



California  
Human Development

# ASET TRAINING CATALOG

## *ANTHONY SOTO EMPLOYMENT TRAINING CENTERS*



*Creating Opportunities through Training*  
**July 1, 2021- June 30, 2022**

### **SANTA ROSA CENTER**

(MAIN CAMPUS)

3315 Airway Drive, Santa Rosa, CA 95403  
(707) 523-1155 Ext 4752  
Facility Code: 4900431

### **STOCKTON BRANCH**

2895 Teepee Drive  
Stockton, CA 95205  
(916) 371-8220 Ext 8005  
Facility Code: 3900471

### **WOODLAND BRANCH**

1280 Santa Anita Ct. #190  
Woodland CA 95776  
(916) 371-8220 Ext 1030  
Facility Code: 5800111

### **MARYSVILLE SATELLITE**

201 "D" St., Suite Q, Marysville, CA 95901  
916 371-8220 Ext 1037 Facility Code: 5800111

### **WILLOWS SATELLITE**

541 S Villa Ave, Willows, CA 95988  
916 371-8220 Ext 1037 Facility Code: 5800111

On the Web at: [www.CaHumanDevelopment.org](http://www.CaHumanDevelopment.org)  
On Facebook: [www.facebook.com/CaliforniaHumanDevelopment](http://www.facebook.com/CaliforniaHumanDevelopment)

Twitter: @CaHumanDev

Revised 2.1.2022



## ***Welcome to California Human Development Workforce Development***

California Human Development (CHD) is a private, nonprofit, community-based organization celebrating 54 years of service in communities throughout 31 northern California counties.

***Anthony Soto Employment and Training Centers (ASET Centers)*** –  
Training and developing the local workforce for jobs today and in the future.

CHD's *Anthony Soto Employment and Training Centers (ASET Centers)* prepare you for jobs in:

- Trucking
- Welding
- Construction
- Other fields requiring a skilled workforce.

We work with you to assess your skills and career interests, to provide training from qualified industry-trained instructors according to industry-recognized curriculum, and to support you in identifying, interviewing, and securing your next job and career.

### *CHD Services*

CHD operates additional programs: 1) Affordable Housing, 2) Immigration & Citizenship, 3) disABILITY Services, and 4) Substance Recovery Services. We are here to help you, your family, and your community.

*Welcome from the ASET Center Staff*

A handwritten signature in blue ink that reads "Thomas Stuebner". The signature is written in a cursive, flowing style.

Thomas Stuebner, Chief Executive Officer

## 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 the institution and its operation is following 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 two-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. 33411) on August 14, 2020, 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, (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 if 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	HOURS	REGISTRATION	TUITION
Assembly, Fabrication, Welding*	520	\$ 250	\$5000
Building Construction*	320	\$ 250	\$4500
SB1/MC3 Building Construction*	320	\$ 250	\$3850
Shipping, Receiving, Logistics*	360	\$ 250	\$4000
Truck Driving	240	\$ 250	\$4500
Welding*	600	\$ 250	\$5000

\*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 trainee. Classes are eight (8.0) hours of instruction daily and 30 minutes for lunch. Classroom hours are 7:00 am to 3:30 pm. Centers 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 and needed for a course, trainings may be held on-line via prerecorded videos and/or instructors presenting the course material via social media platforms. Some courses will be started on a cohort basis.

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

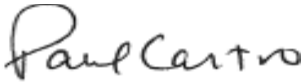
California statute requires that a trainee who successfully completes a program of study be awarded an appropriate diploma or certificate verifying the fact.

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 Division Director at 1280 Santa Anita Ct. #190, Woodland CA 95776. Telephone: (916) 371-8220.

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.



