



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES
TO END POVERTY

TRAINING CATALOG *ANTHONY SOTO EMPLOYMENT TRAINING CENTERS*



Creating Opportunities through Training July 1, 2020- June 30, 2021

SANTA ROSA ASET CENTER

(MAIN CAMPUS)

3315 Airway Drive, Santa Rosa, CA 95403

(916) 371-8220 Ext 4312

Facility Code: 4900431

STOCKTON ASET CENTER

2895 Teepee Drive Stockton, CA 95205

(916) 371-8220 Ext 8005

Facility Code: 3900471

OLIVEHURST ASET CENTER

1468-G Sky Harbor Drive Olivehurst, CA 95961

916 371-8220 Ext 1037

Facility Code: 5800111

On the Web at: www.CaHumanDevelopment.org

On Facebook: www.facebook.com/CaliforniaHumanDevelopment

Twitter: [@CaHumanDev](https://twitter.com/CaHumanDev)



CALIFORNIA HUMAN DEVELOPMENT

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Welcome to the California Human Development Corporation

California Human Development (CHD) is a private, not for profit, community-based organization celebrating 53 years of service in communities throughout 31 northern California counties.

LOOKING TO THE FUTURE

As one of California's leading 501(c)(3) organizations engaged in the War On Poverty for nearly five decades. We are excited to grow and change along with you and the Northern California communities we serve.

Our Anthony Soto Employment and Training Centers (ASET) partner and supports all participants as they work to gain new skills, access quality training, and become competitive in today's global marketplace. Expand and enhance your skills with us! Our instructors are all industry trained. They bring a wealth of knowledge to you and an enthusiasm to teach you all they know.

CHD SERVICES

CHD operates additional programs: 1) Affordable Housing; 2) Immigration; 3) Disability Services and 4) Treatment and Recovery for Substance Abuse. If you ever need any of our other services, please do not hesitate to ask for help. We are here to help you, your family, and your community.

Investing in yourself now will pay off in the future. What you learn today no one can ever take away. Your skills and abilities will stay with you forever. We welcome you aboard and are thankful you have chosen the ASET Centers to learn and grow.

Welcome from the ASET Center Staff

APPROVAL DISCLOSURE STATEMENT

The California Human Development Corporation (CHDC) Anthony Soto Employment Training (ASET) Centers have been granted institutional approval from the Bureau for Private Postsecondary Education (Bureau) pursuant to the California Private Postsecondary Education Act of 2009, California Education Code, Title 3, Division 10, Part 59, and Chapter 8, which begins with section 94800. CHDC/ASET is not accredited by an agency recognized by the United States Department of Education. The Bureau's approval means that the institution and its operation are in compliance with minimum state standards established under the law for occupational instruction by private postsecondary educational institutions and does not mean that the Bureau endorses or recommends the institution or its programs of instruction. Institutional re-approval must be obtained every three years and is subject to continuing review.

The California Human Development Corporation (CHD) Anthony Soto Employment Training (ASET) Centers have been granted exempt status (Application No. 31156) on May 24, 2018 from the Bureau pursuant to the California Private Postsecondary Education Act of 2009. CHD/ASET has met the qualifications for exemption from regulation under the Act, pursuant to the California Education Code (CEC) section 94874 (k) (1): "An institution owned, controlled, operated, and maintained by a community- based organization, as defined in Section 7801 of Title 20 of the United States Code" Pursuant to CEC §94874.7, this verification of exemption shall remain valid as long as the institution maintains full compliance of the requirements of this exemption.

CHD/ASET is not accredited by an agency recognized by the United States Department of Education. The Bureau has approved the following programs:

| Program | Length of Training | Tuition | Registration |
|--------------------------------------|---------------------------|-----------------|---------------------|
| Building Construction | 660 hrs | \$ 5000 | \$ 250 |
| Shipping/Receiving/ Logistics | 600 hrs | \$ 39 20 | \$ 250 |
| Truck Driving | 300 hrs | \$ 3000 | \$ 250 |
| Welding | 660 hrs | \$ 5000 | \$ 250 |
| Vocational English ESL - I | 250 hrs | \$ 2000 | \$ 250 |

For locations where programs are currently offered, please refer to Section X (page 19). For detailed program outlines please refer to Section XI (pages 20-24).

All programs available at all ASET Centers offer ongoing admissions, which means when a Center has enough trainees, it may begin a program on any given week that the Center is open (a certain number of trainees must be approved to start on a certain date and the class must have openings for the new trainees receive seven and one half (7.5) hours of instruction daily and 30 minutes provided for lunch. Classroom hours are 7:00 am to 3:00 pm. Courses operate Monday through Friday, excluding holidays. Because course lengths vary, the number of days of instructions will differ per course, but in all cases, the total number of classroom hours will be equal to the number of clock hours shown in the catalog for that course. When appropriate for a course, trainings may be held on-line via prerecorded videos and/or instructors presenting the course material via social media platforms. The CHD ASET Centers participate in hybrid learning.

As a prospective trainee, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective enrollees are advised to visit the physical facilities and to discuss personal, educational, and occupational plans with the training facility personnel before enrolling or signing an enrollment agreement. Any questions a trainee may have regarding this catalog that have not been satisfactorily answered by the instructor should be directed to the ASET Center Manager.

OTHER DISCLOSURE STATEMENTS

California statute requires that a trainee who successfully completes a program of study be awarded an appropriate diploma or certificate verifying the fact.

Trainees seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Center Manager. Trainees are not required to invoke an internal dispute process prior to enforcing contractual or other legal rights or remedies.

Unresolved complaints may be directed to the Manager of Educational Services at 3835 N Freeway Blvd Suite 140 Sacramento CA 95834. Telephone: (916) 371-8220 Ext. 4312.

This catalog of programs and policies is provided as a convenient source of information for anyone interested in the ASET Centers. CHD reserves the right to make the necessary changes or corrections to the information within the catalog. This catalog is updated yearly. It is given to the public as requested in person or on-line. It is provided to new trainees during orientation.

This catalog should not be construed as a contract between trainee and any ASET Center.

CHD has no pending bankruptcy petitions, is not operating as a debtor in possession, has not filed a petition within the last five years and has not had a bankruptcy petition filed against it within the preceding five years. Trainee records of all course grades earned, and certificates received shall be maintained permanently by the training facility and will be accessible to the trainee.

