

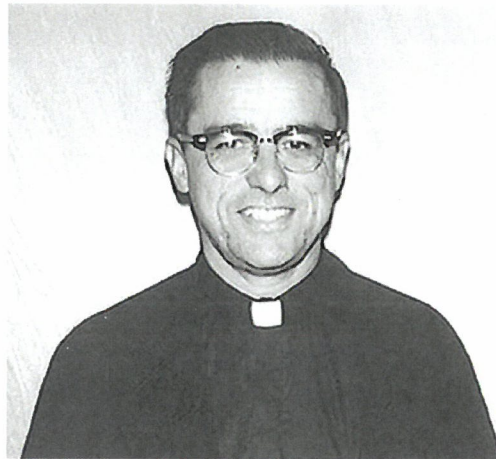


California
Human Development

ANTHONY SOTO EMPLOYMENT TRAINING CENTER **PROGRAM CATALOG**



Creating Opportunities Through Training
January 1, 2025 – December 31, 2025



Anthony Soto

Website: www.CaHumanDevelopment.org
Facebook: www.facebook.com/CaliforniaHumanDevelopment
Twitter: [@CaHumanDev](https://twitter.com/CaHumanDev)



California
Human Development

Welcome to the California Human Development Corporation ASET Center

California Human Development Corporation (CHDC) is a private, nonprofit, community-based organization celebrating 58 years of service in communities throughout 30 Northern California counties. The Anthony Soto Employment Training Center (ASET Center) is strategically placed in locations in Northern California training and developing the local workforce for today's jobs.

Anthony Soto Employment Training Center prepares individuals for jobs in:

- Truck Driving
- Welding
- As well as other fields requiring a skilled workforce

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

Along with training facilities, California Human Development Corporation divisions include:

- Affordable Housing
- Community Services
- Farmworker Services

Thank you for choosing CHD's ASET Center as your training provider,

Santino Garcia
Chief Operating Officer/FWS Division Director

Table of Contents

COO Welcome to Students	Inside Front Cover
Table of Contents	3-4
Campus Information and Locations	5
ASET Center Instructors	6
Corporate Contacts	7
Disclosure Statement	8
Exempt Status	8
Admission and Enrollment.....	8-9
General Information	10
Description	10
Board of Directors	10
ASET Center Mission Statement	11
Educational Philosophy	11
ASET Center Administration	11
Training Facilities	11
Tools and Equipment	12
Learning Resources	12
Partnership with Industry.....	12
Vocational and Personal Counseling	12
Job Search and Placement	12
Student Tuition Recovery Fund	12
Student Services	13
Program Hours and School Costs	13
Program Locations	13
Program Descriptions	13
Truck Driving	14
Welding	15
Policies and Procedures	16
ASET Center Admission	16
Program/Course Enrollment	16
Class Schedules	16
Seven-Day Orientation & Cancellation Policy	16
Holidays	17

Table of Contents (continued)

Financial Aid	17
Self-Pay Trainees	17
International Trainees	17
Language Proficiency Policy	17
Non-Discrimination Policy	17
Tuition Policy	18
Refund Policy	18
Assessments	18
Satisfactory Academic Progress	19
Grading Policy	19
Graduation Requirements	19
Program Completion	19
Academic Probation	19
Transferability of Credits and Credentials.....	20
Trainee Conduct	20
Attendance Policy	20
Attendance Probation Procedure	20
Tardy Probation Procedure.....	21
Leave of Absence	21
Appeal Procedure	21
Persons with Disability Policy	22
Drug-Free Policy	22
Drug-Free Policy Disciplinary Procedure	22
Dismissal	23
Readmittance Policy	23
Complaint/Grievance Policy and Procedure.....	23
Resolution Manager	23-24
Complaint Guidelines	24
Retention of Trainee Records Policy	25
Visitation Policy	25
Unanswered Questions	25
Veterans' Refund Policy	26
Receipt of Catalog and Policies.....	27

ANTHONY SOTO EMPLOYMENT TRAINING CENTER

ASET Center Campus Locations

WOODLAND

1250 Harter Avenue Suite B
Woodland, CA 95776
Facility Code: 5800111

MARYSVILLE

201 D Street, Suite Q
Marysville, CA 95901

WILLOWS

451 S Villa Avenue
Willows, CA 95988

ASET Center Campus Operations

Ann Nash-ASET Center Manager

Email: ann.nash@cahumandevlopment.org
Telephone: 916-371-8220 ext. 1037

Gerardo Jaime Rojas-Administrative Assistant/Instructional Aide

Telephone: 916-371-8220 ext. 1030
Email: gerardo.rojas@cahumandevlopment.org

ANTHONY SOTO EMPLOYMENT TRAINING CENTER

ASET Center Campus Instructors

David Bishop, Truck Driving Instructor

Woodland

David earned his commercial Class A license in 2005, and joined the CHD's team in 2024. His numerous years of driving experience proves to be invaluable to his students, and makes him an asset to the organization. David have also been honored with seven certificates from the Yolo County Chamber of Commerce in Woodland.