7/1/2021

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Paul Castro, Division Director  
Workforce Development & Farmworker Services Division

Date

### **CORPORATE INFORMATION CALIFORNIA HUMAN DEVELOPMENT CORPORATION (CHD)**

#### **Executive Office**

3315 Airway Drive  
Santa Rosa, CA 95403

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

Workforce Development & Farmworker Services Division  
1280 Santa Anita Ct. #190, Woodland CA 95776  
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 – 3:30 pm  
**Address:** 3315 Airway Drive Santa Rosa, CA 95403  
**Telephone:** 707-523-1155 x4752                      **Fax:** (707) 523-3776

**Center Manager:** Michael Gadoua                      **Email:** [michael.gadoua@cahumandevlopment.org](mailto:michael.gadoua@cahumandevlopment.org)

Classes: 7:00 am to 3:30 pm Monday-Friday

**Instructional Staff:**

*Aurelio Mendoza, Class A 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, and Shipping and Receiving instructor. In the last four years, Aurelio became the Truck Driver instructor at the Santa Rosa ASET up to the present time.

*Shipping/ Receiving/Logistics Instructor - Vacant*

**Campus:** **WOODLAND CENTER** (*Branch Campus of ASET*)  
**Office Hours:** Monday through Friday, 7 am- 3:30 pm  
**Address:** 1280 Santa Anita Ct. Suite 190 Woodland CA 95776  
**Telephone:** 916-372-8220 x 1037

**Center Manager:** Ann Nash                      **Email:** [ann.nash@cahumandevlopment.org](mailto:ann.nash@cahumandevlopment.org)  
**Admin Assistant:** Moriah Perez                      **Email:** [moriah.perez@cahumandevlopment.org](mailto:moriah.perez@cahumandevlopment.org)

Classes: 7:00 am to 3:30 pm Monday-Friday

**Instructional Staff:**

*Gerid Eastham, Welding Instructor*

Gerid is an Army Veteran and has 8 years of welding fabrication experience. Currently, he is enrolled at American River College pursuing a degree in Welding Engineering. Gerid holds Certifications for multiple weld types.

Sofia Canchola, Truck Driving, Class A, Instructor

Sofia joined the staff in November of 2020 as an on-call instructor and quickly moved into a full-time instructor. Sofia is a graduate of the CHD Truck Driving program. She worked as a truck driver before joining CHD. She holds a State of California CTE (Career Technical Education) Teaching Credential.

Arturo Villa, Truck Driving, Class A, Instructor (Marysville Satellite)

Arturo obtained his commercial driver's 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's license. Arturo has been with the Olivehurst ASET Center since 1998. He is also a certified Forklift operator.

Pioquinto Ruiz, Truck Driving, Class A, Instructor (Willows Satellite)

Pio has worked for CHD since 2015 as an on-call truck driving instructor and became a full-time instructor in March of 2019. He has been a truck driver for over fifteen years. He is knowledgeable and patient with trainees.

**STOCKTON ASET CENTER** (*Branch Campus of ASET*)

**Office hours:** Monday through Friday, 7:00 am to 4:00 pm

**Address:** 2895 Teepee Drive, Stockton, CA 95205

**Telephone:** (916) 371-8220 ext. 8005

**Fax:** (209) 235-2073

**Center Manager:** Lily Aman

**Email:** [lily.aman@cahumandevlopment.org](mailto:lily.aman@cahumandevlopment.org)

**Admin Assistant:** Ana Lopez

**Email:** [ana.lopez@cahumandevlopment.org](mailto:ana.lopez@cahumandevlopment.org)

Classes: 7:00 am to 3:30 pm, Monday-Friday

**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 more than 11 years in all areas of trucking. He has a wide variety of experiences 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/Logistics - Instructor (vacant)



## II. GENERAL INFORMATION

### **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.

### **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.

### **ASET CENTER ADMINISTRATION**

The ASET Centers function within the Workforce Development & Farmworker Services Division as units of California Human Development Corporation. The Workforce Development & Farmworker Services Division, Division 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 in Santa Rosa, California.

ASET Center Managers 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.