All information in the content of this school catalog is current and correct, and is so certified true by upper-level management at CHD,



Date 7/1/2020

Paul Castro, Director

Farmworker Services & Workforce Development Division

CORPORATE INFORMATION CALIFORNIA HUMAN DEVELOPMENT CORPORATION (CHD)

Executive Office

3315 Airway Drive

Santa Rosa, CA 95403

PHONE: (707) 523-1155 FAX: (707) 523-3776

Farm Worker Services/Workforce Development Division

3835 N Freeway Blvd Suite 140 Sacramento, CA 95834

PHONE: (916) 371-8220 FAX: (916) 371-4893

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I. CENTER INFORMATION

ANTHONY SOTO EMPLOYMENT TRAINING (ASET) CENTERS

Campus: SANTA ROSA ASET CENTER *(Main Campus of ASET Centers)*
Office hours: Monday through Friday, 7 am – 3 pm
Address: 3315 Airway Drive Santa Rosa, CA 95403
Telephone: (916)371-8220 x4312 **Fax:** (707) 523-3776

Education Manager: Sandra Waterhouse **Email:** sandra.waterhouse@CaHumanDevelopment.org
Center Manager: Vacant
Senior Case Manager: Lorena Sotelo **Email:** lorena.sotelo@CaHumanDevelopment.org
Class Hours: 7:00am-11:30am & 12:00pm–3:00pm

Instructional Staff: *Aurelio Mendoza, Truck Driver Instructor*
Aurelio was a plantation supervisor in Florida for six years. When he came to California, he worked at a technology company as a supervisor and was promoted to assistant manager for nine years. In 2001, he started working for CHD and had various positions from Assembly and Fabrication instructor, Electronics Assembly, Forklift instructor and Shipping and Receiving. In the last four years, Aurelio became the Truck Driver instructor at the Santa Rosa ASET up to the present time.

Shipping and Receiving Instructor - Vacant

Campus: OLIVEHURST ASET CENTER *(Branch Campus of ASET)*
Office hours: Monday through Friday, 7 am– 3:00 pm
Address: 1468 Sky Harbor Drive, Suite “G” Olivehurst, CA 95961
Telephone: (916) 371-8220 Ext 1037 **Fax:** (530) 741-8435
Center Manager: Ann Nash **Email:** ann.nash@CaHumanDevelopment.org
Admin Assistant: Moriah Perez **Email:** moriah.perez@cahumandevelopment.org
Class Hours 7:00am-11:00am & 11:30am–3:00pm

Instructional Staff: Carlos Elizarraras, Welding Instructor

Carlos is American Welding Society AWS Certified and has been in the welding industry since 1978. He is an advisor for welding companies across the State of California. He holds Welding and Machine Technology certificates. He has been with the Olivehurst ASET Center since 2001.

Arturo Villa, Truck Driver Instructor

Arturo obtained his commercial driver license in 1997. He has many years of experience in the trucking industry. He has been very successful in instructing and assisting trainees to obtain the commercial driver license. Arturo has been with the Olivehurst ASET Center since 1998. He is also a certified Forklift operator.

Pinquito "Pio" Ruiz, Truck Driver Instructor

Pio has worked for California Human Development Corporation since 2015 as an on-call truck driving instructor and became a regular as of March 2019. He has been a truck driver for over fifteen years. He is knowledgeable and patient with trainees.

Campus: STOCKTON ASET CENTER *(Branch Campus of ASET)*
Office hours: Monday through Friday, 7:00am-11:00am & 11:30am-3:00pm
Address: 2895 Teepee Drive, Stockton, CA 95205
Telephone: (916) 371-8220 ext. 8005
Fax: (209) 235-2073

Center Manager: Lily Aman
Administrative Assistant: Ana Lopez

Email: liiy.aman@cahumandevelopment.org
Email: ana.lopez@cahumandevelopment.org

Class Hours: 7:00am-11:00am & 11:30am-3:00pm

Instructional Staff: Juan Ordaz, Welding Instructor

Juan has over fifteen years working in the welding industry. He was an assistant welding instructor prior to becoming the welding instructor. He possesses various welding certifications. Juan is currently pursuing college courses towards his Associate Degree at Delta College. Juan joined CHD in 2015.

Eric Cosgrove, Building Construction Instructor

Eric joined CHD in July 2019 to teach construction trades and the Multi Craft Construction Curriculum (MC3). He was a union painter for 15 years and a Union Laborer for 10. Eric served as a Refugee Relief Worker and INS Worker for the UNHCR. His building knowledge is a huge asset for the Center and the participants

Mariano Guzman, Truck Driving Instructor

Mariano has extensive experience in the field of Truck Driving and Truck Driving Instruction as well as Construction. His experience in trucking is in excess of 11 years in all areas of Trucking. He has a wide variety of experience as he has worked in this field in all 48 states and in all-weather conditions imaginable. Mariano has been an Instructor in Trucking for 4 years. Mariano also has extensive experience in Residential and Commercial Construction as a Superintendent and Building Inspector.

Shipping & Receiving Instructor (vacant)

II. General Information

A. CHD DESCRIPTION AND MISSION

Incorporated in 1967, the California Human Development Corporation (CHD) is a nonprofit, community-based organization. Our mission is to create paths and opportunities for people to rise above barriers in their pursuit of a better life.

B. ASET CENTER MISSION

The mission of California Human Development Corporation's Anthony Soto Employment Training Center is to provide job-related education and training to low-income, unemployed, and under-employed people that will lead to their full-time, year-round employment. Our goal is to make a significant difference in the lives of disadvantaged people.

C. ASET CENTER ADMINISTRATION The ASET Centers function within the Farm Worker Services /Workforce Development Division as units of California Human Development Corporation. The Farm Worker Services/ Workforce Development Division Program Director oversees all facility functions. CHD's key organizational elements include: a volunteer board of directors, a central administrative staff headed by a corporate president/CEO, local administrative and service staff, and a network of volunteer advisory committees that provide policy input into local programs. The corporate headquarters is located in Santa Rosa, California.

ASET Center administrators strive to provide programs that are: sound and up to date; clearly and truthfully described; and managed in a responsible manner. They also ensure that instructors are qualified and use effective training methods and that trainees gain worthwhile benefits from participating in ASET Center training programs.

D. CHD BOARD OF DIRECTORS

The primary role of the board of directors is to set overall policy for the corporation. The board determines the corporation's mission and sets goals aimed at building and maintaining an increasingly effective, high quality continuing education and human service organization.

The members of the CHD board of directors are experienced and effective volunteer representatives of the geographic areas and the different communities serving the corporation's programs. Board members average five years of experience on previous boards of directors. One-third of the board members represent the low-income community, one-third represents the private sector and one-third represents the public sector.

| NAME | CITY |
|-----------------------|----------------|
| Emila Aguilar (Chair) | Santa Rosa, CA |
| Hector Brambila | Napa, CA |
| Luis Sanchez | Stockton, CA |
| Surinder Gill | Sacramento, CA |
| Antonio Silva | Carmichael, CA |
| Maximiniano Aguilar | Santa Rosa, CA |
| Horacio Paras | Yuba City, CA |
| Jesse Ortiz | Woodland, CA |
| Carly Huston | Sacramento, CA |
| Maridel Perlas | Santa Rosa, CA |
| Miguel Mejia | Sacramento, CA |

E. TRAINING FACILITIES

The address and telephone number for all ASET Center locations are given on the cover page of this catalog. Please contact the local Center Manager at the phone number listed for any further information.

Since we provide vocational training, our facilities replicate an industrial or business environment to the greatest extent possible. Our facilities are located in industrial areas among the companies and businesses that employ our eager, well-trained graduates. trainees learn in an industrial environment so that, when the time comes for transition from "campus" to work, there are few adjustments to be made in working hours, travel arrangements or other work-related behaviors.

