

# **CENTRAL VALLEY OPPORTUNITY CENTER, INC.**



## **SCHOOL CATALOG**

**School Year: January 1, 2026 to December 31, 2026**

# CENTRAL VALLEY OPPORTUNITY CENTER, INC.

## SCHOOL CATALOG

### TABLE OF CONTENTS

<b>BPPE REQUIRED DISCLOSURES</b>	<b>2</b>
Disclosure Statements	2
<b>GENERAL INFORMATION</b>	<b>3</b>
School Administrators	3
CVOC School Locations	3
CVOC History and Mission	4
Operating Schedule	4
Physical Facilities	4
Courses of Instruction	5
Instructors	15
<b>ADMINISTRATIVE POLICIES</b>	<b>15</b>
Admissions Standards	15
Transfer of Credit	16
Student Grievance Procedure	17
Records Retention	17
Harassment Policy	18
Drug and Alcohol Abuse Policy	18
Accessibility to Handicapped	19
<b>ACADEMIC POLICIES</b>	<b>20</b>
Attendance Policy	20
Probation and Dismissal Policy	20
Drop-out and Leave-of-Absence Policy	21
Grading System	21
Certification of Completion	22
Student Conduct	22
<b>TUITION POLICY</b>	<b>23</b>
Cancellation of Enrollment Agreement	23
Refund Policy	24
Financial Aide	25
Payment Plans	25
Tuition Costs	26
Student Tuition Recovery Fund	27
<b>STUDENT SERVICES</b>	<b>28</b>
Student Accident Insurance	28
Housing	28
Job Placement Assistance	28
Student Books and Tools	28
Library	29
Student Rights and Responsibilities	29
CVOC School Catalog	30
CVOC Website	30

## DISCLOSURE STATEMENTS

1. Central Valley Opportunity Center, Inc. (CVOC) is a private non-profit institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). The BPPE approval to operate means compliance with state standards as set forth in the California Education Code and 5, California Code of Regulations. Approval to operate means compliance with minimal state standards and does not imply any endorsement or recommendation by the State of California or by the BPPE.
2. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, [www\\_bppe.ca.gov](http://www_bppe.ca.gov) toll-free telephone number (888) 370-7589 or by Fax (916) 263-1897.
3. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www\\_bppe.ca.gov](http://www_bppe.ca.gov).
5. CVOC does not have a pending petition in bankruptcy, and is not operated as a debtor in possession, has not filed a petition within the preceding five years or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States bankruptcy Code (11 U.S.C. Sec. 1101).
6. CVOC students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. CVOC does not offer English as a Second Language through our schools. Please see Admission Standards for more information on English Language requirements.
7. This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
8. CVOC does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs. CVOC does not accept credits earned at other institutions or through challenge examinations,
9. CVOC has no dormitory facilities under its control, does not offer student housing assistance and has no responsibility to find or assist a student in finding housing.

10. CVOC accepts students who are sponsored by state, federal or private WIOA grant financial aid programs. CVOC may provide interested applicants with information and referred for tuition assistance through WIOA167, WIOA Title I or other WIOA grant assistance programs offered through the community WIOA Network. WIOA agencies may require a determination of student eligibility for assistance.

11. If student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

12. CVOC does not have an articulation agreement or transfer agreement with any other school, college or university.

13. CVOC is not accredited and its courses are not accredited by an accrediting agency.

14. "The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting [www.bppe.ca.gov](http://www.bppe.ca.gov)."

## **GENERAL INFORMATION**

**CENTRAL VALLEY OPPORTUNITY CENTER, INC.**

**SCHOOL CATALOG**

Effective School Year: January 1, 2026 to December 31, 2026

**CENTRAL VALLEY OPPORTUNITY CENTER, INC**

**ADMINISTRATION OFFICE**

6838 Bridget Court/ P.O. Box 1389

Winton, California 95388

(209) 357-0062

Web Site: [www.cvoc.org](http://www.cvoc.org)

**ADMINISTRATORS**

Jorge De Nava, Jr. - Executive Director

Angelica Carrasco- Chief Financial Officer

**INSTRUCTIONAL CLASSROOMS**

**MAIN CAMPUS**

**WINTON SATELLITE**

6838 Bridget Ct.

6845 Bridget Ct.

Winton, CA 95388

Winton, CA 95388

(209) 357-0062

(209)357-0062

**MADERA SATELLITE**

605 S. Gateway Drive

Madera, CA 93637

(559) 662-0100

**MADERA SATELLITE**

17506 Baldwin Street

Madera, CA 93637

(559) 330-0171

**MODESTO SATELLITE**

1801 "H" Street, Ste A4

Modesto, CA 95354

(209) 577-3210

## CVOC HISTORY AND MISSION

Central Valley Opportunity Center, Inc. herein CVOC, is a multi-county social service provider. Classroom vocational training, on-the-job training, remedial education, job referral, and other services are offered through its offices. CVOC's mission is to improve the quality of life for farmworkers and others in need. CVOC's vocational training courses are operated to enhance the effectiveness of regional employment and training program service to low-income persons. Courses are offered to increase the employability and job readiness of our employment and training program participants.

Central Valley Opportunity Center, Inc. vocational instruction mission is to prepare adult students for entry-level employment full-time, part-time, self-employment and/or to enhance current job skills in local occupations by providing hands-on, real world, and practical education and training in a professional and supportive environment. Instruction is provided through CVOC on-site classroom and laboratory instruction.

## OPERATING SCHEDULES

Office Hours: 7:30 A.M. To 4:00 P.M., Monday - Friday

Instruction Hours: 8:00 A.M. To 3:30 P.M., Monday - Friday

*This school closes on legal holidays.*

Classes are scheduled on the basis of enrollment. Students will be advised of projected starting dates at the time of enrollment. Important scheduling information (operating hours, holidays, vacations, class schedules and scheduling changes) will be announced to students in advance.

## PHYSICAL FACILITIES

CVOC's facilities include comfortable lecture rooms, hands-on laboratories, break rooms, and program/administration offices. CVOC's Vocational Center and satellite centers provide modern training equipment, curricula for individualized instruction, and experienced program staff. CVOC's resources include up-to-date welding equipment such as Oxyacetylene, Arc, MIG and TIG equipment. Office Occupations classes use personal Pentium computers. The Truck Driver course uses newer trucks and trailers. The cooking course is taught in an operational school cafeteria. CVOC's facilities are comfortably located, with easy parking, friendly campus atmosphere, and a staff that is attentive to students' needs. Instruction is in residence, with a facilities occupancy level accommodating two hundred (200) students at any one time.

As a prospective student, you are encouraged to visit the physical facilities of the school, and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement.

## SCHOOL CATALOG CERTIFICATION

All information in the content of this school catalog is current and correct and is so certified as true by Mr. Jorge De Nava, Jr., Executive Director.

---

Date

Jorge De Nava, Jr., Executive Director

## COURSES OF INSTRUCTION

### **BUSINESS OCCUPATIONS (GENERAL)**

Location: Winton, Madera, Modesto - CA  
Hours/Length: 665 Clock Hours (19 Weeks)  
Daily Schedule: Mon – Fri: 8:00am – 3:30pm  
Pre-requisites: No required prerequisite courses or training.

**Program Description** - The course provides students with hands-on training to prepare them for employment in an office environment. It includes instruction on Microsoft Office Word and Excel, and offers MOS Certification. In addition, the course provides reinforcement in general skills in math, English, keyboarding/ten-key, and job search/retention skills.