Pablo Cardenas, Welding Substitute Instructor

Woodland

Mr. Cardenas has 5-years welding experience and has been an instructor for over 3 years; he also has over 5-year experience in construction. Pablo brings a broad range of skills to the center that benefits both the agency and students.

Sofia Canchola, Truck Driving Instructor

Woodland

Sofia has 10 years of experience as truck driver. Sofia has been an instructor with CHD since November 2020. Sofia is a graduate of the CHD Truck Driving program. She works as a truck driver before joining CHD. She holds a State of California CTE (Career Technical Education) Teaching Credential.

Jack Swain, Truck Driving Instructor

Willows

Mr. Swain is a decorated Army Veteran and served as a truck driver/mechanic in the military. Mr. Swain then drove trucks for all purposes for over 30 years. Mr. Swain has taught truck driving skills to individuals at the local community college for more than 8 years and continues to serve his community.

Arturo Villa, Truck Driving Instructor

Marysville

Mr. Villa earned his Commercial Class A License in 1997 and has been a Truck Driving Instructor at the ASET Center since 1998. His numerous years of instructor experience proves to be invaluable to his students.

CALIFORNIA HUMAN DEVELOPMENT

Corporate Contacts

Firstname.lastname@cahumandevlopment.org (all contacts' email address)

Executive Team

Heather Henry, Chief Executive Officer
Santino Garcia, Chief Operating Officer
Daniel Walker, Chief Financial Officer
Joyce Suzuki, Chief Administration Officer

Corporate Headquarters, Executive Office
3510 Unocal Place, Suite 200
Santa Rosa, CA 95403

Telephone: 707-523-1155
Facsimile: 707-523-3776

Administration Contacts

Santino Garcia, COO/Division Director,
Farmworker Services
Delia Cardenas, Deputy Director,
Farmworker Services
Mary Vang, Administrative Coordinator /
Safety Coordinator, Farmworker Services

Farmworker Services Division
Administrative Offices
414 4th Street, Suite H
Woodland, CA 95695
Telephone: 916-371-8220

Delia Cardenas, Deputy Director,
Farmworker Services
Custodian of Records
1250 Harter Ave, Suite B
Woodland, CA 95776
Telephone: 916-371-8220

Santino Garcia, COO/Division
Director, Farmworker Services
Resolution Manager
3510 Unocal Place, Suite 200
Santa Rosa, CA 95403
Telephone: 916-371-8220

DISCLOSURE STATEMENT

NONPROFIT CORPORATION

On April 28, 1967, California Human Development Corporation registered as a California Domestic Nonprofit Corporation, C0525802, “dedicated to charitable and educational purposes” (Article VII, August 19, 2009, Amended and Restated Articles of Incorporation).

EXEMPT STATUS

CHDC operates the Anthony Soto Employment Training Center, a private institution. The ASET Center has been granted exempt status by the Bureau of Private Postsecondary Education (BPPE) pursuant to the California Private Postsecondary Education Act of 2009 (July 30, 2024 - Application No. 37462). The ASET Center is eligible and in compliance with the Bureau’s qualifications for exempt status pursuant to the California Education Code’s applicable statutes.

“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... ” The verification shall be valid for a period of up to two years, as long as the institution maintains full compliance with the requirements of the exemption (California Education Code sections 94874(k)(1) and 94874.7).

The ASET Center is not accredited by an agency recognized by the United States Department of Education and does not offer degree programs. However, the ASET Center is identified as an approved provider by the California Employment Development Department Board (EDD) on the Eligible Training Provider List (ETPL), which may provide funding for eligible students and programs under the Workforce Investment Opportunity Act (WIOA). For more information about WIOA funds, contact your local America’s Job Center of California (AJCC).

ADMISSION and ENROLLMENT

ASET Center programs operate on a cohort admission system. When a Center campus has enrolled enough students to operate a cohort, the program begins soon thereafter. Classes take place Monday through Friday, excluding holidays, eight hours a day, 7:00 am to 3:30 pm with a 30-minute lunch period, as well as two break periods, 20 minutes in the morning and 15 minutes in the afternoon. Weekend classes can be provided on an as need basis. Due to the varying course lengths, the number of instruction days differ, but all programs will complete the hours identified in this catalog.

Prospective ASET Center students are encouraged to visit the physical facility and meet with Center personnel. During the meeting, their vocational goals and needs should be discussed. More importantly, prospective students are expected to review this *Program Catalog*, as well as the *CalJOBS Performance*, prior to signing the Enrollment Agreement and Program Participant Contract.

Prospective students visiting an ASET Center campus are given a copy of this catalog, and may visit the website <https://californiahumandevlopment.org/training-jobs/training/> to download the most current version of the *Program Catalog*.

Any questions a prospective student may have regarding the information contained in the *Program Catalog* and *CalJOBS Performance*, about the campus, or a specific program should be directed to an ASET Center Manager, prior to signing the Enrollment Agreement and Program Participant Contract.

