

CIT College of Instrument Technology



College of Instrument Technology

CIT Founded in 1984

CIT College of Instrument Technology

CIT Trains & Certifies Heavy Equipment Operators & Truck Drivers

Review State required **SCHOOL PERFORMANCE FACT SHEET** before choosing a career path and enrolling in any school or college.

CIT College of Instrument Technology

Helping **Veterans** and Displaced Workers Return to the Work Force



CIT College of Instrument Technology

**January 1, 2020 - December 31, 2022
CATALOG**

**Administrative Offices open from 9 am to 4 pm
Monday through Friday**

**17156 Bellflower Blvd • Northeast corner of 91 FW and Bellflower Blvd
Bellflower, CA 90706 Phone: (562) 925-1785
91 Freeway, Exit North on Bellflower Blvd, under the American Flag**

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www.USjobs4vets.com www.CIT4vets.com

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CIT College of Instrument Technology

Mission Statement

The **CIT Mission** is to train and certify students, guiding them toward a lifelong career, and to become a productive member of our society. Student success is CIT's highest priority. We are committed to teaching excellence, lifetime ambition, partnership building, and economic achievement.

The objective for each of our programs is the same: to train unemployed adults, dislocated workers, under-employed workers, and returning veterans in a vocational trade, which will yield to high paying jobs, an avenue to support their families and become tax-paying citizens; and/or to add value to currently employed workers.

CIT has had over an 85% school-wide job placement rate for over 15 years; CIT implements a very strategic curriculum, which enables students to timely gain the skillset they need to obtain a lifelong career.



At CIT, students receive plenty of one-on-one instructor assistance during training!

Transfer of Credit Experiential Learning Credit

Students who have completed similar hands-on training courses at other institutions shall apply for transfer of credit according to the following policy and procedure:

1. Provide an official transcript and catalog with course descriptions of the prior post-secondary training prior to enrollment. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit.
2. Courses from accredited post-secondary hands-on training programs that correspond directly in content, scope and length to CIT, College of Instrument Technology courses shall be considered for credit. This institution does not have any formal agreement with other universities or colleges.
3. Only hands-on training courses with a grade of C or 2.0 or above shall be considered for credit.
4. Evaluation for Credit by written or oral examination of prior work experience, military service, internships or practicum may be accepted, see below for details.
5. A student may appeal the decision on transfer credits to President of CIT. The President's decision will be final.
6. CIT, College of Instrument Technology does not charge any fee for evaluating or accepting transfer credits or experiential Learning Credit. The approval of transfer credits may reduce one's tuition charge and may not affect financial aid eligibility and the length of one's program.

CIT will maintain written records of the previous education and training of eligible persons; the records will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately and the student notified accordingly.

Credit for prior experiential learning may be granted; the policy for granting such credit is as follows:

- (1) CIT may grant credit to a student for prior experiential learning, only if:
 - (A) The prior learning is equivalent to CIT level of learning; Student evaluation determined by written and oral/hands-on examination of prior work/study experience.
 - (B) The learning experience demonstrates a balance between theory and practice
 - (C) The credit awarded for the prior learning experience directly relates to the student's program and is applied in satisfaction of some of the diploma requirements.
- (2) Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
- (3) Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent and (2) how many credits toward a diploma may be granted for that experience.
- (4) Student must request Experiential learning credit evaluation prior to starting program; Evaluation will occur during training program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at the College of Instrument Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma, or certificate you earn in this educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma, or certificate(s) 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 the College of Instrument Technology to determine if your credits, diploma or certificate will transfer. CIT has not entered into an articulation or transfer agreement.

Tuition Refund Policy

A. AN APPLICANT WHOSE ENROLLMENT IS REJECTED by the School for any reason will be refunded 100 % of all moneys paid.

B. A STUDENT TERMINATION will be considered to have occurred the last date of module work or actual attendance at the School, or upon receipt by the school of student's NOTICE OF CANCELLATION.

I. SEVEN CALENDAR DAY FULL REFUND PERIOD

The student has a right to cancel the agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

2. Pro-rata Refund Policy CANCELLATION AFTER SEVEN DAY PERIOD

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. An applicant requesting cancellation, whether or not applicant was in attendance, will receive a refund of Tuition, proportionate to the GREATER number of hours/modules made available to the student before requesting cancellation. Students are expected to complete a minimum of 6 modules during a maximum of 30 class hours / per week. If 100 modules in a maximum of 480 hours for \$10,000.00 then:

Completed	Modules / Hours	OWES	PAID	REFUND
10 % or	10 modules > 48 hours	= \$ 1,000	\$ 10,000	\$ 9,000
25 % or	25 modules > 120 hours	= \$ 2,500	\$ 10,000	\$ 7,500
50 % or	50 modules > 240 hours	= \$ 5,000	\$ 10,000	\$ 5,000
60 % or	60 modules > 288 hours	= \$ 6,000	\$ 10,000	\$ 4,000
61 % or	61 modules > 289 hours	= \$10,000	\$ 10,000	\$ 0,000

3. Refund Policy for students utilizing veterans benefits

CIT maintains a 100% pro-rata refund policy for veterans using veteran benefits administered by the VA, including chapter 33.

Refund order: 1. School provided scholarships 2. WIOA funds used in conjunction with VA administered Veterans benefits 3. VA administered funds 4. student paid funds.

C. STUDENTS TERMINATED BY THE SCHOOL:

1. If a student is terminated by the School per School Regulations, for misconduct, etc., tuition refund is as above, based on the date the school takes action, not the date of last attendance. At discretion of the director, student may be allowed to re-enter.

2. A student determined to be untrainable by College of Instrument Technology will be given a full refund for that Course.

D. IF A STUDENT FAILS A COURSE :

If a student fails a course for whatever reason, student will be required to retake that Course in order to graduate. The School reserves the right to charge the current tuition cost for that Course.

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Approval Disclosure

College of Instrument Technology, CIT, is a private institution that is approved to operate by the BPPE. CIT's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. Class sizes are approved to 200 students and located at 17156 Bellflower Blvd, Bellflower, CA 90706.

The BPPE website is www.bppe.ca.gov

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Letter From The Director

Dear Prospective Students,

The CIT Mission is to train and certify students, guiding them toward a productive lifelong career. Student success is CIT's highest priority. We are committed to teaching excellence, lifetime ambition, partnership building and economic achievement.

At CIT(College of Instrument Technology), it is our goal to successfully train dislocated workers and displaced members of our society to become productive, contributing citizens. As our country comes out of the Great Recession, it is our privilege to help individuals and families overcome their economic problems and hardships through appropriate vocational training.

CIT represents a new type of training: it is not about enrolling students; rather it's about helping our students succeed in training that allows our graduates obtain or improve employment and make a positive impact on our Community. CIT's success rate of helping graduates find gainful employment has been over 85% for over 15 years.

If you are committed to joining one of the career fields for which we offer training, I invite you to review this catalog and our School Performance Fact Sheet which must be provided to you before enrolling in our training programs.

Marcia June Durbin
Director
College of Instrument Technology
562/925-1785 Fax: 562/925-5855
Email: CITBCollege@yahoo.com www.CIT-LA.com

Non - Discrimination Policy

The College of Instrument Technology (CIT) and its subsidiaries and/or sub-contractors shall not discriminate against any employee, applicant, student, or prospective student for employment because of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin, age, disability, political affiliation or belief, citizenship, and/or participation in a WIOA Title I- financially assisted program or activity. Any alleged violations of this non-discrimination policy should follow the Grievance Policy.

CIT will take affirmative action to assure that applicants are employed, and that employees are treated during their employment, without regard to their race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

Such affirmative action shall be designed to insure against discrimination in the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation, and selection for training, including apprenticeships or any other change or proposed change in employment conditions.

Veterans Facility # 25158405

C.I.T. a private Institution is approved to train Chapter 31, 33 and 35 Veterans, Facility # 25158405. Upon request, an enrolled or prospective student may review copies of the documents that describe the school's approval. All veteran students, requesting VA benefits while attending school must sign the "Enrollment Checklist" prior to starting school. Entitlement- Agencies-Eligible-students may apply to the following agencies for determination of benefits while attending CIT: U.S. Department of Veteran Affairs, U.S. Department of Education, State Department of Veteran Affairs, U.S. Department of Rehabilitation, California Department of Rehabilitation, California EDD (TRA), Workforce Investment Boards (WIB/WIA, Worksources)
Workman Compensation Insurance Companies

Before choosing a career path and enrolling in any school or college:
"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 and Bill of Rights, which must be provided to you prior to signing an enrollment agreement."

Tuition & Fees

Tuition and fees for all courses are listed on pages 24 and 25. All charges due are payable during first week of school unless other arrangements are made prior to commencement of classes. Charges for additional weeks needed to complete course are based upon a prorated weekly fee for that course.

Timely Certification renewals for graduates are \$144.
Cost to test and certify heavy equipment operators is \$1,444, and \$444 for each additional heavy equipment certification.
\$2,000 per 7 Modules Maintenance & Operation of Advanced Equipment / 30 hours.
\$5,000 per 7 Modules Operation of Advanced Larger Equipment / 30 hours.

N.C.I.T. Certification Registration is required for all students.

State Of California Student Tuition Recovery Fund - STRF

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, (have) 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 non-collection 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.

HED Course List & Occupational Classification Codes (OCC)

The following is a list of courses offered at CIT with corresponding page numbers of a detailed description and Occupational Classification Codes (OCC) for each course:

HED100 - Truck Driver Operator Class "A"	8
OCC: 53-3032, 53-7051, 53-3033, 53-3031, 49-9095, 45-4022, 43-5032, 25-9043, 25-1194	
HED105 - Truck Driver + Bus	8
OCC: 53-3051, 53-3052, 53-3053, (All Codes for HED100 apply)	
HED110 - Heavy Equipment Operator Truck Driver - Level 1	10
OCC: 47-2073, 47-2071, 45-4011, 45-2091, 37-3011, 11-9021, 47-4051, 47-4060, 47-4061, 47-5022, 49-9050, 51-8013 (All Codes for HED100 apply)	
HED115 - Heavy Equipment Operator Truck Driver - Level 1 + Bus	8
OCC: 47-2073, 47-2071, 45-4011, 45-2091, 37-3011, 11-9021, 47-4051, 47-4060, 47-4061, 47-5022, 49-9050, 51-8013 (All Codes for HED100 and HED105 apply)	
HED120 - Heavy Equipment Operator Truck Driver - Level 2	11
OCC: 47-2073, 47-2071, 45-4011, 45-2091, 37-3011, 11-9021, 47-4051, 47-4060, 47-4061, 47-5022, 49-9050, 51-8013 (All Codes for HED100 apply)	
HED125 - Heavy Equipment Operator Truck Driver - Level 2 + Bus	8
OCC: 47-2073, 47-2071, 45-4011, 45-2091, 37-3011, 11-9021, 47-4051, 47-4060, 47-4061, 47-5022, 49-9050, 51-8013 (All Codes for HED100 and HED105 apply)	
HED130 - Heavy Equipment Operator Truck Driver - Level 3	11
OCC: 47-2073, 47-2071, 45-4011, 45-2091, 37-3011, 11-9021, 47-4051, 47-4060, 47-4061, 47-5022, 49-9050, 51-8013 (All Codes for HED100 apply)	
HED135 - Heavy Equipment Operator Truck Driver - Level 3 + Bus	8
OCC: 447-2073, 47-2071, 45-4011, 45-2091, 37-3011, 11-9021, 47-4051, 47-4060, 47-4061, 47-5022, 49-9050, 51-8013 (All Codes for HED100 and HED105 apply)	
HED140 - Heavy Equipment Operator Truck Driver - Level 4	11
OCC: 47-2073, 47-2071, 45-4011, 45-2091, 37-3011, 11-9021, 47-4051, 47-4060, 47-4061, 47-5022, 49-9050, 51-8013 (All Codes for HED100 apply)	
HED145 - Heavy Equipment Operator Truck Driver - Level 4 + Bus	8
OCC: 47-2073, 47-2071, 45-4011, 45-2091, 37-3011, 11-9021, 47-4051, 47-4060, 47-4061, 47-5022, 49-9050, 51-8013 (All Codes for HED100 and HED105 apply)	
HED150 - Heavy Equipment Operator Truck Driver - Level 5	11
OCC: 49-9096, 53-7021, 47-5022, 49-9050, 51-8013 (All Codes for HED140 apply)	
HED155 - Heavy Equipment Operator Truck Driver - Level 5 + Bus	8
OCC: 49-9096, 53-7021, 47-5022, (All Codes for HED145 apply)	
HED250/HED350 - Intermediate/Advanced Heavy Equipment and Crane	10
OCC: 49-9096, 53-7021, 47-5022, 49-9050, (All Codes from HED 150 apply)	
OSHA Courses	20-21
Occupational Classification Codes: 47-4041	
OSHA training opens many doors for students beyond transportation and excavation of hazardous materials; may lead to diverse jobs, such as: management positions, Safety Officers, Environmental positions, training positions, etc. involving hazardous materials.	

