



HEAVY EQUIPMENT TRAINING ACADEMY

200 Construction Ave

Julesburg, CO 80737

(970) 474-3686

(970) 474-9985 (Fax)

www.heta4.com



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Heavy Equipment Training Academy

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Higher Education,
Division of Private Occupational Schools.

Proud Member and Sponsor of



**Colorado Contractors
Association, Inc.**



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Building Your Quality of Life

**Associated General Contractors
New Mexico Building Branch**



The Nebraska Chapter, AGC

agcne.org



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INTRODUCTION

Heavy Equipment Training Academy (*HETA*) is a nationally accredited school dedicated to training heavy equipment operators and certifying them in accordance with nationally accepted standards. Successful completion results in the student being certified to operate four different pieces of equipment, Dozer, Backhoe, front-end Loader and Tracked Excavator.

The *HETA* Faculty is composed of instructors who are credentialed by the State of Colorado as secondary and post-secondary instructors. In addition, all instructors have been certified by NCCER as Master Trainers and/or Craft Trainers. *HETA* has the capability of conducting training in Spanish.

HETA is a privately run vocational post-secondary school located in Julesburg, Colorado, approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools.

HETA is a sponsor for National Center for Construction Education and Research (NCCER) and a member of the Associated General Contractors of America (AGC).

FACILITIES

The school is located at 200 Construction Ave., Julesburg, Co 80737. Julesburg is in northeast Colorado adjacent to the junction of I-76 and I-80. The classrooms are furnished with modern equipment, charts, diagrams, and videos to enhance classroom activities are utilized. The school provides and maintains several types of heavy equipment, *Bulldozer, Front-End Loader, Backhoe, Tracked Excavator, Tractor Trailer, Dump Truck, Water Trucks, Skid-Steer, and the Forklift*. All equipment is in safe operating condition.

Meet the Faculty Members:

Instructors: Jim Row, Roger Johnson, Tammy McKenzie, Greg Maldonado, David Karns, Brian Reed, Jim McLeod, Andy Anderson

Office: Cyndy Wilber, Kim Wilson, Sherri Wilson

Jim Row - Founder of HETA. Jim is a Nationally Certified Master Trainer, Nationally Certified Craft Trainer, Nationally Certified CDL Instructor, Colorado Votech credentialed Instructor for Secondary and Post-Secondary Adult Education. He has worked in the construction and mining industry for 26 years as a journeyman heavy equipment operator and a journeyman/foreman/supervisor heavy equipment mechanic. Jim has worked in Asia, Europe and North America.

Brian Reed - Brian is a Nationally Certified Master Trainer and a Nationally Certified Craft Trainer. He has worked in the construction/heavy highway industry for 26 years as a journeyman operator and journeyman/foreman mechanic.

Roger Johnson - Roger is a Nationally Certified Craft Trainer and a Colorado Votech Credentialed Instructor for Post-Secondary Adult Education. He has worked in the construction and road maintenance industry for 28 years as a journeyman/foreman heavy equipment operator.

Jim McLeod - Jim is a Nationally Certified Craft Trainer and is a Colorado Votech credentialed Instructor for Post-Secondary Adult Education. He has worked in the construction and mining industry for 30 years as a master heavy equipment operator. He has worked in Russia, Japan, Northwest Territories, Okinawa, and Guam. Jim also manages our Canadian office in Athabasca, Alberta Canada.

Tammy McKenzie - Tammy is our lead CDL instructor and third party examiner, and is a Colorado Votech Credentialed Instructor for Post-Secondary Adult Education. Tammy has 15 years experience in the Transportation Industry.

Greg Maldonado - Greg is a Nationally Certified Master Trainer. He is our Spanish translator and Spanish basic curriculum instructor. Greg has worked in Mexico and much of the American Southwest. He is also certified as an EMT and a Spanish/English instructor.

David Karns - David is a Nationally Certified Craft Trainer and is Colorado Votech credentialed for Post-Secondary Adult Education. He has worked in the construction and road building/maintenance industry for 26 years as a journeyman/foreman/supervisor heavy equipment operator.

Cyndy Wilber – Cyndy manages our accounting department and is a certified EMT. She has been in the accounting business for 27 years.

Kim Wilson – Kim is HETA's office manager. She is Colorado Flagger Certified, and is an NCCER compliance officer. Kim has been in the heavy duty parts industry for 20 years.

Dena Graham –Dena is an instructor in our CDL department. She has been involved in the transportation business for 20 years. She is also a nationally certified EMT and Colorado certified firefighter.

Sherri Wilson – Sherri is our front desk receptionist and assists our students with writing resumes.

Mic Graham – Mic is a Nationally Certified Craft Trainer and is Colorado Votech credentialed Instructor for Post-Secondary Adult Education. Mic has 25 years experience in manufacturing and oil field construction.