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

Bureau for Private Postsecondary Education

1747 N. Market Boulevard, Suite 225

Sacramento, CA 95834

P.O. Box 980818

West Sacramento, CA 95798-0818

Website Address: www.bppe.ca.gov

Telephone Numbers: 888-370-7589 or 916-574-8900

Facsimile Number: 916-263-1897

Trainees seeking to resolve problems or complaints should first contact their respective Instructor. Trainees may request further action by taking the issue to their respective ASET Center Manager or the Farmworker Services Deputy Director. Trainees are not required to invoke an internal dispute process prior to enforcing contractual or other legal rights or remedies.

This catalog of programs and policies is provided as a source of information for individuals interested in the ASET Center and its vocational programs. The ASET Center reserves the right to make changes or corrections within the catalog. This catalog is updated yearly. It is available online or provided to individuals as requested. This catalog is not a contract between trainee and the ASET Center.

CHDC 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 awarded shall be maintained permanently by the training facility and will be accessible to the trainee.

GENERAL INFORMATION

DESCRIPTION

Incorporated in 1967, California Human Development Corporation (CHDC) is a nonprofit, community-based organization, serving communities throughout the 30 Northern California counties. The Anthony Soto Employment Training Center, under CHDC's Farmworker Services Division, provides vocational training to eligible individuals.

California Human Development Corporation is comprised of a volunteer Board of Directors, an executive staff led by a Chief Executive Officer (CEO), a central administrative staff led by a Division Director, and local administrative and service staff. CHDC's corporate headquarters is in Santa Rosa, California. Farmworker Services Division's administrative office is in Woodland, California. Additional facilities and offices are situated throughout Northern California.

BOARD OF DIRECTORS

The Board of Directors' primary task 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 educational and human services organization.

The members of the Board of Directors are experienced and effective volunteer representatives of the geographic areas and communities the corporation serves. Board Members have an average of five years of experience on local boards. Based on federal funding guidelines, at least one-third of the Board is comprised of low-income sector representatives, one-third is comprised of public sector representatives, and the remainder of the Board is comprised of private sector representatives.

NAME	COUNTY
Antonio Silva (Chair)	Sacramento
Amber Yearton (Vice Chair)	Shasta
Carly Velez Huston (Secretary)	Sacramento
Hector Brambila	Napa
Andrea Campos	Butte
Shinder Gill PhD	Sacramento
Ricardo Juarez	Napa
Miguel Mejia	Sacramento
Candido Morales	Sonoma
Dr. Elizabeth Muniz Palomera	Yolo
Jade Weymouth	Sonoma

ASET CENTER MISSION STATEMENT

The Anthony Soto Employment Training Center provides vocational education and training to low-income, unemployed, and under-employed individuals with the goal of creating opportunities for full-time, permanent employment. Our goal is to make a significant difference in the lives of disadvantaged people.

EDUCATIONAL PHILOSOPHY

The ASET Center's approach to training is a blend of hands-on and vocational training in an industrial setting appropriate and under conditions found in industry and business along with classroom instruction, lectures, and written skills assessments. Items utilized at each workplace include training schedules, safety information, tools, and equipment.

Our educational approach features:

- Hands-on vocational training in a simulated industry work environment
- Individualized, competency-based trainings, using industrial standards
- Training that meets the needs of local employers based on industry input
- Tools, equipment, conditions, and standards common in the industry
- Counseling reinforcing positive attitudes, confidence, and support
- Individualized counseling for job development and placement

ASET CENTER ADMINISTRATION

The ASET Center is a proactive facet of the Farmworker Services Division, a division of California Human Development Corporation. The ASET Center Manager of the Farmworker Services Division oversees the programs and facility functions of the ASET Centers. Center Managers oversee the day-to-day operations at each of the ASET Center campuses.

TRAINING FACILITIES

The ASET Center provides vocational training at three campuses. Our facilities are designed to replicate an industrial or business environment to the greatest extent possible. Our facilities are in industrial areas near the companies and businesses that employ our graduates. Trainees learn in an industrial setting to acclimate them to the type of work found within the industry.

Facilities include shop areas for each industrial skill, breakrooms for staff and trainees, classrooms for instruction, and office space for faculty and staff. Trainees sit or stand at work machines as they would in a job. The maximum enrollment level is 15 trainees per cohort. A cohort with more trainees will require an additional Instructor or an Instructor assistant.

Industrial and personal safety practices are taught and enforced. Facilities are inspected frequently and approved by all relevant agencies for occupational health and safety, fire prevention, and physically challenged accessibility. ASET Center facilities are located on the ground floor and are ADA compliant.

TOOLS AND EQUIPMENT

Truck Driving: Trucks, trailers, truck maintenance tool kits, books, and a video and audio truck driving instruction library.

Welding: Welding machines, metal working machines, mills, lathes, hand tools, grinders, cutting torches, and safety equipment, such as, leathers gloves, helmets, and safety glasses.

LEARNING RESOURCES

The ASET Center provides several learning resources, such as books, videos, and other instructional materials used by the Instructors in Truck Driving and Welding. Since “hands-on” training is the most educational form of the instruction, the instructors use videos, online resources, textbooks, and copies of instructional materials to reinforce the trainees’ interactive learning experience. These instructional materials are kept in a secured area accessible to the instructors. The ASET Center Managers maintain updated versions of all educational equipment.

