STUDENT CATALOG

2026 - 2027

Publication Effective Date: 1/19/2026

Campus Location
6101 W. Reno Ave, Suite 1000
Oklahoma City, OK 73127
Field Site/Satellite Location
8125 SW 15th St.
Oklahoma City, OK 73128
Phone (405) 491-4400
https://heavyequipmentcollege.edu

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WELCOME LETTER

As the Campus Director it is my pleasure to welcome you to Heavy Equipment Colleges of America (HEC). We want you to know we will do everything within our power to make your training interesting and worthwhile. Our relationship will be based upon trust; that you will trust our dedicated instructors to work hard to help you become proficient in your field of study and we will trust you to give this period of training your best effort. If you use your initiative, dedication, positive attitude, honesty, and effort, you will certainly have the opportunity to gain the training you need to become proficient for employment. We promise to reciprocate by giving you the best training that is within our power to give.

Sincerely,
Scott Lester
Campus Director

4.0 INSTITUTION OVERVIEW

1.1 HISTORY AND OVERVIEW

Heavy Equipment Colleges of America (HEC) is owned by Argosy Private Equity. HEC was established in 2005 in Oklahoma City, Oklahoma. HEC operates schools in California, Georgia, Oklahoma and Washington.

1.2 MISSION STATEMENT

HEC is committed to being a leading educational institution offering effective vocational training while maintaining a high standard of quality and integrity. HEC offers its services to the public for the purpose of helping a wide range of individuals gain stable, well-paying employment in high demand occupations.

1.3 THE FACILITY

The college's main campus is located at 6101 W. Reno Avenue, Suite 1000, Oklahoma City, OK 73127. A field site (satellite location) is located 2 ½ miles from the main campus at 8125 SW 15th St. Oklahoma City, OK 73128. The field site consists of 9.5 acres of varied terrain in an industrial area south of the North Canadian River.

Our training programs allow for classroom facilities indoors and outdoors, and field operations outdoors. On our field site, heavy equipment, crane operator and Horizontal Directional Drilling programs utilize a variety of equipment including the following: backhoe, bulldozer, front-end loader, excavator, mobile crane, and a lattice boom crawler crane for equipment operation and field instruction. Equipment counts vary and are dependent on class size. Equipment ratios are 2:1 for heavy equipment and 12:1 for cranes.

1.4 EDUCATIONAL PHILOSOPHY

A hands-on, outcomes-based educational environment can describe the educational philosophy at HEC, which is focused on the adult vocational student. HEC employs an educational building block approach that allows the student to experience many small skills while eventually gaining the full knowledge and skills required to enter the work force

1.5 LICENSURE AND ACCREDITATION

This institution is licensed by the Oklahoma Board of Private Vocational Schools (OBPVS). Additional information may be obtained by contacting:

Oklahoma Board of Private Vocational Schools:
3700 N. Classen Blvd, Ste 250
Oklahoma City, OK 73118
(405)528-3370
http://.obpvs.ok.gov

The institution is authorized to operate in Oklahoma by the Oklahoma State Regents for Higher Education (OSRHE). Additional information may be obtained by contacting:

Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
405.225.9100

Licensed by the Texas Workforce Commission (TWC)
Approved for VA Education
All information in this catalog is expected to remain effective during the forthcoming licensing year(s).

Accreditation

Heavy Equipment Colleges of America in Oklahoma City, Oklahoma is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

The Accrediting Commission of Career Schools and Colleges is a recognized accrediting agency by the U.S. Department of Education. Heavy Equipment Colleges of America in Oklahoma City, Oklahoma also includes a Branch Campus in Stonecrest, Georgia at 3120 Stonecrest Blvd., Ste. 220, Stonecrest, GA 30038

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainants(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212 | www.accsc.org complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting:

complaints@accsc.org https://www.accsc.org/StudentCorner/Complaints.aspx.

1.6 NON-DISCRIMINATION STATEMENT

This institution is committed to providing equal
opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race; religion; color; sex(including breast feeding and related medical conditions);national origin; citizenship status; uniform service member status; pregnancy; age; genetic information; disability; tobacco usage during nonworking hours; or any other protected status in accordance with all applicable federal, state and local laws. Any such acts are unacceptable and strictly prohibited by Heavy Equipment Colleges of America.

1.7 HOURS OF OPERATION

HEC operates 12 months a year, holidays taken by the College excluded. Regular business hours are:
Monday – Friday 8:00 am-5:00 pm.

1.8 TRAINING HOURS

Training hours range from: Monday through Saturday 7:00am – 5:00pm. Training times may be adjusted to accommodate seasonal weather conditions, holidays and other unforeseen circumstances. However, all program hours will be offered.

A ten-minute break will be taken every hour at ten-minutes until the hour with the exception of times when testing or course review is conducted. Training times may be adjusted to accommodate for seasonal weather conditions.

1.9 MAKE-UP HOURS

Fridays and Saturdays are reserved for additional training time with instructors and for students to make-up any missed coursework. The hours and college class schedules are subject to change by administration, based on the needs of individual programs. A change in college schedule may extend graduation dates.

1.10 STAFF, FACULTY AND ADMINISTRATION

Staff

Scott Lester – Campus Director
Alice Turner – Admissions Advisor
Ronda Adams – Admissions Advisor
Pam Pinkney - Admissions Advisor
Erik Smith – Admissions Advisor
Larry Gable – Career Services Advisor
Travis Chilbert – Career Services Advisor
Deb Gerads – Registrar

Corporate Officers/Administrative Staff

Cory Albano – Chief Executive Officer
Rosalind Sullivan – Chief Financial Officer
Liz Pierce – Vice President, Education and Compliance
Rafe Allen – Vice President, Admissions
Rodney Chaney – Director, Student Financial Services
Julie Johnson – Manager, Shared Services
Ron Burns – Vice President, Business Development

Faculty

Travis Webb – Lead Instructor/Crane Instructor, *NCCCO Certified*
Shayne Smith – Crane Instructor, *NCCCO Certified*
Adam Thronesberry – Crane Instructor, *NCCCO Certified*
Sammy Seamon – Crane Instructor, *NCCCO Certified*
Kevin Jackson – Heavy Equipment Instructor, *ADEPT Certified Level II Operator*
Greg Nelson – Heavy Equipment Instructor, *ADEPT Certified Level II Operator*
Terry Sanders – HVAC Instructor
Ryan Marquette – AOS Degree Instructor
Scotty Gecks – AOS Degree Instructor
Abigail Daley – AOS Degree Instructo

2.0 ACADEMIC PROGRAMS

The following programs are offered at HEC. The programs listed are approved for VA education, unless explicitly noted in the chart below. Students are awarded a Certificate of Completion upon successfully completing a certificate program and an associate degree for the degree program. Not all programs are offered each start.

PROGRAM NAME	CLOCK HOURS
Certificate of Heavy Equipment Operations – Level I	120
Certificate of Heavy Equipment Operations – Level I and II	240
Certificate of Heavy Equipment Operations – Mobile Crane	120
Certificate of Heavy Equipment Operations – Level I, II and Mobile Crane*/**	360
Certificate of Heavy Equipment Operations – Lattice Boom Crawler Crane	120
Certificate of Fixed Cab Crane Operation with Rigging and Signaling	120
Certificate of Heavy Equipment Operations – Tower Crane	66
Certificate of Heavy Equipment Operations – Horizontal Directional Drilling	80
Refrigeration	125
Heating and Air Technology	175
ASSOCIATE DEGREE PROGRAM NAME	**SEMESTER HOURS**
Associates of Occupational Science in Heavy Equipment	60

**This program is not available for Texas residents.*

***This program is not yet approved for VA education.*

2.1 PROGRAM DESCRIPTIONS AND COURSES

Certificate of Heavy Equipment Operations – Level I

This three-week course is designed to provide even the most novice student a practical understanding of basic heavy equipment operation. Students will learn the essential skills of earthmoving, including digging, trenching, and loading, in addition to heavy equipment safety, preventive maintenance, and construction site fundamentals such as grades and elevations. At the end of the course, students will have the training and skills necessary for an entry level position to work on projects such as utility and underground excavation, construction site preparation, sand and gravel transport, landscaping, and mining operations.

The program's objective is to provide the fundamental skills and knowledge applicable to wheel loader, and backhoe, to obtain employment in the heavy equipment industry as an entry-level operator.