Please ask a CIT staff member for a complete list of Occupational Classification Codes.

Course Descriptions

CSL 100 - Contractor's State License - Law & Trade Test Review

Pass CA **Contractor's License** exam if qualified with 4 years of experience. OR if **Entry Level** without 4 years of experience learn a **Contractor's Trade**, and certify in order to enter the work field utilizing your previous experience. Unique educational arrangement combines the best of the classroom experience, in the field hands-on training and digital lectures. The combination of these various learning techniques gives students a good understanding of the test subjects.

50 Modules **Contractor's License Law *Starting a Contracting Business***

- 1 Quotes, Patents and Contracts
- 2 Understanding California License Law, DBA and Business License
- 3 Mechanics Lien, Bonds and Insurance
- Contractors License Law Test Preparation and Final Exam
- 240 HOURS **License Law** in 8 - 12 Weeks **50 Modules** = DIPLOMA

68 Modules **Contractor's License Trade *Running a Contracting Business***

- 1 Introduction to Operating Equipment, Service, and Storage
- 2 Introduction to Contractor's Advertising and Marketing
- 3 Trade Training Review - CAL / OSHA and N.C.I.T. Certification
- 4 OSHA 29 CFR 1910.120 18 Modules = (40 + 8 + 8 hours required)
- Contractors License Trade Qualify Test Preparation and Final Exam
- 240 HOURS **License Trade** in 8 - 12 Weeks **68 Modules** = DIPLOMA

118 Modules **Contractor's License Law & Trade Training** Entry Level

Total 480 HOURS Trade maximum in 16 - 24 Weeks **118 Modules** = DIPLOMA
Occupational Classification Code: 11-9021

CBD 100 - CONTRACTORS BUSINESS DEVELOPMENT

68 Modules **Contractor's Trade Training Entry Level**

- 1 Introduction to Trade Math and Trade Measurements
- 2 Applying Safety Trade Tail Gate Guidelines
- 3 Trade Training Review covering proper selection of tools
- Contractors License Trade Test Preparation and Final Exam
- 240 HOURS **License Trade** in 8 - 12 Weeks **68 Modules** = DIPLOMA

50 Modules **Contractor's Trade Training Entry Level Advanced**

- 1 Introduces Installations and Support
- 2 Introduction to Trade Job Layout
- 3 Presents the methods and precautions required for proper cleaning
- Contractors License Law Test Preparation and Final Exam
- 240 HOURS **License Law** in 8 - 12 Weeks **50 Modules** = DIPLOMA

50 Modules **Contractor's Trade Training Entry Level Advanced 2**

- 1 Covers common trade terms used in industry trade and theory of operations
- 2 Understanding the requirements and procedures for testing to meet standards
- Contractors Trade Qualify Test Preparation and Final Exam
- 240 HOURS **Contractor's Trade** in 8 - 12 Weeks **50 Modules** = DIPLOMA

24 Weeks 168 Modules **Contractor's Trade Training** Entry Level

Total 720 HOURS Trade maximum in 24 - 48 Weeks **168 Modules** = DIPLOMA
Occupational Classification Code: 11-9021

Make-Up Work

It is the responsibility of the student to make arrangements with the instructor(s) for the satisfactory completion of makeup work made necessary by absence or other reasons. The instructor(s) will approve and supervise all make-up work and must certify that it has been completed satisfactorily. Additional weeks needed to complete courses are charged proportionally to the cost of the course or a minimum of \$400 a week.

School Hours / Holidays

Classes are scheduled five days a week, Monday through Friday, between 7:00am and 4:00pm. It is mandatory for students to attend 6 hours of formal training per day (30 hours/week). 2 hours of extra hands on-practice, resume and job search help, written test practice, homework help, etc. recommended each day. Extra training weeks are listed for those that need extra time to obtain the skillset necessary to secure employment. Scheduling of exact class times is arranged at the discretion of the school. Each school week consists of self-paced study and video tape modules, an average of three (1) hour Theory & Lecture Modules, plus an average of two (1 - 10) hour hands-on Modules on campus, and/or Hands-on training in the field.

College of Instrument Technology maintains an average ratio of one instructor per 15 students during Hands-on field maintenance and calibration laboratory sessions. The ratio during lecture or theory module classes does not exceed 24 students per instructor / monitor depending on the program and class size.

***NEW COURSES BEGIN EVERY TWO WEEKS

DAY SESSION	7:00am -- 4:00 pm
MORNING SESSION	7:00am -- 1:30 pm
AFTERNOON SESSION	Noon -- 6:00 pm
EVENING SESSION (may be customized to need)	4:00 pm -- 10:00 pm

HOLIDAYS AND BREAKS OBSERVED*:

DAY	MONTH	DATE	HOLIDAY
VARIES	January	1st	NEW YEAR'S DAY
MONDAY	January	3rd Monday	M L KING JR DAY
MONDAY	February	3rd Monday	PRESIDENTS DAY
MONDAY	May	Last Monday	MEMORIAL DAY
VARIES	July	4th	INDEPENDENCE DAY
VARIES	November	11th	VETERANS DAY
MONDAY	September	1st Monday	LABOR DAY
THUR & FRI	November	4th Week	THANKSGIVING DAY
VARIES	December	25th - 31st	CHRISTMAS WEEK

*Holidays that fall on Saturday are observed on Friday and holidays that land on Sunday are observed on Monday.

Exact holiday schedule will be posted in public spaces at the administrative offices at CIT for each holiday. Also, a list of CIT observed holidays with actual dates is available from the school.

Progress Reports

PROGRESS REPORTS: Monthly Progress Reports are available if requested by the student, guarantors, or funding source (REHAB, DOR, TRA, VA, WIOA, etc.). Students have up to seven (7) days after the module ends to appeal any attendance or grade. No changes will be made after seven (7) days.

Student Records

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for a minimum of five years. We keep permanent records of all degrees and certifications granted by the institution; transcripts showing the granting of a degree or certificate program may be obtained by request and a \$25 record processing fee, \$50 for expedited services.

Student Services

HOUSING - As most students live in nearby communities, the School does not maintain any housing facilities. However, there are facilities nearby, such as motels, where the student may reside while attending school at CIT, if necessary. CIT has no responsibility to assist a student in finding housing. The availability of housing located reasonably near the institution's facilities and an estimation of the approximate range of cost of the housing:

1. Days Inn & Suites by Wyndham Artesia - Daily Rate: \$82; Weekly Rate: \$574
Address: 17510 Pioneer Blvd, Artesia, CA 90701, Ph: 562-924-6700
2. Roadway Inn - Daily Rate: \$79; Weekly Rate: \$553
Address: 11854 Artesia Blvd. Artesia, CA. 90701, Ph: 562-402-0070
3. Budget Inn Bellflower - Weekly Rates - \$440
Address: 17111 Clark Ave. Bellflower, CA. 90706, Ph: 562-920-8853

Open - Door Policy - Students are encouraged to discuss with the faculty and administrative staff their academic and vocational goals. The School's faculty and Director have a sincere interest in the personal welfare of each student and, therefore, an open-door policy is employed. CIT is not eligible for student visa services.

Student Conduct

While attending CIT, students are required to conduct themselves in accordance with CIT moral and social standards, comply with all rules, School Regulations, dress code, including wearing Student Photo I.D. Badge. Students are also expected to preserve and protect school property and equipment and to conduct themselves both at the school and elsewhere with diligence, responsibility, and integrity. A detailed listing of school rules and regulations and dress code is provided to all students prior to entry or upon request. A violation of conduct, rules or regulations may make the violator liable for reprimand, probation, or dismissal, depending upon the seriousness of the violation and the students' previous disciplinary record. At the discretion of the school administration, a student may be dismissed from school for serious incident including: smoking or possession of weapons on school premises, intoxicated or drugged state of behavior, possession of drugs or alcohol, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to another student, an administrator, or instructor, or any other stated or determined infraction of conduct. All violations of regulations and the disposition thereof will become a part of the student's permanent record.

TRADE DESCRIPTIONS

Heavy Equipment Operator Driver C-A, C-12, C-21, C-34, & C-51

Learn Certified Trade or Obtain California Contractors License

		Heavy Equipment Operator C-12	
		Landscaping	C-27
		Lathing	C-26
		Low Voltage Systems	C-7
General Engineering	A	Masonry	C-29
General Building	B	Metal Roofing	C-14
HAZ Air Sampling / Monitoring	+ Haz	Ornamental Metal	C-23
HAZ Soil Sampling / Monitoring	+ Haz	Parking and Highway	C-32
HAZ Water Sampling-Monitoring	+ Haz	Painting and Decorating	C-33
Boilers and Instrumentation	C-4	Pipeline / Instrumentation	C-34
Hot Water Heating	C-4	Plastering	C-35
Steam Fitting / Instrumentation	C-4	Plumbing / Control Valves	C-36
Building Demolition	C-21	Refrigeration / Controls	C-38
Cabinet and Mill Work	C-6	Reinforced Steel	C-50
Concrete / Delivery / Pumping	C-8	Roofing	C-39
Earthwork / Paving / Trucking	C-12	Sanitation Systems	C-42
Heavy Equipment Operator	C-12	Sheet Metal	C-43
Electrical / Solar Instrumentation	C-10	Solar / Instrumentation	C-46
Electrical Sign - Instrumentation	C-45	Structural Steel	C-51
Elevator / Instrumentation	C-11	Swimming Pool / Controls	C-53
Fencing	C-13	Tile	C-54
Fire Protection-Instrumentation	C-16	Air Heating / Ventilating	C-20
Flooring and Floor Covers	C-15	Air Conditioning / Controls	C-20
Manufactured Housing	C-47	Welding	C-60
Glazing	C-17	Well Drilling / HAZ Samples	C-57
Insulation and Acoustical	C-2	Heavy Equipment Operator	C-12



Course Descriptions

HED100 - Truck Driver Operator Class "A"

Truck Driver Operator Class "A" + Fork Lift Safety Cert & OSHA Certifications
Truck Class A or B License = 240 Hrs

Heavy Equipment Load, Tie-down for Transport Certs

Course objective is to provide the Trucking / Transportation Industry with safe, professionally trained individuals, with knowledge of the latest skills, attitudes and qualifications that will be conducive to a long-lasting, profitable and safety-oriented employer / employee relationship. Completion of our truck and commercial driving course produces well cross-trained, skilled, safe and proud drivers with the professional attitude necessary to be successful in their chosen career as Professional Drivers. **C.I.T.** Certified Truck Driver Operators can make more money by doubling as a Fork Lift Operator Driver, loading freight and filling the truck before driving it.