### **CHD BOARD OF DIRECTORS**

The primary role of the Board of Directors is to set overall policy for the corporation. The Board decides 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 Board 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
Miguel Mejia (Chair)	Sacramento, CA
Hector Brambila	Napa, CA
Luis Sanchez	Stockton, CA
Shinder Gill, PhD	Sacramento, CA
Antonio Silva	Carmichael, CA
Maximiliano Aguilar	Santa Rosa, CA
Horacio Paras	Yuba City, CA
Juan Delgado	Yuba City, CA
Carly Velez Huston	Sacramento, CA
Heather Henry	Fairfield CA
Emila Aguilar	Santa Rosa, CA
Raul Hernandez	Stockton, CA
Jasmine Palmer	Cotati, CA
Amber Yearton	Redding, CA

## **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 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, breakrooms for staff and trainees, classrooms for basic remedial instruction, theoretical "book" learning, testing lectures, recitation, and office space for staff and instructors. In the shop areas, trainees stand or sit at workstations or machines as they would a job. The maximum enrollment level per instructor is fifteen trainees. Additional instructors and/or instructor assistants 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 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 physically challenged accessibility.

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

## **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; and
- \* 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 saws, drill press, sanders, planers, joiners' and grinders, and other specific tools, depending on area of study.  
**Shipping & Receiving:** Forklifts, pallet jacks, scales, 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 safety equipment such as leathers gloves, helmet, and safety glasses. Books and videos on welding are used to complement the teacher led classes.

## **B. LIBRARY AND OTHER LEARNING RESOURCES**

ASET Center does not have a library but has learning resources such as books, online curriculum, videos, and other instructional materials that are used by the instructors in Welding, Truck Driving, Building Construction and Shipping and Receiving. Since “hands-on” training is most of the instruction, the instructors use videos, online resources, 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 reps 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.

# **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**

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, they must:

- (a) hold a valid US driving license; (b) a signed Motor Vehicle Release Authorization Form (MVR); MVRs will be reviewed for points, DUIs, etc. before acceptance, and
- (c) be able to pass the DOT (Department of Transportation) physical and drug tests.

2. Have secure funding for training. 3. Meet all requirements of the program.

4. Agree to abide by ASET Center policies. 5. All prospective students will take a Reading Assessment Test and pass with a scale score of 224 or higher to be eligible to enroll in their chosen course. They must pass a drug test. 6. If the applicant has a drug test result from another clinic, it must have been done within the previous 30 days.

If a 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 the trainee, and whether 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 the present time.

#### **C. TRAINEES FROM OTHER COUNTRIES**

Currently, the ASET Centers are accepting trainees from other countries if 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.

All trainees must be able to speak, read and write English well. All prospective students will take a Reading Assessment Test and pass with a scale score of 224 or higher to be eligible to enroll in their chosen course. If the candidate does not reach that score, they will be encouraged to attend a basic English skills class and return when they are ready to be retested.

### **VI. ASSESSMENT & CREDIT**

#### **A. PERFORMANCE EVALUATIONS**

Performance evaluations and written tests are both used to measure attainment of specific objectives. Trainees are assessed throughout the training to provide ongoing information about their progress. Trainees are evaluated monthly to determine achievement of objectives for all training, 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. Grade are assigned for each project based on quality and 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 progress and will be placed on Academic Probation.

#### **B. 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

### **C. ACADEMIC PROBATION**

The Center Manager and instructor will place any trainee who is not making satisfactory progression 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.

### **D. CREDIT FOR PREVIOUS TRAINING**

The trainee may receive credit for previous training if:

- it was completed recently within the last year;
- it was sufficiently thorough and relevant; and
- 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. The ASET Center Manager will decide 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.

### **E. 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 Completion, a trainee must complete both 80% of actual course hours and all other requirements within 100% of scheduled course hours.

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

### **F. DOCUMENT OF COMPLETION**

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

### **G. 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, as an example, at this institution, may not be accepted at the institution to which you seek to transfer, and you may be required to repeat some or all your coursework at that or any institution you choose.

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 eight hours per day.

### **B. HOLIDAYS**

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

CHD corporate holidays with a possible announced extended break for Winter holidays.