Weeks to Complete: Full Time – 3 Weeks

Total Instructional Hours: 120

Credential Awarded: Certificate of Completion

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CLOCK HOURS
22101	Introduction to the Trade	8	2	10
22102	Heavy Equipment Safety	4	12	16
22103	Identification of Heavy Equipment	4	8	12
22106	Grades Part I	4	8	12

22205	Loaders	4	10	14
22303	Backhoes	4	10	14
22104	Basic Operational Techniques	6	2	8
LAB00011	Equipment Operation and Maintenance	8	8	16
LAB00012	Project Site Layout	6	12	18
TOTAL		120		

Course # 22101: Introduction to the Trade Lecture: 8 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Provides an overview of heavy equipment operation, operator responsibilities, and career opportunities. Covers basic principles of safety and engine operations.	Course # 22102: Heavy Equipment Safety Lecture: 4 Clock Hours / Lab: 12 Clock Hours Prerequisite: None Course Description Provides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Presents basic requirements, for personal protections, safely driving equipment, and HAZCOM.
Course # 22103: Identification of Heavy Equipment Lecture: 4 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This course introduces the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. It describes the functional operation and uses for each piece of equipment.	Course # 22104-12: Basic Operations Techniques Lecture: 6 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This module introduces basic principles and practices of safe operations and prestart activities for heavy equipment machinery. Students will be able to properly start, operate, and shut down heavy equipment upon completion of this module.
Course # 22106: Grades, Part 1 Lecture: 4 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This course introduces the concept of preparing graded surfaces using heavy equipment. It covers identification of construction stakes and interpretation of marks on each type of stake and describes process for grading slopes.	Course # 22205: Loaders Lecture: 4 Clock Hours / Lab: 10 Clock Hours Prerequisite: None Course Description This course presents an introduction to the use and maintenance of the loader, periodic maintenances, and SAFE operations. The different types of loaders are described along with the various attachments that loaders may utilize.
Course # 22303: Backhoes Lecture: 4 Clock Hours / Lab: 10 Clock Hours Prerequisite: None Course Description This course presents types and designs of backhoe excavators, safe operating techniques of the backhoe and front bucket tractor and use of the backhoe for trenching and digging foundations. Setting up the backhoe safely is emphasized.	Course # 22104-12: Basic Operations Techniques Lecture: 6 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This module introduces basic principles and practices of safe operations and prestart activities for heavy equipment machinery. Students will be able to properly start, operate, and shut down heavy equipment upon completion of this module.
Course # LAB00011: Equipment Operation and Maintenance Lecture: 8 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will rotate between various pieces of equipment including the backhoe, front-end loader. The trainee will perform tasks with each of the machines enhancing their skills and better preparing them for employment as an entry level equipment operator. The trainee will also perform the necessary preventative maintenance required by these machines to keep them functioning properly.	Course # LAB00012: Project Site Layout Lecture: 6 Clock Hours / Lab: 12 Clock Hours Prerequisite: None Course Description This lab is constructed to introduce the trainee to simple site work layouts at first, and then become progressively more complex. The trainee will interpret simple civil drawings, figure areas and volumes, then layout the project using grade stakes. After laying out the project the trainee will calculate existing grade, then compute cuts and fills. The trainee will then use this information to estimate the amount of material needed for that project.

Certificate of Heavy Equipment Operations – Level I & II

Our advanced six-week training session is designed for more complex operations and will provide you with the advanced skills and knowledge required for operation of the excavator and dozer.

The objective of this program is to provide the fundamental skills and knowledge applicable to loader, backhoe, dozer, and excavator, operating and to obtain employment in the heavy equipment industry as a loader, backhoe, dozer, or excavator operator.The training will also qualify you to sit for the ADEPT (Adaptable Equipment Proficiency Testing) exam, a nationally recognized heavy equipment operations certification.

On the Dozer, you will get supplementary instruction in excavation backfill, advanced rough grading techniques as well as finish grading that is smooth and evenly sloped. You will acquire the skills to operate a Hydraulic Excavator – a power shovel used for major excavation operations. In addition, you will also learn advanced project site layouts and civil blueprint reading.

Weeks to Complete: Full Time – 6 Weeks
Total Instructional Hours: 240
Credential Awarded: Certificate of Completion

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CLOCK HOURS
22101	Introduction to the Trade	8	2	10
22102	Heavy Equipment Safety	4	12	16
22103	Identification of Heavy Equipment	4	8	12
22106	Grades Part I	4	8	12
22205	Loaders	4	10	14
22303	Backhoes	4	10	14
22104-12	Basic Operational Techniques	6	2	8
LAB00011	Equipment Operation & Maintenance	8	8	16
LAB00012	Project Site Layout	6	12	18
22201	Introduction to Earth Moving	2	12	14
22207	Excavation Math	4	6	10
22210	Sitework	2	16	18
22209	Civil Blueprint Reading	2	10	12
22304	Excavator	2	13	15
22302-06	Bulldozer	2	13	15
22308	Soils	2	12	14
LAB00013	Equipment Operation & Maintenance	2	8	10
LAB00014	Project Site Layout	2	10	12
TOTAL			240	

Course # 22101: Introduction to the Trade
Lecture: 8 Clock Hours / Lab: 2 Clock Hours
Prerequisite: None
Course Description
Provides an overview of heavy equipment operation, operator responsibilities, and career opportunities. Covers basic principles of safety and engine operations.

Course # 22102: Heavy Equipment Safety
Lecture: 4 Clock Hours / Lab: 12 Clock Hours
Prerequisite: None
Course Description
Provides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Presents basic requirements, for personal protections, safely driving equipment, and HAZCOM.

Course # 22103: Identification of Heavy Equipment Lecture: 4 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This course introduces the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. It describes the functional operation and uses for each piece of equipment.	Course # 22104-12: Basic Operations Techniques Lecture: 6 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This module introduces basic principles and practices of safe operations and prestart activities for heavy equipment machinery. Students will be able to properly start, operate, and shut down heavy equipment upon completion of this module.
Course # 22106: Grades, Part 1 Lecture: 4 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This course introduces the concept of preparing graded surfaces using heavy equipment. It covers identification of construction stakes and interpretation of marks on each type of stake and describes process for grading slopes.	Course # 22205: Loaders Lecture: 4 Clock Hours / Lab: 10 Clock Hours Prerequisite: None Course Description This course presents an introduction to the use and maintenance of the loader, periodic maintenances, and SAFE operations. The different types of loaders are described along with the various attachments that loaders may utilize.
Course # 22303: Backhoes Lecture: 4 Clock Hours / Lab: 10 Clock Hours Prerequisite: None Course Description This course presents types and designs of backhoe excavators, safe operating techniques of the backhoe and front bucket tractor and use of the backhoe for trenching and digging foundations. Setting up the backhoe safely is emphasized.	Course # 22104-12: Basic Operations Techniques Lecture: 6 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This module introduces basic principles and practices of safe operations and prestart activities for heavy equipment machinery. Students will be able to properly start, operate, and shut down heavy equipment upon completion of this module.
Course # LAB00011: Equipment Operation and Maintenance Lecture: 8 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will rotate between various pieces of equipment including the backhoe, front-end loader. The trainee will perform tasks with each of the machines enhancing their skills and better preparing them for employment as an entry level equipment operator. The trainee will also perform the necessary preventative maintenance required by these machines to keep them functioning properly.	Course # LAB00012: Project Site Layout Lecture: 6 Clock Hours / Lab: 12 Clock Hours Prerequisite: None Course Description This lab is constructed to introduce the trainee to simple site work layouts at first, and then become progressively more complex. The trainee will interpret simple civil drawings, figure areas and volumes, then layout the project using grade stakes. After laying out the project the trainee will calculate existing grade, then compute cuts and fills. The trainee will then use this information to estimate the amount of material needed for that project.
Course # 22201: Introduction to Earth Moving Lecture: 2 Clock Hours / Lab: 12 Clock Hours Prerequisite: None Course Description This course provides a broad introduction to the process of planning and executing earth moving activities on various types of construction projects. The uses of heavy equipment such as bulldozers, scrapers, excavators, and loaders are explained.	Course # 22207: Excavation Math Lecture: 4 Clock Hours / Lab: 6 Clock Hours Prerequisite: None Course Description This course covers formulas and methods used to compute cut and fill requirement on a job and illustrates techniques used to quickly estimate excavations. It also provides a brief overview of software used to compute excavation requirements.
Course # 22210: Sitework Lecture: 2 Clock Hours / Lab: 16 Clock Hours Prerequisite: 22106 Course Description This course prepares students to operate various pieces of heavy equipment as well as prepare for safety issues. Students understand equipment transportation, groundwater control, operational costs, and advanced grading methods.	Course # 22209: Civil Blueprint Reading Lecture: 2 Clock Hours / Lab: 10 Clock Hours Prerequisite: None Course Description This course explains how to read site plans to obtain cut and fill information. It also identifies safety and legal issues, such as underground utilities and property lines that are of concern for heavy equipment operators.
Course # 22302-06: Bulldozer Lecture: 2 Clock Hours / Lab: 13 Clock Hours Prerequisite: None	Course # 22308: Soils Lecture: 2 Clock Hours / Lab: 12 Clock Hours Prerequisite: 22207