**Educational Objective** – The program provides adult students with in person direct instruction using lecture, labs and assigned study instruction in the occupational skills essential to this occupation. The program curriculum and material are covered at a below college level. Students are not required to have any prerequisite courses or training. The applicable academic competencies are integrated into the course. Course will include training on professional work habits and attitudes. Students will learn practical skills and knowledge they will need on the job. The training program will prepare adult students for entry level positions in office clerical and administrative support. Students will be able to create business documents, professional budget spreadsheet, and apply basic accounting principles, which will prepare them for entry-level employment in clerical and administrative support occupations. MOS Word Certification is offered. Graduation is based upon successful completion of all course competencies.

### **Course Outline**

<b>Business Occupations (General)</b>	<b>Hours</b>
<b>Orientation</b> – Introduction to course materials, school policies, grading, course content and safety.	5.0
<b>Business English</b> - Student will be able to understand written sentences and paragraphs in work-related documents, communicating effectively with others in writing, filing/retrieving records.	105.0
<b>Typing and 10-Key Operation</b> - The student will be able to operate a standard office typewriter, computer keyboarding, and 10-key calculator.	140.0
<b>Business Math</b> - The student will be able to perform basic math-including decimals, fractions percent, discounts, interpreting tabular and graphic data-to solve problems.	100.0
<b>Word Program</b> – The student will be able to utilize the main functions of a word processor, formatting, table and layout basics.	140.0
<b>Excel Program</b> – The student will be able to utilize the main functions of a spreadsheet and the proper use of formulas.	140.0
<b>Employment Preparation</b> - The student will be able to locate and apply for job opportunities; set up and handle job interviews; and know employer expectations.	35.0

### **Course Testing**

Competency Test 1 – Business English  
Competency Test 2 – Typing and 10-Key Operation  
Competency Test 3 – Business Math  
Competency Test 4 – Word Program  
Competency Test 5 - Excel Program

In order to graduate students must pass all five competency packages with a minimum grade of

"C" (70%) as demonstrated through written tests and/or hands-on performance.

#### Standard Occupational Classification (SOC) Codes

43-000 Office and Administrative Support Occupations

43-3000 Financial Clerks, 43-4000 Information Record Clerks, 43-6000 Secretaries and Administrative Assistants, 43-900 Other Office and Administrative Support Workers

#### **COOKING OCCUPATIONS (GENERAL)**

Location: Winton, CA

Hours/Length: 420 Clock Hours (12 Weeks)

Daily Schedule: Mon – Fri: 8:00am – 3:30pm

Pre-requisites: No required prerequisite courses or training.

**Program Description** - The course provides students with a complete overview of cooking skills necessary to enter cooking and food service occupations. The course is based largely on hands-on experience and teaches basic skills for employment in cooking occupations and food service. The Cooking Occupations General program provides training in the planning and preparation of foods for the food service industry. The training also includes sanitation requirements for the proper cleaning of equipment, cooking utensils and work area. Instruction is given through demonstrations, hands-on participation, handouts, lectures, videotapes, and cookbook assignments. Instruction is enhanced by meeting the demands of the cafeteria at the CVOC facility. Evaluation and assessment is accomplished by written and/or verbal performance testing procedures. Students will receive California Food Handler Safety card.

**Educational Objective** - The program provides adult students with in person direct instruction using lecture, labs and assigned study instruction in the occupational skills essential to this occupation. The program curriculum and material are covered at a below college level. Students are not required to have any prerequisite courses or training. The applicable academic competencies are integrated into the course. Course will include training on professional work habits and attitudes. Students will learn practical skills and knowledge they will need on the job. The training program will prepare adult students for entry level positions in cooking and food service positions. Students will be able to perform basic duties associated with entry-level cooking and food service occupations. Students will be able to demonstrate proper sanitation, safety measures, cooking techniques, meal preparation, food storage and food presentation in a commercial kitchen environment. Food Safety Certificate and food handler permit is offered. Graduation is based upon successful completion of all course competencies.

#### **Course Outline**

<b>Cooking Occupations (General)</b>	<b>Hours</b>
<b>Orientation</b> – Introduction to course materials, school policies, grading, course content and safety.	10.0
<b>Work Space Safety/First Aide</b> - The student will be able to demonstrate proper safety precautions in the workplace and be aware of dangers in working in the food service industry. Students will be aware of safety skills in using standard cooking utensils and equipment.	10.0
<b>Food Service Sanitation</b> – The student will be able to demonstrate proper food handling and sanitation practices.	10.0
<b>Proper Food Rotation/Storage</b> - The student will be able to demonstrate proper food rotation and storage practices.	10.0
<b>Usage/Cleaning of Equipment</b> - The student will be able to demonstrate proper handling, sanitation and cleaning practices of kitchen and use of utensils.	40.0
<b>Interpretation of Recipes</b> - The student will be able to demonstrate ability to read and understand terminology in recipes.	40.0
<b>Preparation of Vegetables, Fruit</b> - The student will be able to demonstrate standard preparation and presentation of vegetables, fruits and salads.	40.0

<b>Baking Techniques</b> - The student will be able to demonstrate standard preparation and presentation of breads and pastry.	40.0
<b>Preparation of Starch Foods</b> - The student will be able to demonstrate standard preparation and presentation of pasta, potatoes and rice.	60.0
<b>Preparation of Soups, Sauces, and Stocks</b> - The student will be able to demonstrate standard preparation and presentation of soups and sauces.	80.0
<b>Preparation of Meats/Cooking</b> - The student will be able to demonstrate standard preparation and presentation of beef, chicken, fish and pork.	80.0

### **Course Testing**

Competency Test 1 – Kitchen Safety, Sanitation, and Stock Rotation.

Competency Test 2 – Interpretation of Recipes and Preparation

Competency Test 3 – Baking and Starch Food Preparation

Competency Test 4 – Soups and Stocks

Competency Test 5 – Meat Preparation

The Cooking Occupations (General) course has five competencies packages. In order to graduate students must pass all five competency packages with a minimum grade of "C" (70%) as demonstrated through written tests and/or hands-on performance.

### **Standard Occupational Classification (SOC) Codes**

35-0000 Food Preparation and Serving Related Occupations

35-2000 Cooks and Food Preparation Workers

### **WIM - WELDING AND INDUSTRIAL MAINTENANCE**

Location: Winton, Madera - CA

Hours/Length: 770 Clock Hours (22 Weeks)

Daily Schedule: Mon – Fri: 8:00am – 3:30pm

Pre-requisites: No required prerequisite courses or training.

**Program Description** - The course in Welding and Industrial Maintenance covers entry-level skills necessary for welding and metal working occupations. The course is based largely on hands-on experience and teaches basic skills of the welding trade. The Welding and Industrial Maintenance Program provides basic training in the areas of: Gas and Oxyacetylene Cutting & Welding, Electric Arc Welding, Mig (Metallic Inert Gas) Welding, Tig (Tungsten Inert Gas) Welding, Layout and Blueprint Reading, Computer Mig Welder, Plasma Torch Cutting, Basic Machinery Maintenance and Basic Electricity. Instruction is given through demonstrations, hands-on participation, handouts, lectures, videotapes, and workbook assignments. Evaluation and assessment is accomplished by written and/or verbal performance testing procedures.