PARTNERSHIP WITH INDUSTRY

The curriculum of each training program is determined by consulting with local employer representatives and local industry businesses. ASET Center Managers, Regional Managers and instructional staff meet with Industrial Advisory Boards (IABs), ASET Center Managers and IAB members to collaborate on curricula, equipment, labor market trends, qualifications and attitudes expected by the hiring employers. Each IAB meets at least two times a year to keep current on the labor market. A current list of each ASET Center site’s IAB membership is available upon request at each location.

VOCATIONAL AND PERSONAL COUNSELING

Instructors serve as the front-line vocational advisors, as they are experts in their respective fields. CHDC Case Managers provide resources and counseling that may help trainees gain access to social services that can help address potential barriers to training and employment. Information regarding drug and alcohol abuse prevention, education, and addiction recovery programs are also available to trainees.

JOB SEARCH AND PLACEMENT

An ASET Center graduate is eligible for placement assistance in their field of study at any time after successful completion of their program, at no charge. ASET Center personnel provide vocational counseling to identify possible barriers to employment. Staff also offer placement assistance upon completion of training to qualified students. The ASET Center seeks to place students in related industries although placement is not guaranteed.

STUDENT TUITION RECOVERY FUND (STRF)

STRF is not applicable to ASET Center programs, due to CHDC’s Exempt status.

STUDENT SERVICES

The ASET Center does not provide additional supportive services to students, including monetary support. However, trainees may receive this type of assistance through the referring program.

PROGRAM HOURS and SCHOOL COSTS

PROGRAM	HOURS	TUITION	REGISTRATION
Truck Driving	240	5450	\$ 250
Welding	600	7000	\$ 250

PROGRAM LOCATIONS

PROGRAM	Woodland	Marysville	Willows
Truck Driving	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Welding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROGRAM DESCRIPTIONS

Truck Driving

Graduating students earn a Commercial Class A Driver License upon the successful completion of the course. The operation of a tractor and trailer in a safe manner is emphasized by a three-part program that provides students with the mandatory Department of Transportation (DOT) curriculum. Theory is taught in the classroom and students learn the “Behind-the-Wheel skills on the Range and Road.” More information follows on page 14.

Welding

The highly demanding role of welders requires an in-depth study of welding and welding technology. Students learn terminology, assembly, fabrication, and the correct and safe use of torches, gases, band saws, plasma cutters, and other essential tools required in the industry. Graduates earn multiple certifications, such as, but not limited to, Metal Inert Gas (MIG), Shielded Metal Arc Welding (SMAW), and Gas Metal Arc Welding (GMAW) or Flux-Core Welding (FCAW) certificates. More information follows on page 15.

The following pages reflect detailed information of the programs offered at the ASET Center.

Questions should be directed to the ASET Center Manager.

Truck Driving Program

Course: Truck Driving
ASET ID: TD 100
Program ID: 5100
CIP Code: 490205
SOC Code: 53303200

The course requires a minimum passing grade in Theory of “B” (80%) and in Range/Public Road, at minimum of 15 hours to pass.

A Course Curriculum and Syllabus are distributed to students and reviewed on the first day of class during orientation of the incoming class cohort.

Program Description

This program provides students with the technical knowledge, theory, and behind-the-wheel skills necessary to operate and maneuver a Commercial Class A tractor trailer in the United States and abroad.

Program Student Learning Outcomes

1. Explain pre- and post-trip and non-driving knowledge of procedures
2. Illustrate proficiency in operating tractor trailer
3. Demonstrate and explain appropriate safety precautions
4. Demonstrate engine and mechanical knowledge of truck
5. Demonstrate interviewing and soft skills

Course Outline

- Theory (Classroom)
 - * Basic Operation
 - * Safe Operating Procedures
 - * Advance Operating Practices
 - * Vehicle Systems and Reporting Malfunctions
 - * Non-Driving Activities
 - Job Seeking, Interviewing Skills
 - Employment Retention Skills
 - Employer Communications and Expectations
- Range (Behind-the-Wheel)
 - * Vehicle Inspection, Maneuvering, Backing Skills
- Public Road (Behind-the-Wheel)
 - * Vehicle Operation, Controls, Shifting, Visual Search, Speed and Space Management

Welding Program

Course: Welding
ASET ID: WD 100
Program ID: 5013
CIP Code: 480508
SOC Code: 51412100

The course requires a minimum passing grade of “C” (70%).

A Course Curriculum and Syllabus are distributed to students and reviewed on the first day of class during orientation of the incoming class cohort.

Program Description

Prepares individuals to apply technical knowledge and skills to further process ferrous and/or non-ferrous metal plates or shapes and to manufacture and/or install products as interpreted through technical drawings. Includes instruction in trade tools shop equipment reading, interpreting blueprints, material handling, welding cutting metallurgy plate, structural fabrication destructive and non-destructive testing, inspection, and fabrication installation.