Curriculum also reviews how to do "chains-of-custody" for taking HAZ samples, testing spills and clean-ups during excavation and loading of Haz trucks; how to perform on-site continuous testing for E.P.A. HAZ Compliance. DMV required fees, physical and drug test are included.

- Introduction to Truck Rigs, Service, Storage, Transport and Fork Lift Loading
- Trucking Trade Training Review - CAL / OSHA
- City, Construction, and Long Haul Trucking
- Tankers, Doubles, Triples, Haz Endorsements (TSA background check for Haz Endorsement included)

Truck Driver Operator may receive **8** Certifications **1)** OSHA Hazardous Waste Site Operations (40 hr) **2)** OSHA Confined Space **3)** OSHA Competent Person **4)** OSHA Supervisor **5)** **Equipment Load and Tie-down for Transport** **6)** Fork Lift Safety **7)** Truck Driver Operator Class "A" or "B" or Hostler Driver **8)** Dump Truck Driver.



HED 105 - 155 + Bus

HED105, HED115, HED125, HED135, HED145, HED155

These Courses add the Passenger Endorsement.

Course Codes Ending in 5 Include 30 hours BUS DRIVER Passenger Endorsement.

Using Bus with automatic transmission.

HED CIT Course Prerequisites

for all trucking, Heavy Equipment, and Crane Operators:

Pass DOT, HAZ, Physical and Drug Test, (6th grade level) entrance exam, **Good H6 DMV Printout.**

Must be 18 years of age and have, GED, High School Diploma, ATB, or equivalent.



The Trade of Instrument Techs

From the grapefruit on your breakfast table to the medication taken at lunch to the bath water in your tub at night, virtually everything we do is touched by the science of instrumentation. Instruments monitor air pollution, process our film and regulate the systems that freeze our favorite pizza. Without instrumentation, petroleum refineries would cease to function, assembly lines would halt and we might spend our evenings in the dark.

Instruments and control systems are the labor saving devices (process control robotics) used when automating. These systems in our factories and plants multiply the productivity of each worker, replacing and freeing many of them for other jobs. Instrumentation is the technology of using instruments to measure, indicate, record, compute, and CONTROL temperature, pressure, level and flow, plus other properties in the manufacturing process. The growth in this field has left the supply far behind the demand for qualified technicians to service, repair and calibrate industrial instruments and controls. Thus the INSTRUMENT TECHNICIAN or CIT Graduate with **Instrument** or **Instrument and Electrical Maintenance** - Dual Craft training is more likely to obtain a fulfilling job for the future when others may not. His instrument knowledge will continue to grow with technology, along with his job.

The College of Instrument Technology is the only school of its kind in the country providing extensive hands-on training as well as structured classroom experience for instrumentation technicians - Dual Craft electricians or graduates that may use knowledge of instrumentation as the extra edge needed in any field in obtaining a job. C.I.T. students have educational backgrounds ranging from high school graduate to college graduate with degrees in marketing, education, engineering and science. Those from sales, electrical / electronics / computer vocational schools and on-the-job experience in the electro-mechanical fields will find our training a way to increase their earning power. WIA, DOR, TRA, REHAB students will benefit from the retraining by acquiring the extra high tech skills needed along with their existing skills and work background to enter any new job. Past graduates keep showing up with unusual jobs which they tell us they believe the CIT retraining gave them the edge needed over their job experience to be rehired into their old job or an entirely new field in which only a small part touches on instrumentation.

Our broad curriculum of in-depth courses covers the key aspects of instrumentation, automatic process control, digital systems, on-line computer, safety systems, trouble-shooting, repair, maintenance and sales. Students work with a variety of tools as well as pneumatic and electronic test instruments, thus acquiring a broad base of necessary skills in an on-the-job environment. As a result, students benefit from experience in the operation, field trouble-shooting and maintenance of various control systems, computers, and instruments that would interest any new employer in any job field. This technical training opens more fields to our graduates because of the opportunity to understand automated manufacturing. Understanding process control robotics, microprocessors, new control systems and on-line computer controls requires well trained, knowledgeable, professional technicians--the kind of technician you can become in two years at the COLLEGE OF INSTRUMENT TECHNOLOGY.

No Bankruptcy Pending

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and 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 et. seq.).



Thousands of different jobs.
One solution.



CIT student trenching, locating the pipe, and checking for appropriate shoring.

Heavy Equipment Operator Truck Driver



HED110 -Heavy Equipment Operator Truck Driver Level 1

OBJECTIVE: **HED110 - 240 Hours - To Train and Certify as a Heavy Equipment Operator Truck Driver.**

Certify on - Case® backhoe - Bobcat® skid steer with forklift and backhoe attachments - dump truck or semi truck. Heavy equipment operators who can transport their own equipment are better assets to employers, allowing graduates to obtain higher entry level positions. A combination of hands-on, and multi-media lectures provides a good understanding of the test subjects.

Heavy Equipment Operator Drivers may receive up to **10 Certificates:**

- 1) OSHA Hazardous Waste Site Operations (40 hr)
- 2) OSHA Confined Space
- 3) OSHA Competent Person
- 4) OSHA Supervisor
- 5) **Equipment Load and Tie-down for Transport**
- 6) Fork Lift Safety
- 7) Truck Driver Operator Class "A" or "B" or Hostler Driver (optional Class A with passenger endorsement for additional cost)
- 8) Dump Truck Driver.
- 9) Heavy Equipment Operator Case® Backhoe (includes pipe finding/excavation training)
- 10) Bobcat® Skid Steer (Includes Backhoe, Forklift & 4-in-1 Bucket attachment change-out)

Heavy Equipment Operator Truck Driver

- 1 Introduction to Truck Rigs, Storage, Transport and Fork Lift Loading
- 2 Trucking Trade Training **Entry Level I**
- 3 Introduction to Operating Equipment, Service, Storage and Transport
- 4 Understanding Road Survey Stakes, Plan Reading and Grade Setting
- 5 Operating Heavy Equipment Construction Techniques Transport - Loading
- 6 HED105 Optional for additional \$ 1,000.00 cost **Bus Driver Passengers Endorsement using Modern Bus automatic transmission.**
- 7 OSHA 29 CFR 1910.120 18 Modules = (40 + 8 + 8 hours required)

240 Hours maximum in 8 - 16 Weeks 93 Modules = DIPLOMA

Level 1 is a prerequisite for all **Heavy Equipment Operator Levels** found on page 9.

Additional Training Opportunities:

HED250 - Intermediate Heavy Equipment and Crane

Intermediate hands-on Heavy Equipment, UAS - Drone Site Mapping, and **Lattice Crane training.** required prerequisite - HED 150.

360 Hours maximum in 12 - 20 Weeks 168 Modules = DIPLOMA

HED350 - Advanced Heavy Equipment and Crane

Advanced hands-on Heavy Equipment, UAS - Drone Site Mapping and Lattice or **Tower Crane training.** required prerequisite - HED250.

360 Hours maximum in 12 - 20 Weeks 168 Modules = DIPLOMA

Graduation Requirements

To be eligible to graduate and to receive a diploma from The College of Instrument Technology (CIT), students must satisfactorily complete 90% of the outlined program. In addition, they must return all appropriate materials to the school and have no outstanding fees, tuition or delinquent loans.

A diploma is awarded for the successful completion of each course. The courses are designed to prepare students to start work as entry-level helpers, or coupled with their previous work experience, to be rehired in their field doing technical sales, sales support, manager, or to enter into other fields which touch on CIT training.

Graduate Placement

While the School offers Placement Assistance, the School cannot, in anyway, guarantee employment after the student has successfully completed the program of study.

Students are encouraged to use professional Employment Agencies whose only job is to carefully match the student's skills, qualifications, and preferences with possible job openings with the highest salary.

While the College is a school, not an employment agency, and does not guarantee employment, every reasonable effort will be made to help graduates learn how to find suitable employment.

It is the student's responsibility to fill out an application and submit a resume, which outlines their experience and education gained from the school. CIT maintains books with information regarding current job leads, which are discussed regularly with the students. Until graduates are working, they are required to come in weekly for job leads. The only reason to stop contacting CIT on a weekly basis, is upon finding employment. Then it becomes the graduate's responsibility to send in an EVL or other proof of employment to CIT. Thereafter, keep in touch for higher paying jobs.

Grievance Policy

Persons seeking to resolve problems or complaints should contact the instructor in charge. Requests for further action may be made to the Director. The student should make a serious effort to resolve the issues with CIT at this level. If a student does not feel that the grievance has been adequately reviewed, he should write to the Director and request review of the complaint by the grievance committee. Complaints may be directed to the Bureau of Private Post Secondary Education at any time.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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.

Financial Aid

Conventional loans may be available through a local bank for qualified applicants; or qualified students may request a special payment plan with CIT. An in-house, interest-free consumer loan is available upon request. A one-percent monthly service charge will be added to delinquent accounts plus any collection fees.

Currently CIT does not participate in federal and state financial aid programs.

Federal Truth in Lending Act pursuant to Title 15 of the United States Code. If a 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.



Accident or Medical Insurance

The student voluntarily assumes all risks and dangers incidental to attending the College of Instrument Technology (CIT), whether occurring prior to, during, or after school classes or activities. Student voluntarily agrees that the management, learning facilities, school equipment, participants, and all of their respective agents, officers, directors, faculty, owners and employees are held harmless and expressly released by the student from any claims incidental to the activities of CIT.

The College of Instrument Technology recommends that students have personal accident or medical insurance. If student does not have insurance, the student should contact his/her local insurance agent to purchase insurance.