**Educational Objective** - The program provides adult students with in person direct instruction using lecture, labs and assigned study instruction in the occupational skills essential to this occupation. The program curriculum and material are covered at a below college level. Students are not required to have any prerequisite courses or training. The applicable academic competencies are integrated into the course. Course will include training on professional work habits and attitudes. Students will learn practical skills and knowledge they will need on the job. The training program will prepare adult students for entry level positions in welding and metal fabrication. Students will be able to perform basic duties associated with entry-level job skills necessary to enter the welding trade or maintenance mechanic field. Students will demonstrate common welding techniques and metal fabrication methods using standard metal welding, cutting, bending and shaping equipment. AWS D1.1 Certification is offered. Graduation is based upon successful completion of all course competencies.

## Course Outline

Welding & Industrial Maintenance	Hours
<b>Shop Safety and General Theory</b> - The student will be able to recognize hazards of welding, accident prevention, safe shop techniques and practices, policies, procedures in welding shops. Students will know employer expectations and an overview of various types of welding in the labor market.	70.0
<b>Gas &amp; Oxyacetylene Cutting &amp; Welding</b> - The student will be able to demonstrate proper utilization of measuring devices and layout, torches and gases, cutting and beveling, equipment use such as oxyacetylene torch, cut-off saw, and band saw.	105.0
<b>Arc Welding</b> - The student will be able to demonstrate knowledge of terminology, shielded metal arc welding and other types of arc welding, setup and shutdown of welding machines, techniques for the operation of welding machines with a variety of welding electrodes.	180.0
<b>Mig Welding</b> - The student will be able to demonstrate knowledge of 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.	160.0
<b>Tig Welding</b> - The student will be able to demonstrate knowledge of terminology, machine set-up and shutdown associated with GTAW, proper techniques for machine operation, how to construct weld joints.	105.0
<b>Plasma Torch Cutting</b> - The student will be able to demonstrate knowledge of terminology associated with plasma torch, set-up and shutdown techniques.	45.0
<b>Blueprint Reading</b> - The student will be able to demonstrate knowledge of terminology associated with measuring, identification and accurate use of measuring devices including rulers and micrometers.	70.0
<b>Basic Electricity &amp; Electrical Maintenance</b> - The student will be able to demonstrate knowledge of terminology associated basic electrical layouts.	35.0

## Course Testing

Competency Test 1 - Safety procedures and Theory

Competency Test 2 - Gas and Oxy-acetylene Welding

Competency Test 3 - Electric Arc Welding

Competency Test 4 - Mig/Tig Welding (Metallic Inert Gas)

Competency Test 5 - Electric Maintenance and Blueprint

The Welding and Industrial Maintenance course has five competencies packages. In order to graduate students must pass all five competency packages with a minimum grade of "C" (70%) as demonstrated through written tests and/or hands-on performance.

## Standard Occupational Classification (SOC) Codes

51-0000 Production Occupations

51-4000 Metal Workers and Plastic Workers, 51-2000 Assemblers and Fabricators (51-4120)

## **RETAIL SALES CASHIER (Course is Closed and not being offered at this time)**

Location: Modesto, Winton - CA

Hours/Length: 420 Clock Hours (12 Weeks)

Daily Schedule: Closed

Pre-requisites: No required prerequisite courses or training

**Program Description** - The Retail Sales Cashier course provides instruction in math for retail duties, cash register usage, customer service, record keeping and general stock handling procedures. The course is based largely on a combination of classroom lectures, demonstrations

and hands-on experience to prepare the participants for employment in the retail sales environment. Evaluation of competencies gained are obtained through written performance testing.

**Educational Objective** - The program provides adult students with in person direct instruction using lecture, labs and assigned study instruction in the occupational skills essential to this occupation. The program curriculum and material are covered at a below college level. Students are not required to have any prerequisite courses or training. The applicable academic competencies are integrated into the course. Course will include training on professional work habits and attitudes. Students will learn practical skills and knowledge they will need on the job. The training program will prepare adult students for entry level positions in retail sales and cashier. Students will be able to perform basic duties associated with entry-level employment in the retail sales industry. Students will demonstrate ability to use common cash registers, proper customer service techniques and stock merchandizing procedures. Graduation is based upon successful completion of all course competencies.

### **Course Outline**

<b>Retail Sales Cashier</b>	<b>Hours</b>
<b>Math Skills for Retail Sales</b> - The student will demonstrate ability to identify numbers by adding, subtracting, multiplication and dividing.	120.0
<b>Cashier Operations</b> - The student will be able to demonstrate knowledge of common techniques for handling cash registers and applications including understanding and using the End of Day Report.	120.0
<b>Reports and Sales Charts</b> - The student will be able to demonstrate knowledge of common techniques for obtaining and understanding cashier and inventory reports, sales charts, and other documents.	180.0

### **Course Testing**

Competency Test 1 – Cashier and Retail Sales Terminology

Competency Test 2 – Math Skills for Retail Sales

Competency Test 3 – Cash Register and Check Stand Procedures

Competency Test 4 – Cashier/Recordkeeping Basic

Competency Test 5 – Cashier/Recordkeeping Advanced

Competency Test 6 – Stock Inventory and Shrinkage Control

The Retail Sales Cashier course has six competencies packages. In order to graduate students must pass all five competency packages with a minimum grade of "C" (70%) as demonstrated through written tests and/or hands-on performance.

### Standard Occupational Classification (SOC) Codes

41-000 Sales and Related Occupations

41-2000 Retail Sales Workers

### **TD - PROFESSIONAL TRUCK DRIVER**

Location: Winton, CA

Hours/Length: 210 Clock Hours (6 Weeks)

Daily Schedule: Mon – Fri: 8:00am – 3:30pm

Pre-requisites: Be at least 21 years of age with a good driving record, must have had driver's license for at least one year, a social security card and must pass a Department of Transportation physical exam & drug test.

**Program Description** - The Professional Truck Driver course trains students in the skills and knowledge necessary to qualify to take both the written and skills test administered by the State of California Department of Motor Vehicles (DMV) and to seek employment as an entry-level

commercial truck driver. Classroom and behind-the-wheel training totals 210 hours. Students will first attend 35 hours of classroom training covering such subjects as driver qualifications, log books, defensive driving and job search techniques. At the end of this training, students will be required to pass the written exam administered by the DMV and obtain their Class A instructional permit. The classroom training is followed by field training which includes both observation and behind-the-wheel time. Road testing and skills/knowledge necessary to qualify to take the behind-the-wheel skills test administered by the State of California DMV. California State Licensing guide on Page 11.

**Educational Objective** - The program provides adult students with in person direct instruction using lecture, labs and assigned study instruction in the occupational skills essential to this occupation. The program curriculum and material are covered at a below college level. Students are not required to have any prerequisite courses or training. The applicable academic competencies are integrated into the course. Course will include training on professional work habits and attitudes. Students will learn practical skills and knowledge they will need on the job. The training program will prepare adult students for entry level positions in truck driver positions. Students will be able to perform basic duties associated with entry-level employment as a truck driver. Students will demonstrate proper driving techniques, safe operating procedures and knowledge of applicable regulations and laws governing the trucking industry. Graduation is based upon successful completion of all course competencies.