Program Student Learning Outcomes

1. Explain the materials and methods used in welding projects
2. Illustrate proficiency in welding and practiced techniques
3. Demonstrate and explain appropriate safety precautions
4. Demonstrate use of measuring devices and math skills
5. Demonstrate interviewing and soft skills

Course Outline

- Orientation and Safety
- Metal Preparation and Cutting
- Metal Inert Gas (MIG)
- Shielded Metal Arc Welding (SMAW)
- Gas Metal Arc Welding (GMAW)
- Gas Tungsten Arc Welding (GTAW) or Flux-Core Welding (FCAW)
- Measuring Practices & Blueprint Reading
- Metalworking Machines
- Soft Skills
 - Job Seeking, Interviewing Skills
 - Employment Retention Skills
 - Employer Communications and Expectations

POLICIES AND PROCEDURES

Each trainee is responsible for knowing and complying with the information contained in this catalog. This catalog can be found on the CHDC website: <https://californiahumandevelopment.org/training-jobs/training/>.

The ASET Center reserves the right to change or modify its regulations, curricula, courses, tuition, fees, or any aspect of its programs, policies, and procedures, at any time, without notice. **The policies and procedures published in the catalog on the CHDC website is the official ASET Center publication and supersedes previously printed material.**

ASET CENTER ADMISSION

Admission to the ASET Center requires applicants to:

- * Be at least 18 years of age at the time of graduation
- * Meet and interview with a Center Manager
- * Review this Catalog and CalJOBS Performance
- * Pass the CASAS Reading Assessment test with a scaled score of 224

PROGRAM/COURSE ENROLLMENT

Enrollment to a specific program/course requires applicants to:

- * Sign an Enrollment Agreement and Program Participant Contract
- * Pass the entrance assessment(s) required for the desired program of study
- * Agree on the terms, policies, and procedures for participation

Truck Driving trainees shall additionally:

- (a) Hold a valid US Driver's License for one year
- (b) Sign a Motor Vehicle Release Authorization Form (MVR)
- (c) Have an acceptable driving record
- (d) Pass a Department of Transportation medical examination and drug and alcohol tests

CLASS SCHEDULES

Classes are scheduled Monday through Friday during the day; weekend classes can be provided on an as need basis for existing cohorts. Students are required to demonstrate they are making sufficient progress toward the successful completion by attending class and arriving on time.

SEVEN-DAY ORIENTATION & CANCELLATION POLICY

During the first seven days of class, trainees are evaluated by their instructors. During this assessment period, it may be determined that the training program is not suitable for the trainee. During this seven-day period, the trainee may also decide whether to continue the selected program. The trainee may opt out of the program by providing a written communication to the ASET Center Manager within this seven-day period. At this time, the trainee will be excused from the program with no penalty and, if applicable, the funding agency will be refunded for any unused funds. Additional information can be found in the Refund Policy section.

HOLIDAYS

ASET Center campuses operate year-round, with scheduled holidays and announced closings for staff in-service days. CHD observes the following corporate holidays with a possible announced extended break during the summer and winter seasons.

New Year's Day (Observed)	Labor Day (Observed)
Martin Luther King, Jr. Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Cesar Chavez Day (Observed)	Administrative Holiday
Memorial Day	Christmas Eve (Observed)
Juneteenth Day	Christmas Day (Observed)
Independence Day	

FINANCIAL AID

The ASET Center does not participate in federal or state financial aid programs. Trainees must secure funding for their desired program prior to admission. A participant may be self-pay, or they may contact their local America's Job Center of California for WIOA funding and/or other funding.

SELF-PAY TRAINEES

Trainees who opt to self-pay the costs of tuition and registration must provide full payment at the time of enrollment. Enrollment requires submission of a cashier's check or money order for the non-refundable \$250 registration fee as well as a second cashier's check or money order in the specific amount for the program's tuition. Self-pay trainees must also pay the additional costs and fees that are program specific (e.g., Truck Driving requires California motor vehicle licensing, medical examination, and drug tests). Credit card payments are also accepted.

INTERNATIONAL TRAINEES

The ASET Center accepts trainees from other countries if they have a legal permit to live and work in the United States. The ASET Center does not provide visa services for trainees from other countries.

LANGUAGE PROFICIENCY POLICY

All ASET Center programs are taught in English. To ensure the trainee's success, all prospective trainees, whether domestic or international, are required to take a CASAS Reading Assessment test and earn a minimum scaled score of 224. English-as-a-Second Language (ESL) classes are not provided and it is imperative that trainees speak, read, and understand sufficient English so that they are successful in the ASET Center programs. If the minimum score of the CASAS Assessment is not met, trainees are encouraged to attend ESL courses and return to try again.

NON-DISCRIMINATION POLICY

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

TUITION POLICY

Tuition is due and payable in advance unless prior arrangements are made prior to enrollment or when tuition is billed to the trainee's sponsoring funding source. Tuition, or any unpaid balance thereof, is due and payable when trainee has completed 60% of clock hours.