Heavy Equipment Operator Truck Driver Levels 1 - 5

- HED110 - "Heavy Equipment Operator Truck Driver Level 1" includes 240 Hours of training.
- HED115 - "Heavy Equipment Operator Truck Driver Level 1 + Bus" = Level 1 + 30 Bus Training hrs.
- HED120 - "Heavy Equipment Operator Truck Driver Level 2" = Level 1 + 30 advanced hrs
- HED125 - "Heavy Equipment Operator Truck Driver Level 2 + Bus" = Level 2 + 30 Bus Training hrs.
- HED130 - "Heavy Equipment Operator Truck Driver Level 3" = Level 2 + 30 advanced hrs
- HED135 - "Heavy Equipment Operator Truck Driver Level 3 + Bus" = Level 3 + 30 Bus Training hrs.
- HED140 - "Heavy Equipment Operator Truck Driver Level 4" = Level 3 + 30 advanced hrs
- HED145 - "Heavy Equipment Operator Truck Driver Level 4 + Bus" = Level 4 + 30 Bus Training hrs.
- HED150 - "Heavy Equipment Operator Truck Driver Level 5" = Level 4 + 30 advanced hrs
- HED155 - "Heavy Equipment Operator Truck Driver Level 5 + Bus" = Level 5 + 30 Bus Training hrs.
- HED250 - Intermediate Heavy Equipment and Crane; prerequisite: HED 150. -360 Hours
- HED350 - Advanced Heavy Equipment and Crane; prerequisite: HED250. -360 Hours

OBJECTIVE: To Train and Certify as a Heavy Equipment Operator Truck Driver. Certified Backhoe Loader Operator - Certified Bobcat® Backhoe Loader Operator Driver- Certified Crane Operator, Oiler, Rigger, and Signaler. Certified Heavy Equipment Operators are also taught how to do chains-of-custody for taking HAZ samples, testing spills and clean-ups during excavation and loading Haz trucks, and to perform on-site continuous testing for E.P.A. Compliance. The combination of Hands-on, classroom, and multi-media lectures provides a good understanding of the test subjects.

Heavy Equipment Operator Truck Driver Level 1 includes 10 certificates, 240 hours of hands-on and classroom instruction, 93 modules and 8 - 16 weeks of training. Each additional level includes extra certifications, hours, modules and training time according to the following chart:

- Level 2 - 12 Certificates, 270 hours, 100 modules, and 9 - 18 weeks of training**
Students also certify on the 120 Case® Skip Loader, and Skip Loader Gannon.
- Level 3 - 13 Certificates, 300 hours, 107 modules, and 10 - 20 weeks of training**
Students also certify on the Excavator.
- Level 4 - 14 Certificates, 330 hours, 114 modules, and 11 - 20 weeks of training**
Students also certify on the Dozer or Big Wheel Loader.
- Level 5 - 17 Certificates, 360 hours, 121 modules, and 12 - 20 weeks of training**



Heavy Equipment Operator Driver

Level 1 Case® 580 Super M - 680K Backhoe 93 modules

Extendahoe® Loader

*Equipment Types and Models
may change based on availability.*

CIT trains and certifies for Green Jobs



Level 2 Additional Week
7 Modules
Skip Loader Gannon.

100 modules



TRAIN & CERTIFY

C.I.T.

- Level 5 - Mobile Hydraulic Crane
- Level 4 - Dozer or Articulating Loader
- Level 3 - Excavator
- Level 2 - Skip Loader / Gannon
- Level 1 - Backhoe / SkidSteer

Trucking

COLLEGE OF INSTRUMENT TECHNOLOGY

Drug - Free Workplace

The illegal use of drugs is a national problem that seriously affects every American. Drug abuse not only affects individual users and their families, but it also presents new dangers for the workplace and/or school.

The President of the United States has urged businesses, schools and labor to take a leadership role in a nationwide effort to reduce the illegal use of drugs.

College of Instrument Technology (CIT) has always been committed to providing a safe learning environment and fostering the well-being and health of our students. Illegal drug use jeopardizes this commitment, and undermines the capability of College of Instrument Technology to provide quality training.

To address this problem, CIT has developed a policy regarding the illegal use of drugs that we believe best serves the interests of all students. Our policy formally states that the illegal use of drugs will not be tolerated. This policy was designed with two basic objectives in mind: 1) to provide a learning environment that is free from the effects of drugs and the problems associated with their use, and 2) to maintain a healthy and safe learning environment.

According to state laws, every trucking student will be drug tested when they first start school. Upon taking the first drug test, he/she will be entered into the student drug consortium. Each quarter, students are randomly selected to be tested for drugs and/or alcohol.

We believe it is important that we all work together to make CIT a drug-free and safe learning environment.

Educational Philosophy and Objectives

The **CIT Mission** is to train and certify students, guiding them toward a lifelong career, and to become a productive member of our society. Student success is CIT's highest priority. We are committed to teaching excellence, lifetime ambition, partnership building, and economic achievement.

The objective for each of our programs is the same: to train unemployed adults, dislocated workers, under-employed workers, and returning veterans in a vocational trade, which will yield to high paying jobs, an avenue to support their families and become tax-paying citizens; and/or to add value to currently employed workers.

CIT has had over an 85% school-wide job placement rate for over 15 years; CIT implements a very strategic curriculum, which enables students to timely gain the skillset they need to obtain a lifelong career.

Enrollment Agreement

Prior to enrollment, **Prospective Enrollees** are given **C.I.T.'s catalog, School Performance Fact Sheet, and a program specific brochure, when visiting C.I.T.'s physical facilities.** School personnel discuss personal educational and occupational plans prior to enrolling or signing enrollment agreements. 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: 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number 888 370-7589 or by fax 916 263-1897.**

Course Descriptions

ECM100 - ENVIRONMENTAL CLEAN-UP PROJECT MANAGER

These programs are designed to teach students the basics of testing water samples. The first step in all hazardous waste clean-ups, whether you dig, haul or perform on-site remediation, is to test and sample while operating a drilling rig taking boring samples or operate a Gradall 1000 deep reach excavator or backhoe trenching to obtain wall samples to define the migration of the plume on the piece of real estate. Environmental Clean-up Monitors or HAZ Contractor's heavy equipment operators drivers are taught to quote: tank removals, site assessments, operation of drilling rig to obtain boring samples, on-site soil and ground water remediation. On-site soil remediation is featured using HED 2, a portable TTU. Trade tips on taking samples, reporting data, testing spills and clean-ups.

Install monitors for on-site continuous testing for E.P.A. compliance.
Basic Water Treatment Plant Operations. Basic Operation and Maintenance of Waste Water and perform underground tank testing.



Environmental Clean-up Project Manager

Waste Water Operator Tech Instrument - Electrical Level I
240 Hrs

Inquire about CIT's Heavy Equipment Certification Requirements!

Waste Water Operator Tech Instrument - Electrical Level 1 plus 240 hours Level 2 480 Hrs
Waste Water Operator Tech Instrument - Electrical Level 2 plus 240 hours Level 3 720 Hrs

CIT trains for Green Jobs

68 Modules Waste Water Operator Tech Instrument - Electrical Level 1 240 Hrs

- 1 Introduction Basic Water Treatment Plant Electrical and Instrument
 - 2 Understanding Application of Test Equipment
 - 3 Basic Instrument Calibration
 - 4 Math, Theory, Symbols and Drawings
 - 5 Basic Instrument Repair and Installation
- N.C.I.T. Basic Instrumentation Qualify Test Preparation and Final Exam
240 HOURS maximum in 8 - 13 Weeks 50 Modules

50 Modules Waste Water Operator Tech Instrument - Electrical Level 2 240 Hrs

- 1 Physical Properties of Basic Water Treatment Plant Operations
 - 2 Calibration and Certification of Environmental Instruments and Final Exam
 - 3 Drilling, Sampling, and Chain of Custody
 - 4 Vapor Gas Sampling and Site Plotting
 - 5 Underground Tank and Pipe Locating Instruments
- 240 HOURS maximum in 8 - 13 Weeks 50 Modules = DIPLOMA**

50 Modules Operation of Waste Water Treatment Plants Level 3 240 Hrs

- 1 Safety and Instrumentation
 - 2 Waste Monitoring Analyzers
 - 3 Operating Waste Water Plant
 - 4 Portable Metrology Labs
 - 5 Hazardous Waste Site Operations
- N.C.I.T. Hazardous Qualify Test Preparation and Final Exam
240 HOURS maximum in 8 - 13 Weeks 50 Modules = DIPLOMA

720 HOURS maximum in 24 - 48 Weeks 168 Modules = DIPLOMA

Occupational Classification Code: 19-2041

Course Descriptions

CALIBRATION METROLOGY TESTER



Review BPPE required 2 YEAR COURSE PERFORMANCE FACT SHEET before choosing a career path and enrolling in school or college.

REFINERY INSTRUMENT TECHS

CIT trains and certifies for Green Jobs



Books, Computers & Hand Tools

Cost of basic text books, supplies and tools supplied to students are included in the Tuition Package Price (see pp 24-25). Reference books and computers are available. The College of Instrument Technology (CIT) recommends that students obtain a library card from the Los Angeles County Library and also with "Friends of the Library" of their local community college. The school video library is available to students during school hours. Priority and access of computers available for student use is primarily to be used as a library resource and secondly to assist students as they look for training-related employment. All required specialty tools are provided by CIT.

Credit Hour Formula

The conversion formula endorsed by the Department of Education Office of Eligibility and Certification follows:

- One semester credit for each 30 clock hours of lecture / class.
- One semester credit for each 30 clock hours of lab.
- One clock hour equals a minimum of 50 minutes of instruction.

Disclosure of Educational Records

"According to FERPA (Family Educational Right and Privacy Act, also known as the Buckley Amendment), college students are considered responsible adults and are allowed to determine who will receive information about them. Under this law parents who want to receive a copy of their student's academic or financial records can do so if their student signs a release form."

College education records are defined as files, materials, and documents which contain information directly related to a student. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions and governmental agencies so authorized by law.

Dress Code / Grooming / Identification

Because of hands-on lab work and the hands-on in-the-field training, CIT recommends: Long sleeve shirts, pants (Sears or Dickie Dark Blue) and steel-toed shoes to promote safety and prevent accidents.

Students must be neatly dressed and well groomed at all times (clean-shaven, trimmed hair and mustache) as described in CIT's SCHOOL REGULATIONS.

Students are issued a Student Photo ID Badge which must be worn at all times while in school for ease of instant name identification. If a student comes to class without his ID badge, he will be given a verbal warning the first time; the second warning will be written and placed in the student's file; the third time the student will be asked to leave campus until he returns wearing his Photo ID Badge. If the badge is lost or misplaced, there is a charge of \$25.00 for a replacement badge.

Attendance, Absences, Tardiness Withdrawals, Re-Entry

STUDENT ABSENCES - Absences will be considered as excused under the following circumstances: illness, death or birth in the immediate family, and other valid reasons substantiated in writing, and at the discretion of the School Director. All other absences will be considered unexcused. **Cutting classes** will be considered as unexcused absences. Students are expected to call the school office whenever they are unable to attend class for any reason. Attendance data is kept in the student's permanent record. Students must document all absences, tardies, and/or leave-early-events on CIT Student Absence Request Form.

PROBATION - Students with two or more unexcused absences in any given month, will receive written notification of academic probation for a period of one month. Any unexcused absences during such probationary period will be cause for interruption of the student's training program. Students who obtain full-time employment during CIT training may be put on academic probation for safety purposes.

DISMISSAL - Students are subject to dismissal if, after they have been on probation for two consecutive months, their attendance/unexcused absences do not improve.

TARDINESS without legitimate reason on two occasions in one class will be considered as one unexcused absence.

LEAVE OF ABSENCE requested in writing will be considered, and such leave may be granted to students at the discretion of the School Director. Students receiving VA educational benefits may take a school approved LOA, but this will interrupt VA Educational benefits during the leave.

WITHDRAWAL from the school must be requested in writing and submitted in person to the School Director before it will be considered official.

RE-ENTRY into the College of Instrument Technology is subject to review of the student's past record by the Director.

Approval Disclosure

College of Instrument Technology's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. Class sizes are approved to 200 students and located at 17156 Bellflower Blvd, Bellflower, CA 90706.

