response within 20 days of the informal complaint. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

Formal Complaint

A formal complaint must be submitted in writing to the President. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint and state the nature of grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

Receipt of the complaint will be acknowledged within fifteen (15) days. The appropriate institution administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of receipt of the complaint. The relevant institution office will keep a complete record of formal complaints.

Records of the outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

Students who at the end of this process feel a grievance is unresolved may refer it to:

Commission for Independent Education, Florida Department of Education
325 West Gaines Street, Tallahassee, FL 32399-0400
Phone 850.245.3200, or Toll Free 888.224.6684, or online at http://www.fldoe.org/policy/cie

MODIFICATIONS

CDL Ocala CVT School reserves the right to modify academic policies, regulations, courses, fees and other matters of policy and rule when deemed necessary and with due notice. Students will be given advance notification of such changes.

DROPPING THE PROGRAM

Students who are dropped from a program for non-attendance or disciplinary reasons may enroll for next class, unless otherwise specified.

NON-DISCRIMINATION

CDL Ocala CVT School admits student of any race, color, sex, age, marital status, non-disqualifying disability to the extent of the law, religion, or creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to student at the institution and does not discriminate in administration of its educational policies, admissions policies, or other institution- administered programs.

ANTI-HAZING

At **CDL Ocala CVT School**, the practice of hazing is prohibited. Hazing is defined as any action taken or situations created to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule.

EMERGENCY CLOSURE

In the event of an emergency, **CDL Ocala CVT School's** administrative office will close as determined by **Marion County** due to inclement weather or natural disaster (hurricane, etc.).

HANDICAP FACILITIES

CDL Ocala CVT School complies with all provisions of section 504 of the Rehabilitation Act of 1973, in that no qualified handicapped person will be excluded from the school. However, handicapped individuals should be aware that these programs require a high level of manual dexterity and prolonged periods of practical work.

COURSE DESCRIPTIONS

Course Numbering System

Ourcourse numbering system consists of 5 digits: three Alpha Prefix followed by a three-digit course number. The Alpha Prefix identifies academic discipline. The following three digits identify the course sequence.

Sample Course Number……. (**CDL 100**)

Letters = Discipline
Digits = Program Sequence

ENTRY LEVEL DRIVER TRAINING CLASS A MANUAL

CDL 100 Commercial Vehicle Driving Theory – 40 Clock Hours

Thiscoursewill coverBasic Operations, Safe OperatingProcedures, Advanced Driving Techniques, Vehicle Systems and Maintenance Reporting, and Non-Driving Duties. This course also focuses on equipping students with the foundational knowledge required for Entry-Level Driver Training (ELDT) as mandated by the Federal Motor Carrier Safety Administration (FMCSA). By the end of this course, students will be prepared to advance to hands-on skills training with combination vehicles.

The following will be covered in the theory portion:

Curriculum Component	Clock Hours
Orientation / Basic VehicleOperation	2
Control Systems / Dashboard	3
Pre-Trip, Enroute & Post-Trip Inspections	2
Basic Vehicle Control / Backing & Docking	3
Shifting / Operating Transmissions	2
Visual Search	2
Communication / Signaling	3
Speed & Space Management	2
Night Operation / Extreme Driving	2
Hazard Perception	2
Emergency Maneuvers / Equipment	2
Railroad Crossings	2
Roadside Inspections / Vehicle Malfunctions	2
Hours of Service (with HOS Booklet)	3
Trip Planning / Fatigue / Wellness	2
Drug & Alcohol Awareness	2
Post-Crash Procedures / Whistleblower Protections	2
Final Review & Assessment	2

CDL 211 Commercial Vehicle Driving Practice – 123 Clock Hours

Aligned with theFMCSA's ELDT Behind-The-Wheel(BTW) range and road requirements, this course provides students with the skills needed to safely operate a combination vehicle (tractor-trailer) under diverse road and traffic conditions, including both urban and rural settings. The program places a strong emphasis on mastering manual driving, providing comprehensive training on shifting gears and transmission control. Students will gain hands-on experience in operating manual transmissions, ensuring they are prepared to handle real-world driving scenarios with confidence.

The following will be covered in the theory portion:

Curriculum Component	Clock Hours
Behind-the-Wheel (BTW) Range	
G.O.A.L. / MirrorUse	4
Vehicle Control Setup	4
Pre-Trip Inspection (Hands-On)	10
Coupling & Uncoupling	6
Straight Line Backing	6
Offset Backing	6
Alley Docking	6
Parallel Parking	8
Post-TripInspection (Hands-On)	10
Behind-the-Wheel (BTW) Public Road	
Basic Vehicle Control in Traffic	10
Shifting / Operating Transmissions	3
Lane Management / Turns	10
Highway & Urban Driving	10
Speed and Space Management	6
Emergency Situations / Skid Control	6
Night Operation	4
Railroad Crossings	4
Final Road Evaluation	6
HOS Review	4

ENTRY LEVEL DRIVER TRAINING CLASS A AUTOMATIC

CDL 100 Commercial Vehicle Driving Theory – 40 Clock Hours

Thiscourse coversthe standardizedcurriculumacross five key areas: Basic Operations, Safe Operating Procedures, Advanced Driving Techniques, Vehicle Systems and Maintenance Reporting, and Non-Driving Duties. This course also focuses on equipping students with the foundational knowledge required for Entry-Level Driver Training (ELDT) as mandated by the Federal Motor Carrier Safety Administration (FMCSA). By the end of this course, students will be prepared to advance to hands-on skills training with combination vehicles.