Delinquent tuition will be referred to CHDC's Fiscal Department's Corporate Accounts Receivable Unit for collection. All payments must be made by money order, cashier's check, or credit card. Personal checks and cash will not be accepted for tuition.

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

REFUND POLICY

The ASET Center will refund the amount paid for tuition without penalty or obligation if notice of cancellation of the Enrollment Agreement is received no later than midnight of the seventh day after enrollment. Notification of withdrawal or cancellation and any requests for a refund must be made in writing to the ASET 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 trainees who cancel during the first seven days of class, all refunds due will be calculated from the last date of attendance and are paid within forty-five (45) days from the documented cancellation date, which is based on the date of the written cancellation notice or the 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 before 60% 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. No tuition will be refunded for any termination that occurs on or after sixty percent (60%) of instructional clock hours completed.

ASSESSMENTS

Performance evaluations consist of a skills demonstration and written tests. Both are used to assess and measure a trainee's progress of specific course objectives. Trainees are assessed throughout the training to provide ongoing information about their progress. In some courses, performance may also be evaluated by completion of projects. Grades are assigned for each project based on the quality of the work and the time it takes the trainee to complete the work. Trainees are required to pass an exit or final exam.

SATISFACTORY ACADEMIC PROGRESS

Individual evaluations are documented on a routine basis. The Progress According to Plan (PAP) form reflects a student's advancement. PAP meetings include the trainee, Instructors, and Case Managers to review the trainee's course progress. Work habits and soft skills are also assessed and discussed. Trainees must successfully complete all work scheduled for the first 33% of the course by the midpoint of their program. Completing at least 80% of original clock hours is the minimum required to graduate. Trainees not completing scheduled work are placed on academic probation.

GRADING POLICY

The ASET Center uses the following defined grade scale to report and record the outcome of all attempted courses.

90% - 100%	4.0	A
80% - 89%	3.0	B
70% - 79%	2.0	C
60% - 69%	1.0	D
Below 60%	0.0	F

Truck Driving Program

A 3.0 (80%) accumulative grade point average (GPA) is required for the successful completion of the Theory portion of the Truck Driving Program. The range and road Behind-the-Wheel skills segments are Pass/Fail.

Effective February 7, 2022, Entry-Level Driver Training (ELDT) schools must comply with modified driver registration, curriculum, and training requirements. (DOT/FMCSA; Title 49 CFR Part 380-384]. California has also modified its law regarding instruction for entry-level drivers to include 15 hours of behind-the-wheel training with 10 of the hours on a public road. [CVC § 15250.1].)

All Other Programs

A 2.0 (70%) accumulative GPA is required for successful completion of all other programs.

GRADUATION REQUIREMENTS

The ASET Center considers true success when an individual is hired in the field relating to the training program. While trainees are encouraged to complete the full training course, they are eligible for graduation upon completion of 80% of course hours, passing required assessments, and successful completion of all other course requirements.

PROGRAM COMPLETION

Upon successful completion of a vocational program, the student is awarded a *Certificate of Completion*.

ACADEMIC PROBATION

The Center Manager 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 a trainee has earned a 2.0 grade-point average at the end of the academic probationary period, they are 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/or be dismissed.

TRANSFERABILITY OF CREDITS AND CREDENTIALS

The ASET Center has not entered into any articulation or transfer agreements with any college or university.

The transferability of credits and credentials earned at the ASET Center is at the complete discretion of any receiving institution to which trainees may seek to transfer. Acceptance of the certificate trainees earn in any of the ASET Center programs is also at the complete discretion of the institution to which they may seek to transfer. If the certificate that trainees earn at the ASET Center is not accepted at the institution to which the trainee seeks to transfer, they may be required to repeat some or all of their coursework at that institution. For this reason, trainees should make certain that attendance at the ASET Center will meet their educational goals. This may include contacting an institution to which the trainee may seek to transfer after attending the ASET Center to determine if their certificate will transfer.

TRAINEE CONDUCT

Trainees are expected to behave in a manner which is consistent with both a training and working environment. At the discretion of the ASET Center Manager, trainees may be suspended or terminated from the training program. The trainee may be suspended for up to four weeks or terminated for incidents involving behavior that creates a hazard to themselves, other trainees, or staff. The trainee will be terminated for incidents involving drugs, alcohol, or weapons, as there is a zero-tolerance policy.

ATTENDANCE POLICY

Permission for a pre-scheduled absence from class must be arranged in advance with the instructor and/or ASET Center Manager. In the event of an unforeseen absence, a trainee must notify the ASET 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).

ATTENDANCE PROBATION PROCEDURE

The following three-step procedure 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 period, the trainee must meet the requirement of perfect attendance. Any medical absences must be verified and substantiated with a doctor's note. 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, including birth or death in the family, illness, or other reasons that are legitimate and can be substantiated will be considered excused.

- Step 2** If a trainee continues to demonstrate an attendance problem, either during probation or after the successful completion of probation, the ASET Center Manager will place the trainee on an additional two-week probation. During any of these two-week probationary periods, the 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. Mitigating circumstances may be applied.