<b>New Year's Day</b>	<b>Labor Day</b>
<b>Martin Luther King, Jr. Day</b>	<b>Veterans' Day</b>
<b>Presidents' Day</b>	<b>Cesar Chavez Day</b>
<b>Memorial Day</b>	<b>Independence Day</b>
<b>Thanksgiving Day</b>	<b>Friday after Thanksgiving Day</b>
<b>Christmas Day</b>	

### **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 or Center Manager. In the event of an unforeseen absence, trainee must notify the Center no later than two hours after the start of class. Cuts are considered unexcused absences (i.e., leaving without notifying the instructor or management).

### **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 requirements of perfect attendance 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 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 can 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 19 for tuition refund, (if applicable.) Some exceptions may apply if 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 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 Workforce Development/Farmworker Services Division, Division 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 CHDC'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;
3. Trainee voluntarily withdraws from the program either verbally or in writing;
4. Trainee who causes physical injuries to his/her fellow trainees or staff;
5. Trainee who tests positive for drug or alcohol after enrollment; and/or
6. 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. An 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 Workforce Development/Farmworker Services Division, Division 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  
Workforce Development/ Farmworker Services Division  
1280 Santa Anita Ct #190  
Woodland, CA 95776  
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, either within a reasonable period or before trainee again complains about the same matter, staff shall advise 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.

If trainee is a veteran, the Department of Veterans' Affairs shall be notified. For more information or for resolution of specific payment problems, the Veteran should call, toll free number:

**Department of Veterans' Affairs 1-800-827-1000**

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 Workforce Development / Farmworker Services Division's Division Director, who will then make an appropriate entry in the log of trainee complaints.

The Workforce Development / Farmworker Services/Division, Division Director is responsible for:

1. Establishing and maintaining 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 Workforce Development / Farmworker Services Division's Division Director shall notify the Deputy Director and law enforcement authorities (if appropriate) of the complaint, investigation, and resolution or lack of resolution.
3. If the complaint is valid, the Workforce Development / Farmworker Services Division's Division Director 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. Implementing 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 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 visitor's check-in at the front office before proceeding. 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.

## **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 will be accepted for tuition, 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 ( $\$4,414 / 630 = \$7/\text{hr} \times 191 \text{ hrs.} = \$1,338$  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.

## **XI. TUITION SCHEDULE**

**Note:** Not all programs are offered at all campuses. Contact the ASET Center nearest you for more information.  
For course requirements, refer to course outlines.

<b>TRAINING PROGRAM</b>	<b>HOURS</b>	<b>TRAINING FEES</b>	<b>REGISTRATION</b>
Assembly, Fabrication, Welding	520	\$ 5000	\$ 250
Building Construction MC3	320	\$ 4500	\$ 250
Building Construction – SB1/MC3	320	\$ 3850	\$ 250
Shipping and Receiving/Logistics	360	\$ 4000	\$ 250
Truck Driving – Class A	240	\$ 4500	\$ 250
Welding	600	\$ 5000	\$ 250

## **X. COURSES OFFERED AT THE ASET CENTERS**

Not all programs are always offered at all ASET Centers. The following chart indicates the programs and locations where courses are currently offered. Programs may be offered at additional locations in response

<b>TRAINING PROGRAM</b>	<b>Santa Rosa</b>	<b>Stockton</b>	<b>Woodland</b>
Assembly/Fabrication/Welding			<input checked="" type="checkbox"/> *
Building Construction		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *
Building Construction – SB1/MC3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *
Shipping and Receiving/Logistics		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *
Truck Driving – Class A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *
Welding		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *

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

## **XI. PROGRAM COURSE DESCRIPTION**

The following pages contain descriptions of the courses offered at the CHD ASET Centers. If you have questions about the courses, please call the center's phone numbers on the cover.

Program Name:	<b>ASSEMBLY/FABRICATION/WELDING</b>	<b>SOC Code: 47-2000</b>
Total Training Time:	<b>520 HOURS 13 WEEKS</b>	
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:	All prospective students will take a Reading Assessment Test and pass with a scale score of 224 or higher to be eligible to enroll in their chosen course. They must pass a drug test.	
Physical Abilities Required:	Trainees must be able lift at least 50 lbs., crawl, climb, reach, bend, and stoop.	
Graduation Requirement:	MC3 Certification/OSHA Certification/First Aid Certification/Pass all Exams. MC3 is part of the hybrid learning system at CHD.	