Course Description This course introduces the use and maintenance of the bulldozer, bulldozer operating techniques and bulldozer attachments and their uses. SAFE operation of the equipment is emphasized.	Course Description This course addresses problems associated with bridged areas and breakthroughs, as well as soil stabilization, presents the proper use of geotextile materials, reviews soil compaction requirements, and specific procedures for running moisture-density tests, and describes methods of fixing compaction problems.
Course # LAB00013: Equipment Operation and Maintenance Lecture: 2 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will rotate between various pieces of equipment including the backhoe, front-end loader, bulldozer, and excavator. The trainee will perform tasks with each of the machines enhancing their skills and better preparing them for employment as an entry level equipment operator. The trainee will also perform the necessary preventative maintenance required by these machines to keep them functioning properly.	Course # LAB00014: Project Site Layout Lecture: 2 Clock Hours / Lab: 10 Clock Hours Prerequisite: None Course Description This lab is constructed to introduce the trainee to simple site work layouts at first, and then become progressively more complex. The trainee will interpret simple civil drawings, figure areas and volumes, then layout the project using grade stakes. After laying out the project the trainee will calculate existing grade, then compute cuts and fills. The trainee will then use this information to estimate the amount of material needed for that project.

Certificate of Heavy Equipment Operations – Mobile Crane

In the classroom and with hands-on field training, students will learn the fundamentals of crane operation in swing cab hydraulic cranes, including:

Crane set-up Load dynamics Lift planning
Rigging and Signaling Pin-point accuracy

The course prepares students not only to safely operate the crane, but also to take the NCCCO Crane Operator Certification Exam. The program objective is to provide the fundamental skills and knowledge applicable to mobile hydraulic crane operation and to obtain employment in the field as a crane operator.

Weeks to Complete: Full Time – 3 Weeks
Total Instructional Hours: 120
Credential Awarded: Certificate of Completion

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CLOCK HOURS
21102	Basic Principles of Crane	2	4	6
21103-04	Rigging	4	4	8
21104-04	Crane Safety	4	8	12
21105-04	Operating a Crane	4	4	8
21204-04	Wire Rope	4	8	12
21205-04	Computer Operator Aids	4	4	8
21306-05	Lattice Boom Assembly	3	5	8
10010	Introduction to Load Charts	12	0	12
10011	Advanced Load Charts	10	0	10
10012	Trade Standards	8	0	8
LAB0061	Operation Rigging and Flagging	0	28	28
TOTAL		120		

Course # 22102: Heavy Equipment Safety Lecture: 4 Clock Hours / Lab: 12 Clock Hours Prerequisite: None Course Description Provides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Presents basic requirements, for personal protections, safely driving equipment, and HAZCOM.	Course # 21103-04: Rigging Lecture: 4 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description This course offers the student an in-depth understanding of the fundamentals of rigging. It discusses a variety of rigging gear, components and configurations, and their applications within the mobile crane industry. Students get hands on practice rigging loads to be lifted.
Course # 21104-04: Crane Safety Lecture: 4 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This course introduces the student to various safety aspects of mobile crane operation, including equipment inspection, site hazard identification, and required personal protective equipment. The course discusses how to work with site plans and specifications.	Course # 21105-04: Operating a Crane Lecture: 4 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description This course describes the basic functions of a crane as well as standard procedure for starting up and shutting down a crane. It provides the student with the opportunity to become familiar with the actual operation of a crane and the functions of its controls.
Course # 21204-04: Wire Rope Lecture: 4 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This course covers the components of wire rope and inspection requirements and procedures for wire rope, load blocks, and sheaves. It explains proper installation of wire rope, maintenance guidelines, and end terminations and preparations.	Course # 21205-04: Computer Operator Aids Lecture: 4 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description Provides information on load moment indicators, anti-two-block devices, load indicators, and other operator aids that are installed in cranes. An in-depth look at the input devices associated with these operator aids and the information they provide is also included.
Course # 21306-05: Lattice Boom Assembly Lecture: 3 Clock Hours / Lab: 5 Clock Hours Prerequisite: None Course Description This course will enable students to identify lattice boom components as well as assemble and disassemble lattice boom equipment under the supervision of instructional staff. Students will also calculate the space to determine whether it is adequate to accommodate the lattice assembly	Course # 10010: Introduction to Load Charts Lecture: 12 Clock Hours / Lab: 0 Clock Hours Prerequisite: None Course Description This course discusses the importance of load charts and charts that apply to different configurations
Course # 10011: Advanced Load Charts Lecture: 10 Clock Hours / Lab: 0 Clock Hours Prerequisite: None Course Description In depth look at load/ capacity charts including crane and boom configurations, crane base configurations, and quadrants of operations. Students will be given exercises to solve the many situations and variations from basic chart information. Students will be introduced to several load charts of various crane models. Students will be shown load calculations and be given exercises to complete.	Course # 10012: Trade Standards Lecture: 8 Clock Hours / Lab: 0 Clock Hours Prerequisite: None Course Description This course provides student with lifting, rigging, OSHA hand-signals, site-preparation, and crane set-up techniques as performed in real world construction scenarios.
Course # LAB0061: Operation Rigging and Flagging Lecture: 0 Clock Hours / Lab: 28 Clock Hours Prerequisite: None Course Description This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will practice and perform various rigging operations. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. Upon completion of this lab, students will be able to correctly rig various loads for lifting.	

Certificate of Heavy Equipment Operations – Level I, II and Mobile Crane

This program combines the Heavy Equipment Level I & II and Mobile Crane Operations into one course to provide students with a variety of certification options in the field of heavy equipment and crane operations.

Upon successful completion of the program, students will be prepared to obtain employment in the heavy equipment industry as a loader, backhoe, dozer, or excavator operator as well as an entry level rigger or crane operator.

Please note that prospective students using VA Benefits are not permitted to enroll directly into this program. Prospective students using VA benefits must, in order to complete training for Level I, Level II and Mobile Crane, enroll in and complete Level I before enrolling in Level II and Levels I and II before enrolling in Mobile Crane.
Note: This program is not available to Texas residents.

Weeks to Complete: Full Time – 9 Weeks
Total Instructional Hours: 360
Credential Awarded: Certificate of Completion

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CLOCK HOURS
22101	Introduction to the Trade	8	2	10
22102	Heavy Equipment Safety	4	12	16
22103	Identification of Heavy Equipment	4	8	12
22106	Grades Part I	4	8	12
22205	Loaders	4	10	14
22303	Backhoes	4	10	14
22104-12	Basic Operational Techniques	6	2	8
LAB00011	Equipment Operation & Maintenance	8	8	16
LAB00012	Project Site Layout	6	12	18
22201	Introduction to Earth Moving	2	12	14
22207	Excavation Math	4	6	10
22210	Sitework	2	16	18
22209	Civil Blueprint Reading	2	10	12
22304	Excavator	2	13	15
22302-06	Bulldozer	2	13	15
22308	Soils	2	12	14
LAB00013	Equipment Operation & Maintenance	2	8	10
LAB00014	Project Site Layout	2	10	12
21102	Basic Principles of Crane	2	4	6
21103-04	Rigging	4	4	8
21104-04	Crane Safety	4	8	12
21105-04	Operating a Crane	4	4	8
21204-04	Wire Rope	4	8	12
21205-04	Computer Operator Aids	4	4	8
21306-05	Lattice Boom Assembly	3	5	8
10010	Introduction to Load Charts	12	0	12
10011	Advanced Load Charts	10	0	10
10012	Trade Standards	8	0	8
LAB0061	Operation Rigging and Flagging	0	28	28
TOTAL		**360**		

Course # 22101: Introduction to the Trade	Course # 22102: Heavy Equipment Safety
Lecture: 8 Clock Hours / Lab: 2 Clock Hours	Lecture: 4 Clock Hours / Lab: 12 Clock Hours
Prerequisite: None	Prerequisite: None
Course Description	Course Description