TARDY PROBATION PROCEDURE

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

- Step 1** The Instructor will place any trainee on a two-week probationary period when the trainee is tardy three times during any period of four consecutive weeks. During this two-week probationary period, the trainee must meet the requirement of perfect punctuality.
- Step 2** If violation of this policy re-occurs, the trainee is required to have a conference with the ASET Center Manager, Instructor, and CHDC Case Manager, and is subject to a second two-week probation period.
- Step 3** A trainee who fails to meet the second term of probation will be dismissed from the program.

Please Note: No one can “punch in or out” any other students’ timecard other than their own.

LEAVE OF ABSENCE

A trainee is allowed one leave of absence per program term. Under extraordinary circumstances, a trainee may request a leave of absence for up to three weeks, no more than once per program term, but leaves of absence must not total more than 60 calendar days. The trainee must submit, in their own handwriting, a request for a leave of absence to the instructor for approval. The instructor will discuss this request with the ASET Center Manager and either approve or disapprove the leave. All leaves of absence will be granted at the discretion of the ASET Center Manager. If the leave is granted, the Program Participant Contract will be amended to include the new expected program completion date.

Upon returning from leave, a trainee continues the program from where they left off. If training is not resumed at the end of any leave of absence, the trainee will be excused from the program. See Refund Policy regarding tuition refund. Some exceptions may apply if the absence does not exceed a 60-calendar day period.

APPEAL PROCEDURE

A trainee may appeal probationary status and/or dismissal if they believe there are mitigating circumstances. To appeal, a trainee must notify the ASET Center Manager in writing of the special circumstances. The ASET Center Manager may discuss and review the mitigating circumstances with the trainee to determine the success or failure of the appeal within five working days from receipt of the appeal.

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

If the trainee is still not satisfied with the decision, they may appeal in writing within five working days of the FWS Deputy Director decision to the Farmworker Services Division Director, whose final decision will be made within ten days of receipt of the appeal. The ASET Center is committed to prompt resolution of all appeals.

PERSONS WITH DISABILITY POLICY

The ASET Center provides reasonable accommodations for persons with disabilities in compliance with the American Disabilities Act (ADA) (<https://www.ada.gov>). ASET encourages individuals with disabilities to visit the training site in order to determine if the facilities and training equipment/aids are adequate for their need and/or if the training offered would be beneficial for them.

All prospective truck driving students are reminded that they must be able to meet the medical and physical requirements set by the US Department of Transportation (DOT) and by the California Department of Motor Vehicles/Commercial Division for a Commercial Driver's License (CDL) (<https://www.dmv.ca.gov/portal/dmv/detail/commercial/commercial>).

Request for Auxiliary aids, interpreting services, and other reasonable accommodations are available upon request. Please contact the ASET Manager at 916-371-8220, no later than five days in advance of the training start date. CA relay services are available by dialing 711 and referencing the host agency's phone number. See "ASET Complaint Policies" for information on reporting violations of ASET policies.

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, or using a controlled substance is prohibited if occurring in conjunction with attendance at ASET Center programs.

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 ASET Center attendance
- Coming to class under the influence of illegal or controlled substances (e.g., drugs and alcohol).

DRUG-FREE POLICY DISCIPLINARY PROCEDURE

Trainees who are suspected to be under the influence of a substance during training time may be subject to drug testing. A determination will be made immediately if a trainee's drug results turn out positive. Trainees who are taking a prescription that could affect their ability to use 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 are available at each ASET Center.

DISMISSAL

Dismissal from the ASET Center before training completion may occur for one or more of the following reasons:

1. Trainee does not comply with the attendance/tardy policy
2. Trainee is in violation of the ASET Center's policies, procedures, rules, or regulations
3. Trainee voluntarily withdraws from the program either verbally or in writing
4. Trainee causes physical injuries to other trainees or staff
5. Trainee tests positive for drug or alcohol after enrollment
6. Trainee demonstrates misconduct

READMITTANCE POLICY

Readmittance of trainees after termination/leaves 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 ASET Center Manager.

Trainees readmitted after termination will not be required to repeat or pay for portions of program costs that are 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 based on above factors.

COMPLAINT/GRIEVANCE POLICY AND 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. If this happens, complaints will be fully documented, investigated, and action will be taken to resolve them. Appeal procedures may also be used for grievances relating to disciplinary action, probation, and termination from the ASET Center.

The goal of the ASET Center is to provide quality training. 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.

Trainees seeking to resolve complaints or grievances may first contact their instructor. If circumstances make that not possible, or if they seek further redress, trainees may contact the ASET Center Manager and/or the FWS Deputy Director. If the trainee's issue remains unresolved after 30 days from when it was first communicated to ASET Center staff, the trainee may communicate the issue to the ASET Center in writing to the Resolution Manager.