#### **Course Outline:**

<b>Professional Truck Driver</b>	<b>Hours</b>
<b>Introduction and Regulations</b> - The student will have knowledge of truck driving occupation requirements, DMV written learner permit testing, log books and other skill requirements.	40.0
<b>Basic Operation:</b> The student will learn transportation orientation, control systems, vehicle inspection, basic control, as well as to shift, back and turn. Students will practice proficiency development.	40.0
<b>Vehicle Maintenance:</b> The student will know vehicle systems, preventive maintenance, diagnosing & reporting; diesel fuel systems, diesel air systems; diesel cooling systems; diesel electrical systems and diesel lubricating systems.	40.0
<b>General Knowledge</b> - The student will demonstrate visual search, communication, speed management, space management, extreme driving conditions, and proficiency development.	45.0
<b>On the road experience</b> - The student will learn hazard perception, emergency maneuvers, skid control and recovery and ongoing proficiency development.	45.0

#### **Course Testing**

DMV Class A Permit Test

DMV Class A Driving Test

Testing is completed daily and weekly and the Instructor tracks student progress. Students must pass all tests with a minimum grade of "B" (80%) as demonstrated through written tests and/or hands-on performance.

#### **Standard Occupational Classification (SOC) Codes**

53-0000 Transportation and Materials Moving Occupations

53-3000 Motor Vehicle Operators

#### **TD - PROFESSIONAL TRUCK DRIVER**

The United States Department of Transportation, Federal Motor Carrier Safety

Administration, has implemented a revision of how truck drivers are trained effective February 7, 2022. The new law governs how truck driving training facilities provide Entry-Level Driver Training. Training facilities must meet standards in Curricula, Facilities, Instructors, State Licensing, and Vehicles. CVOC Centers are registered with the FMCSA as a training provider. The purpose of the changes is to make the highways safer and we are prepared to meet these requirements.

## DMV LICENSURE REQUIREMENTS

The training program is designed to lead to positions of employment as a commercial license driver. In order to obtain a State of California issued commercial license you must complete the following:

- All applicants for an original DL/ID card must submit proof of legal presence in the US as authorized under federal law (example – birth certificate or valid passport) and 2 forms of permanent California residency.
- Possess a non-laminated social security card
- Must be 18 years of age. Must be at least 21 years old to drive a commercial vehicle engaged in Interstate commerce or to transport hazardous materials or wastes (intrastate or interstate commerce) (CVC §12515).
- A completed Commercial Driver License Application (DL 44C) form. Signing this form means you agree to submit to a chemical test to determine the alcohol or drug content of your blood. If you refuse to sign this form, DMV will not issue or renew your driver license.
- Provide your true full name
- Pass the federal DOT physical examination and NIDA-5 panel drug test and submit medical exam report (DL 51) to DMV. The DOT physical examination must be performed by an approved M.D, D.O., P.A, or N.P.
- You must take and pass vision, knowledge (law), and performance (pre-trip, skills, and driving, if required) tests to get your original CDL and/or endorsements or to upgrade to a different class of license. Law and vision tests may be required for renewals
- Pay applicable State of California application fee
- Be a California resident before applying for California CDL
- Surrender current license if issued by another state and apply for California license.
- Speak and understand the English language.
- Obtain a commercial driver permit by passing the following DMV written exams with scores of 80% or greater (or as modified by the DMV). Practice information for the exams can be found in the California commercial handbook.

For more information concerning these requirements, visit [dmv.ca.gov](http://dmv.ca.gov) or call 1-800-777-0133.

**PD - PHOTOVOLTAIC DESIGN AND INSTALLER (Course is Closed and not being offered at this time.)**

Location: Madera, Winton - CA  
Hours/Length: 210 Clock Hours (6 Weeks)  
Daily Schedule: Closed  
Pre-requisites: No required prerequisite courses or training

**Program Description** - This program is designed to prepare students to work in the renewable energy industry. Students will gain the knowledge and skills necessary to design and install Photovoltaic systems. The students will also receive an introduction to the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic Entry Level Certificate of Knowledge exam requirements. This course provides the fundamentals of solar photovoltaic powered energy systems, gaining the knowledge needed for an entry level position with a dealer, installer, or other photovoltaic industry company. The course examines the history of solar photovoltaic power, and where the PV industry is headed. The course covers basic safety, including how to avoid potential accidents and how to create a safe work environment as well as the use of protective equipment. Course provides the fundamentals of electricity and solar energy, including how to calculate simple circuit values and predict solar position using Sun path diagrams. Students will complete OSHA 10 Hour Safety Certification.

**Educational Objectives** - The program provides adult students in person direct instruction using lecture, labs and assigned study with instruction in the occupational skills essential to this occupation. The program curriculum and material are covered at a below college level. Students are not required to have any prerequisite courses or training. The applicable academic competencies are integrated into the course. Course will include training on professional work habits and attitudes. Students will learn practical skills and knowledge they will need on the job. The training program will prepare adult students for entry level positions in solar system design and installation. Upon completion of this program, students have a thorough understanding of PV applications, working safety as it pertains to this field, basic electricity, and PV module fundamentals. Satisfactory course completion is based on written testing, observation and hands on tests. This program is for you if you want to learn the skills required for an entry level position with a dealer, installer, or other photovoltaic industry company. Graduation is based upon successful completion of all course competencies.

**Course Outline**

<b>Photovoltaic Installer</b>	<b>Hours</b>
<b>Safety, Tools, Blueprints</b> – The student will be able to Identify and use safety devices and equipment, maintain proper workplace behavior, identify potential hazards and complete safety inspection documentation. Read and follow detailed instructions of shop and construction blueprints.	30.0
<b>Introduction to PV Components and Design</b> – The student will demonstrate knowledge of PV design, system wiring, solar radiation, PV components, PV arrays, PV sizing and PV configuration.	30.0
<b>Basic Electricity, Testing Equipment</b> - The student will be able to select proper material, seek out problems and perform repairs, practice cost and time efficient installations associated with indoor and outdoor electrical devices and wiring systems.	30.0
<b>PV System Installation</b> – The student will be able to demonstrate ability to install basic residential and array PV panels.	70.0
<b>PV Connections and Controls</b> - The student will be able to demonstrate ability to install basic residential and array PV connections and controls.	50.0

## **Course Testing**

Module 1 – Written Test \_Week 1  
Module 2 – Written Test Week 2  
Module 3 – Written Test Week 3  
Module 4 – Written Test Week 4  
Module 5 – Written Test Week 5  
Module 6 - Written Test Week 6

The Photovoltaic Installer course has weekly written tests and hands-on performance. Student learning outcomes are analyzed and critiqued through written examination and practical lab examination. In order to graduate students must pass all weekly test packages with a minimum grade of "C" (70%) as demonstrated through written tests and/or hands-on performance.

## **Standard Occupational Classification (SOC) Codes**

47.0000 Construction and Extraction Occupations  
47-2230 Solar Photovoltaic Installers

## **WX - WEATHERIZATION MEASURE INSTALLER (Course is Closed and not being offered at this time)**

Location: Madera, Winton - CA  
Hours/Length: 140 Clock Hours (6 Weeks)  
Daily Schedule: Closed  
Pre-requisites: No required prerequisite courses or training

**Program Description** - The Weatherization training course is tailored specifically to the Department of Energy's (DOE) Weatherization Program and similar utility funded programs. This course is based on the "Core Competencies for the Weatherization Assistance Program" developed by the Weatherization Trainers Consortium. The course is also compliant with the BPI Energy Analyst Standards. The objective of the Weatherization course is to prepare students to work in the energy efficiency or green building fields. This course will focus on weatherization terminology, testing, and analysis of energy saving technology. The program will cover the Department of Energy's core competencies including installer fundamentals and intermediate fundamentals. This course will prepare students to obtain entry-level employment in the Green Industry as Weatherization Inspectors and Weatherization Measure Installers.