<b>ASSEMBLY, FABRICATION, WELDING – WOODLAND CENTER</b>	<b>Clock Hours</b>
<b>Orientation &amp; Safety:</b> Hazards of welding, accident prevention, safe shop techniques and practices, policies and procedures in welding and fabrication shops. Covers employer expectations and an overview of various types of welding in the labor market. First Aid/CPR Certification.	40
<b>Basic Math:</b> Basic math review including addition, subtraction, multiplication, division, decimals, and fractions.	80
<b>Measuring Practices &amp; Blueprint Reading:</b> 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. Quality control will be taught and practiced on all products produce by student.	110
<b>Metal Preparation and Cutting:</b> Utilizing measuring devices and layout, torches, and gases, cutting and beveling, equipment uses such as oxyacetylene torch, plasma cutter, cut-off saw, and band saw to fabricate and assemble a finished production unit for industry and/or agriculture. Study for and earn a MIG, SMAW, GMAW Welding Certificates.	110
<b>Introduction to Metalworking Machines:</b> Terminology, components, set-up, and safe operation of metalworking equipment including, drill press, band saw, pedestal and hand grinders, and machines used in fabrication and assembly of products.	110
<b>Introduction to Computers:</b> Introduce the use of computers in the field of assembly, fabrication, and welding for industry and the agricultural market to the student.	36
<b>Job Seeking &amp; Retention Skills:</b> The student will be able to apply for employment and will be prepared for a job interview.	34
<b>TOTAL CLOCK HOURS</b>	<b>520</b>

Program Name: **BUILDING CONSTRUCTION**      **SOC Code**      47-2000  
 Total Training Time: **320 HOURS 8 WEEKS**      **ETPL Code:**      46040112390000

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:      All prospective students will take a Reading Assessment Test and pass with a scale score of 224 or higher to be eligible to enroll in their chosen course. They must pass a drug test.

Physical Abilities Required:      Trainees must be able lift at least 50 lbs., crawl, climb, reach, bend, and stoop.

Graduation Requirement:      MC3 Certification/OSHA Certification/First Aid Certification/Pass all Exams. MC3 is part of the hybrid learning system at CHD.

**PROGRAM COURSE OUTLINE:**

<b>Course Segment and Description:</b>	<b>Clock Hours</b>
<b>MC3 Apprentice Readiness Program:</b> Construction Industry Awareness; Construction Trades Awareness; Construction Health & Safety, OSHA 10, identify and use safety devices and equipment, maintain proper workplace behavior, student identifies potential hazards, completing safety inspection documentation and earn First Aid/CPR.	50
<b>Basic Construction Math:</b> Performing all mathematics skills from addition through percent, cost, and time estimation.	40
<b>Introduction to Blueprint Reading:</b> Reading and following the detail instructions of shop and construction blueprints.	8
<b>Tools and materials awareness:</b> Identifying. Setting up and safely using various hand, power and special tools associated with trades. Use measuring tools and materials awareness.	8
<b>Green Construction:</b> Discussion around sustainability and green building. Instructor will include topics such as weatherization, solar, wind, and how they are used together in a home or a commercial building.	10
<b>Financial Literacy:</b> Financial literacy is an inter-active unit where the student will learn budgeting and create their own budget, understand budgeting, credit reports, and strategies for savings and debt management.	4
<b>Building Construction:</b> 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. Tool identification and of the tools for the right job.	36
<b>Carpentry:</b> 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.	36
<b>Plumbing:</b> 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.	36
<b>Electrical Works:</b> 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.	36
<b>Job Seeking and Retention Skills:</b> Locating and applying for job opportunities; setting up and handling job interviews; on-the-job social skills and handling employer expectations.	16
<b>Occupational skills training:</b> This unit is hands-on jobsite experience.	40
<b>TOTAL CLOCK HOURS</b>	<b>320</b>

**Program Name:**  
**Total Training Time:**

**SB1/MC3 Building Construction**

**320 hours – 8 weeks**

**SOC Code: 47.4099.00**

**ETPL Code:**

**Educational and Occupational Objectives:**

The student will be enrolled in the Pre-apprenticeship construction training course and will be exposed to Apprenticeship opportunities in the region. The student will learn basic construction skills and prepare for successful entry-level employment in Apprenticeship in targeted occupations associated with the building trades. All students participate in job seeking and retention workshops.