The following will be covered in the theory portion:

Curriculum Component	Clock Hours
Orientation / Basic VehicleOperation	2
Control Systems / Dashboard	3
Pre-Trip, Enroute & Post-Trip Inspections	2
Basic Vehicle Control / Backing & Docking	3
Shifting / Operating Transmissions	2
Visual Search	2
Communication / Signaling	3
Speed & Space Management	2
Night Operation / Extreme Driving	2
Hazard Perception	2
Emergency Maneuvers / Equipment	2
Railroad Crossings	2
Roadside Inspections / Vehicle Malfunctions	2
Hours of Service (with HOS Booklet)	3
Trip Planning / Fatigue / Wellness	2
Drug & Alcohol Awareness	2
Post-Crash Procedures / Whistleblower Protections	2
Final Review & Assessment	2

CDL 200 Commercial Vehicle Driving Practice – 120 Clock Hours

Thiscourse aligns with the FMCSA'sELDT Behind-The-Wheel (BTW) range and road requirements, providing students with the skills needed to safely operate a combination vehicle (tractor-trailer) under diverse road and traffic conditions, including both urban and rural settings. The program places a strong emphasis on mastering manual driving, providing comprehensive training on shifting gears and transmission control. Students will gain hands-on experience in operating manual transmissions, ensuring they are prepared to handle real-world drivingscenarios with confidence.

The following will be covered in the practice portion:

Curriculum Component	Clock Hours
Behind-the-Wheel (BTW) Range	
G.O.A.L. / MirrorUse	4
Vehicle Control Setup	4
Pre-Trip Inspection (Hands-On)	10
Coupling & Uncoupling	6
Straight Line Backing	6
Offset Backing	6
Alley Docking	6
Parallel Parking	8
Post-Trip Inspection (Hands-On)	10
Behind-the-Wheel (BTW) Public Road	

Basic Vehicle Control in Traffic	10
Lane Management / Turns	10
Highway & Urban Driving	10
Speed and Space Management	6
Emergency Situations / Skid Control	6
Night Operation	4
Railroad Crossings	4
Final Road Evaluation	6
HOS Review	4

ENTRY LEVEL DRIVER TRAINING CLASS B

CDL 110 Commercial Vehicle Operator, Florida Class "B" Theory – 40 Clock Hours

This course also focuses on equipping students with the foundational knowledge required for Entry-Level Driver Training (ELDT) as mandated by the Federal Motor Carrier Safety Administration (FMCSA). By the end of this course, students will be prepared to advance to hands-on skills training with combination vehicles.

The following will be covered in the theory portion:

CurriculumComponent	ClockHours
Orientation / Basic Vehicle Operation	2
Control Systems / Dashboard	3
Pre-Trip, Enroute & Post-Trip Inspections	2
Basic Vehicle Control / Backing & Docking	3
Shifting / Operating Transmissions	2
Visual Search	2
Communication / Signaling	3
Speed & Space Management	2
Night Operation / Extreme Driving	2
Hazard Perception	2
Emergency Maneuvers / Equipment	2
Railroad Crossings	2
Roadside Inspections / Vehicle Malfunctions	2
Hours of Service (with HOS Booklet)	3
Trip Planning / Fatigue / Wellness	2
Drug & Alcohol Awareness	2
Post-Crash Procedures / Whistleblower Protections	2
Final Review & Assessment	2

CDL 300 Commercial Vehicle Operator, 40 Clock Hours

This course offers intensive training in key CDL Class "B" skills to ensure students are prepared for safe and effective commercial vehicle operation.

The following will be covered in the practice portion:

Curriculum Component	Clock Hours
Behind-the-Wheel (BTW) Range and Public Road	
Vehicle Inspection- Pre-Trip/Post-TripandEnroute	12
Hours of Service Training	8
Straight Line Backing	2
Offset Left/Right	2
Parallel Blind/Sight Side	2
Alley Dock 45/90 degree	2
Modernized Range Maneuvers	6
Public Road	6

ADMINISTRATION AND FACULTY

ADMINISTRATION

- **Pedro Camejo** — **President**
- **Audelia Camejo** — **Campus Director**
- **Pedro Camejo** — **Finance Director**
- **Sofia Rodriguez** — **Operations Coordinator**

FACULTY

- **Pedro Camejo**
  - CDLLicense C520678730652
- **Jose A. Mercado**
  - CDLLicense M623421830540