Course Descriptions

EIM100 - Electrical and Instrument Maintenance

Electricians do most of the wiring in homes, apartments and manufacturing plants, including solar and control runs. Many Graduates go to work as Electrician Technicians Helpers, but many others enter fields for which CIT training, combined with their previous experience, qualifies them to obtain better jobs. The first step in all Electrical and Solar Maintenance, whether you are repairing, certifying or troubleshooting, is to attempt to test. If it calibrates then you can certify; if not, then you must replace it, switch out a component, send it back to the factory or exchange, or sell them a new electrical or solar control system. Before you can start up the Electrical circuit, it must be tested and certified. Simple, easy instructions are taught in HOW TO TEST AND CERTIFY electrical circuits that measure and control flow, level, speed, altitude, temperature, pressure, differential pressure, pH, conductivity, and chemical analysis. Maintenance electricians, technicians, engineers, salesmen and managers are taught to troubleshoot systems, change out components, make critical adjustments, to assure high product quality, and prevent damage to expensive systems. Past graduates show up with unusual jobs for which they tell us CIT retraining gave them the edge needed to obtain. Coupled with their previous work experience, CIT training has enabled graduates to be hired in electrical sales, electrical maintenance, and other fields touching on electrical knowledge of electrical controls. Electrical equipment is an integral part, if not the cornerstone, of most new high tech job opportunities.

Electricians Electrical and Instrumentation Maintenance

Electrical and Instrumentation Maintenance	Level I	240 Hrs
Electrical and Instrumentation Maintenance	Level 2	480 Hrs

CIT training for Green Jobs

50 Modules Electrical and Instrument Maintenance	Level I	240 Hrs
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House Electrical Maintenance NEC 2005

- 1 Introduction to Electrical Repair, Control and Certification
- 2 Understanding Applications of Electrical Test Equipment
- 3 Basic Plant Electrical
- 4 Industrial Electrician's Math, Theory, Symbols and Drawings
- 5 Basic Industrial Electrical Repair and Installation

N.C.I.T. Basic Electrical Qualify Test Preparation and Final Exam
240 HOURS maximum in 8 -13 Weeks 50 Modules = DIPLOMA

68 Modules Electrical and Instrument Maintenance	Level II	240 Hrs
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Industrial Electric NEC 2005

- 1 Introduction to Electrical Maintenance
- 2 Electrical Maintenance Study
- 3 Electrical Contoller Study
- 4 Theory of Electrical Maintenance
- 6 OSHA40: OSHA 29 CFR 1910.120
- 7 Electrical Safety Overview (8 hours)

N.C.I.T. Qualify Electrician Test Preparation and Final Exam
240 HOURS maximum in 8 -13 Weeks 50 Modules = DIPLOMA

Total 480 HOURS maximum in 16 - 26 Weeks 118 Modules = DIPLOMA
Occupational Classification Codes: 47-2111, 47-3013, 49-9051, 17-3028, 49-9046, 49-9051,

Course Descriptions

INT100 - Instrument and Electrical Maintenance - Dual Craft

CALIBRATION METROLOGY TESTER

Waste Water Operator Tech/Process Control Technician

Instrument Technician Hands-on Training



Process control Technician use N.C.I.T. National Quality of Instrument Technicians) and N.I.S.T. (National Institute of Standards Technology) instrument test standards to calibrate, check install and certify all types of process control instruments, computers, sensors, transmitters, and recorders. These are used to measure and control temperature, pressure, flow vacuum conductivity, analytical measurement, pH, tank volumes, underground tank leakage, and metrology, etc. Cornerstone of all manufacture and most trades (Waste Water Operator, Precision Instrument Repair Tech, Computer Control - Networking, Industrial electrical Instrument Maintenance). Learn to sell and operate instruments by understanding how to check, clean, repair, calibrate, and certify electronic components.

1st Quarter **50 Modules Instrument and Electrical Maintenance - Dual Craft Level 1**

- 1 Introduction to Process Control, Calibration & Certification **Instrument**
- 2 Understanding Application of Electrical-Instrument Test Equipment
- 3 Basic Waste Water Operator Instrument Calibration
- 4 Math, Theory, Symbols and Drawings **CIT trains for Green Jobs**
- 5 Basic Electrical Maintenance, Instrument Repair and Installation
- N.C.I.T. Electrical and Instrumentation Qualify Test Preparation and Final Exam
- 240 HOURS maximum in 8 -13 Weeks 50 Modules = DIPLOMA

2nd Quarter **68 Modules Instrument and Electrical Maintenance - Dual Craft Level 2**

- 1 Introduction to Waste Water Operator Process Control **Waste Water**
- 2 Calibration Metrology Tester Controller Study
- 3 Valve Study
- 4 Theory of pressure, flow, temperature and ph measuring devices
- 5 Analytical Measurement Study
- 6 OSHA 29 CFR 1910.120 18 Modules = (40 + 8 + 8 hours)
- N.C.I.T. Electrical and Calibration Metrology Tester Test Preparation and Final Exam
- 240 HOURS maximum in 8 -13 Weeks 68 Modules = DIPLOMA

3rd Quarter **50 Modules Instrument and Electrical Maintenance - Dual Craft Level 3**

- 1 Theory Computer, PLC and Analyzers **Calibration Metrology Tester**
- 2 Calibration Metrology Tester
- 3 Computer Control interface.
- 4 Analyzers and Electronic Instruments Trouble Shooting
- 5 Computer, PLC Loop Checks, Calibration & N.C.I.T. Certification
- N.C.I.T. Computer, PLC Loop Checks Instrument Qualify Test
- 240 HOURS maximum in 8 -12 Weeks 50 Modules = DIPLOMA

Total 720 HOURS maximum in 24 - 48 Weeks 168 Modules = DIPLOMA

Occupational Classification Codes: 17-3028, 49-2093, 49-2094, 49-2095, 49-9012, 17-3028, 41-3099, 49-9046, 49-9069, 49-9081, 51-2021, 51-2022, 51-2023, 51-8013, 17-3028, 51-8031, 51-9162

Admission Requirements

Prerequisites: A high school diploma, GED, or equivalent is required for admission. Most students benefit from the training who have a good mechanical aptitude plus, 6th grade math and reading skills. Please note: all instruction is provided in the English language. Prospective students will be given an admissions examination for reading and basic arithmetic.

For Truck Driving Operator Training, please note the following additional entrance requirements: minimum age of 18 years, able to operate a vehicle with a manual transmission (stick shift) pass DOT, HAZ Physical, Drug Test, 6th grade entrance exam, lift 5 lbs once in a while, and have a fair DMV H6 printout for the last five years.

If available, CIT will provide prospective students with a program-specific brochure. 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.

CIT will not grant admission to those who have a full-time job at the time of enrollment because training is safety-sensitive. CIT only grants admission to those who are motivated to find and secure training-related employment after graduation from CIT's program.



How To Apply For Admission

Enrollment If you are interested in applying for training, apply in person between 9 AM and 2 PM, Monday through Thursday at 17156 Bellflower Blvd., Bellflower, CA 90706. The school will grant a pre-admission interview and entrance exam at no cost to the student. We encourage every member of your family who has a sincere interest in your future, to be present for the interview. (Applicants under legal age must have their parent or guardian present.)

The representative will explain the programs and procedures at College of Instrument Technology including: requirements, student conduct code, costs, course content, training methods used and job opportunities. The representative will also answer any questions you or your family may ask.

If you meet our requirements and desire to apply for training, the representative can help you with the enrollment procedure. If applicant is accepted, the fees are due and payable at the end of the first week of school, unless another payment plan is agreed upon. All money paid is subject to the Tuition Refund Policy, based on modules completed, as printed in this catalog.

College of Instrument Technology (CIT) welcomes all students without regard to race, creed, color, or national origin; and, pursuant to Title IX of the Educational Amendments of 1972, notification is hereby given that CIT does not discriminate on the basis of sex.

COURSE DESCRIPTIONS

WPG100 - WORD PROCESSING & COMPUTER GRAPHICS

Our programs are designed to combine computer knowledge with Hands-On experience offering the student training in Word Processing, Computer Graphics, Desktop Publishing, and if time allows, Video Editing. Software taught for the various courses includes Printshop Deluxe, Mavis Beacon Typing, Microsoft Office Suite including WORD, EXCEL Spread Sheets and Power Point Graphics, Adobe Creative Office Suite. The students can be cross-trained on various wordprocessing and computer graphics programs which will prepare them for a variety of occupations in today's automated office or give them the edge needed to enter the workforce with an emphasis on the Computer.

Word Processing in Business Tutorial/Computer Graphics 480 Hrs 100 Modules

- 1 Introduction to the Macintosh Computer
- 2 Mouse Basics
- 3 Typing/Keyboarding
- 4 Introduction to E-mail and setting up your E-mail address

Microsoft Office

- 5 Word Processing
- 6 EXCEL Spread Sheets
- 7 Power Point Graphics
- 8 Introduction to the Internet, Facebook and LinkedIn
- 9 Printshop Deluxe
- 10 Job Searching



Adobe CS Suite

- 1 Adobe InDesign
- 2 Adobe Illustrator
- 3 Adobe Photoshop
- 4 Adobe Dreamweaver
- 5 iMovie



Total 480 HOURS maximum in 16 - 26 Weeks
100 Modules and Final Exams/Projects = DIPLOMA

Occupational Classification Codes: 15-1254, 27-1024, 27-4032, 43-4021, 43-4171, 43-4181, 43-4199, 43-6011, 43-6014, 43-9021, 43-9022, 43-9031, 43-9041, 43-9051, 43-9061



College of Instrument Technology
17156 Bellflower Blvd. Bellflower, CA

North East Corner of 91 Artesia Freeway and Bellflower Blvd
the Large American Flag in Bellflower is next to the College

Thousands of Jobs - One Solution: Train & Certify!

CIT is proud of our graduation & placement rates. Ask about our performance fact sheet.

CIT recognized by South Bay Workforce Investment Board for 82% - 100% JOB Placement Annually Since 2000.



Before starting any school, check their *SCHOOL PERFORMANCE FACT SHEET* on job placement!

Consultants / Guest Speakers

Hope E. Durbin

Ms. Durbin is an Assistant Director. She is also a Word Processing and Computer Graphics Instructor. She grew up as part of the new computer generation. At age 7, she received her first APPLE computer, and began to learn word processing, computer spreadsheets, and computer graphics, etc., along with other basic subjects in school. As a business graduate of Long Beach City College, she continued an education in Business at Chapman University. She earned her Masters from Fuller Seminary. In addition to helping CIT, Ms Durbin is a full-time administrator at Fontana School District.

Rick David Palacios

Mr. Palacios is former Field Manager and the Senior Trucking Instructor. Mr. Palacios has almost two decades of experience operating commercial tractors and tractor-trailer rigs. He has been assisting students at CIT since 2001. He helps beginning and advanced trucking students develop their skills. Mr. Palacios strives to deepen student's knowledge in Air Brakes, Pre-Trip, Maneuvers, Hands on driving, Loading to Tie Down Heavy Equipment for Transport, and Doubles. He is always available to help CIT staff and students as needed!

Howard Pratt

Mr. Pratt works as a Job Developer and Mentor to the students. Mr. Pratt has a B.A. from The University of Southern California in Sociology and a Masters of Business Administration from Pepperdine University. Mr. Pratt has been with CIT since 2008 and helps students at CIT make appropriate career choices. His experience as Associate Vice President of Campus Operations at Compton Community College, allows him to better prepare students for their future careers. Mr. Pratt has also been teaching various business courses at the College level since 1996.