Andy Anderson – Andy is a Nationally Certified Craft Trainer and is Colorado Votech credentialed for Post-Secondary Adult Education. Andy has 25 years in underground utilities, grading water, sewer, electric, phone, gas, and pipelines.

David Schwartz – David is a Nationally Certified Craft Trainer and is Colorado Votech credentialed for Post-Secondary Adult Education. David has 16 years experience in the construction industry.

PROGRAMS / COURSES OFFERED

PROGRAM A: HEAVY EQUIPMENT OPERATOR

Program Length: 4 Weeks
Cost: \$7000.00

COURSE OBJECTIVE:

The *Heavy Equipment Operator* graduate will become a *Nationally Certified* and *HETA Certified* equipment operator. The *Heavy Equipment Operator* program consists of instruction on the Backhoe, Loader, Bulldozer, Excavator, Skid Steer, Grade Checking, Dump Truck Operation, Forklift, 10 hour OSHA, Flagger Certification, and Tractors. The graduate, upon completion, will be a proficient equipment operator to acquire an entry level position.

PROGRAM B: COMMERCIAL DRIVERS LICENSE CLASS A

Program Length: 4 Weeks
Cost: \$5000.00

COURSE OBJECTIVE:

The *Commercial Drivers License Class A* consists of instruction in Basic Operation, Safe Operating Practices, Advanced Operating Practices, Vehicle Maintenance, Non Vehicle Activities and Commercial Driver's License Prep.

PROGRAM C: COMMERCIAL DRIVERS LICENSE CLASS B

Program Length: 2 Weeks
Cost: \$3000.00

COURSE OBJECTIVE:

The *Commercial Drivers License Class B* consists of instruction in Basic Operation, Safe Operating Practices, Advanced Operating Practices, Vehicle maintenance, and Commercial Driver's License Prep.

PROGRAM D: COMMERCIAL DRIVERS LICENSE REFRESHER

Program Length: 1 Week
Cost: \$1500.00

COURSE OBJECTIVE:

The *Commercial Drivers License Refresher* consists of instruction in Basic Operation and Commercial Driver's License Prep.

PROGRAM E: HEAVY EQUIPMENT OPERATOR / CDL CLASS B

Program Length: 6 Weeks
Cost: \$10,000.00

COURSE OBJECTIVE:

The *Heavy Equipment Operator* graduate will become a *Nationally Certified* and *HETA Certified* equipment operator. The *Heavy Equipment Operator* program consists of instruction on the Backhoe, Loader, Bulldozer, Excavator, Skid Steer, Forklift, 10 hour OSHA, Flagger Certification, and Tractors. The graduate, upon completion, will be a proficient equipment operator to acquire an entry level position with a *Commercial Drivers License Class B*.

PROGRAM F: HEAVY EQUIPMENT OPERATOR / CDL CLASS A

Program Length: 7 Weeks
Cost: \$11,000.00

COURSE OBJECTIVE:

The *Heavy Equipment Operator* graduate will become a *Nationally Certified* and *HETA Certified* equipment operator. The *Heavy Equipment Operator* program consists of instruction on the Backhoe, Loader, Bulldozer, Excavator, Skid Steer, Forklift, 10 hour OSHA, Flagger Certification, and Tractors. The graduate, upon completion, will be a proficient equipment operator to acquire an entry level position with a *Commercial Drivers License Class A*.

2007 HEAVY EQUIPMENT CLASS SCHEDULE

<u>CLASS NUMBER</u>	<u>START DATE</u>	<u>END DATE</u>
HEO-07-01	January 8	February 15
HEO-07-02	February 5	March 2
HEO-07-03	February 19	March 16
HEO-07-04	March 5	March 30
HEO-07-05	March 19	April 13
HEO-07-06	April 2	April 27
HEO-07-07	April 16	May 11
HEO-07-08	April 30	May 25
HEO-07-09	May 14	June 8
HEO-07-10	May 28	June 22
HEO-07-11	June 11	July 6
HEO-07-12	June 25	July 20
HEO-07-13	July 9	August 3
HEO-07-14	July 23	August 17
HEO-07-15	August 6	August 31
HEO-07-16	August 20	September 14
HEO-07-17	September 3	September 28
HEO-07-18	September 17	October 12
HEO-07-19	October 1	October 26
HEO-07-20	October 15	November 9
HEO-07-21	October 29	November 23
HEO-07-22	November 12	December 7
HEO-07-23	November 26	December 21

2007 CDL CLASS SCHEDULE

CLASSES START EVERY MONDAY CALL FOR AVAILABILITY

CLASS TIMES:

Classes meet Monday through Friday, 7:00am to 5:30pm. There is a 15 minute break in the morning, lunch break at noon, and a 15 min break in the afternoon.