Inside ASET Center facilities, the space is divided into shop areas for each industrial skill; break rooms for staff and trainees; classrooms for basic remedial instruction, theoretical "book" learning, testing, lectures, and recitation; and office space for staff and instructors. In the shop areas, trainees stand or sit at workstations or machines as they

would on the job. The maximum enrollment level per instructor is fifteen trainees. Additional instructors may assist in larger classes.

Facilities are ventilated, heated, and well lit. In shop areas, the most effective environmental control may be the opening or closing of the overhead bay door. Levels of noise, dust, smells, and comfort are well within what is safe and healthy, but definitely not as pleasant, free of

distractions, and sedentary as a classroom. Industrial and personal safety are taught and practiced consistently. Facilities are inspected frequently and approved by all relevant agencies for occupational health and safety, fire prevention, and disabled accessibility.

All ASET Center facilities are located on the ground floor, where shops, classrooms, restrooms, and appropriate workstations are physically accessible to the disabled.

III. EDUCATIONAL PHILOSOPHY

Our training approach is virtual, hybrid learning and hands-on job training in an industrial setting appropriate to the skill being taught, and under conditions found in industry. Items are utilized from each workplace such as training schedules, safety concerns, tools, and equipment.

Our educational approach features:

- * Virtual and hands-on vocational training in a simulated work environment
- * Individualized, competency-based progress towards job readiness
- * Training to meet the needs of local employers with input from industry
- * Tools, equipment, conditions, and standards such as in the business or industry are utilized
- * Counseling support reinforcing positive attitudes and confidence
- * Individualized counseling for job development and placement.

A. TOOLS AND EQUIPMENT USED IN TRAINING

Building Construction: Basic hand and power tools and other stationary equipment, such as radial and table saw, drill press, sanders, planers, joiners' grinders, and other stationary equipment, such as radial and table saw, drill press, sanders, planers, joiners' grinders, and other specific tools, depending on area of study.

Shipping & Receiving: Forklifts, pallet jacks, scale, computers, packaging equipment, videos, and manuals.

Truck Driver: Trucks, trailers, truck maintenance tool kits, books, plus a complete video and audio truck driving library.

Welding: Various welding machines, metal working machines, mills, lathes, hand tools, grinders, cutting torches, and saws, safety equipment, such as leathers, gloves, helmet and safety glasses, videos, and books using specialized bibliography and short stories.

B. LIBRARY AND OTHER LEARNING RESOURCES

ASET Center does not have a library but has learning resources such as books, videos and other instructional materials that are utilized by the instructors in Welding, Truck Driver, Building Construction, Shipping and Receiving. While the instruction is handled by "hands-on" training, CHD instructors use videos, online training resources (hybrid learning), textbooks, and copies of instructional materials to enhance the learning experience of the trainees. These will help trainees who learn mostly through visual aids. These instructional materials are kept in secured area for easier accessibility for the instructors.

The center updates basic instructional materials such as, books and videos periodically.

C. NON-DISCRIMINATION POLICY

The ASET Center is committed to providing an environment that is free from discrimination in employment and training because of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, or age.

D. PARTNERSHIP WITH INDUSTRY

The curriculum of each training program is determined by consulting with local employer representatives and businesses within local industry with which Center Managers and members of the

Industrial Advisory Boards (IAB) meet with the Center Managers and the instructional staff to provide input on curricula, equipment, labor market trends, and qualifications and attitudes expected by the hiring employers. The IAB meets at least two times a year to keep current on the labor market. A current list of each Center's IAB membership is available upon request at each Center.

E. COMPETENCY-BASED TRAINING AND PERFORMANCE OBJECTIVES

Trainees are evaluated throughout the program against consistent, specified, job-related standards.

Special emphasis is placed on on-going evaluation, since a trainee is considered to have attained successful completion of the program only when has demonstrated sufficient competency and met all objectives established on the curriculum.

Although ASET Centers do not offer onsite licensing or certification for most programs, and do not guarantee that any trainee will pass any outside examinations, we do offer programs that involve preparation for licensing, certification, or other outside examinations. Therefore, ASET Centers help trainees to meet all objectives established on the curriculum; which includes developing the ability to pass such tests as may be required for employment.

IV. VOCATIONAL SERVICES

A. VOCATIONAL AND PERSONAL COUNSELING

Instructors are the front-line vocational advisers as they are with trainees throughout the day. ASET staff provides resources and advising that may help trainees gain access to social services that can help deal with potential barriers to training and employment. Information about drug and alcohol abuse prevention and education as well as addiction recovery programs is available to trainees who need them.

B. JOB SEARCH AND SURVIVAL SKILLS

ASET Centers provide job search and life skills instruction to prepare trainees for entry and survival in the competitive labor market.

V. ENROLLMENT & ADMISSIONS

A. ENROLLMENT AND ADMISSION POLICY AND REQUIREMENTS

To enroll in any of the ASET Centers, applicants must meet the following eligibility criteria:

1. Must be at least 18 years old. For the prospective truck driving trainees, he/she must:
 - a) hold a US driving license for at least six months
 - b) supply a DMV K-4 printout and Motor Vehicle Release Authorization Form (MVR) (NOTE: must be approved by the CHD's insurance company)
 - c) be able to pass the DOT (Department of Transportation) physical & drug tests.
2. Have secure funding for training
3. Meet all requirements of the program
4. Agree to abide by ASET Center's policies and procedures
5. Those applicants who do not have a High School Diploma or GED must take and pass the Comprehensive Adult Student Assessment Systems (CASAS) test.
6. If the applicant had prior drug test from other clinics, this must be done within 30 days.
7. If candidate decides to enroll, both the Enrollment Agreement and the Program

Participant Contract (PPC) must be understood and signed by both the trainee and the ASET Center Manager.

Potential trainees are evaluated by our qualified staff and participate in a seven-day assessment period. During the assessment period, it is determined if any of the ASET Center's training programs is suitable for that trainee, and whether or not the trainee will benefit from the training selected. Before or on the seventh day assessment for most trainings the trainee can opt out of the training and will not be considered a drop-out.

B. FINANCIAL AID PROGRAMS ASET Centers do not offer financial aid programs at present time.

VI. ASSESSMENT & CREDIT

Performance evaluations and written tests are both used to measure attainment of specific objectives. trainees are assessed throughout the training in order to provide ongoing information about their progress. trainees are evaluated monthly to determine achievement of objectives for all trainings, which is done by the end of the training. Trainees' performance is evaluated by completion of projects. trainees are required to pass an exit exam at the end of the training. Grades are assigned for each project based on quality and the time it took the trainee to complete the work.

Evaluations are documented on a Progress According to Plan (PAP) form for each trainee. Instructors meet with each of their trainees and their case managers monthly to review their trainee PAP. Work habits and attitudes are also assessed and discussed at that time. Trainees who have reached the midpoint of their program must successfully have completed all work scheduled for the first 33% of the original number of clock hours. Completing at least 80% of original clock hours is the minimum required to graduate. If trainees have not successfully completed the scheduled work, they will be deemed as not making satisfactory progress and will be placed on Academic Probation (See part B of this section.)