**Educational Objective** - The program provides adult students with in person direct instruction using lecture, labs and assigned study instruction in the occupational skills essential to this occupation. The program curriculum and material are covered at a below college level. Students are not required to have any prerequisite courses or training. The applicable academic competencies are integrated into the course. Course will include training on professional work habits and attitudes. Students will learn practical skills and knowledge they will need on the job. The training program will prepare adult students for entry level positions in residential home weatherization. Students will be able to demonstrate the knowledge and basic skills associated with weatherization, building science basics, worker safety, and weatherization measures. This course is designed to prepare students to work in the weatherization industry. Satisfactory course completion is based on passing written testing and observation of hands on skills. The course stresses fundamental skills such as identifying energy loss in homes and basic weatherization measures. Graduation is based upon successful completion of all course competencies.

## **Course Outline**

<b>Weatherization Measure Installer</b>	<b>Hours</b>
<b>Safety</b> – The student will be able to Identify and use safety devices and equipment, maintain proper workplace behavior, identify potential hazards and complete safety inspection documentation.	12.0
<b>Basic Weatherization</b> – The student will have knowledge of the core weatherization	40.0

measures installed in homes.	
<b>Construction Math</b> - The student will be able to perform required mathematics calculations from addition through percent, cost, and time estimation.	14.0
<b>Tools and Equipment</b> – The student will be able to identify, set up and safely use various hand, power, and special tools associated with trades.	12.0
<b>Home Energy Audits</b> - The student will be able to complete a home energy audit.	20.0
<b>Lab Experience</b> - The student will receive practical hands on experience in basic weatherization techniques.	30.0
<b>Basic Electrical</b> – The student will have knowledge of proper materials, trouble shooting and performing repairs, practicing cost and time efficient installations associated with indoor and outdoor electrical devices and wiring systems, and all green related methods.	12.0

### **Course Testing**

Module 1 Test - Safety Test

Module 2 Test- Basic Weatherization

Module 3 Test - Construction Math

Module 4 Test - Tools and Equipment

Module 5 Test - Weatherization Home Audits

Module 7 Test - Basic Electrical Skills

The Weatherization Installer course has weekly written tests and hands-on performance. In order to graduate students must pass all seven competency packages with a minimum grade of "C" (70%) as demonstrated through written tests and/or hands-on performance.

### **Standard Occupational Classification (SOC) Codes**

47-0000 Construction and Maintenance Occupations

47-2130 Insulation Workers

### **Forklift Certification**

Location: Winton - CA

Hours/Length: 7 Clock Hours (1 Day)

Daily Schedule: Dates TBD; 7:30 – 3:30 pm

Pre-requisites: No required prerequisite courses or training

**Program Description** - The 7 hour course in Forklift Certification is designed to provide the student with the skills and knowledge to safely and productively operate forklifts. The course stresses fundamental skills such as the use of forklift, safety regulations, common workplace duties, special handling and safety concerns. The goal of the course is to provide students with the necessary knowledge and experience to meet OSHA safety requirements.

**Educational Objective** – Students will be able to identify truck types, functions and operation, conduct a vehicle inspection, identify driving hazards and safe operating techniques, and identify safe load handling, lifting and positioning. Graduation is based upon successful completion of all course competencies.

<b>Forklift Certification</b>	<b>Hours</b>
<b>Classroom Instruction</b> - Classroom segment covers regulatory requirements, forklift types, physics, inspection, driving and load handling.	3.5
<b>Hands On Instruction</b> - Hand-on segment will be performed on forklift at class lab, practical evaluation of inspection, driving and safety skills.	3.5

INDUSTRIAL TRUCK OPERATOR- FORKLIFT– DOT Code 921.683-050

## INSTRUCTORS

### Ivan Herrera, Welding and Industrial Maintenance Instructor

Mr. Herrera has over 12 years combined experience in welding and the industrial arts, including 10 years teaching at private, post-secondary schools, and 2 years practical welding work experience.

### Jose Govea, Welding and Industrial Maintenance Instructor

Mr. Govea has over 14 years combined experience in welding and the industrial arts, including teaching and practical experience.

### Sandra Arellano, Office Occupations (General) Instructor

Ms. Arellano's qualifications include practical experience, as well as over 5 years vocational education teaching experience.

### Maria Hernandez, Cooking Occupations (General) Instructor

Ms. Hernandez has over 4 years' experience in all aspects of food preparation and food service management. She has a food service manager certification, as well as practical and instructional experience.

### Esau Daniel Gomez Garcia, Professional Truck Driver Instructor

Mr. Gomez Garcia has 10 years' experience working in the truck driver and logistics field and experience as a truck driver instructor.

### Noe Paz, Professional Truck Driver Instructor

Mr. Paz has 5 years' experience working in the truck driver and logistics field and experience as a truck driver instructor.

Note: The following courses are not being offered at this time and no instructors are available for these courses.

- Photovoltaic Design and Installer
- Retail Sales Cashier
- Weatherization Measure Installer

## ADMINISTRATIVE POLICIES ADMISSIONS STANDARDS

Central Valley Opportunity Center, Inc. admissions standards are established to ensure students are capable of successfully completing the certificate training programs offered. All courses are leading to a vocational training certificate. Instruction is provided at a basic pre-college academic level.

All students applying for admission in Central Valley Opportunity Center, Inc. vocational classes must:

- Be at least 18 years of age at time of graduation.

- Tour the training facility and meet with the instructor to discuss employment goals and educational course content.
- All students are required to review the Central Valley Opportunity Center, Inc. School Catalog and fact sheets and sign a receipt for this information.
- Present a high school diploma or GED certificate from a U.S School or documentation of secondary school completion from a foreign institution for review.
- Applicants that do not possess a high school diploma or its equivalent must successfully pass an academic assessment. Students without a secondary credential need to demonstrate academic readiness in reading comprehension. A passing score indicates students can meaningfully participate in classroom instruction and successfully complete their training. Central Valley Opportunity Center, Inc currently utilizes the TABE 11&12 Reading Assessment and requires a passing score of 550 which equates to a 9th grade Reading Scale Score Range (TABE Grade-Based Scale Score Guidance, 2025).
- All vocational classes are taught in English. Students must be able to comprehend, read and write in English. English Language Competency may be documented through high school diploma, school transcripts, certified test results or passing proficiency assessment. Students whose primary language is other than English will need to document current English Language ability. Students who opt to have an assessment through Central Valley Opportunity Center, Inc. will be scheduled for testing. Central Valley Opportunity Center, Inc. utilizes the TABE CLAS-E C&D Reading and Speaking Assessments and requires a passing composite score of 475 which equates to NRS Level 5 "High Intermediate ESL" (TABE 11 & 12 Scoring Levels Best Practice Guidance, 2019), proficient in basic English literacy skills and most reading related to work situations.

Some occupations may have employment or licensing requirements beyond these basic admissions standards. Your Case Manager will review these requirements with you as part of your eligibility intake.

## **PROCEDURES**

Interested applicants will interview with a Case Manager, during which a campus tour will be given. The Case Manager will provide detailed information on CVOC's programs and discuss the applicant's qualifications to assist in determining the best way to meet his/her career objective. In order to be formally accepted to the school, all applicants must read and sign all required pre-enrollment disclosures, such as the CVOC School Catalog, Notice of Student Rights, Notice of Cancellation, School Performance Fact Sheet (Completion & Placement Rates Disclosure), and Enrollment Agreement.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Central Valley Opportunity Center, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you

should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Central Valley Opportunity Center, Inc. to determine if your certificate will transfer.