Provides an overview of heavy equipment operation, operator responsibilities, and career opportunities. Covers basic principles of safety and engine operations.	Provides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Presents basic requirements, for personal protections, safely driving equipment, and HAZCOM.
Course # 22103: Identification of Heavy Equipment Lecture: 4 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This course introduces the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. It describes the functional operation and uses for each piece of equipment.	Course # 22104-12: Basic Operations Techniques Lecture: 6 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This module introduces basic principles and practices of safe operations and prestart activities for heavy equipment machinery. Students will be able to properly start, operate, and shut down heavy equipment upon completion of this module.
Course # 22106: Grades, Part 1 Lecture: 4 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This course introduces the concept of preparing graded surfaces using heavy equipment. It covers identification of construction stakes and interpretation of marks on each type of stake and describes process for grading slopes.	Course # 22205: Loaders Lecture: 4 Clock Hours / Lab: 10 Clock Hours Prerequisite: None Course Description This course presents an introduction to the use and maintenance of the loader, periodic maintenances, and SAFE operations. The different types of loaders are described along with the various attachments that loaders may utilize.
Course # 22303: Backhoes Lecture: 4 Clock Hours / Lab: 10 Clock Hours Prerequisite: None Course Description This course presents types and designs of backhoe excavators, safe operating techniques of the backhoe and front bucket tractor and use of the backhoe for trenching and digging foundations. Setting up the backhoe safely is emphasized.	Course # 22104-12: Basic Operations Techniques Lecture: 6 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This module introduces basic principles and practices of safe operations and prestart activities for heavy equipment machinery. Students will be able to properly start, operate, and shut down heavy equipment upon completion of this module.
Course # LAB00011: Equipment Operation and Maintenance Lecture: 8 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will rotate between various pieces of equipment including the backhoe, front-end loader. The trainee will perform tasks with each of the machines enhancing their skills and better preparing them for employment as an entry level equipment operator. The trainee will also perform the necessary preventative maintenance required by these machines to keep them functioning properly.	Course # LAB00012: Project Site Layout Lecture: 6 Clock Hours / Lab: 12 Clock Hours Prerequisite: None Course Description This lab is constructed to introduce the trainee to simple site work layouts at first, and then become progressively more complex. The trainee will interpret simple civil drawings, figure areas and volumes, then layout the project using grade stakes. After laying out the project the trainee will calculate existing grade, then compute cuts and fills. The trainee will then use this information to estimate the amount of material needed for that project.
Course # 22201: Introduction to Earth Moving Lecture: 2 Clock Hours / Lab: 12 Clock Hours Prerequisite: None Course Description This course provides a broad introduction to the process of planning and executing earth moving activities on various types of construction projects. The uses of heavy equipment such as bulldozers, scrapers, excavators, and loaders are explained.	Course # 22207: Excavation Math Lecture: 4 Clock Hours / Lab: 6 Clock Hours Prerequisite: None Course Description This course covers formulas and methods used to compute cut and fill requirement on a job and illustrates techniques used to quickly estimate excavations. It also provides a brief overview of software used to compute excavation requirements.
Course # 22210: Sitework Lecture: 2 Clock Hours / Lab: 16 Clock Hours Prerequisite: 22106 Course Description This course prepares students to operate various pieces of heavy equipment as well as prepare for safety issues. Students understand	Course # 22209: Civil Blueprint Reading Lecture: 2 Clock Hours / Lab: 10 Clock Hours Prerequisite: None Course Description

equipment transportation, groundwater control, operational costs, and advanced grading methods.	This course explains how to read site plans to obtain cut and fill information. It also identifies safety and legal issues, such as underground utilities and property lines that are of concern for heavy equipment operators.
Course # 22302-06: Bulldozer Lecture: 2 Clock Hours / Lab: 13 Clock Hours Prerequisite: None Course Description This course introduces the use and maintenance of the bulldozer, bulldozer operating techniques and bulldozer attachments and their uses. SAFE operation of the equipment is emphasized.	Course # 22308: Soils Lecture: 2 Clock Hours / Lab: 12 Clock Hours Prerequisite: 22207 Course Description This course addresses problems associated with bridged areas and breakthroughs, as well as soil stabilization, presents the proper use of geotextile materials, reviews soil compaction requirements, and specific procedures for running moisture-density tests, and describes methods of fixing compaction problems.
Course # LAB00013: Equipment Operation and Maintenance Lecture: 2 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will rotate between various pieces of equipment including the backhoe, front-end loader, bulldozer, and excavator. The trainee will perform tasks with each of the machines enhancing their skills and better preparing them for employment as an entry level equipment operator. The trainee will also perform the necessary preventative maintenance required by these machines to keep them functioning properly.	Course # LAB00014: Project Site Layout Lecture: 2 Clock Hours / Lab: 10 Clock Hours Prerequisite: None Course Description This lab is constructed to introduce the trainee to simple site work layouts at first, and then become progressively more complex. The trainee will interpret simple civil drawings, figure areas and volumes, then layout the project using grade stakes. After laying out the project the trainee will calculate existing grade, then compute cuts and fills. The trainee will then use this information to estimate the amount of material needed for that project.
Course # 22102: Heavy Equipment Safety Lecture: 4 Clock Hours / Lab: 12 Clock Hours Prerequisite: None Course Description Provides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA and NIOSH requirements. Presents basic requirements, for personal protections, safely driving equipment, and HAZCOM.	Course # 21103-04: Rigging Lecture: 4 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description This course offers the student an in-depth understanding of the fundamentals of rigging. It discusses a variety of rigging gear, components and configurations, and their applications within the mobile crane industry. Students get hands on practice rigging loads to be lifted.
Course # 21104-04: Crane Safety Lecture: 4 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This course introduces the student to various safety aspects of mobile crane operation, including equipment inspection, site hazard identification, and required personal protective equipment. The course discusses how to work with site plans and specifications.	Course # 21105-04: Operating a Crane Lecture: 4 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description This course describes the basic functions of a crane as well as standard procedure for starting up and shutting down a crane. It provides the student with the opportunity to become familiar with the actual operation of a crane and the functions of its controls.
Course # 21204-04: Wire Rope Lecture: 4 Clock Hours / Lab: 8 Clock Hours Prerequisite: None Course Description This course covers the components of wire rope and inspection requirements and procedures for wire rope, load blocks, and sheaves. It explains proper installation of wire rope, maintenance guidelines, and end terminations and preparations.	Course # 21205-04: Computer Operator Aids Lecture: 4 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description Provides information on load moment indicators, anti-two-block devices, load indicators, and other operator aids that are installed in cranes. An in-depth look at the input devices associated with these operator aids and the information they provide is also included.
Course # 21306-05: Lattice Boom Assembly Lecture: 3 Clock Hours / Lab: 5 Clock Hours Prerequisite: None Course Description This course will enable students to identify lattice boom components as well as assemble and disassemble lattice boom equipment under the	Course # 10010: Introduction to Load Charts Lecture: 12 Clock Hours / Lab: 0 Clock Hours Prerequisite: None Course Description This course discusses the importance of load charts and charts that apply to different configurations

supervision of instructional staff. Students will also calculate the space to determine whether it is adequate to accommodate the lattice assembly	
Course # 10011: Advanced Load Charts Lecture: 10 Clock Hours / Lab: 0 Clock Hours Prerequisite: None Course Description In depth look at load/ capacity charts including crane and boom configurations, crane base configurations, and quadrants of operations. Students will be given exercises to solve the many situations and variations from basic chart information. Students will be introduced to several load charts of various crane models. Students will be shown load calculations and be given exercises to complete.	Course # 10012: Trade Standards Lecture: 8 Clock Hours / Lab: 0 Clock Hours Prerequisite: None Course Description This course provides student with lifting, rigging, OSHA hand-signals, site-preparation, and crane set-up techniques as performed in real world construction scenarios.
Course # LAB0061: Operation Rigging and Flagging Lecture: 0 Clock Hours / Lab: 28 Clock Hours Prerequisite: None Course Description This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will practice and perform various rigging operations. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. Upon completion of this lab, students will be able to correctly rig various loads for lifting.	

Certificate of Heavy Equipment Operations – Lattice Boom Crawler Crane

In the classroom and with hands-on field training, students will learn the advanced operation principles of swing crane operation while specializing in Lattice Boom cranes, including: Crane set-up Load dynamics, Lift planning and Rigging and Signaling Pin-point accuracy. The course prepares students not only to safely operate the crane, but also to take the NCCCO Crane Operator Certification Exam.

The objective of this program is to provide the fundamental skills and knowledge applicable to lattice boom crane operation and rigging and to obtain employment in the excavation and/or construction industries as a novice crane operator and entry level lattice boom operator.