C. Trainees FROM OTHER COUNTRIES

Currently, the ASET Centers are accepting trainees from other countries as long as they have a legal permit to live and work in the United States. The ASET centers do not provide visa services for trainees from other countries.

D. LANGUAGE PROFICIENCY REQUIREMENTS

English is the medium of instruction in all of our classes. Therefore, all trainees must be able to speak, read and write English fairly well. If a potential trainee does not have a High School Diploma or GED, he/she needs to pass the CASAS test.

E. GRADING POLICY

A 2.0 grade point average or above is required for satisfactory progress. Grade and test score percentages are calculated by using the following chart:

| | |
|------------|-----|
| 90% - 100% | 4.0 |
| 80% - 89% | 3.0 |
| 70% - 79% | 2.0 |
| 60% - 69% | 1.0 |
| Below 60% | 0.0 |

Trainees are graded monthly, and those who do not meet the Academic and / or attendance requirements will be subject to probation.

F. ACADEMIC PROBATION

Center Manager and Instructor will place any trainee who is not making satisfactory progress on academic probation for two weeks upon recommendation of the instructor. The trainee's progress is reviewed at the end of this period. If trainee has earned a 2.0 grade point average at the end of the academic probationary period, he/she is released from probation. Any trainee who does not earn a 2.0 grade point average at the end of the probationary period will lose

educational benefits and may be dismissed from the program with recommendation from the Center Manager.

G. CREDIT FOR PREVIOUS TRAINING

A trainee may receive credit for previous training if:

1. it was completed recently within the last year;
2. it was sufficiently thorough and relevant; and
3. the trainee can demonstrate satisfactory proficiency prior to enrollment at the discretion of the Instructor.

Any prospective trainee will be evaluated by the instructor for the training he/she is interested in entering.

ASET Center Manager will make a determination on previous education and training, grant credit when appropriate, reduce the length of the program proportionately on the recommendation of the instructor and keep records of this process.

H. REQUIREMENTS FOR GRADUATION

ASET Centers' philosophy is that true success occurs when an individual is placed on a job. trainees are encouraged to complete a full course of training, which will provide them with the skills they need for the job market. To be eligible for an ASET certificate of graduation, a trainee must complete both 80% of actual course hours and all other requirements within 100% of scheduled course hours.

Besides, the trainee has to have an overall 2.0 or above Grade Point Average, ASET Center reserves the right to withhold the certificate in case of unreturned books or materials, missing documentation or signatures. For the Building Construction, Truck Driving, Welding, and Shipping and Receiving/Logistics trainings, there are additional requirements for Graduation. Refer to the corresponding course outline.

I. DOCUMENT OF COMPLETION

Upon graduation, trainees receive a Certificate of Completion stating that they have successfully completed the specified program of instruction.

J. NOTICE CONCERNING

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at California Human Development Anthony Soto Employment Training Centers is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the certificates you earn in welding, that you earn at this institution are 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 (California Human Development Corporation, Anthony Soto Employment Training Center to determine if your certificate will transfer."

ASET Centers have not entered into an articulation or transfer agreement with any other college or university.

VII. ATTENDANCE AND OTHER POLICIES AND PROCEDURES

A. TRAINING SCHEDULE

The ASET Center training programs are intensive, requiring seven and a half class hours per day. Classes are generally scheduled from 7:00 AM to 3:00 PM, Monday through Friday, with 30 minutes provided for lunch. Some campuses and some skills may operate on a different schedule because of unique conditions or requirements. Evening classes may be available in some programs at some locations.

B. HOLIDAYS

ASET Centers operate year-round, with some scheduled holidays, also including announced closings for staff in-service training days.

CHD Corporate holidays with a possible announced extended break for Winter Holidays.

**New Year's Day
Martin Luther King, Jr. Day
Presidents' Day Observed
Cesar Chavez' Day Observed
Memorial Day Observed
Independence Day
Labor Day Observed
Veterans' Day Observed
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day**

C. TRAINEE CONDUCT

Trainees are expected to behave in a manner which is consistent with both training and working environments. At the discretion of the

Center Manager, trainees may be suspended for up to four weeks or terminated from training for incidents involving drugs, alcohol or weapons. Behavior creating a hazard to themselves or other trainees or staff is punishable by two-week suspension or termination. All disciplinary action is documented and accompanied by mandatory counseling.

D. ATTENDANCE POLICY

Permission for a pre-scheduled absence from classes must be arranged in advance with the Instructor/Center Manager. In the event of an unforeseen absence, trainees must notify the Center no later than two hours after the start of class. Class cuts are considered unexcused absences (i.e. leaving training without notifying the Instructor or Management).

Trainees failing to maintain satisfactory attendance will be counseled by the Instructor and will be placed on attendance probation. If attendance fails to improve, the Center Manager, acting at his or her discretion, may dismiss a trainee for unsatisfactory attendance. If the trainee has no contact with training center and has been absent for two weeks, he/she will be dismissed. Re-admission of a dismissed trainee may be permitted if the cause for unsatisfactory attendance has been corrected.

E. ATTENDANCE PROBATION PROCEDURE

The following three-step procedures shall be used when placing a trainee on attendance probation:

Step 1. The Instructor will place a trainee who is absent three times in any period of four consecutive weeks on probation for two weeks. During the two-week probation, the trainee must meet the requirement of perfect attendance. Any medical absences must be verified and substantiated with a note from a doctor. Note: an excused absence lasting three consecutive days may be treated as a single absence, whereas each day of an unexcused absence is considered a separate absence. Absences will be considered excused due to: birth or death in the family, illness, or other reason that is legitimate and can be substantiated.

Step 2. If a trainee continues to demonstrate an attendance problem, either during probation or after the successful completion of probation, the Center Manager will place the trainee on additional two-week probation. During any of these two-week probations, trainee must meet the requirement of perfect attendance in order to be taken off probation.

Step 3. Any trainee who continues to fail the attendance requirements may lose educational benefits and will be dismissed from the program for unsatisfactory attendance. Some mitigating circumstances may apply.

F. TARDY POLICY

Any trainee who punches in on the time clock after five minutes of the scheduled time will be considered tardy. The following three-step procedures will be applied as follows:

Step 1. The Instructor will place any trainee who is tardy three times during any period of four consecutive weeks on probation for two weeks. During this two-week probation period, trainee

must meet the requirement of no tardiness for two consecutive weeks.

Step 2. If violation of this policy re-occurs, trainee is required to have a conference with the Center Manager, Instructor and Counselor, and is subject to a second two-week probation period with no tardiness.

Step 3. A trainee who fails to meet the second term of probation will be dismissed from the program. Some mitigating circumstances will apply.

G. MAKE-UP POLICY

All programs are self-paced, and each trainee receives individual instruction. trainees may make up missed class hours at the end of the program. Therefore, each trainee is able to complete all program hours at his/her own pace, not to exceed one hundred percent (100%) of the length of the program.

H. LEAVE OF ABSENCE POLICY

A trainee is allowed one leave of absence per program term. Under extraordinary circumstances, a trainee may request a leave of absence for as long as needed, no more than one per program term, but leaves must not total more than 60 calendar days. The trainee must submit, in his/her own handwriting, a request for a leave of absence to the Instructor for approval. The Instructor will then discuss this request with the Center Manager and either approve or disapprove the leave.