**Prerequisites:**

All prospective students will take a Reading Assessment Test and pass with a scale score of 224 or higher to be eligible to enroll in their chosen course. They must pass a drug test.

**Physical Abilities Required:**

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

**Graduation Requirement:**

Earn MC3, OSHA 10, First-Aid/CPR and Certificate of Completion.

**(SB1/MC3) BUILDING CONSTRUCTION PROGRAM OUTLINE**

	<b>Hours</b>
<b>MC3 Apprentice Readiness Program:</b> Construction Industry Awareness; Construction Trades Awareness; Construction Health & Safety, OSHA 10, identify and use safety devices and equipment, maintain proper workplace behavior, student identifies potential hazards, completing safety inspection documentation and earn First Aid/CPR Cert. This unit will include Diversity Awareness, Sexual Harassment, and the American Worker.	50
<b>Basic Construction Math:</b> Performing all Mathematics skills from addition through percent, cost, and time estimation.	40
<b>Introduction to Blueprint Reading:</b> Reading and following the detail instructions of shop and construction blueprints.	8
<b>Tools and materials awareness:</b> Identifying. Setting up and safely using various hand, power and special tools associated with trades. Use measuring tools and materials awareness.	8
<b>Green Construction:</b> Discussion around sustainability and green building. Instructor will include topics such as weatherization, solar, wind, and how they are used together in a home or a commercial building.	10
<b>Financial Literacy:</b> Financial literacy is an inter-active unit where the student will learn budgeting and create their own budget, understand budgeting, credit reports, and strategies for savings and debt management.	4
<b>Building Construction:</b> 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. Tool identification and of the tools for the right job.	36
<b>Carpentry:</b> 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.	36
<b>Plumbing:</b> 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.	36
<b>Electrical Works:</b> 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.	36
<b>Job Seeking and Retention Skills:</b> Locating and applying for job opportunities; setting up and handling job interviews; on-the-job social skills and handling employer expectations.	16
<b>Occupational skills training:</b> This unit is hands-on jobsite experience.	40
<b>TOTAL CLOCK HOURS</b>	<b>320</b>

**Program Name:**

**Shipping & Receiving/Logistics**

**SOC Code: 43-5071.00**

**Total Training Time:**

**360 Hours – 9 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.

**Prerequisites:**

All prospective students will take a Reading Assessment Test and pass with a scale score of 224 or higher to be eligible to enroll in their chosen course. They must pass a drug test.

**Physical Abilities**

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

**Required: Graduation Requirement:**

Earn MSSC Certified Forklift Certificate, Certified Logistics Associate and Technician certifications.

**SHIPPING & RECEIVING/ LOGISTICS  
PROGRAM COURSE OUTLINE**

Course Description	Clock Hours
<b>Orientation &amp; Safety:</b> The student 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. Practice teamwork and good workplace behavior to solve problems. Students will be enrolled in an OSHA 10 General Industry class and will take a First Aid/CPR class for both certifications.	32
<b>Occupational Math:</b> The student will review basic math including use of decimals, fractions, percent, weights and measures and, use of calculators and hand-held computers.	32
<b>Materials Handling Equipment:</b> By the end of this course, the student will understand identification, use and basic maintenance of warehousing equipment. The student will demonstrate an understanding of the various roles in the global supply chain logistics life cycle. The student will learn to use relevant computer systems and applications to increase productivity in materials handling. <i>The MSSC Certified Logistics Associate Certification is obtained when this module is passed.</i>	56
<b>Industrial Forklift:</b> The student will be able to safely operate and maintain various types of industrial forklifts. <i>The MSSC Certified Forklift Certification is obtained when this module is successfully passed.</i>	80
<b>Shipping Operations:</b> The student 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.	40
<b>Receiving Operations:</b> The student will be able to use proper receiving terminology, receive documents; use bar coding equipment to receive shipments; inspect received shipments; deal with discrepancies and damage; distribute paperwork; store received materials and learn about dealing with hazardous materials.	40
<b>Inventory Control:</b> The student will be able to use inventory terminology; part numbers and descriptions. Students will learn the use of 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. <i>The MSSC Certified Logistics Technician Certification is obtained when this module is passed.</i>	56
<b>Job Seeking and Retention Skill:</b> The student will have the ability to locate and apply for job opportunities. They will set up and handle job interviews, on-the-job social skills, and handle employer expectations.	24
<b>TOTAL CLOCK HOURS</b>	<b>360</b>