Weeks to Complete: Full Time – 3 Weeks
Total Instructional Hours: 120
Credential Awarded: Certificate of Completion

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CLOCK HOURS
21303	Advanced Operational Techniques	3	9	12
21307	Emergency Procedures	1	9	10
21308	Transporting Equipment	1	9	10
38201	Intermediate Rigging	5	9	14
10001	Weights & Calculations	4	9	13
10015	Lattice Load Charts	0	20	20
21305	Personnel Lifting	2	9	11
LAB0063	Operation Flagging and Rigging	0	30	30
TOTAL		**120**		

Course # 21303: Advanced Operational Techniques Lecture: 3 Clock Hours / Lab: 9 Clock Hours Prerequisite: None Course Description This course addresses operational techniques beyond simple lifts. These include more advanced lifting operations, such as multiple-crane lifts, and the use of different lifting devices, such as personnel lifts. Demolition is discussed, as well as cold weather operation.	Course # 21307: Emergency Procedures Lecture: 1 Clock Hours / Lab: 9 Clock Hours Prerequisite: None Course Description This course gives an overview of accident situations that could possibly occur on the job site, and the steps that need to be taken to ensure the safety of equipment and personnel.
Course # 21308: Transporting Equipment Lecture: 1 Clock Hours / Lab: 9 Clock Hours Prerequisite: None Course Description Knowledge of the appropriate handling guidelines, safety guidelines, and Department of Transportation (DOT) regulations for interstate and intrastate travel is essential for safely transporting crane components to the job site in an undamaged condition.	Course # 38201: Intermediate Rigging Lecture: 5 Clock Hours / Lab: 9 Clock Hours Prerequisite: None Course Description This class describes some of the more complex rigging situations such as larger loads, multiple crane lifts, personnel lifts, lateral positioning of loads with equipment such as tuggers, skids, and rollers.
Course # 10001: Weights & Calculations Lecture: 4 Clock Hours / Lab: 9 Clock Hours Prerequisite: None Course Description This course introduces basic math concepts for weight calculations and conversions when determining lift loads for crane operators.	Course # 10015: Lattice Load Charts Lecture: 0 Clock Hours / Lab: 20 Clock Hours Prerequisite: None Course Description In depth look at load/ capacity charts including crane and boom configurations, crane base configurations, and quadrants of operations. Students will be given exercises to solve the many situations and variations from basic chart information. Students will be introduced to several load charts of the lattice crane models. Students will be shown load calculations and be given exercises to complete.
Course # 21305: Personnel Lifting Lecture: 2 Clock Hours / Lab: 9 Clock Hours Prerequisite: None Course Description This class covers in-depth guidelines of both the federal regulations and the consensus standard for hoisting personnel.	Course # LAB00063: Operation, Flagging and Rigging Lecture: 0 Clock Hours / Lab: 30 Clock Hours Prerequisite: None Course Description This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will practice and perform various rigging operations. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. Upon completion of this lab, students will be able to correctly rig various loads for lifting

Certificate of Fixed Cab Crane Operation with Rigging and Signaling

The objective of this program is to provide the fundamental skills and knowledge applicable to fixed cab crane operation plus rigging and signaling in order to obtain employment in the field as a fixed cab crane operator, rigger, or signalperson.

Weeks to Complete: Full Time – 3 Weeks

Total Instructional Hours: 120

Credential Awarded: Certificate of Completion

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CLOCK HOURS
21104FC	Crane Safety	4	2	6
21102FC	Basic Principles of Cranes	4	2	6
21203FC	Preventative Maintenance	4	2	6
20019FC	Hand Signals	4	4	8
21105FC	Operating a Crane	4	2	6
21207FC	On Site Equipment Movement	4	2	6
21205FC	Computer/Operator Aids	4	2	6
20017FC	Slings	4	4	8

21204FC	Wire Rope	4	2	6
21103FC	Rigging	4	4	8
21301FC	Load Charts	8	4	12
21303FC	Advanced Operational Techniques	4	2	6
21305FC	Hoisting Personnel	4	2	6
21304FC	Lift Planning	4	2	6
21307FC	Emergency Procedures	4	2	6
20018FC	Knots	4	2	6
LAB041FC	Crane Operation and Maintenance	4	2	6
TOTAL		**120**		

Course # 21104FC: Crane Safety Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This lab is designed to allow the trainee to practice and perform the rigging operations required for the lifts to be made. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. The trainee will also demonstrate the proper ANSI hand signals while other students perform the lift. Upon completion of this lab, students will be able to: 1) Correctly rig various loads for lifting; 2) Correctly signal a crane operator for lifting a load.	Course # 21102FC: Basic Principles of Crane Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Offers students an introduction to lattice boom crawler crane equipment with an in-depth discussion of terminology and nomenclature. Explains the basic scientific principles associated with lattice boom crawler crane operations.
Course # 21203FC: Preventative Maintenance Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This class covers preventative maintenance and compliance inspections on a crane. Presents the safety considerations, procedures, and equipment/materials required for these inspections.	Course # 21105FC: Operating a Crane Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Describes the basic functions of a crane as well as standard procedure for starting up and shutting down a crane. Provides the student with the opportunity to become familiar with the actual operation of a crane and the functions of its controls.
Course # 20019FC: Hand Signals Lecture: 4 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description This course offers the student an in-depth understanding of the fundamentals of hand signals. Discusses a variety of hand signals and their applications within the mobile crane industry. Students get hands on practice both giving and receiving hand signals.	Course # 20017FC: Slings Lecture: 4 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description This course offers the student an in-depth understanding of the fundamentals of slings. Discusses a variety of slings, components and configurations and their applications within the mobile crane industry. Students get hands on practice using slings.
Course # 21205FC: Computer/Operator Aids Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Provides information on load moment indicators, ant-two-block devices, load indicators, and other operator aids that are installed on cranes. Includes an in-depth look at the input devices associated with these operator aids and the information they provided.	Course # 20017FC: Slings Lecture: 4 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description This course offers the student an in-depth understanding of the fundamentals of slings. Discusses a variety of slings, components and configurations and their applications within the mobile crane industry. Students get hands on practice using slings.
Course # 21103FC: Rigging Lecture: 4 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description This course offers the student an in-depth understanding of the fundamentals of rigging. Discusses a variety of rigging gear, components and configurations and their applications within the mobile crane industry. Students get hands on practice rigging loads to be lifted.	Course # 21204FC: Wire Rope Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Covers the components of wire rope and inspection requirements and procedures for wire rope, load blocks, and sheaves. Explains proper installation of wire rope, maintenance guidelines and end terminations and preparations. *Outside coursework is required.*

Course # 21303FC: Advanced Operational Techniques Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Covers multi-crane lifts, critical lifts, blind lifts, and demolition. It also includes sections on how to use magnet and vacuum lifting.	Course # 21301FC: Load Charts Lecture: 8 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description This class will discuss the importance of load charts and charts that apply to different configurations. Includes on-rubber, on-outrigger, jib, and deduction charts as well as range diagrams and operational notes. Covers parts of line and capacity calculations.
Course # 21304FC: Lift Planning Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Gives an in-depth discussion of lift plan implementation. Includes reference information, calculations, single- and multiple- crane lifting, critical lifts, and engineering considerations.	Course # 21305FC: Hoisting Personnel Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Discusses ASME B30.23 and 29 CFR 1926.550(g) requirements while presenting advanced operation techniques for hoisting personnel.
Course # 20018FC: Knots Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This course offers the student an in-depth understanding of the fundamentals of knots. Discusses a variety of knots and how to properly tie the knots and their applications within the mobile crane industry. Students get hands on practice tying knots. *Outside coursework is required.*	Course # 21307FC: Emergency Procedures Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Includes information on accident prevention and investigation, the hazards of power line contact, and various failures that may occur during lifting operations.
Course # LAB041FC: Crane Operation and Maintenance Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform several basic lifts with the rough terrain crane. They will move and set up the unit in a stable area. The trainee will also perform the necessary preventative maintenance required by this machine to keep it functioning properly. Upon completion of this lab, students will be able to: 1) correctly perform pre-operational checks and preventative maintenance on the rough terrain crane; 2) properly start and warm up the rough terrain crane; 3) perform basic operations with the rough terrain crane; 4) properly cool down and shut down the rough terrain crane; 5) perform proper post-operation preventative maintenance on the rough terrain crane.	

Certificate of Heavy Equipment Operations – Tower Crane

The objective of this program is to provide the fundamental skills and knowledge applicable to tower crane operation and to obtain employment in the field as a tower crane operator.