If a holiday occurs or when an unexpected closure occurs due to circumstance such as inclement in the weather during a class week, the missed day will be made up on Saturday.

NO CLASSES WILL BE HELD ON THE FOLLOWING HOLIDAYS:

MEMORIAL DAY

LABOR DAY

NEW YEARS DAY

INDEPENDENCE DAY

THANKSGIVING DAY

CHRISTMAS DAY

Job Placement Assistance

HETA Helps You Achieve Success

Knowing how to search for a job, produce an excellent resume and really stand out in an interview situation will give you a great opportunity to find and win your dream job. In today's competitive marketplace, skills like these are essential. With our expert help, your own skills and abilities will shine through. With exceptional teaching, you can find an exceptional job

HETA offers employment assistance to graduates consisting of job lead referrals and job skills development. *HETA* offers job assistance through Colorado Contracts Association and its members, Nebraska Associated General Contractors of America, Contractors Association and its members, Associated General Contractors of America, and Private Contractors located in several states. While assisting in your job search, we make no guarantee, expressed or implied, of future employment.

Resume Assistance:

Your resume is your passport to employment. The primary purpose of a resume is to win you the interview you want. Our expert teachers will assist you in assembling a resume that's relevant to your experience and reflects current market trends. We will show you how to make your resume stand out from the rest.

Interview Skills:

The time you spend on preparation is vital to help you stand out from the competition. Ultimately your objective is to show that you are the best person for the job, and to help you in this intensive task we coach you in the best techniques in interview performance and preparation. If you are prepared for your interview properly, your confidence will show, your performance will improve and your chances of winning the job will increase dramatically.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 80% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceeds 20%.

Students who are unable to continue classes for medical reasons, and/ or military duties, or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Application for Admission/Enrollment Agreement

An application for admission form has been added for your convenience a deposit of \$1000.00 is required when the application for admission form is returned to the school. The balance is due by the first day of class. Please completely fill out, enclose your deposit and send to:

Heavy Equipment Training Academy
200 Construction Ave
Julesburg, CO 80737

Progress Policy

Students must maintain an overall 80% grade point average. Those who do not maintain this average will not receive a certificate for that module. The school does offer mentoring and special help for those students who request it.

Grading System

P – Pass

F – Fail

Postponement Policy

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- A. Whether the postponement is for the convenience of the school or the student and:
- B. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement determined in accordance with the school's refund policy and all applicable laws and rules concerning the private Occupational Education Act of 1981.

Student Grievances

Student grievances should be brought to the attention of the school director in order to be resolved. If a student grievance cannot be resolved between the student and the school a student may contact the Colorado Division of Private Occupational Schools, 1380 Lawrence St., Suite 1200, Denver, Co 80204, (303) 894-2960. All student grievances to the division must be in writing. There is a two year limitation of Division action on student grievances.

Refund Policy

Students not accepted to the school and students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three business days, and before commencement of class, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

Student is entitled to: upon withdrawal/termination	Refund
10% of program completed	90%
20% of program completed	80%
30% of program completed	70%
40% of program completed	60%
50% of program completed	50%
60% of program completed	40%
70% of program completed	30%
80% of program completed	20%
90% of program completed	10%

1. The student may cancel this contract at any time prior to midnight of third business day after signing this contract. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination is the day following the expected return date.
2. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

Financial Assistance

State & Federal Grants

Students may qualify for tuition assistance through:

Workforce Investment Act (WIA)

Trade Adjustment Act (TAA)

Tribal Education (BIA)

Vocational Rehabilitation

Displaced Workers

Workers Compensation

Veterans Benefits (VA)

Inquire at your local *Workforce Service office* or your local *Veterans office*.

Sallie Mae Financial

Career loans through Sallie Mae Financial can be used to pay for tuition and expenses while in school. Students may call *HETA* for an over the phone Financing Application, or submit application, enclosed, by fax, mail, or online. SLM offers high approval rates and a 15 year repayment term. Please allow 48 hours for approval.

Career Loans

Many national banks offer *Career Loans* to their customers. Students should contact their local bank about a *Career Education Loan*.

STUDENT HOUSING

Arrangements have been made with the Platte Valley Inn, in Julesburg for student housing as follows:

Single occupancy rooms at \$106.00 per week

Rooms do include coffee service, refrigerator, microwave oven and TV.

Rooms are subject to availability.

Supplies for Class

Supplied by School:

Hard Hat

Earplugs

Safety Vest

Recommended Supplies for Students:

Boots – Steel Toes Preferred

Cold Weather Gear

Work Gloves

Rain Gear

Previous Education and Training

Heavy Equipment Training Academy will evaluate and consider any previous education and training that corresponds to the HETA programs, and apply where applicable. List all education and training:

SCHOOL and LOCATION	COURSE	YEAR ATTENDED	DEGREE

With verified proof, a student may elect, with the school directors permission, to test out of Contren written and/or performance tests. A minimum score of 70% is required for written test. A fee of \$200.00 will be assessed for each test-out.