The Central Valley Opportunity Center, Inc. has not entered into any articulation or transfer agreements with any other college or university for credit earned through Central Valley Opportunity Center, Inc. courses. Central Valley Opportunity Center, Inc. does not accept credits earned at other institutions toward Central Valley Opportunity Center, Inc. course completion.

#### STUDENT GRIEVANCE PROCEDURE

CVOC is very concerned that your vocational development and training meet your personal needs. Should you have any questions or problems, please feel free to talk to your instructors or case manager.

CVOC has a formal complaint procedure, which is designed to provide you with an avenue and recourse for presenting and resolving complaints. County Directors have been designated as the person to receive and resolve student complaints. County Directors have regular office hours, 7:30 A.M. To 4:00 P.M., and are available by appointment at other times to meet with you and to receive complaints.

Students are encouraged to submit complaints in writing with the date of the submission of the complaint. CVOC shall respond to all written complaints within 10 days of receiving the complaint, providing the student with a written response, including a summary of the investigation and disposition of the complaint. Participation in the complaint process shall not affect your status as a student with CVOC or, in any way, limit or waive your right to other remedies or legal recourse. Students can file complaints with the BPPE anytime at the following address or phone number:

The Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Suite 225  
Sacramento, CA 95834  
Telephone: (888) 370-7589

#### RECORDS RETENTION

Admissions data and student records are kept for five years from the student's date of completion or withdrawal date. Students wishing to view or obtain copies of their school record need to contact CVOC's Administrative Office to make arrangements. Current records are available during normal business hours for inspection and copying. Past students need to provide three work days prior notice to view records. Access to student records is limited to the student or other legally documented inspectors. Current and former students may request release of their transcript upon receipt in CVOC Administrative Office of a written request with the student's signature. CVOC maintains student transcripts indefinitely.

## HARASSMENT POLICY

CVOC is committed to providing a school environment free of unlawful harassment. School policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, military or veterans status, marital status, registered domestic partner status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. The School's anti-harassment policy applies to all persons involved in the operation of the School and its students. It also prohibits unlawful harassment by any employee of the School, including staff and faculty, as well as vendors, customers, students, and any other persons. It also prohibits unlawful harassment based on the perception that anyone has and of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Prohibited harassment includes, but is not limited to, the following behavior: verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments; visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures; physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis; threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and retaliation for reporting or threatening to report harassment.

If you believe that you have been harassed, submit a written complaint to any school official or the Executive Director as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. The school will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. If the school determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee or student determined by the school to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A school representative will advise all parties concerned of the results of the investigation. The school will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

## DRUG AND ALCOHOL ABUSE

CVOC is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the school. Use of these substances, whether on or off the school grounds can detract from a student's performance, efficiency, safety, and health, and therefore may seriously impair the student's ability to learn at the school. In addition, the use or possession of these substances on the school grounds constitutes a potential danger to the welfare and safety of other students and exposes the school to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect a student's school performance. The following rules and standards of conduct apply to all students either on school property

or during the school day (including meals and rest periods). Behavior that violates school policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on school grounds;
- Driving a school vehicle or operating school equipment while under the influence of alcohol or drugs; and
- Distribution, sale, or purchase of an illegal or controlled substance while on school grounds.

Violation of these rules and standards of conduct will not be tolerated. CVOC also may bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, CVOC reserves the right to conduct searches of school property or employees/students and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Students who are using prescription or over-the-counter drugs with safety warnings that may impair his/her ability to safely perform assigned tasks or affect the safety or well-being of others, must notify school administration of such use immediately before starting or resuming class.

#### HANDICAPPED ACCESSIBILITY

In accordance with Section 504/ADA Policy, CVOC does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the County Director. You may request academic adjustments or auxiliary aids at any time. The County Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify the County Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made during the first week of class. The County Director will respond within two weeks of receiving the request.

## ACADEMIC POLICIES

### ATTENDANCE POLICY

Students are expected to attend scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. Students will be expected to attend classes as they would attend work if they were employed. All tardiness and absences are recorded. It is the responsibility of the student to telephone the school in advance to advise their instructor that they will be absent or late, as it would be necessary to inform an employer.

The following policies apply to encourage satisfactory attendance:

- Tardiness and absences are a disruption of a good learning environment and is discouraged. Students with excessive unexcused absences in one month may receive notification of probation for a period of one month. Any unexcused absences during probation may be cause for interruption of the student's training program. If a student has five unexcused absences, they will be dropped from the training program.
- Leaves of absence will be considered, and such leaves may be granted at the discretion of the school directors.
- Students must arrange with the instructor for make-up work for classes missed; however, absences will remain on the record.
- Certificates of Perfect Attendance are awarded those students who complete training with no unexcused absences.

### PROBATION AND DISMISSAL POLICY

#### **Probation**

A student may be placed on probation for the following reasons:

1. Failure to follow Student Conduct Policy.
2. Failure to meet satisfactory academic progress.

- Probation indicates that a student may continue participation in the course under certain conditions for a specific period, not to exceed one year.
- When a student is placed under probation, a conference is scheduled with the student, administration, and any concerned faculty member to determine the requirements that must be met for the student to continue in the program. A specific timetable is set for meeting those requirements.

- If the student is unable to rectify the problems discussed during the counseling session, they will be placed on a one-week suspension. If the problem should arise again, the student will be dismissed from the school.

### **Dismissal Policy**

CVOC reserves the right to dismiss any student that does not comply with any school policy, at the school or at any school function. Re-entrance may be accepted if a student can demonstrate that conditions causing the situation have been resolved. A dismissed student will be provided with written school expectations and what steps are necessary to demonstrate corrective action has been taken and re-entry is warranted.

### **DROPOUT AND LEAVE-OF-ABSENCE POLICY**

Students with extenuating circumstances that anticipate being absent for more than 10 consecutive days can apply for a leave of absence. Students will need to obtain prior approval for a leave of absence from their sponsoring agency. In order to request a leave of absence, please provide prior written notification to your instructor with sponsoring agency approval. Leave requests must specify reason for leave, length of leave and must be signed and dated. Under no circumstances may a student exceed 90 days leave of absence time. Approval of leaves of absence shall be at the discretion of CVOC Executive Director. If the leave of absence is granted the students contract will be amended to include new expected completion date.

You have the right to withdraw from a course of instruction at any time. CVOC encourages you to discuss any problems that may be affecting your continued participation with your CVOC Case Manager and/or your sponsoring agency representative. Please see Cancellation, Withdrawal and Refund Policies in this catalog for more information.

### **PROGRESS/GRADING SYSTEM**

CVOC training courses are based on a set number of competencies that a student must obtain as demonstrated through written tests and/or hands-on performance. Students must successfully complete all prescribed competencies detailed in the training curriculum. Evaluation of student achievement will be based on meeting the objectives for each class. Grade reports are issued to students at the completion of each competency. Grades are based on the quality of work as shown by written tests, laboratory work, and projects as indicated on the course syllabus. The grading scale is as follows:

<b>Letter Grade</b>	<b>Quality Points</b>	<b>Percentage</b>
A	4.0	100 – 90 %
B	3.0	89 – 80 %
C	2.0	79 – 70 %
D	1.0	69 – 60 %
F	0.0	Below 59 %
W	0.0	-
I	0.0	-

CVOC will complete monthly student performance evaluations for all students. Monthly evaluations summarize participant grades, attendance, progress in meeting training expectations, perceived learning problems and projected progress to be made in the next month. Monthly performance evaluations are discussed with students and forwarded to CVOC Case Manager and sponsoring agencies.