John Pack

Mr. Pack worked for Exxon Mobil for 34 years; 25 of which he operated cranes. He retired from Exxon Mobil and was hired on to teach crane at CIT in 2013. He has a passion for teaching and brings the crane class alive with stories from his crane experiences. Mr. Pack is patient and thoughtful in his teaching approach.

Darrin Aaron

A graduate of CIT, Mr. Aaron often visits CIT and our current students to discuss his experience in the trucking industry. Mr. Aaron is a great mentor for students graduating and searching for employment in the trucking industry.



Consultants / Guest Speakers

Raul N. Montes

Mr. Montes is a graduate of the College of Instrument Technology and of Electronics Tele-Communications. A Senior Instrument Technician with Instrument Personnel, Incorporated, he joined the firm in 1981. He received a Certificate of Authorization for service as an Instructor from the State of California, and is fluent in English and Spanish. Mr. Montes also maintains certification with N.C.I.T. (National Certification of Instrument Technicians). He studied pneumatics extensively at Long Beach City College. His vast and varied experience in troubleshooting, repair, and calibration of industrial instruments, has allowed him to successfully train students in the classroom and in the field for over ten years.

Richard A. Sarut

He brings to the College of Instrument Technology solid experience in teaching electrical theory, digital circuit applications, control system theory and design, SCADA system and electronic instrumentation maintenance and repair. He instructs electrical and instrument personnel in digital and microprocessor operations, programmable controllers, SCADA systems, and distributed control systems.

Frank McDonnell

Mr. McDonnell worked with the United Kingdom's Health and Safety Inspector (Federal OSHA equivalent in Britain) between 1978 and 1983. During his tenure with the Agency, he helped develop abatement measures, wrote abatement plans, and Health and Safety plans. In his role as a U.K. Senior Technical Officer, his primary responsibility was to check compliance with required Health and Safety activities

Marlon T. Bunch

After graduating from CIT, Mr. Bunch first went to work at Carlton Forge Works where he used his new skills to calibrate, inspect and geometrically verify components of machined and aircraft parts. In addition, Mr. Bunch has 20 years of quality control experience at Northrop Grumman Corporation, where he was a Production Inspector and Technician. In 2002, he returned to CIT as an Instrument Instructor where he assists students in their hands-on training of instrument calibration and certification.

German Camelo(Alex)

Mr. Camelo, a graduate of CIT, has helped the school as instructor, mechanic, and guest speaker. He is currently an OTR Class A driver, and enjoys sharing his experiences with the trucking classes.

Jade Wright

Mr. Jade Wright is a graduate of the College of Instrument Technology, CIT. While attending CIT, Mr. Wright showed a natural aptitude towards the trucking and heavy equipment fields. Upon completion of his program, the instructors and staff thought he would be a great asset to CIT, thus Mr. Wright was hired in 2012 as an Assistant to the Vice President and Assistant Instructor.



HED150-155 (Level)
12 weeks
Mobile Hydraulic Crane

HED140-145 (Level 4)
11 weeks
Dozer or Wheel Loader



HED130-135 (Level 3)
10 weeks
Excavator or Truck Excavator



HED120-125 (Level 2)
9 weeks
Skip Loader & Gannon



HED110-115 (Level 1)
8 weeks
Backhoe & Skid Steer



HED100-105 (Level A)
6 weeks
TRUCK DRIVER LICENSE
Optional Bus Passenger Endorsement
On all classes ending in 005



WORK SOURCE	JOB PLACEMENT
JOB DEVELOPMENT - EXISTING JOBS	
INFRASTRUCTURE DEVELOPMENT	
AND IMPROVEMENTS OF ROADS	

HED 100-150

Course Descriptions

Instructors / Staff

OSHA 40 - Hazardous Waste Site Operations

OSHA 29 CFR 1910.120 (40 hours required) HAZWOPER
Complies with the 40 hour training requirements of the Federal OSHA Rule 29 CFR 1910.120 for Hazardous Waste Operations and Emergency Response activities. Required 40 hour off-site training and N.C.I.T. testing for all field personnel (geologists, engineers, technicians, waste site workers, truckers, tank testers, instrument technicians, drillers, site managers, emergency response personnel, inspectors---city, grading, fire department, chemical, paper, power plant, refinery workers, health and safety coordinators, etc). **\$576.00**

10 Hrs. Day One HAZWOPER 3 Modules

- | | |
|--|-------------------------------------|
| 1 Introduction | 2 Hazard Recognition Identification |
| 3 Physical Properties of Hazardous Materials | 4 Toxicology |
| 5 Physical Hazards Excavation Trenching | 6 Exposure Guidelines |
| 7 Protective Clothing | 8 Medical Surveillance |

10 Hrs. Day Two HAZWOPER 3 Modules

- | | |
|--|-------------------------------------|
| 1 Instrument Calibration & Certification | 2 Respiratory Protective Equipment |
| 3 EPA Levels of Protection | 4 SCBA Exercise and APR Fit Test |
| 5 Air Monitoring Instruments & Certification | 6 Environmental Sampling Techniques |

10 Hrs. Day Three HAZWOPER 3 Modules

- | | |
|---|-----------------------------------|
| 1 Site Control Competent Person | 2 Site Entry Problem Instructions |
| 3 Drum and Container Handling | 4 Health & Safety Officer |
| 5 Confined Spaces Hazard Identification | 6 Hazard Communication |

10 Hrs. Day Four HAZWOPER 3 Modules

- | | |
|---|--------------------------------|
| 1 Site Characterization Soil Classification | 2 Site Regulatory Requirements |
| 3 Response Instructions | 4 Decontamination Instructions |
| 5 Excavation Safety Competent Person | 6 Incident Chain of Command |
| 7 Level A, or B, or C, Dress-out Instructions | 8 Final Examination |

N.C.I.T. Hazardous Waste Site Operator Test Preparation.

40 Hrs HAZWOPER = Photo ID, Certificate of Completion \$ 576.00

Upon completion participants may apply for OSHA Outreach Completion Card

Occupational Classification Code for all OSHA Courses: 47-4041

OSHA Certifications Train The Trainer

\$1,444.00

OSHA regulations found in Construction Industry Standards (CFR Part 1926)

OSHA OSX 998 10-Hour Course for Construction Industry

OSHA OSX 998 30-Hour for Construction Industry

Upon completion participants may apply for OSHA Outreach Completion Card

OSHA regulations found in General Industry Standards (CFR Part 1926)

OSHA OSX 997 10-Hour Trainer Course for General Industry

OSHA OSX 998 30-Hour Trainer Course for General Industry

Upon completion participants may apply for OSHA Outreach Completion Card

N.C.I.T. Hazardous Waste Site Operator Test = Data Base Certificate of Completion

Alfredo Cisneros

Mr. Cisneros, a certified heavy equipment operator commercial driver, has experience in operation, service and maintenance in both the trucking and heavy equipment industries since 2000. Mr. Cisneros is a graduate of CIT, and brings to the students solid experience and exceptional instructional ability.

Tina Suazo

A graduate of CIT, Ms. Suazo was quickly hired to be part of CIT's team. Ms. Suazo's patience and natural instructing ability enables her to help students learn at an efficient pace. Ms. Suazo assists instructors in the field and is a great liaison between hands-on training, and the office staff.

Francine Segarra

Ms. Segarra has been a Job Developer at CIT since 2015. She constantly networks to keep CIT's Placement Rate high, and fights hard to ensure that CIT graduates earn competitive wages. Ms. Segarra also assists as a Test Instructor imparting valuable information as students prepare to obtain their Class A Permit. She has a buoyant personality that helps students relax into the intricate aspects of classroom learning.

Art Figueroa

Mr. Figueroa met Mr. Harold Durbin at a Volley Ball practice and joined the school in 2014 and looks to Mr. Durbin as a real-life Role Model. He is the in-house Graphic Designer. Mr. Figueroa is also trained in Videography and Video-Editing. His many skills and amazing team spirit makes him an asset to CIT. He also assists as a computer graphics/video editing instructor.

Effren Hernandez

Mr. Hernandez works in the Heavy Equipment and Crane industry as an Operator and Trainer. He was hired on to teach crane at CIT in 2018. Mr. Hernandez maintains his full-time position as an operator/trainer, while also maintaining his teaching schedule at CIT. Hence, Mr. Hernandez brings current, real-life experiences into his teaching. The passion he has to share his knowledge and help create safe and skilled crane operators is very apparent in his teaching. Mr. Hernandez is well-liked and greatly respected by his students.

Art Delgado

Mr. Delgado is a Field Student Representative at CIT. His niche lies within mentoring CIT students to stay on track with their coursework and job searching. Mr. Delgado brings great resources to CIT and CIT students, who are in need of guidance, direction, and supplemental services to assure successful completion of their training program. As a US Marine, Mr. Delgado is a great liaison between our military community and CIT; he especially relates to and guides our returning veterans towards civilian success.

Instructors / Staff

Heather E. Durbin

Ms. Durbin is one of the Assistant Directors, as well as Trucking, Heavy Equipment, Crane, Contracting, OSHA, Word Processing and Computer Graphics Instructor. She grew up as part of the new computer generation. She began to learn word processing, computer spreadsheets, and computer graphics, etc., at an early age. She earned her B.A. in Psychology at Chapman University, and graduated with her Masters in Marital and Family Therapy from California Graduate Institute as well as taking some course work towards her Doctorate. She helps with admissions, job placement, and has been the Dean of Academics at C.I.T. since 2003.

Ms. Durbin as the Dean of Academics (formally known as Director of Education) ensures that students are trained thoroughly and properly. Ms. Durbin sets up course curriculum so that all students can learn to the best of their ability. She tutors individual students as needed so that no student is left behind. Ms. Durbin is extremely talented in being able to foresee how each individual student is able to learn the best and which learning style is optimum for each student. Whether a student's learning style is auditory, or visual, she is able to adjust class to their individual needs.

Harry E. Durbin

Mr. Durbin is a certified NCCCO crane operator and has worked as an instrument technician for THUMS, Arco, and Instrument Personnel. He also has worked for Instruteks, Incorporated as an Environmental Heavy Equipment Operator, where he removed UST's, and remediated contaminated soil. He has experience operating the Gradall® 1000, excavator, backhoe *with concrete breaker and compactor*, skip loader, forklift, Royer® 365 soil screening machine, Mobile® B-52 drilling rig, and Acker® drilling rig. He has managed jobs requiring the use of this equipment, and also performed the necessary preventive maintenance on the heavy equipment. He has assisted instructors of the instrumentation classes, computer classes, contracting, and OSHA classes for several years. Having grown up in the new computer generation, Mr. Durbin is well versed with word processing, computer spreadsheets, and in the use of graphics software. In 1997, he traveled to Thailand, where he instructed Thai Tribal Craft employees in Microsoft Office products, with an emphasis on EXCEL.

Mr. Durbin became CIT's Field Director in 2012. As Field Director, he redeveloped the hands-on curriculum to train students thoroughly in the heavy equipment field. The new training ensures that all students gained enough knowledge and experience to be successful in the work field.

Brett Burnett

Mr. Burnett was hired at CIT as a Controller to help improve efficiency, while reducing costs, in order to provide better services to our stake holders, especially CIT students. Mr. Burnett comes with years of experience within the financial industry.