All leaves will be granted at the discretion of the Center Manager. If the leave is granted, the Program Participant Contract will be amended to include the new expected completion date of the program.

Upon return from leave, the trainee continues the program from where he/she left off. If training is not resumed at the end of any leave of absence, the trainee will be terminated. See Refund Policy on page 16 for tuition refund, if applicable.) Some exceptions may apply as long as it does not exceed the 60-calendar day period.

I. APPEAL PROCEDURES

A trainee may appeal probationary status and/or dismissal if he/she believes there are mitigating circumstances. To appeal, a trainee must notify his or her instructor in writing of the special circumstances. The instructor may discuss and review the mitigating circumstances with the trainee in order to decide about the probation or dismissal within five working days of receipt of the appeal.

If the trainee is not satisfied with the outcome, the matter must be brought, in writing, to the Center Manager. The Center Manager may meet with the Instructor, and/or trainee to review the reasons for the appeal as well as the circumstances that resulted in the probation or dismissal. The Center Manager will decide and inform trainee within five working days of receipt of the appeal.

If the trainee is still not satisfied with the decision, he/she may appeal in writing within five working days of the Center Manager's decision to the Farm Worker Services/Workforce Development Division Program Director, whose final decision will be made within ten days of receipt of the appeal, ASET Centers are committed to prompt resolution of all appeals.

J. DRUG-FREE POLICY

All program participants are hereby notified of CHD's policy to provide a "Drug-Free Workplace" for all ASET Center campuses. This policy is being created as per the requirements of the United States Federal Government, specified in the Federal Register, Vol.54, no.19, Tuesday, January 31, 1989, Rules and Regulations.

trainees are further notified that manufacturing, distributing, dispensing, possessing of or using a controlled substance is prohibited if occurring in conjunction with attendance at programs at an ASET Center.

The following conducts are grounds for discipline, up to and including termination:

- * Use, possession, sale, or solicitation of illegal or controlled substances (e.g., drugs) in conjunction with school attendance.

- * Coming to class under the influence of illegal or controlled substances (e.g., drugs and alcohol).
- * Coming to class under the influence of alcohol and/or drugs or using any illegal substance on the premises.

K. DRUG POLICY DISCIPLINARY PROCEDURES

Trainees who are suspected to be under the influence of a substance during training time may be subjected to drug testing. A determination will be made immediately when a trainee's drug results turn out positive. Trainees, who are taking a prescription that could affect their abilities in the use of machinery or equipment, should notify their instructor. Trainees with substance dependencies are encouraged to seek assistance. The institution may refer any trainee wanting to participate in a substance abuse program. Information pertaining to these programs would be made available at each ASET Center.

L. TERMINATION FROM TRAINING

Termination from the program before training completion will occur in one or more of the following reasons:

1. Trainee does not comply with the attendance /tardy policy
2. Trainee is in violation of the Center's rules and regulations
4. Trainee voluntarily withdraws from the program either verbally or in writing
5. Trainee who cause physical injuries to his/her fellow trainees or staff
6. Trainee who test positive for drug or alcohol after enrollment
7. Trainee with excessive misconduct

M. RE-ADMITTANCE POLICY

Re-admittance of trainees after termination/leave of absence of only three months will be considered only on a case by case basis. A determination will be recommended by the instructor with final decision made by the Center Manager. trainees re-admitted after termination will not be required to repeat or pay for portions of program cost that is already completed. Evaluation will be

based upon one or more of the following situations; instructor's observation report, written examination and oral examination. Credit allowed will be recorded on an Enrollment Record and the length of the program will be taken into consideration basing on above factors.

N. COMPLAINT PROCEDURE

The purpose of the complaint procedure is to provide the recipient of our services an opportunity to be heard. While every effort is made to provide trainees with the best possible service, problems sometimes occur. When this happens, complaints will be fully documented, and action taken to resolve them. Appeal procedures can also be used for grievances relating to disciplinary action, probation, and termination from the program.

Trainees seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action should be made to the Center Manager. If complaint is not resolved, trainees should make a request for resolution to the Farm Worker Services Program Director.

A complaint that is not resolved within 30 days after it was first made may be directed by any trainee to:

California Human Development
Farm Worker Services/Workforce Development
Division
3835 N. Freeway Blvd Suite 140
Sacramento, Ca 95834
Tel: (916) 371-8220
Fax: (916) 371-4893

It is the goal of the ASET Centers to provide quality-training programs. When problems arise, trainees should make every attempt through this formal complaint procedure within the institution to find a fair and reasonable solution. trainees are not required to use the voluntary complaint procedure prior to exercising contractual or legal rights or remedies that may be available to them.

Specific Procedures: A trainee may lodge a complaint by communicating orally or in writing to any instructor, Center Manager, or counselor.

The recipient of the complaint shall transmit it as soon as possible to the Center Manager, who shall attempt to resolve all complaints.

If a trainee orally delivers the complaint, and the complaint is not resolved, staff shall advise the trainee that a complaint must be submitted in writing to the Center Manager. Staff shall provide trainee with a written summary of ASET Centers' complaint procedure.

A trainee's letter of complaint must contain the following:

1. The nature of the problem(s)
2. The approximate date(s) that the problem(s) occurred
3. The name(s) of the individual(s) involved in the problem(s) (within the Center, and/or other trainees who were involved)
4. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions)
5. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting outside agencies or institutions
6. All complaints should be signed
7. A copy of the complaint may be sent by trainee to the BPPE.

If a trainee complains in writing, the ASET Center shall, within 10 days of receiving the complaint, provide trainee with a written response, including a summary of the Institution's investigation and disposition of it. If the complaint or relief requested by trainee is rejected, the reasons for the rejection shall be included. Trainee's participation in the voluntary grievance procedure and the disposition of a trainees' complaint shall not limit or waive any of trainees' contractual or legal rights or remedies.

Responsibilities:

The Center Manager has the authority and duty to do the following:

1. Investigate the complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint
2. Reject the complaint if, after investigation, it is determined to be unfounded; or, to compromise; or, to resolve the complaint in a reasonable manner, including recommending a refund to the tuition payer
3. Record a summary of the complaint, its disposition, and the reasons and place a copy of the summary along with any other related documents in trainee's file and, forward a copy of the summary to the Farm Worker Services/ Workforce Development Division's Program Director, who will then make an appropriate entry in the log of trainee complaints.

The Farm Worker Services/Workforce Development Division Program Director shall be responsible for the following:

1. Establish and maintain a file throughout the investigation and hearing(s). The complainant and respondent will receive copies of all paperwork pertaining to the investigation
2. If the complaint is valid, and if it involves a violation of law, and it is not resolved within 30 days after it was first made by trainee, the Farm Worker Services/ Workforce Development Division's Program Director shall notify the Director of Operations and law enforcement authorities (if appropriate) of the complaint, investigation, and resolution or lack of resolution

3. If the complaint is valid, the Director of Operations will determine what other trainees, if any, may have been affected by the same or similar circumstances, and provide an appropriate remedy for those trainees
4. Implement reasonable policies or procedures to avoid similar complaints in the future.