Note: Testing fees are in addition to normal tuition fees.

Drop-Add Form

Student's Last Name Soc. Sec. No.	Student's First Name	Mid.	

Drop Section

Class Number	Course Title	Instructor Signature

Add Section

Class Number	Course Title	Instructor Signature

Student's Signature Date

School Official's Signature Date



200 Construction Avenue
 Julesburg, CO 80737
 (970) 474-3686
 (970) 474-9985 Fax

HEAVY EQUIPMENT TRAINING ACADEMY

Application for Admission



PLEASE PRINT LEGIBLY

____ - ____ - _____

*Social Security Number/Student I.D.

BIRTHDATE
 ____ - ____ - ____
 MO. DAY YEAR

Gender
 (M) Male
 (F) Female

 LAST NAME

 FIRST NAME

 MIDDLE NAME

- None
 (1) Veteran or Dependent Eligible for VA Educational Benefits
 (2) Veteran Not Eligible for VA Educational Benefits
 (3) Active Duty Veteran
 (4) Active Duty Military

DESIRED CLASS
 CLASS No. _____ START DATE _____

 LOCAL ADDRESS

 CITY STATE ZIP (AREA) RESIDENCE PHONE NUMBER

 PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)

EMAIL ADDRESS

 CITY STATE ZIP (AREA) BUSINESS PHONE NUMBER

SELECTIVE SERVICE STATEMENT

Information on Selective Service registration status must be provided in order to comply with Colorado state law. Individuals providing false information agree subject to penalty of law.

Are you required to be registered with the Selective Service? Yes No

If yes, are you registered? Yes No

Payment: Certified Funds in the amount of \$1,000.00 as deposit/down payment at time of registration. Balance of \$6,000.00/\$9,000.00 plus housing costs to be paid prior to start of class, also Certified Funds made payable to Heavy Equipment Training Academy.

I hereby certify that, to the best of my knowledge, the information furnished in this application is true and complete without intent of evasion or misrepresentation. I understand the above information is submitted under penalty of perjury and false or misrepresented data is sufficient cause for rejection or dismissal.

Student Signature

AND Parent or Legal Guardian Signature if applicant is under 18

Date

Institutions using this application form do not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, and Section 504 may be referred to the affirmative action office of the institution to which you are applying.

THANK YOU FOR YOUR INTEREST IN HEAVY EQUIPMENT TRAINING ACADEMY



ENROLLMENT AGREEMENT

Heavy Equipment Training Academy
200 Construction Avenue
Julesburg, CO 80737
(970) 474-3686
(970) 474-9985 Fax

Approved and regulated by the Colorado Department of Higher
Education, and the Private Occupational School Board

GENERAL INFORMATION

Student's Name _____ Date _____

Address _____

Street City State Zip Code

Social Security Number - - Home Phone _____

Bus. Phone _____

Program/Course No. _____ Total Hours _____

Start Date _____ Completion Date _____

Type of Instruction

Classroom _____ Practical Field Work _____

Tuition and Fees

Total Cost of Programs \$ _____

Schedule of Payments

Deposit of \$1,000.00 with application.

Balance of \$ _____ due beginning of class.

By signing below the student agrees to pay Heavy Equipment Training Academy, hereafter referred to as the school or HETA, the total stated tuition. HETA agrees to provide the occupational training in accordance with the provision of Catalog Volume IV, dated 2006 ("the catalog").

Refund Policy

Students not accepted to the school and students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three business days, and before commencement of class, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

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1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination is the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. Postponment of a starting date whether at the request of the school or student requires a written agreement between the school and student. If the course has not commenced or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement determined in accordance with the schools refund policy and all applicable laws and rules concerning Private Occupational Act of 1981.

Student Grievances

Student grievances should be brought to the attention of the school director in order to be resolved. If a student grievance cannot be resolved between the student and the school, a student may contact the Colorado Division of Private Occupational Schools, 1380 Lawrence Street, Suite 1200, Denver, CO 80204, (303) 894-2960. All student grievances to the division must be in writing. There is a two year limitation of Division action on student grievances.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG.

Student Signature

Date

School's Licensed Agent

Date

page 2 of 2

In Case Of Emergency Information

Please Print

Name (First and Last)	
Address	
City, State, Zip	
Birth Date	
Primary Language	
Organ Donor	

Contact Person	Telephone Number	Alternate Number	Relationship

Please List Medications and Dosage, Implants, Allergies, Ect.