Hazardous Waste Site Operations

Annual Refresher OSHA 29 CFR 1910.120 (8 hours required)

Complies with the Annual Refresher training requirements of the Federal OSHA Rule

8 Hrs. 3 Modules HAZWOPER Annual Refresher \$ 144
N.C.I.T. Hazardous Waste Site Operator Test = Certificate of Completion

Hazardous Waste Site Operations

Annual Supervisors OSHA 29 CFR 1910.120 (8 hours required)

Complies with the Annual Supervisors 8 hour training requirements of the Federal OSHA Rule 29 CFR 1910.120 for Hazardous Waste Operations and Emergency Response activities. Required 8 hour off-site training for all Field Managers, and Supervisors. All testing instruments require annual N.C.I.T. certified technicians to perform calibration-certification traceable to N.I.S.T.

8 Hrs. 3 Modules HAZWOPER Annual Supervisor \$ 144
N.C.I.T. Hazardous Waste Site Supervisor Test = Certificate of Completion

OSHA Confined Space Or Osha Confined Space Rescue

Annual Confined Space OSHA 29 CFR 1910.120 (8 hours required)

Complies with the Annual Confined Space 8 hour training requirements of the Federal OSHA Rule 29 CFR 1910.120 for 8 hour off-site training for all personnel.

8 Hrs. 3 Modules Confined Space or Confined Space Rescue \$ 144
N.C.I.T. Confined Space Test = Certificate of Completion

Competent Person Class Shoring - Trenching

CAL-OSHA TITLE 8, section 1540 through 1541.1 (8 hours required)

Requires all work to stop unless a certified COMPETENT PERSON is on site for continual inspection while personnel are working around excavation of 3 or more feet in depth, a stockpile 5 feet or higher, or around operating drilling - boring rigs, soil handling - hazard identification. All testing instruments require annual N.C.I.T. certified technicians to perform calibration-certification traceable to N.I.S.T.

8 Hrs. 3 Modules HAZWOPER Annual Supervisor \$ 144
N.C.I.T. Hazardous Waste Site Supervisor Test = Certificate of Completion

OSHA Personnel Safety Overview RSO

Complies with the OSHA 8 Hour Safety training requirements of the Federal OSHA Rule 29 CFR 1910.120 for workers' health and safety training when processing products that would be classified as Hazardous Waste if spilled or let into the atmosphere. Required yearly 8 hour off-site training & N.C.I.T. testing for all personnel (Chemical, Paper, Power Plants, Refinery Workers, etc.). Called **RSO** Refinery Safety Overview.

8 Hrs. 3 Modules OSHA Personnel Safety Overview Annual Refresher \$ 144
N.C.I.T. OSHA Personnel Safety Overview Test = Certificate of Completion

Instructors / Staff

Arti Sutaria

Ms. Sutaria has earned her Bachelors of Science degree in Mathematical Sciences/Bio-Psychology at Juniata College. Ms. Sutaria continued her graduate studies at The Pennsylvania State University in Mathematics. Ms. Sutaria has solid experience both as a Professor and Director of various educational institutions. At her previous career, Ms. Sutaria was not only responsible for overlooking the Math institute's overall operations, she was also in charge of curriculum development and instructor training. Hence, Ms. Sutaria has experience and an understanding of many facets of education. Ms. Sutaria is an Assistant Director at CIT, and helps plan, organize, and direct operations at CIT. She manages day-to-day operations and training. Ms. Sutaria is also in charge of all school accrediting, reporting and approval processes.

Heath E. James Durbin, Esq.

Dr. Durbin earned his Juris Doctorate degree from Western State College of Law and was admitted into the California Bar in 2015. Dr. Durbin serves as the college's in-house council and he represents students and graduates of CIT on a low-bono basis. He graduated from CSULB with a BS in Business Administration with majors in Business Management, Operation Management, Marketing, and Management Information Systems. With his management education and experiences, he has served CIT as Dean of Students since 2004. As Dean of Students, Dr. Durbin is in charge of Student Services, Disabled Student Services, student complaints and student discipline issues. As a disabled person/student himself, both with learning and physical disabilities, he does not allow students to easily give up, rather encourages them to reach their full potential. He fully understands that students learn differently.

Dean Durbin is also the resident IT Consultant. He is also CIT's head Word Processing and Computer Graphics Instructor. He further specializes in video editing, with over ten years experience in computer video movie production, video electronic systems design, operation and maintenance. He brings to the College of Instrument Technology solid computer experience in teaching Final Cut Pro, Mini DV Digital Nonlinear Video Editing, audio system and electronic video editing system maintenance and repair. He instructs video setup, titling and video editing. Dr. Durbin also has twenty years of experience in the computer graphics field.

Dean Durbin has experience operating heavy equipment since before 2000, and has obtained his California Class A Commercial Driver's License. Dr. Durbin is certified to offer OSHA "Train the Trainer" OSHA classes along with OSHA Hazwoper classes. He assists instructors, the Dean of Academics and students in his areas of expertise to improve students abilities and improve training methods. Dr. Durbin has credential spanning many fields, including his NCCCO Crane certification.



The above picture depicts one student guiding another during their Load & Tie Down Training, while the instructor observes. The Load & Tie Down Certification is awarded to all Trucking and Heavy Equipment students.

The picture below shows students learning how to use a jib during their Hands-On Crane Training.



Administration

PRESIDENT	Harold E. Durbin
DIRECTOR	Marcia J. Durbin
ASSISTANT DIRECTOR	Arti A. Sutaria
DEAN OF ACADEMICS	Heather E. Durbin
DEAN OF STUDENTS	Heath E. J. Durbin
FIELD DIRECTOR	Harry E. Durbin
JOB DEVELOPER	Francine C. Segarra

Instructors

Harold E. Durbin

Mr. Durbin is an educator, scientist, inventor, entrepreneur, and developed Transportable Treatment Units (TTU) for the profitable recovery, recycling, and treatment of soils contaminated with gasoline, diesel, hydrocarbons and chlorinated solvents. Mr. Durbin, a Licensed Contractor with over 40 years experience as a HAZ Certified Heavy Equipment Operator Driver prepared and teaches C.I.T.'s Contractor Business Development Curricula.

Mr. Durbin has been involved in instrumentation technology and the testing, recovery, recycling, and treatment of hazardous wastes for over 40 years. His knowledge includes all phases of service, calibration, and repair of electronic, pneumatic and hazardous chemical monitoring instruments, and their applications. Eastman Kodak, Taylor Instrument Co. and Stauffer Chemical Co. have employed him in various instrument, environmental, and chemical engineering capacities. Following his years of experience in this field, he became Vice-President of Engineering, Marketing and co-founder of Computerized Pollution Abatement Corporation, an environmental company dedicated to solving the testing, profitable recovery, recycling, and treatment of hazardous wastes.

In 1974 he co-founded Instrument Personnel, Incorporated, an industrial instrument engineering, testing, calibration, N.C.I.T. certification, training, and service company, where he was the Vice-President of Engineering. He founded the College of Instrument Technology 1983.

Marcia June Durbin

Computer Graphics, Computer and Class A Preparation Instructor, graduate of California State University of Long Beach, Ms. Durbin furthered her business education in the M.B.A. program at the Rochester Institute of Technology in 1970. As their first woman programmer, she began her computer programming career at Sybron Corporation, Rochester, New York in 1967, where she programmed IBM/360 computers in several languages. In 1972, she continued her career at Ortho Mattress Company, programming IBM System/3 computers in RPG II. In 1974, Ms. Durbin became the Western Regional Systems Analyst of the Lockheed Electronics Corporation, division of LAC, where she maintained software support and training to the sales staff, and OEM computer customers in the western half of the United States. Mrs. Durbin brings years of practical experience into the classroom. Not only has she taught many CIT classes, but she helped to develop and implement the curriculum for various courses, including Truck Driving, Word Processing, and Contractor's State License. She holds a Certificate of Authorization for service as a Director and Instructor from the State of California.

Upon the birth of her second son in 1977, Ms. Durbin left Lockheed and concentrated on the financial and accounting management of Instrument Personnel. Since then, she has been the president and CFO with total responsibility for all financial reporting and the implementation of financial and business systems onto the computer. Ms. Durbin, as CFO and Educator, oversees the business management of the college.

Community Services Certificate

CIT issues a Community Services Certificate to any student with 30 verified and approved community service hours. CIT encourages students to be involved in the community.

Maintenance Certificate

CIT issues a Maintenance Certificate to students who show aptitude and interest in maintaining the trucks and heavy equipment used during their training. Because CIT has various equipment for students to train with, there are plenty of opportunities to learn alongside instructors and/or mechanics to prevent problems and maintain normal operations. CIT encourages students to be involved in the maintenance of the hands-on equipment in preparation for future employment opportunities.

CIT's Mobile Crane Scholarship

Purpose: To promote better job opportunities, CIT has established a two-part scholarship for extra curricular training, which helps Level 5 students achieve their CIC, NCCCO or NCIT Mobile Crane Certification.

How to apply: Before the start of the fifth week of training, interested students should discuss with administration about selecting the advanced crane option. Thereafter, qualified applicants must submit completed scholarship applications within two weeks.

Deadlines: The Advanced Crane Option must be selected before the start of the 5th week of training. Submit part 1 of the scholarship application by the 6th week of training. Part 2 of the application along with the completion of required modules must be finished 1 week prior to the extra curricular advanced crane class start date.

Qualifications: Review instructions on both Part 1 and Part 2 of the scholarship applications.

Upon Qualifying, CIT will award the scholarship for CIC, NCCCO or NCIT Mobile Crane Certification.

History

The College of Instrument Technology was founded in 1983 by Harold E. Durbin, Vice-President of Instrument Engineering with Instrument Personnel, Inc. Mr. Durbin had a dream to offer the first Instrument Engineer Degree and Instrument Technician N.C.I.T. Certification, in the United States, which features, HIGH TECH hands-on Field Training and Environmental Testing. Mr. Durbin wanted to assist men and women in obtaining work ethics that would be needed in the 21st Century for a productive career and rewarding future in America.

There was difficulty in finding qualified people with the skills necessary in the field of Instrumentation except for the few technicians who came from refineries, chemical, food, paper, and power plants, plus the individual instrument manufacturers. These technicians usually favored their specific brands and styles, which limited their technical abilities. At C.I.T., we emphasize the similarity of cross brands, thus introducing a broader general knowledge in instrumentation, **Dual Crafted** electrical maintenance, Process Control Systems, office equipment, environmental remediation and monitoring systems.

Long Beach City College was contracted to help start the first classes. During the 1980's, the college was taught at Long Beach City College. Later they moved into new quarters in the City of Norwalk with the help of Cerritos College, and then to the present site in Bellflower, California.

Food Processing Instrument Techs



Satisfactory Progress

You must make satisfactory progress toward completion of the program in which you are enrolled. Satisfactory progress is the ongoing demonstration that you are completing training at a rate that will allow you to graduate with the approved length of the program. Progress will be monitored by your instructors.

If your progress is not satisfactory in any school measured portion of the program, you will be notified to such and placed on probation for 30 days, at which time your progress will again be evaluated. If satisfactory improvement is not made by the end of this probationary period, you may be terminated from training.