O. TRAINEE RECORDS

Trainees are advised that state law requires this educational institution to maintain permanent trainee records such as transcript of records and all certificates. All other trainee records are kept by the institution for a period of five years. Inquiries should be addressed to the Anthony Soto Employment Training Center where the trainee is or was enrolled. Trainees are guaranteed access to their files and are encouraged to discuss their trainee record with appropriate staff.

ASET Centers have a policy of strict confidentiality of trainee records. Information about individual trainees is released only when required by law or regulation, or a trainee signs a release form for his/her records to be released to another academic institution, employer or other entities needing the trainee records. Statistical information about groups of trainees, without identification of individuals, is also used and released only for legitimate educational purposes.

P. VISITATION POLICY

It is a training facility safety policy to have all visitors check-in at the front office before proceeding. In an effort to maintain continuity of classroom instruction, all visitors will be directed by staff to a waiting area, and staff or trainees will be contacted as needed. Visitors are limited to the time that staff and trainees are available, except for an emergency. Trainees are not allowed to have visitors in the classroom/shops at any time. The training facilities follow strict guidelines during pandemic times as prescribed by local public health departments and the CDC.

VIII. FINANCING THE TRAINING

A. TUITION POLICY

Tuition is due and payable in advance unless prior arrangements are made before enrollment or tuition is billed to trainee's sponsoring funding source. Unless the funding source's regulations state otherwise, tuition, or any unpaid balance thereof, is due and payable when trainee has completed 60% of clock hours. Delinquent tuition will be referred to Corporate Accounts Receivable Unit for collection. All payments must be made by check such as money order, cashier's check, or credit card. Neither personal checks nor cash will be accepted for tuition.

The tuition fee covers training materials, and other costs, with the following exceptions: registration, safety clothing, hand tools or other vocation-specific tools, special workbooks, state licensing fees, vocational certifications, or outside testing fees. These exceptions vary program by program and constitute costs in addition to the scheduled tuition shown in this catalog. trainees are charged separately for the registration and application fees. These fees are non-refundable.

Trainees who are paying for themselves will need to purchase or borrow these items for the duration of the training. trainees funded by third-party sources, such as through grants or loans, will discuss all additional costs during their enrollment interviews, to make sure the needed items for their program are included in the funding they are receiving for training. If a trainee obtains a loan to pay for an educational program, the trainee will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. ASET Centers **do not** participate in state or federal financial aid programs.

B. CANCELLATION POLICY

Any trainee has 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 of the start of training, whichever is later. Cancellation must be made in writing to the Center Manager. For non-starters or trainees who cancel contracts prior to start date, all refunds due will be made payable within forty-five (45) days of the date of cancellation.

C. REFUND POLICY

ASET Centers will refund 100 percent of the amount paid for tuition charges without penalty or obligation if notice of cancellation is made on or before midnight of the seventh day after the first day of instruction. Notification of withdrawal or cancellation and any requests for a refund should be made in writing to the Center Manager. For non-starters or trainees that cancel contracts prior to class start date, all refunds due will be made within ten (10) days of the class or the date of cancellation. For enrolled trainees, all refunds due will be calculated from the last date of attendance and are paid within forty-five (45) days from the documented drop date. The documented drop date is determined by written notice from the trainee or by applying the training facility attendance policy. *Note: Refunds will be paid to the party/parties that prepaid the tuition for the trainee. If a third-party prepaid the tuition, the computed refund will be paid to the third party. If more than one party prepaid tuition; the refund will be paid in proportion to the tuition prepaid by each party.*

Prepaid tuition will be refunded on a pro-rata basis for any termination that occurs on or before 60 percent of the program clock hours of instruction. The pro-rata amount will be computed by using the ratio of the number of hours of instruction completed to the total number of hours of instruction scheduled for a given program. For example, if a trainee paid \$4,414 for a 630-hour program and s/he only completed 191 hours, the refund would be \$3,076 ($\$4,414 / 630 = \$7/\text{hr.} * 191 \text{ hrs.} = \$1,338$ owed to ASET Center; $\$4,414 - \$1,338 = \$3,076$ refunded to trainee or payor. No tuition will be refunded for any termination that occurs after sixty percent (60%) of instructional clock hours completed.

IX. TUITION SCHEDULE

Not all programs are offered at all campuses; contact the ASET Center nearest you for more information. For course requirements, refer to courses outlines.

| TRAINING PROGRAM | HOURS | TUITION | REGISTRATION |
|------------------------------|--------------|----------------|---------------------|
| Building Construction | 660 | \$ 5000 | \$ 250 |
| Shipping/Receiving/Logistics | 600 | \$ 3000 | \$ 250 |
| Truck Driving | 300* | \$ 3000 | \$ 250 |
| Welding | 660 | \$ 5000 | \$ 250 |
| Vocational English – ESL I | 250 | \$ 2000 | \$ 250 |

*Time credit given for trainee with a current valid CA Commercial Driver Permit

X. COURSES OFFERED AT THE ASET CENTERS

Not all programs are offered at all ASET Centers locations at all times. The following chart indicates the programs and locations where currently offered at the ASET Centers. Programs may be offered at additional locations in response to demand, so be sure to check with your local ASET Center for further information.

| TRAINING PROGRAM | Santa Rosa | Stockton | Olivehurst |
|--|-------------------|-----------------|-------------------|
| Building Construction | | √ | |
| Shipping and Receiving/Logistics | | √ | |
| Truck Driver Basic and Advanced | √ | √ | √ |
| Vocational English as a Second Language I (VESL) | √ | √ | √ |
| Welding | | √ | |

Training courses not offered in any ASET location could become available depending upon labor market demands in the area.

XI. PROGRAM DESCRIPTIONS

Program Name: **BUILDING CONSTRUCTION** SOC CODE: 47-2000

Total Training: **660 HOURS** ETPL CODE: 46040112390000

Time: **17.6 weeks**

Educational and Occupational Objectives: At the end of the training, the trainee should be able to perform basic skills and be prepared for successful entry-level employment in target occupations associated with carpentry, plumbing, electrical and other general construction, or maintenance trades.

Pre-requisites: Trainees who do not possess a High School Diploma or GED must pass a Comprehensive Adult Student Assessment System (CASAS) test. Trainees must Read, Write and Speak in English. In addition, trainee must pass a drug test.

Physical Abilities Required: Trainees must be able to lift at least 40 lbs., crawl, climb, reach, bend, and stoop.