Weeks to Complete: Full Time – 2 Weeks

Total Instructional Hours: 66

Credential Awarded: Certificate of Completion

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CLOCK HOURS
TC21104	Crane Safety	4	2	6
TC21102	Basic Principles of Cranes	4	2	6

TC21203	Preventative Maintenance	4	2	6
TC21105	Operating a Crane	4	2	6
TC21207	Self-Erecting Tower Cranes	4	2	6
TC21205	Computer/Operator Aids	4	2	6
TC21204	Wire Rope	4	2	6
TC21301	Load Charts	8	4	12
TC07	Emergency Procedures	4	2	6
TCLAB00041	Crane Operation and Maintenance	4	2	6
TOTALS		**66**		

Course # TC21104: Crane Safety Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This lab is designed to introduce students to general tower crane safety, power line safety, crane power supply safety, crane, and load swing path safety. Explains how to identify site and environmental hazards associated with tower cranes and the safety practices for erecting and dismantling a tower crane. *Outside coursework is required.*	Course # TC21102: Basic Principles of Cranes Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Introduces students to the most common types of tower cranes used on construction sites with an emphasis on component and operations terminology and how they are applied to the crane industry. Explains the basic scientific principles of how the center(s) of gravity and leverage effect the safe operation of cranes. Explains wire rope reeving. How to calculate multi-part wire rope reeving and the advantages and disadvantages of multi-part wire rope reeving. This course also explains the factors effecting crane capacity during normal and critical lifting operations. Students will be introduced to basic gauges, instruments and safety devices installed on cranes.
Course # TC21203: Preventative Maintenance Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This class covers preventative maintenance and compliance inspections on a tower crane. Presents the safety considerations, procedures, and equipment/materials required for these inspections.	Course # TC21105: Operating a Crane Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Describes the basic functions of a tower crane as well as standard procedure for starting up and shutting down a tower crane. Provides the student with the opportunity to become familiar with the actual operation of a tower crane and the functions of its controls.
Course # TC21207: Self-Erecting Tower Cranes Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This course covers site hazards and restrictions that could hinder crane operations, safety considerations involved in crane set-up and dismantling, procedures to set-up and erect the tower crane, and identify safety considerations involved in operations.	Course # TC21205: Computer/Operator Aids Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Provides information on load moment indicators, ant-two-block devices, load indicators, and other operator aids that are installed on cranes. Includes an in-depth look at the input devices associated with these operator aids and the information they provided.
Course # TC21204: Wire Rope Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Covers the components of wire rope and inspection requirements and procedures for wire rope, load blocks, and sheaves. Explains proper installation of wire rope, maintenance guidelines and end terminations and preparations.	Course # TC21301: Load Charts Lecture: 8 Clock Hours / Lab: 4 Clock Hours Prerequisite: None Course Description This class will discuss the importance of load charts and charts that apply to different configurations. Includes jib, and deduction charts as well as range diagrams and operational notes. Covers parts of line and capacity calculations.
Course # TC07: Emergency Procedures Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description Includes information on accident prevention and investigation, the hazards of power line contact, and various failures that may occur during lifting operations.	Course # TCLAB00041: Crane Operation and Maintenance Lecture: 4 Clock Hours / Lab: 2 Clock Hours Prerequisite: None Course Description This lab is designed for the trainee to put into action what they have learned in the classroom. The trainee will perform several basic lifts with the tower crane. They will set up the unit in a stable area. The trainee will also

	perform the necessary preventative maintenance required by this machine to keep it functioning properly. Upon completion of this lab, students will be able to: 1) correctly perform pre-operational checks and preventative maintenance on the tower crane; 2) confirm operational readiness; 3) perform basic operations with the tower crane; 4) perform proper post-operation securing and preventative maintenance on the tower crane.

Heating and Air Technology

The objective of this program is to provide the fundamental skills and knowledge applicable to Heating and Air Technology operation and to obtain employment in the field as a Heating and Air Technology Technician.

Weeks to Complete: Full Time – 7 Weeks

Total Instructional Hours: 175

Credential Awarded: Certificate of Completion

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CLOCK HOURS
HA1	Introduction to Heating and Air Systems	14	11	25
HA2	Electrical Fundamentals	14	11	25
HA3	Heating Systems	14	11	25
HA4	Heating Systems Installation	14	11	25
HA5	Air Conditioning	14	11	25
HA6	Air Conditioning Installation	14	11	25
HA7	Building Science Principles	14	11	25
TOTAL		**175**		

Course # HA1: Introduction to Heating and Air Systems 14 Clock Hours Theory; 11 Clock Hours Lab Prerequisite: None Course Description: This class gives an overview of the Heating and Air industry. Students will learn the basic principles of heating and air systems, be introduced to safety procedures and regulations along with becoming familiarized with common tools and equipment. They will learn how to explain the principles of heat transfer in heating and air systems while being able to apply safety procedures, demonstrate the proper use of tools and equipment and interpret basic heating and air system diagrams and schematics. Students will learn to analyze the factors that contribute to the efficiency and performance of systems, evaluate the impact of system designs on energy consumption while being able to identify potential issues or malfunctions in heating and air systems based on observed symptoms.	Course # HA2: Electrical Fundamentals 14 Clock Hours Theory; 11 Clock Hours Lab Prerequisite: None Course Description: Introduces students to the fundamentals in electrical skills with an emphasis placed on basic electrical safety and electrical circuits. Students will be trained in electric theory and components that make up electrical circuits. Students will be able to identify electrical systems and apply them to electrical wiring diagrams while also gaining knowledge in the safe usage of electrical testing instruments to troubleshoot basic electric circuits. In addition, the course will teach students to work with series circuits, parallel circuits and study the concepts of alternating current. Construct basic electrical circuits while accessing the performance of electrical components in HVAC systems.
Course # HA3: Heating Systems 14 Clock Hours Theory; 11 Clock Hours Lab Prerequisite: None Course Description: This course is designed to introduce the student to different types of electrical heating control systems. Study of the principles of combustion with an emphasis placed on the safety aspect of furnace operations. Students will study the installation of and sequence of events for gas furnace operation. Students will have daily lab work assignments to complete as required. There will be intense study of gas furnace components, gas venting systems, furnace installation, gas furnaces, international mechanical codes and gas piping.	Course # HA4: Heating Systems Installation 14 Clock Hours Theory; 11 Clock Hours Lab Prerequisite: None Course Description: This course is designed to provide students with a degree of proficiency in troubleshooting different types of heating systems. Emphasis is placed on the safety aspect of furnace operations. Students will define the purpose and function of key components in heating systems, identifying safety considerations specific to heating system installation while discussing the importance of combustion safety in heating systems. Installation and connecting heating system components according to manufacturer instructions, performing basic heat load calculations to determine system requirements along with trouble shooting and resolving

	common issues in heating system operation. Analyze heating system performance, assessing energy efficiency of heating systems while evaluating the impact of improper installation on heating system operation.
Course # HA5: Air Conditioning 14 Clock Hours Theory; 11 Clock Hours Lab Prerequisite: None Course Description: Covers the controls systems for cooling systems and will gain knowledge in psychometrics and airflow. Explains the different types of air purification systems, ventilation, and dehumidification. Discussion concerning the process of heat transfer and cooling in air condition systems while describing the importance of proper airflow in air conditioning, performing refrigerant handling procedures and charging calculations while analyzing air conditioning system performance data to identify inefficiencies or malfunctions.	Course # HA6: Air Conditioning Installation 14 Clock Hours Theory; 11 Clock Hours Lab Prerequisite: None Course Description: Students will gain knowledge in geothermal and air to air heat pump systems. This class is designed to properly understand the complete heat pump system installation. Students will also learn about the refrigeration system clean up and troubleshooting. There will be training concerning air conditioning unit wiring, heat loss and heat gain load calculations, uniform mechanical code and heat pump applications.
Course # HA7: Building Science Principles 14 Clock Hours Theory; 11 Clock Hours Lab Prerequisite: None Course Description: Provides information concerning knowledge in duct design, testing and balancing of airflow, fans and air handling equipment. Properly understand the complete air conditioning system installation, starting with building load calculation to ensure proper equipment sizing for optimum system efficiency. Defining specialization terminology related to advanced HVAC topics, importance of compliance with building codes and regulations.	

Refrigeration

The objective of this program is to provide the fundamental skills and knowledge applicable to Refrigeration operation and to obtain employment in the field as a Refrigeration Technician.

Weeks to Complete: Full Time – 5 Weeks

Total Instructional Hours: 125

Credential Awarded: Certificate of Completion

COURSE NUMBER	COURSE TITLE	LECTURE HOURS	LAB HOURS	CLOCK HOURS
REF 100	Introduction to Refrigeration	16	9	25
REF 200	Refrigeration Systems	16	9	25
REF 300	Refrigeration Controls	16	9	25
REF 400	EPA	16	9	25
REF 500	Commercial Refrigeration	16	9	25
TOTAL		**125**		