Veteran Students Using VA Education Benefits Please Note: Your academic progress will be verified by the school's VA Certifying Officer, and lack of satisfactory progress may disrupt receiving veterans' benefits. Further, the VA will only pay for standard hours in the approved program of study. Once you have completed the standard hours in this program, your benefits will cease. This is true regardless of your remaining educational benefit entitlement.

Grading Progress Policy

Grade average required for graduating is a passing grade of 70. According to the new federal Entry-Level Driver Training (ELDT) rule, citation 81 FR 88732, driver-trainees demonstrate their understanding of the material by achieving an overall minimum score of 80% on the theory assessment. Upon successful completion, a diploma or certificate will be awarded.

Conditions for interruption for unsatisfactory progress: When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on probation. If, during the next month, the student's grade average is still unsatisfactory, the student studies will be interrupted and the V.A. or other guarantor will be promptly notified.

Condition for re-enrollment: Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruptions for unsatisfactory progress have been rectified.

Excellent	93 - 100
Above Average	85 - 92
Average	78 - 84
Below Average	70 - 77
Unsatisfactory	69 - or Below

Rules & Regulations

PARKING: In Bellflower, recommended all day parking is located on the south side of Palm Street, beyond the fire hydrant and the posted 2-hour parking signs. Please be aware that if you choose to park longer than 2 hours in the 2-hour parking zone, you may receive a parking ticket. Also, for the courtesy of our neighbors, please park on the South side of Palm Street. In the field, student parking is on the street. At all locations, be sure to observe all street signs to avoid parking tickets on street sweeping days.

CIT smoking policy – There is absolutely no smoking on campus, or in school vehicles. Smoking is permitted in the Palm street cul-de-sac. In the field, smoking is permitted outside of the main gate, next to street parking. Please dispose of your cigarette butts properly. Also, failure to follow rules may lead to expulsion.

LITTERING: Littering is illegal, and the school may implement a fine of \$50.00, and a fine of several hundred dollars may also be assessed by a government agency.

HEALTH COVERAGE: I am aware that the College of Instrument Technology recommends that all students maintain personal accident or medical insurance. If I do not have insurance, I (the student) should contact my insurance agent to purchase any form of insurance/protection that I might need.

OPEN-DOOR POLICY: Students are encouraged to discuss with the faculty and administrative staff their academic and vocational goals and progress. The School's faculty and Director have a sincere interest in the personal welfare of each student and, therefore, an open-door policy is employed.



CIT graduates pave their way to higher wages.

Facilities



The **COLLEGE OF INSTRUMENT TECHNOLOGY (CIT)** classroom facilities are located at 9807 – 9811 Palm Street, Bellflower, CA 90706 with Corporate offices at 17156 Bellflower Blvd, Bellflower, CA 90706. Additional Hands-on and heavy equipment training is provided off campus at the following 4 satellite locations: 6841 Atlantic Ave & 6701 Cherry Ave in Long Beach, California, 90805, 11001 Rooks Rd., Whittier, CA 90601 and 1850 Highland Ave., Duarte, CA 91010.

Maximum enrollment for each class is 24. Lecture, classrooms and laboratory for self-paced module studies, with seating capacity of 24, are located in the education building on Palm Street. Two laboratories are set up with areas for "Hands-on" cleaning, repair, and calibration of instruments. A separate classroom is used for study and viewing of video modules, lectures, and other visual aid presentations. There is adequate street parking available, and CIT is located one block from a bus stop. There are restaurants and shopping areas nearby.

This institution, the facilities it occupies, and the equipment it utilizes, fully comply with any and all Federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

It is in this environment that students will be able to learn instrument certification work, traceable to National Certification of Instrument Technicians (N.C.I.T.) and National Institute of Standards Technology (N.I.S.T.) Standards, formerly N.B.S.

The types of equipment and materials used for instruction may include, but not limited to: Televisions, overhead projectors, DVD's, VHS tapes, computers, Ipads, Learning Management Software, Backhoes, Skidsteers, Excavators, Bulldozers, Front Wheel Loaders, Road Grader, Hydraulic Cranes, Dump Truck, 18-Wheelers, Class A Tractors both manual and automatic, Buses, Bus Trailers, Low Boy Trailer, 52 foot trailer, 27 foot trailer, Tie-Down Equipment, Safety Vests and Hard hats, safety goggles and gloves, a variety of instruments and gages, equipment used to test and certify pneumatic, computer and electrical circuits, drones, course books including: safety manuals, trucking, heavy equipment, and crane textbooks, DMV handbooks, etc. CIT provides all materials and equipment necessary for course completion. Equipment may be leased, rented, owned, and subject to change based on availability or future integration. **Students are responsible for appropriate clothing attire per dress code policy(see page 35), transportation between school sites, writing utensils and notebooks.**

Graduate Testimonials



“CIT was a great experience & now I’m making pretty damn good money!”
-Ryan Shank



“I love Mrs. Marcia, I love CIT!! You guys are in the right industry...I paid out of pocket to attend CIT, that’s how much it meant to me. I’m a girl, if I can do it, ya’ll can do it!”
-Kim Kelly



“I went to CIT back in 2015, they really helped me out! Working with the classroom and field staff I was able to get my class “A” and NCCCO certification.”
-Chris Kordt

Graduate Testimonials

2016 CIT VETERAN GRADUATE: Freddy M. served with the US Marine Corps (USMC) for 21 years, and retired as a Staff Sargent.

I began working right after CIT, "CIT gave me freedom", "All certifications that CIT provided made it possible for me to get a job anywhere at any time in the construction industry. I can be a Bus Driver, Trucker or Heavy Equipment Operator. I'm a member of UNION LOCAL 12. Based upon having my resume on Indeed.com, I'm constantly recruited by other businesses. Last contact was an Email for employment at \$32/hr. I'm very grateful for the support and training I acquired at CIT."

Freddy is 44 years old and served in Afghanistan, Iraq and several other countries throughout Asia, Europe and Africa. In 2015, Freddy saw a College of Instrument Technology flyer at the local Unemployment Office (EDD). He enrolled in CIT Heavy Equipment Operator courses and obtained 17 Certifications, including his CA Class A license and national crane certifications. After graduation, he was immediately employed as a Crane Operator for a local construction company with starting earnings of \$28/hour.



College of Instrument Technology / Heavy Equipment Driver

Course Names	Course	Hours	Modules	Page	Units	Fees &				
						Tuition	Books	Reg.	STRF	Total Chg*
Contractor's State License - Law & Trade Test Review	CSL100	480	118	6	16	\$9084.	\$905.	\$10.	\$0.	\$9,999.
Contractor's Business Development	CBD100	720	168	6	24	\$24209.	\$780.	\$10.	\$0.	\$24,999.
Truck Driver Operator Class "A"	HED100	240	68	8	8	\$4694.	\$295.	\$10.	\$0.	\$4,999.
Truck Driver + Bus	HED105	270	75	8	8	\$5694.	\$295.	\$10.	\$0.	\$5,999.
Heavy Equipment Operator Truck Driver Level 1	HED110	240	93	11	8	\$7644.	\$345.	\$10.	\$0.	\$7,999.
Heavy Equipment Operator Truck Driver Level 1 + Bus	HED115	270	100	8	8	\$8644.	\$345.	\$10.	\$0.	\$8,999.
Heavy Equipment Operator Truck Driver Level 2	HED120	270	100	11	9	\$9644.	\$345.	\$10.	\$0.	\$9,999.
Heavy Equipment Operator Truck Driver Level 2 + Bus	HED125	300	107	8	9	\$10644.	\$345.	\$10.	\$0.	\$10,999.
Heavy Equipment Operator Truck Driver Level 3	HED130	300	107	11	10	\$14644.	\$345.	\$10.	\$0.	\$14,999.
Heavy Equipment Operator Truck Driver Level 3 + Bus	HED135	330	114	8	10	\$15644	\$345.	\$10.	\$0.	\$15,999.
Heavy Equipment Operator Truck Driver Level 4	HED140	330	114	11	11	\$20644.	\$345.	\$10.	\$0.	\$20,999.
Heavy Equipment Operator Truck Driver Level 4 + Bus	HED145	360	121	8	11	\$21644.	\$345.	\$10.	\$0.	\$21,999.
Heavy Equipment Operator Truck Driver Level 5	HED150	360	121	11	12	\$29394.	\$595.	\$10.	\$0.	\$29,999.
Heavy Equipment Operator Truck Driver Level 5 + Bus	HED155	390	128	8	12	\$30394.	\$595.	\$10.	\$0.	\$30,999.
Intermediate Heavy Equipment and Crane	HED250	360	168	11	24	\$24489.	\$500.	\$10.	\$0.	\$24,999.
Advanced Heavy Equipment and Crane	HED350	360	168	11	24	\$24489.	\$500.	\$10.	\$0.	\$24,999.
Environmental Clean-up Project Manager	ECM100	720	168	13	24	\$24489.	\$500.	\$10.	\$0.	\$24,999.
Electrical & Instrument Maintenance	EIM100	480	118	15	16	\$9489.	\$500.	\$10.	\$0.	\$9,999.
Instrument & Electrical Maintenance - Dual Craft	INT100	720	118	16	24	\$24489.	\$500.	\$10.	\$0.	\$24,999.
Word Processing & Computer Graphics	WPG100	480	100	17	24	\$24390.	\$599.	\$10.	\$0.	\$24,999.
Hazardous Waste Site Operations (OSHA: HAZWOPER)	OSHA40	40	12	20	24	\$521.87	\$54.13	\$10.	\$0.	\$576.

Each student will receive a copy of their individual course outline or syllabus.

OSHA Certifications		Hours	Modules	Page	CEUs
\$144.	OSHA OSX 993 Hazardous Waste Site Operations Refresher Hazwoper	8	3	21	.8
\$144.	OSHA OSX 993 Hazardous Waste Site Supervisors Hazwoper	8	3	21	.8
\$650.	OSHA OSX 959 Confined Space or Confined Space Rescue	16	6	21	1.6
\$650.	OSHA OSX 950 Trainer Course for Construction Industry	32	6	20	3.2
\$225.	OSHA OSX 997 10-Hour Trainer Course for Construction Industry	32	6	20	1.0
\$395.	OSHA OSX 998 30-Hour Trainer Course for Construction Industry	32	6	20	3.0
\$650.	OSHA OSX 953 Trainer Course for General Industry	32	6	20	3.2
\$650.	OSHA OSX 953 Trainer Course for General Industry	32	6	20	3.2
\$225.	OSHA OSX 995 10-Hour Trainer Course for General Industry	32	6	20	1.0
\$395.	OSHA OSX 996 30-Hour Trainer Course for General Industry	32	6	20	3.0
\$650.	OSHA OSX 948 Training Course Heavy Equipment Operation	32	3	20	3.2
\$650.	OSHA OSX 948 Training Course Cranes & Rigging	32	3	20	3.2
\$650.	OSHA OSX 966 Training Course Electrical High Voltage Standards Safety	16	6	20	1.0
	OSHA Competent Person Class --- Shoring & Trenching	8	3	20	.8
\$650.	OSHA Competent Person Class --- Shoring & Trenching	24	9	20	2.4
\$650.	OSHA OSX 960 Training Course Excavation, Trenching and Soil Mechanics	24	9	20	2.4
\$144.	RSO Refinery Safety Overview	8	3	21	.8
\$1444.	Train the Trainer	8	3	20	.8

*Charges for the period of attendance AND total charges for the entire program