Graduation Requirement: MC3 Certification/OSHA 10/First Aid/CPR/AED Certificate. Pass all exams.
MC3 is part of the hybrid learning system at the CHD ASET Centers.

| PROGRAM CODURSE OUTLINE | |
|---|--------------------|
| BASIC BUILDING CONSTRUCTION COURSE DESCRIPTION: | Clock Hours |
| MC3 Apprentice Readiness Program Class (hybrid and hands-on) /OSHA 10 Certification/ First Aid/CPR/AED Certification | 105 |
| Safety on the Job: Identifying and using safety devices and equipment, maintain proper workplace behavior, identifying potential hazards and completing safety inspection documentation. | 15 |
| Remedial Math: Performing all Mathematics skills from addition through percent, cost and time estimation. | 40 |
| Measuring: Identifying and using various measurement devices associated with the trades. | 40 |
| Blueprint Reading: Reading and following the detail instructions of shop and construction blueprints. | 37 |
| Tools: Identifying. Setting up and safely using various hand, power and special tools associated with trades. | 25 |
| Building Construction: Keeping accurate records. Performing cleaning schedules and unscheduled maintenance. Learn to inspect and repair existing interior and exterior walls, floors, ceilings, doors, windows, safety systems, electrical systems, and plumbing fixtures in residential and commercial buildings. Solar and weatherization instruction. | 44 |
| Carpentry: Selecting proper materials, troubleshooting problems, and performing repairs, calculating cost and time efficient installations associated with basic woodworking, roofing, drywall, finished carpentry, residential and commercial building components, and all green related methods. | 90 |
| Plumbing: Selecting proper material, troubleshooting problems, and performing repairs, calculating cost and time efficient installations associated with indoor and outdoor plumbing systems, and all green related methods. | 90 |
| Electrical Works: Selecting proper material, seeking out problems and performing repairs, practicing cost and time efficient installations associated with indoor and outdoor electrical devices and wiring systems, and all green related methods. | 90 |
| Green Technology: Distance learning online classroom in Installation Basic Training in Photovoltaic Residential Solar featuring Safety, Basics, Solar 101, Electricity Basics and Customer Service. Class also includes basic weatherization training and methods for checking business and homes leaks. | 90 |
| Job Seeking and Retention Skills: Locating and applying for job opportunities; setting up and handling job interviews; on-the-job social skills and handling employer expectations. | 24 |
| TOTAL CLOCK HOURS | 660 |

| | | |
|-----------------------------|---|----------------------------------|
| Program Name: | SHIPPING & RECEIVING/LOGISTICS | SOC Code: 43-5071 |
| Total Training Time: | 600 Clock Hours | ETPL Code: 49999912490000 |
| | 16 weeks | |

Educational and Occupational Objectives: At the end of this training, the trainee will be able to apply the acquired skills learned during the training. The trainee will be qualified to perform occupational skills related to Shipping and Receiving such as stock clerk, warehouse, freight, material mover (automated system), industrial truck and tractor operator, and receiving clerk.

Pre-requisites: Trainees who do not possess a High School or GED diploma must pass Comprehensive Adult Student Assessment Systems (CASAS) test and must pass a drug test.

Physical Abilities Required: Arm-hand steadiness, depth perception, multi-limb coordination, control precision, static strength, trunk strength, extent flexibility, manual dexterity, stamina, dynamic strength, ability to lift 50 lbs.

Graduation Requirement: Obtaining Forklift Certification and Pass the Final Examination. Logistics classes are both hands-on and part of the CHD hybrid system.

| PROGRAM COURSE OUTLINE | |
|---|--------------------|
| Course Description | Clock Hours |
| Orientation & Safety: The trainee will be able to follow instructions; keep work area safe; understand personal safety including proper lifting techniques, use equipment safety guards, proper safety clothing, and protecting personal property. | 38 |
| Occupational Math: The trainee will review basic math including use of decimals, fractions, and percent, weights and measures, and use of 10-key calculators. | 150 |
| Materials Handling Equipment: By the end of this course Trainee will understand identification, use and basic maintenance of warehousing equipment. | 37 |
| Industrial Forklift: The trainee will be able to safely operate and maintain various types of industrial forklifts. <i>OSHA Forklift Certification is obtained if this module is successfully passed.</i> | 75 |
| Shipping Operations: The trainee will be trained in order picking; preparation of materials for shipping; packaging; shipping terminology; methods of shipping; selection of carriers; shipping forms and applying bar coding technology. | 75 |
| Receiving Operations: The trainee will be able to use proper receiving terminology; receive documents; bar codes; inspect received materials and deal with discrepancies and damage; distribute paperwork; store received materials and deal with hazardous materials. | 75 |
| Inventory Control: The trainee will be able to use Inventory terminology; part numbers and descriptions; bar codes; inventory reports; data entry; report production; unit costs and quantity calculations; able to physically locate and rotate materials; record physical inventory and cross reference. | 126 |
| Job Seeking and Retention Skill: The trainee will have the ability to locate and apply for job opportunities; set up and handle job interviews; on-the-job social skills and handle employer expectations. | 24 |
| (Could be offered in 2020) | |
| TOTAL CLOCK HOURS | 600 |

Program Name: **TRUCK DRIVER TRAINING** **SOC CODE** 53-3032
Total Training **300 Clock Hours*** **ETPL CODE** 36010212580000
Time: **8 Weeks***
Educational and Occupational Objectives At the end of the training, the trainee will be able to have basic control of all trucks to safely maneuver in traffic and delivery locations, as well as pass the DMV Commercial Driver test. The trainee will be able to secure employment as a truck driver, delivery driver and/or over the road driver, etc. Training is delivered both through on-line classes and hands-on training. Driver Training classes are both hands-on training and a part of the hybrid online learning system at CHD ASET Centers.
Pre-requisites: Trainees must be at least 18 years old and pass a DOT physical and drug test, have a clean DMV printout (H-6) and must have a USA class C driver's license for at least six months. Trainees who do not possess a High School Diploma or a GED must pass Comprehensive Adult Student Assessment System (CASAS) test.
 *Study time will be waived if trainee comes with a current CA Commercial Driver's Permit.
Physical Abilities Required: Far vision, reaction time, static strength, response orientation, special orientation, near vision, depth perception, extent flexibility, multi-limb coordination, manual dexterity.
Graduation Requirement: Obtain a Class A Driver's License.

| PROGRAM COURSE OUTLINE | |
|---|--------------------|
| COURSE DESCRIPTION: | Clock Hours |
| Basic Operation: The student will learn transportation orientation, control systems, vehicle inspection, basic control, as well as to shift, back and turn. Students will know proficiency development, simulation equipment, and work development. Student will earn a First Aid/CPR/AED Certificate. | 140 |
| Safe Operating Practices: The student will learn visual search, communication, speed management, space management, extreme driving conditions, and proficiency development. | 40 |
| Advanced Operating Procedures: The student will learn hazard perception, emergency maneuvers, skid control and recovery. | 16 |
| Vehicle Maintenance: The student will know vehicle systems, preventive maintenance, diagnosing & reporting; diesel fuel systems, diesel air systems; diesel cooling systems; diesel electrical systems and diesel lubricating systems. | 54 |
| Non-vehicle activities: The student will know how to handle cargo, cargo documentation, hours of service, trip planning, and forklift safety. Student will prepare for take Forklift Operator class. | 26 |
| Job Seeking and Retention Skills: The student will possess the ability to locate and apply for job opportunities set up and handle job interviews, on-the-job social skills, and handling employer expectations. | 24 |
| TOTAL CLOCK HOURS | 300 |