Course # REF100: Introduction to Refrigeration 16 Clock Hours Theory; 9 Clock Hours Lab Prerequisite: None Course Description: Introduces students with a comprehensive foundation in the principles, components, and applications of refrigeration systems. Instruction includes fundamental concepts and practices in refrigeration technology, concepts of heat transfer, temperature, pressure, and the refrigeration cycle. Students will learn the role of refrigerants, compressors, condensers, evaporators, and expansion devices in the operation of refrigeration systems. In-depth discussion will cover topics such as refrigerant properties, system components, system configurations,	Course # REF200: Refrigeration Systems 16 Clock Hours Theory; 9 Clock Hours Lab Prerequisite: None Course Description: Students will acquire a comprehensive understanding of refrigeration control systems, their components, and their applications in commercial and industrial settings. Focus on equipping students with the knowledge and skills necessary to design, install, troubleshoot, and optimize refrigeration control systems for efficient and reliable operations. Topics include control system wiring, interconnections and programing while gaining practical experience in configuring and programming control systems to achieve desired control sequences including temperature set-

and system controls. Training will include topics including refrigerant selection, environmental considerations and safety practices related to refrigeration systems.	points, defrost cycles, and energy management strategies. Students will become familiar with retrofitting CFC systems, refrigerant, recovery procedures evacuation, system charging and start up.
Course # REF300: Refrigeration Controls 16 Clock Hours Theory; 9 Clock Hours Lab Prerequisite: None Course Description: Students will engage in comprehensive understanding of the principles, components, and applications of control systems in refrigeration systems. In-depth focus on design, install, troubleshooting, and maintaining effective control systems for optimal performance. Lab work includes the concepts of control systems while using various devices such as thermostats, pressure switches, solenoid valves, relays, and programmable logic controllers while understanding their functions and applications in refrigeration systems. Students will gain experience in wiring control devices and programming PLC's to achieve desired control sequences and efficient operation of refrigeration systems.	Course # REF400: EPA 16 Clock Hours Theory; 9 Clock Hours Lab Prerequisite: None Course Description: Students will engage while learning the best practices set forth by the EPA regarding handling, maintenance, and repair of refrigeration systems. In-depth training of the safe handling and storage of refrigerants, leak detection techniques, refrigerant recovery and recycling methods as well as troubleshooting and diagnosing refrigeration system problems. Demonstrate proficiency in leak detection methods and techniques, including visual inspection, ultrasonic detection, and electronic leak detectors. Discussion of identity and troubleshoot control system issues, such as faulty thermostats, pressure switches, solenoid valves, relays, and programmable logic controllers (PLCs).
Course # REF500: Commercial Refrigeration 16 Clock Hours Theory; 9 Clock Hours Lab Prerequisite: None Course Description: Training will discuss remote condensers, walk-in refrigeration applications, commercial ice machines, water quality, cleaning, sanitizing, and water filtration. Discussion of systems including various components involved in commercial refrigeration systems such as compressors, condensers, evaporators, expansion devices, and refrigerant piping. The course will cover topics such as load calculations, system sizing and equipment selection specific to commercial applications while also learning temperature control, humidity control, airflow management and product storage requirements in commercial refrigeration settings.	

The Associate of Occupational Science in Heavy Equipment Degree

The Associate of Occupational Science in Heavy Equipment degree is a hybrid/blended, asynchronous program designed for students seeking to acquire more advanced knowledge. This program also covers communication, fundamental management techniques, construction management, organizational management, and leadership skills. The objective of the Heavy Equipment degree program is to prepare students with the skills to obtain satisfactory employment and to lead the construction industry with high standards.

The program includes heavy equipment and crane courses and college-level general education courses. Coursework is accomplished through real-life simulations that prepare students to immediately and effectively impact the work environment. Student industry employment is encouraged to allow direct application of skills learned through course projects.

A student must complete the Heavy Equipment Colleges of America (HEC) Certificate of Heavy Equipment Operations-Level I program or exhibit a minimum of 3 years of documented practical heavy equipment work experience as a prerequisite for admission to the Associate of Occupational Science in Heavy Equipment degree program. The certificate or documentation will be submitted to the Vice President of Education & Compliance for review of equivalency and determination of acceptance into the program.

Time to Complete: 60 Semester Hours

Eight (8), 10-week terms (24 months)
Clock Hours: Didactic = 1,185 Supervised Laboratory = 240 Total Clock Hours = 1425
Credential Awarded: Associate degree

Maximum student to instructor ratios is as follows: Online - 25:1.
Note: HEC does not provide travel for the Heavy Equipment Degree students. Students are expected to arrange their own housing and travel each semester for the required intensive on-site ground-based sessions. Housing is available at one of the locally contracted hotels.

Learning Activities

Online students use the Canvas Learning Management System (LMS) to view video content, receive and submit project work and assignments, to take assessments, quizzes, and tests, to communicate with instructors and classmates, and to review course progress and grades. In keeping with the modality of online learning much of the content will be delivered either with e- books or digital content. Successful online learning requires the student to be an active participant in all learning activities. Learning activities will vary by course but may include:

- discussion thread posts
- exams, quizzes, and assessments
- case studies
- group interactive assignments
- other graded assignments

All learning activities associated with a course will be clearly outlined on the syllabus page within each Canvas course. Attendance is recorded when the student submits any learning activity. Students must contribute weekly to the discussion forums. Weekly modules always begin at 12:00 a.m. CST and end at 11:59 p.m. CST.

Technology Requirement

Students enrolled in online classes and programs are expected to be capable of using a computer to complete some or all of their coursework and be familiar with accessing Internet resources. In addition, they must have access to a reliable computer and high-speed Internet connection sufficient to complete their coursework. Students are also welcomed to utilize the HEC computer labs and/or the Learning Resource Center (LRC) to complete coursework.
Online courses utilize the Canvas Learning Management System (LMS), a secure, web-based platform that employs multimedia technologies and is accessible 24 hours per day via Internet access. Prior to enrollment, prospective students will be required to complete an online assessment of their readiness to successfully complete their education in an online environment. The campus requires the student to participate in an orientation as well as online sessions at the campus.

To complete online courses using the Canvas Learning Management System (LMS), students should refer to the following links to be sure they are using appropriate computer systems.
Computer Specifications: https://community.canvaslms.com/docs/DOC-2059
Browser Requirements: https://community.canvaslms.com/docs/DOC-1284

Attendance Policy

Online education affords students great flexibility in managing their time. However, academic success requires that

students engage in learning activities regularly and participate in meaningful interactions with faculty and fellow students. Specific daily attendance is not required for online courses, as it would be on a campus. Students are required, however, to log into their class regularly and submit assignments in a timely manner, or they may risk being withdrawn for lack of attendance.

For each course, initial attendance is recorded when a student logs into his or her class and completes a learning activity. Students who only view the syllabus but make no other substantive participation for the rest of the course are not considered enrolled. Attendance in subsequent weeks is recorded by a student completing a learning activity. The act of logging in each week does not constitute attendance; the student must participate by either engaging in the discussion board or submitting a graded assignment to be considered present for that week.

Once a student has logged into his or her class and completed a learning activity or assignment, he or she is considered officially enrolled in the course and expected to complete the entire course. Failure to post attendance for two consecutive weeks may subject the student to immediate withdrawal.

Coursework is assigned weekly. Students are expected to complete assignments according to the course outline. Students must show attendance within the first three days of the course, or they are subject to withdrawal from the course.
Faculty/Student Interaction & Academic Advising
Faculty/student interaction is critical for student success in an online environment. Online methods of interaction include online lectures, email, document sharing, and threaded discussions. Faculty members review and respond to student requests within a 24-hour time period.

Student Services
Students enrolled in online courses will be given support and services. The campus has designated staff who will be provided weekly reports for high-risk students and can provide basic troubleshooting within the Learning Management System (LMS). The staff can also refer the student to the Campus Director/President located on campus.

The Program Administrator will provide support to students who may be high-risk, typically via telephone or email, and may also assist students by involving other campus associates.

Learning Outcomes
Learning outcomes for online coursework are the same as on-ground coursework.

Graduation Requirements
Students taking online courses must meet the graduation requirements for their chosen program of study.

Curriculum

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOURS
BP101	Introduction to Blueprints	3
CM101	Principles of Construction Management	3
CM103	Construction Safety	3

CM201	Construction Administration	3
CM202	Construction Management and Supervision	3
CM203	Estimating Techniques	3
COM101	Speech Communication	3
ENG101	English Composition I	3
ER101	Soil and Erosion Control	3
ETH201	Business Ethics	3
EX101	Introduction to Excavating	3
EX201	Excavation II	3
GC101	Grade Control	3
GR101	Introduction to Grading	3
GR201	Grading II	3
HEO201	Heavy Equipment Preventative Maintenance	3
HYD101	Hydraulics	3
MAT201	Excavation Math	3
MCT101	Introduction to Microcomputers	3
PS101	Basic Soil Science	3
TOTAL SEMESTER CREDIT HOURS		60