### CERTIFICATE OF COMPLETION

Students successfully completing a course of study will be awarded a Certificate of Completion attesting to his or her successful completion of the program.

### STUDENT CONDUCT POLICY

At the discretion of the school administration, a student may be dismissed from school for serious incident or repeated incident of the following: an intoxicated or drugged state of behavior; possession of drugs or alcohol upon school premises; possession of weapons upon school premises; behavior creating a safety hazard to other persons at the school; disobedient or disrespectful behavior to another student, administrator, faculty member; or any other stated or determined infraction of conduct.

Students who are in programs leading to job placement will be required to fully participate in all job search activities. You will fully cooperate and participate in résumé preparation, job search planning, and weekly-supervised job search activities

All students must abide by the CVOC Code of Ethics and Rules and Regulations.

CVOC receives funds from public and private institutions and, therefore, must abide by the policies, procedures, regulations and contracts governing the use of these funds.

CVOC does not tolerate harassment of its employees or participants. Any form of harassment of employees or participants including harassment based upon pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, military or veterans status, marital status, registered domestic partner status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation. Harassment is a violation of this policy and will be treated as a disciplinary matter.

All students will be provided with a copy of CVOC's discrimination policy. Discrimination in any activity is prohibited. If you believe you have been subjected to any illegal discriminatory actions you need to immediately report this situation to your Instructor, Case Manager or County Director.

No participant shall accept or give money, gifts, favors or considerations for any action that is in accordance with their regular vocational training program. Participants shall refrain from providing staff with gifts, gratuities or favors that may be interpreted as an attempt to influence actions or as payment for training services.

Participants shall not disclose confidential information to which they may be exposed to

during daily contact with staff and other students, or use such information for personal gain or to discredit other students or staff.

Participants have an obligation to put forth the effort needed to reach their training goals and maintain a high standard of behavior throughout their participation in CVOC programs.

Participants are required to practice honesty when preparing attendance and financial forms and when completing tests, examinations, class assignments and other tasks.

## **TUITION POLICY**

### **CANCELLATION OF ENROLLMENT AGREEMENT**

The Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance on the first day of class, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later. The written cancellation notice can be in any format as long as it states the students desire to cancel enrollment and date of cancellation request. Cancellation occurs when the student gives written notice of cancellation to the Central Valley Opportunity Center, Inc., Attention: Chief Academic Officer. Students can also mail, hand deliver, fax or telegram the cancellation. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Cancellation notices are to be addressed to:

**CVOC, Chief Academic Officer**  
**P.O. Box 1389**  
**Winton, CA 95338.**

The student will receive a full refund of charges paid through attendance at the first-class session, or seventh day after enrollment, which ever is later, less a registration fee not to exceed \$250.00. After the end of the cancelation period, you also have the right to stop school at any time; and you have the right to receive a prorated refund.

### **WITHDRAWAL FROM COURSE**

You may withdraw from the school at any time after the cancelation period (described above) by submitting a written notice of intent to withdraw to the Central Valley Opportunity Center, Inc. Attention: Chief Academic Officer. Students can mail, hand deliver, fax or telegram the withdrawal. The written notice of withdrawal, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Withdrawal notices are to be addressed to:

**CVOC, Chief Academic Officer**  
**P.O. Box 1389**  
**Winton, CA 95338.**

The written notice can be in any format as long as it states the students desire to withdraw and date of withdrawal request. You will receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

## REFUND POLICY

For the purposes of determining the amount of refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. Refunds due will be processed within 45 days of the last day of attendance if you provided written notification of withdrawal to the institution or from the date the institution terminates you or determines you withdrew. Refunds due will be paid without requiring a request from the student.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution.
- Absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for three (3) consecutive weeks or fails to return from a leave of absence.

If any portion of the tuition was paid from proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

## FEDERAL AND STATE FINANCIAL AIDE

CVOC provides prospective applicants with information regarding options for WIOA grant assistance with the cost of tuition. CVOC works with a variety of WIOA sources that may be of assistance with tuition. WIOA Assistance programs are available from federal, state, county and private agencies including;

- Workforce Innovation and Opportunity Act (WIOA) Workforce Boards
- CalJobs
- County and Community Agencies

For more information on programs and referral to WIOA Workforce Investment agencies for grant eligibility determination for tuition assistance, contact the CVOC administrative office.

### **U.S. Workforce Innovative Opportunity Act (WIOA)**

The Central Valley Opportunity Center, Inc. is identified as an Eligible Training Provider (ETP) by the California Employment Development Department, which may provide funding for eligible students and programs under the Workforce Investment Opportunity Act (WIOA). WIOA is a federal and state funding source of financial aid to students.

### **California Employment Development Department-CalJobs**

The school is an approved training provider for the California Employment Development Department via the Workforce Partnership Career Centers.

- **CVOC is not an approved training provider by the U.S. Department of Education under Title IV and it does not participate in any federal aid programs as administered by that agency.**
- **CVOC does not participate in Department of Veteran Affairs Educational Programs.**
- **CVOC does not participate in federal, state, local or private student loan programs that require students make loan repayments.**

## PAYMENT PLANS

Unless the student has an agreed upon payment plan, payment of tuition and books/tools must be made on the first day of instruction. Students may request alternative payment plans with installments made at pre-set times. Requests for payment plans must be submitted in writing to the CVOC Chief Academic Officer prior to start of class. Students requesting payment plans will not be able to start class until the payment plan has been officially approved by the CVOC Chief Academic Officer.

### TUITION COSTS

**All** listed charges in the following schedule represent the **Total charges for the current period of attendance, the estimated total charges for the entire educational program and the total charges the student is obligated to pay upon enrollment.**

<u>BUSINESS OCCUPATIONS (GENERAL)</u>		<u>COOKING OCCUPATIONS (GENERAL)</u>	
Registration Fee(Non-refundable)	\$75	Registration Fee(Non-refundable)	\$75
Tuition	\$5,660	Tuition	\$5,512
Text Books	\$425	Text Books	\$22
Clothing	\$0	Clothing	\$88
Tools	\$0	Tools	\$91
Test Fees (MOS Exce/IWord)	\$178	Test Fees (Food Safety)	\$50
STRF** (Non-refundable)	\$0	STRF** (Non-refundable)	\$0
<b>TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$6,338</b>	<b>TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$5,838</b>
<u>WELDING AND INDUSTRIAL MAINTENANCE</u>		<u>RETAIL SALES CASHIER</u>	
Registration Fee(Non-refundable)	\$75	Registration Fee (Non-refundable)	\$75
Tuition	\$7,035	Tuition	\$3,360
Text Books	\$96	Text Books	\$25
Clothing	\$364	Clothing	0
Tools	\$60	Tools	0
Test Fees (AWS d1.1)	\$500	Test Fees	\$0
STRF** (Non-refundable)	\$0	STRF** (Non-refundable)	\$0
<b>TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$8,130</b>	<b>TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$3,460</b>
<u>WEATHERIZATION MEASURE INSTALLER</u>		<u>PROFESSIONAL TRUCK DRIVER</u>	
Registration Fee(Non-refundable)	\$75	Registration Fee(Non-refundable)	\$75
Tuition	\$2,400	Tuition	\$5,250
Text Books	\$48	Text Books	\$61
Clothing	\$35	Clothing	\$67
Tools	\$0	Tools	\$0
Test Fees (OSHA10)	\$25	Test Fee(DOT PhysicalDrugDMV)	\$268
STRF** (Non-refundable)	\$0	STRF** (Non-refundable)	\$0
<b>TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$2,583</b>	<b>TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$5,721</b>
<u>PHOTOVOLTAIC INSTALLER</u>		<u>FORKLIFT SAFETY</u>	
Registration Fee(Non-refundable)	\$75	Registration Fee(Non-refundable)	\$75
Tuition	\$3,601	Tuition	\$175
Text Books	\$427	Text Books	\$0
Clothing		Clothing	\$0
Tools	\$25	Tools	\$0
Test Fees	\$0	Test Fees	\$0
STRF** (Non-refundable)	\$0	STRF** (Non-refundable)	\$0
<b>TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$4,128</b>	<b>TOTAL CHARGES FOR ENTIRE EDUCATIONAL PROGRAM</b>	<b>\$250</b>