| | | | |
|---|--|------------------|------|
| Program Name: | VOCATIONAL ENGLISH -ESL I | SOC CODE | None |
| Total Training | 250 Clock Hours | ETPL CODE | None |
| Time: | 7 Weeks | | |
| Educational and Occupational Objectives | At the end of the training, the trainee will obtain a basic English vocabulary oriented to the workplace in which he/she can manage both written and orally. | | |
| Pre-requisites: | None | | |
| Physical Abilities Required: | None | | |
| Graduation Requirement: | Pass the final exam. | | |

| PROGRAM COURSE OUTLINE | | Clock Hours |
|---|--|-------------|
| COURSE DESCRIPTION: | | |
| Introduction: The student will be able to provide written and oral personal information. | | 20 |
| Physical Distribution of a Workplace: The trainee will be able to provide directions to different areas or places and create an activity list, by using several different English verbs. | | 20 |
| Using Technological Devices in the workplace: Use of manuals and to complete reports related to these matters, in English. | | 20 |
| Time Management: The trainee will be able to understand and use language relating to time, date, and planning. | | 20 |
| Customer Service: The trainee will be able to use the most common phrases to handle different situations in customer service, as well as the filling out of certain forms. | | 20 |
| Finances: The trainee will be able to count money and present amounts as well as fill out some forms related to money in English. | | 20 |
| Protection Against Accidents and Injuries: The trainee will be able to follow the safety rules in case of an accident, as well as be able to prevent them using the English language. | | 20 |
| Performance in the workplace: The trainee will be able to identify different responsibilities, activities manuals, and fill out labor questionnaires in English. | | 20 |
| English Oriented to the Career: The trainee will be able to use the basic vocabulary related to the industry in which she/he will develop her/his career. | | 35 |
| Labor Environment: The trainee will be able to identify the established rules and all other related issues in order to create a good labor environment. | | 20 |
| Looking for a Job: The trainee will be able to look for a job and will be prepared for a job interview. | | 35 |
| TOTAL CLOCK HOURS | | 250 |

Program Name: **WELDING (Option A or Option B)**
 Total Training Time: **660 Clock Hours**
17.6 weeks

SOC Code: 51-4121
 ETPL Code: 36010112390000

Educational and Occupational Objectives: At the end of this training, the trainee will be able to apply the most used manual and semi-automatic welding techniques and operate the cutting and welding equipment under safety rules and regulations; as well as pass the AWS welding test. In addition, the trainee will be able to perform welding related jobs such as welding apprentice, cutter, brazier, and ironworker.

Pre-requisites: Trainees who do not possess a High School Diploma or a GED must pass the Comprehensive Adult Student Assessment Systems (CASAS) test and a drug test.

Physical Abilities Required: Far-sighted vision, reaction time, static strength, response orientation, spatial orientation, near-sighted vision, depth perception, extent flexibility, multi-limb coordination, manual dexterity, ability to lift at least 50 lbs., freedom from allergic reaction to dust and fumes.

Graduation Requirements: Obtaining at least two of the offered welding certifications (SMAW, GMAW, GTAW, and FCAW) and Pass the Final Examination. Welding classes are both hands-on training and a part of the hybrid online learning system at CHD ASET Centers.

| PROGRAM COURSE OUTLINE | |
|---|--------------------|
| Course Description | Clock Hours |
| Orientation & Safety: Hazards of welding, accident prevention, safe shop techniques and practices, policies and procedures in welding shops. Covers employer expectations and an overview of various types of welding in the labor market. Includes First Aid/CPR/AED Certificate training. | 38 |
| Metal Preparation and Cutting: Utilizing measuring devices and layout, torches and gases, cutting and beveling, equipment use such as oxyacetylene torch, plasma cutter, cut-off saw, and band saw. | 37 |
| Shielded Metal Arc Welding (SMAW): Terminology, shielded metal arc welding and other types of arc welding, setup and shutdown of welding machines, techniques for the operation of welding machines with a variety of welding electrodes. | 118 |
| Gas Metal Arc Welding (GMAW): Terminology associated with gas metal arc welding, set-up and shutdown of welding machines, techniques for operating with a variety of wire sizes in a variety of positions to achieve a variety of weld joints. | 150 |
| <i>(Option A)</i> Gas Tungsten Arc Welding (GTAW): Terminology, machine set-up and shutdown associated with GTAW, proper techniques for machine operation, use of stainless steel and aluminum, and how to construct a variety of weld joints. | 112 |
| <i>(Or Option B)</i> Flux-core Welding (FCAW): Terminology, machine set-up and shutdown of FCAW, techniques to use different wire diameters, with and without shielded gas, creating different joints in all positions and a variety of fillet weld sizes. | 112 |
| Measuring Practices & Blueprint Reading: Terminology associated with measuring, identification and accurate use of measuring devices including rulers and micrometers. Also covers fractions, terminology, purpose, and basic elements of blueprints, dimensions, tolerances, scales, thread specifications structural shapes, standard gauges, wires and sheets, abbreviations, welding symbols and a variety of views of drawn objects. Trainee will produce sample objects from blueprints. | 50 |
| Introduction to Metalworking Machines: Terminology, components, set-up, and safe operation of metalworking equipment including ironworker, drill press, band saw pedestal and hand grinders. | 25 |
| Job Seeking & Retention Skills: Includes MC3 Certification training, OSHA10 and the trainee will be able to apply for employment and will be prepared for a job interview. | 130 |
| TOTAL CLOCK HOURS | 660 |

RECEIPT OF CATALOG AND POLICIES

Upon inquiring about enrollment in training courses at the Anthony Soto Employment Training Centers, operated by California Human Development Corporation, I have received a copy of the training catalog containing their current course information as well as trainee and veteran policies, and a copy of the training center's most recent Performance Fact Sheet.

Signature of Center Manager

Date

Printed name of Center Manager

Trainee Name (signature): _____

Date: _____

Printed Name (signature): _____

Date: _____

(Please complete this page and give it to your enrollment agent.)

(This page left blank for future use.)



AMENDMENT TO PART G, Page 12, CHD ASET Training Catalog 2020-2021

G.CREDIT FOR PREVIOUS TRAINING

A trainee may receive credit for previous training if:

1. it was completed recently within the last year;
2. it was sufficiently thorough and relevant; and
3. the trainee can demonstrate satisfactory proficiency prior to enrollment at the discretion of the instructor.

Any prospective trainee will be evaluated by the instructor for the training he/she is interested in entering.

ASET Center Manager will make a determination on previous education and training, grant credit when appropriate, reduce the length of the program proportionately on the recommendation of the instructor and keep records of this process.

Note: Any time credit is awarded, the student will NOT receive subsistence/stipend for those hours.

I, _____, Instructor for CHD training program, _____,

I have reviewed the previous education and training presented by the student and approve _____ credit hours for your training program per the CHD ASET Training Center 2020-2021 Catalog, Section G, Page 12. This credit is not guaranteed, but is up to the Center Manager with approval of the Instructor.

Student Signature

Date

Instructor Signature

Date

ASET Center Manager

Date

This Amendment is effective October 1, 2020.