## Truck Driving

**PROGRAM NAME:** Class A Truck Driving Training

**SOC Code:** 53-3032.00

**INSTRUCTOR:** Instructors assigned to each ASET Center

**COURSE DESCRIPTION:** This course is for Entry Level Driver Training. All prospective students will take a Reading Assessment Test and pass with a scale score of 224 or higher to be eligible to enroll in their chosen course. They must pass a drug test.

**TEXTBOOK:** *Entry-Level Driver Training*, (2021) J.J. Keller, J.J. Keller & Associates, Inc., Publisher

**TRAINEE LEARNING OUTCOME:** To obtain a CA Class-A Commercial Driver's License

**HOURS REQUIRED FOR THIS COURSE:** 240 Hours Scheduled

Theory Instruction Standard Curriculum	Behind The Wheel Range	Behind The Wheel Public Road
Elements A.1.1.1 through A.1.5.10	Reference A2.1 through A2.7 Behind-the-Wheel Range elements	Reference A3.1 through A3.12 Public Road driving
Reading chapters 1 - 30	Driving Range Skills	Behind the Wheel training Certified by Instructor DL1236 (DMV)
Quiz for each chapter included in lecture time Passing score 80%	Trainee must be proficient in all 7 BTW Range skills	Trainee must be proficient in all 12 BTW Road skills
5 Units 5 Quizzes	Range Examination (pass/fail)	Road Examination (pass/fail)
General Knowledge CDL Pre-Test to obtain Commercial Learner's Permit (CLP)		DMV Skills Test for the Commercial Driver's License
<b>80 hours</b>	<b>80 hours</b>	<b>80 hours</b>
<b>Total</b>		<b>240 hours</b>

**Program Name:** Welding **SOC CODE** 51.4121

**Total Training Time:** 600 Clock Hours - 15 Weeks **ETPL CODE**

**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:** All prospective students will take a Reading Assessment Test and pass with a scale score of 224 or higher to be eligible to enroll in their chosen course. They must pass 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**

<b>Course Description</b>	<b>Clock Hours</b>
<b>Orientation &amp; Safety:</b> 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.	40
<b>Metal Preparation and Cutting:</b> 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.	40
<b>Shielded Metal Arc Welding (SMAW):</b> 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 variety of electrodes.	150
<b>Gas Metal Arc Welding (GMAW):</b> 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> <b>Gas Tungsten Arc Welding (GTAW):</b> 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.	100
<i>(Or Option B)</i> <b>Flux-core Welding (FCAW):</b> 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.	100
<b>Measuring Practices &amp; Blueprint Reading:</b> 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.	56
<b>Introduction to Metalworking Machines:</b> Terminology, components, set-up, and safe operation of metalworking equipment including ironworker, drill press, band saw pedestal and hand grinders.	32
<b>Job Seeking &amp; Retention Skills:</b> Job search, preparing for interviews, writing resume and learn job retention skills.	32
<b>TOTAL CLOCK HOURS</b>	<b>600</b>

## 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 student and veteran policies, and a copy of the training center's most recent School Performance Fact Sheet.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by Fax (916) 263-1897

(916) 574-8900 or by Fax (916) 263-1897

\_\_\_\_\_  
Signature of Center Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Center Manager

\_\_\_\_\_  
Trainee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trainee Name (Signature)

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