Resolution Manager, Santino Garcia- COO/Division Director

California Human Development

3510 Unocal Place, Suite 200

Santa Rosa, CA 95403

Telephone: 916-371-8220

Email: Santino.Garcia [@cahumandevlopment.org](mailto:Santino.Garcia@cahumandevlopment.org)

The Resolution Manager has the responsibility, duty, and authority to:

- Investigate all complaints and grievances thoroughly, including the interviewing of all individuals involved or having first-hand knowledge of the facts
- Establish and maintain a file throughout the investigation and hearing(s)
- Review all documents relating or potentially relating to the issue(s) of the complaint
- Consider the facts and any mitigating circumstances to determine and identify a fair and just resolution, apply applicable CHDC and ASET Center policies and practices, and provide a final decision to the trainee, with copies being forwarded to applicable executive officers
- Document and maintain a complete history of the issue, including but not limited to copies of all materials, notes, evidence, statements, documents, and findings
- Maintain a summary of the complaint, investigation, and finding in the trainee's ASET Center file. Provide a copy of the summary, if applicable, to CHDC's Human Resources Director the Chief Operating Officer and/or the Chief Executive Officer
- Pass on pertinent information to CHDC's Executive Team to avoid future occurrences and implement reasonable policies and procedures to avoid similar issues in the future

Complaint Guidelines

The content of the complaint shall include the following information, if known. All complaints, whether complete or incomplete, shall first be addressed to the class instructor.

- The nature of the complaint or grievance
- The approximate date(s) when the issue arose
- The name(s) of all individuals involved in the issue or who have first-hand knowledge
- A narrative of the facts that led to the complaint
- An explanation of the steps taken by the trainee in trying to resolve the issue
- The outcome sought by the trainee
- The complaint must be signed and dated by the trainee

At the trainee's prerogative, a copy of the complaint may be forwarded by the trainee to the BPPE. A prospective student, enrolled trainee, or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling, toll-free, 888-370-7589, or by completing a complaint form, which can be obtained by the bureau's internet website: www.bppe.ca.gov.

Within ten days upon receipt of the written complaint, the CHDC staff receiving the complaint shall meet with the trainee to discuss and attempt to resolve the issue. At that time, the CHDC staff shall provide the trainee with a written response, reflecting a summary of the ASET Center's investigation and disposition of the issue.

The staff's resolution of the complaint shall not limit nor waive any of the trainee's contractual rights or legal remedies.

Trainees who are veterans may contact the Department of Veterans Affairs, at any time, by calling the **Department of Veterans Affairs at 1-800-827-1000**.

RETENTION OF TRAINEE RECORDS POLICY

Trainee records are maintained in hard copy as well as in electronic form. The original records are maintained at the training site with electronic copies forwarded to the Custodian of Records and maintained at the Administrative Offices.

State law requires that educational institutions maintain trainee records for a period of five years from the date of course completion. After five years, the physical file is destroyed; however, an electronic copy of the **Certificate of Completion** is permanently maintained by the Custodian of Records.

All requests regarding student records are directed to the Custodian of Records. Inquiries seeking a copy of a trainee's record, or a copy of the Certificate of Completion, shall contact the Custodian of Records. Trainees are guaranteed access to their files within the five-year retention period and are encouraged to discuss their school record with the ASET Center Manager and/or FWS Deputy Director.

The ASET Center maintains a policy of strict confidentiality of trainee records. Information about individual trainees shall be released to outside parties only when required by law or regulation, or a trainee signs a release form for their records to be released to another academic institution, employer, or other entity requesting a copy of the trainee's records. Statistical information about groups of trainees, without individual identification, is also used and released only for legitimate educational and statistical purposes.

VISITATION POLICY

It is a California Human Development Corporation safety policy to have all visitor's check-in at the reception desk before proceeding into the building. To maintain continuity of classroom instruction, all visitors will be directed by staff to a waiting area. Afterwards, the individual trainee will be contacted as needed. Visitors may visit the classroom upon permission granted by the ASET Center Manager. Such permission is reserved for individuals interested in the training program.

UNANSWERED QUESTIONS

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

Bureau of Private Postsecondary Education

1747 N. Market Boulevard, Suite 225

Sacramento, CA 95834

P.O. Box 980818

West Sacramento, CA 95798-0818

Website Address: www.bppe.ca.gov

Telephone Numbers: 888-370-7589 or 916-574-8900

Facsimile Number: 916-263-1897

VETERANS' REFUND POLICY STATEMENT

REFUND POLICY FOR NON-ACCREDITED COURSES– CFR 21.4255

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.

Note: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited courses.

Signature of School Official

Date

Name & Title of School Official (Please Print)

RECEIPT OF CATALOG AND POLICIES

Upon enrollment in training courses at the Anthony Soto Employment Training (ASET) Centers, operated by California Human Development Corporation (CHDC), 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 CalJOBS Performance.

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

Bureau of Private Postsecondary Education

1747 N. Market Boulevard, Suite 225

Sacramento, CA 95834

P.O. Box 980818

West Sacramento, CA 95798-0818

Website Address: www.bppe.ca.gov

Telephone Numbers: 888-370-7589 or 916-574-8900

Facsimile Number: 916-263-1897

ASET Center Manager Signature _____ Date _____

Printed Name of ASET Center Manager _____ Date _____

Trainee's Signature _____ Date _____

Printed Name of Trainee _____ Date _____