*\*\*All costs are subject to change.*

*\*\*BPPE Student Tuition Recovery Fund assessment effective 4/1/24.*

If you obtain a student loan, you are responsible for repaying the full loan amount plus any interest, less the amount of any refund. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid funds.

#### STUDENT TUITION RECOVERY FUND

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

### **STUDENT SERVICES** **ACCIDENT INSURANCE COVERAGE**

You are covered by CVOC's and/or your sponsoring agency's liability and accident insurance coverage. Should you be injured while in training, your medical treatment will be covered up to the limits and with the conditions imposed by these policies. You may be expected to pay for items such as medical prescriptions, with reimbursement possible depending on policy coverage limitations. No worker's compensation benefits are provided under this training program. Should you be injured while in training, at a job site or at a CVOC-sponsored activity, you must immediately report the injury/illness to a CVOC representative. Failure to report injuries or accidents could result in loss of any potential insurance coverage.

### **HOUSING ASSISTANCE**

CVOC does not provide a dormitory or have housing facilities or assistance for students and has no responsibility to assist in student housing. The region has adequate local housing which can be located using a variety of rental websites. An internet search ([www.rentalhouses.com](http://www.rentalhouses.com)) reflected the current price range for apartments within a ten-mile radius was \$1,000 - \$1,200 per month. CVOC has no responsibility to find or assist a student in finding housing.

### **PLACEMENT ASSISTANCE**

CVOC makes no guarantee of employment or entry level wages. However, it is our objective to provide job search assistance and guidance to our students that successfully complete vocational training courses. Students are encouraged to utilize our job search workshops for graduates. Students may work directly with CVOC career counseling and placement specialist for job search assistance and job referrals. Students may attend job search workshops covering resume development, interviewing skills, application preparation, job leads and use of CalJOBS job search site services. CVOC staff work directly with industry-related employers to identify employment opportunities and provide job leads to students. The job development staff works with the student in locating and securing employment in the enrollee's desired field for up to six (6) months after completion of program. CVOC staff also work with local WIOA agencies to assist students with referrals to jobs.

### **STUDENT TOOLS**

You will be provided all course tools, supplies, safety equipment and books required to

participate in this program. These training supplies are included in the course fees. It is not expected or encouraged that participants bring personal tools or supplies. CVOC does not accept responsibility for lost, stolen or damaged personal items.

## LIBRARY

The CVOC centers do not have onsite libraries but students have access to reference texts and materials useful in completing the programs of study. Each vocational class has manuals, catalogs, and tutorial aides that can be used as references. The materials available to students contain technical information that is specifically designed to provide students with any additional skills that will assist them in obtaining a job. CVOC instructors have listings of general reference material available online and at local public libraries. Each CVOC center has computers and internet access for student use in accessing additional study materials. Materials are to be used on campus and are available during normal class hours. All students will be given the required course textbooks the first week of starting class. No outside books or materials are required in order to successfully complete the classes. Reference materials are also available through community libraries.

### **Modesto Library**

1500 I Street  
Modesto, CA 95354  
Phone (209) 558-7800

### **Merced Library**

2100 O Street  
Merced, CA 95340  
Phone (209) 385-7484

### **Madera Library**

121 North G Street  
Madera, CA 93637  
Phone (559) 675-7871

## STUDENTS RIGHTS AND RESPONSIBILITIES

### **The student has the right to ask the school:**

1. The name of its approval and licensing organizations.
2. About its programs, and other physical facilities, and its faculty.
3. What is the cost of attending classes.
4. What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs.
5. How the school determines whether you are making satisfactory progress and what happens if you are not.
6. What special facilities and services are available to the handicapped.
7. To submit a complaint through CVOC's Grievance Procedure (See page 20 of this catalog) or you may file a complaint with the Bureau of Private Postsecondary Education at any time. See BPPE Complaint Process (See page 2 of this catalog).

### **It's the student's responsibility to:**

1. Review and consider all the information about the school program before enrolling.
2. Pay special attention to the application for employment and training assistance.
3. Provide all documentation, corrections, and/or new information requested by the eligibility officer.
4. Notify the school of any information that has changed since you applied.
5. Read, understand, and keep copies of all forms you are asked to sign.
6. Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as

specified in the enrollment contract you will be asked to sign.

### STUDENT CATALOG

The Student Catalog, published once a year, is a comprehensive guide to school policies and services that, as a student at CVOC, you have a right to receive. To help you achieve your vocational goals, it is recommended that you carefully read all the policies and procedures in the School Catalog. CVOC will update the vocational training catalog annually. The update will include a review of curriculum, update of BPPE requirements and review of course tuition/tools prices. If a major adjustment is needed prior to the annual review an addendum will be printed for inclusion in the School Catalog.

### CVOC WEBSITE

CVOC maintains [www.cvoc.org](http://www.cvoc.org). Please feel free to access information regarding CVOC, its programs and schools. The website includes a copy of our most current School Catalog, School Performance Fact Sheets for each CVOC educational program, student brochures, and CVOC's most recent Annual Report to the Bureau of Private Postsecondary Education (BPPE). The website also contains a link to the BPPE website.

### Student Copy of School Catalog

CVOC policies require that students interested in vocational classroom training be provided with a copy of the school catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which also must be provided to you before signing an enrollment agreement. Prospective students or members of the public may pick up a CVOC School Catalog at any of our service centers or they may request a copy be mailed to them. A copy of CVOC School Catalog is also available at CVOC's website [www.cvoc.org](http://www.cvoc.org). A student who chooses to enter a CVOC course must sign this receipt of the school catalog to document compliance with this requirement. CVOC Case Managers must also attest to the provision of a school catalog. Copy for student file:

### **I HAVE RECEIVED A CENTRAL VALLEY OPPORTUNITY CENTER, INC. SCHOOL CATALOG.**

---

NAME (PRINT)

---

SIGNATURE

---

DATE

#### MAIN CAMPUS

6838 Bridget Court  
Winton, CA 95388  
(209) 357-0062

#### WINTON SATELLITE

6845 Bridget Court  
Winton, CA 95388  
(209) 357-0062

#### MADERA SATELLITE

605 S. Gateway Drive  
Madera, CA 93637  
(559) 662-0100

#### MADERA SATELLITE

17506 Baldwin Street  
Madera, CA 93637  
(559) 330-0171

#### MODESTO SATELLITE

1801 H Street, Suite A4  
Modesto, CA 95354  
(209) 577-3210