Course # BP101: Introduction to Blueprints 3 Semester Hours/75 Theory Hours Prerequisite: None Course Description In this course, students are introduced to basic blueprint terms, components, and symbols. It presents different types of construction drawings commonly found on job sites and describes why each type of drawing is important. The course covers standardized information contained on blueprints such as identification, revision status, symbols, project titles, dimensions, and scale. It shows the importance of reading and interpreting blueprints to visualize a project before starting to build it. *Outside coursework is required.*	Course # CM101: Principles of Construction Management 3 Semester Hours/75 Theory Hours Prerequisite: None Course Description This course is designed to help students understand the major functions of construction management (planning, organizing, leading, and controlling) and the significance of each function in relationship to the existence of the company. This course describes how companies use management to set and accomplish goals through individuals, groups, and other types of resources. It also analyzes communication and ethics in the organization. Other topics include decision making, change, employee development, organizational structures, management control, leadership, conflict resolution, information security, and globalization. *Outside coursework is required.*
Course # CM103: Construction Safety 3 Semester Hours/75 Theory Hours Prerequisite: None Course Description: This course provides a comprehensive exploration of safety principles, regulatory standards, and ethical practices in the construction industry. Students will examine the historical evolution of the safety movement, analyze the financial and human costs of workplace accidents, and learn to implement proactive safety strategies that go beyond compliance. Through detailed study of OSHA's 29 CFR 1926 standards and real-world case applications, learners will gain the skills to conduct job hazard analyses, develop site-specific safety programs, investigate incidents, and prepare emergency response plans. The course also addresses ethical decision-making, workers' compensation, and the psychological impact of workplace trauma. By the end, students	Course # CM201: Construction Administration 3 Semester Hours/75 Theory Hours Prerequisite: CM101 Course Description The student will be introduced to processes and methods of administrative responsibilities, which will help in producing a quality construction project. Will illustrate to the student how building codes and standards stipulate design and construction of buildings. A building code is defined as a set of rules of procedure and standards of materials designed to secure uniformity and protect the public interest in such matters as building construction and public health, established usually by a public agency and commonly having the force of law in a particular jurisdiction. *Outside coursework is required.*

will be equipped to foster a culture of safety and accountability on construction sites.	
Course # CM202: Construction Management and Supervision 3 Semester Hours/75 Theory Hours Prerequisite: CM201 Course Description This course is designed to lead the student through the day-to-day activities of the project supervisor from project startup to final completion. Special emphasis will be placed on working relationships with trade contractors and local inspectors. Modern construction scheduling methods and techniques and the application of various scheduling methods will provide an understanding of the importance that time phasing and coordination have on completing a construction project in a timely manner. *Outside coursework is required.*	Course # CM203: Estimating Techniques 3 Semester Hours/75 Theory Hours Prerequisite: None Course Description This course is designed to familiarize the student with construction cost estimating. The five (5) basic elements involved in the estimating process will be covered. These five elements are: (1) working drawings and specifications; (2) subcontractor's bids; (3) quantity take-offs; (4) checklists; and (5) a summary cost estimate. A major emphasis will be placed on accurate quantity takeoffs. Will introduce more advanced methods of cost estimating. From a set of blueprints, the students will apply man hours, labor costs, and material costs to quantity takeoffs. Students will learn how to interpret data generated and how to modify the computer program to meet their estimating needs. *Outside coursework is required.*
Course # COM101: Speech Communication 3 Semester Hours/75 Theory Hours Prerequisite: None Course Description A survey of the major concepts of speech communication. This course provides an introduction to interpersonal skills (perception, listening, verbal and nonverbal communication); public speaking (organization, delivery, and basic speech writing); and small group communication (leadership, assertiveness and listening). Emphasis is on the application of these basic concepts in the personal, academic, and professional lives of students. *Outside coursework is required.*	Course # ENG101: English Composition I 3 Semester Hours/75 Theory Hours Prerequisite: None Course Description This course emphasizes the process of writing expository and persuasive essays using effective writing skills and a variety of research techniques. Also included in the course content are critical reading and logical reasoning. *Outside coursework is required.*
Course # ER101: Soil and Erosion Control 3 Semester Hours/75 Theory Hours Prerequisite: None Course Description This course is designed for those who directly supervise crews who install erosion and sediment control on construction sites. The course emphasizes the function and proper installation to minimize or control erosion and sedimentation. Also covered are the basics of soil erosion, vegetation establishment, and stream restoration. *Outside coursework is required.*	Course # ETH201: Business Ethics 3 Semester Hours/75 Theory Hours Prerequisite: None Course Description This course examines business ethics from both an organizational and managerial perspective. Students will examine the goal of business organizations, as well as individual conduct in business settings. Ethical reasoning and ethical leadership will guide debate on topics such as: creating an ethical climate in an organization, honesty, affirmative action, environmental ethics, ethics in advertising and sales, financial management, personnel management, and the role of character and virtues in effective leadership. *Outside coursework is required.*
Course # EX101: Introduction to Excavation 3 Semester Hours/45 Theory Hours/ 30 Lab Hours Prerequisite: None Course Description Students will be presented with the use, safe operation, and maintenance of excavators; describes various operating techniques; explains and demonstrates the use of excavators in ditching, grading, and slope finishing operations. *Outside coursework is required.*	Course # EX201: Excavation II 3 Semester Hours/45 Theory Hours/ 30 Lab Hours Prerequisite: EX 101 Course Description In this course, you will learn how OSHA Excavation and Trenching Standards help prevent cave-ins, falls, falling loads, and hazards from mobile equipment, water accumulation, poisonous gases, or access and egress obstructions. You will learn, soil classifications, soil types, and how to determine which is which. Students will also explore pipe excavation, pipe burying, and pipe laying. *Outside coursework is required.*
Course # GC101: Grade Control 3 Semester Hours/45 Theory Hours/ 30 Lab Hours Prerequisite: None	Course # GR101: Introduction to Grading 3 Semester Hours/45 Theory Hours/ 30 Lab Hours Prerequisite: None

Course Description Students will be presented with the knowledge necessary to operate various types of heavy equipment to finish and trim grades and slopes of roads, pads, ditches, and other structures; specifications used for grading, and procedures for checking the final grade. *Outside coursework is required.*	Course Description This course introduces the concept of preparing graded surfaces using heavy equipment. Covers identification of construction stakes and interpretation of marks on each type of stake. Describes process for grading slopes. *Outside coursework is required.*
Course # GR201: Grading II 3 Semester Hours/45 Theory Hours/ 30 Lab Hours Prerequisite: GR 101 Course Description This course will present students with the use of various types of heavy equipment to finish and trim grades and slopes of roads, pads, ditches, and other structures: specifications used for grading, and procedures for checking the final grade. Students will perform steps for completing grading projects from start to finish meeting industry standards. *Outside coursework is required.*	Course # HEO201: Heavy Equipment Preventative Maintenance 3 Semester Hours/45 Theory Hours/ 30 Lab Hours Prerequisite: None Course Description This course covers preventative maintenance and compliance inspections on mobile heavy equipment. Students will be presented with the safety considerations, procedures, and equipment/materials required for these inspections. *Outside coursework is required.*
Course # HYD101: Hydraulics 3 Semester Hours/75 Theory Hours Prerequisite: None Course Description This course will begin with the fundamental concepts of hydraulic systems and the terminology specific to those systems. The course explains Pascal's Law and covers common measurement units used for hydraulic systems. Students will be introduced to and learn the calculations used in determining adequate pressure, flow, and actuators to complete a well-designed hydraulic system. The course continues with an introduction to components and their principles of operation. Safety concerns will be addressed throughout the course and the course will close out relating the above content to mobile heavy equipment operations. *Outside coursework is required.*	Course # MAT201: Excavation Math 3 Semester Hours/75 Theory Hours Prerequisite: None Course Description Students will receive advanced instruction for all aspects of excavation calculations. The course will include formulas that are used on excavation sites to calculate areas, volumes, lengths, and angles. *Outside coursework is required.*
Course # MCT101: Introduction to Microcomputers 3 Semester Hours/50 Theory Hours Prerequisite: None Course Description Fundamental concepts of computer information systems as applied to microcomputers in business and personal use. Lecture format and supervised hands-on experience with a variety of microcomputer software. Writing assignments, as appropriate to the discipline, are part of the course. *Outside coursework is required.*	Course # PS101: Basic Soil Science 3 Semester Hours/75 Theory Hours Prerequisite: None Course Description The objectives of this course are to provide a general understanding of soil science as related to soil composition, properties, and bio-chemical reactions so that students understand the importance of soils in the environment in which we live. *Outside coursework is required.*

2.2 CLOCK HOUR DEFINITION

The Heavy Equipment Colleges of America measures its programs in instructional clock hours. A clock hour is defined as 50 minutes of instruction in a 60-minute period. Generally, a clock hour begins at the top of the hour and ends at the fifty-minute mark. The school will adjust hours of instruction to accommodate local resources and conditions without sacrificing a student's ability to achieve course objectives.

HEC's course numbers are based on course codes established by the school. The course numbers are aligned with the modules students complete. Certificate programs are measured in clock hours.

2.3 TRAINING MATERIAL

Required books and supplies are provided to students. A training book containing the program curriculum is checked-out to students upon enrollment and students return the training book at program completion.

2.4 TRAINING LOCATION AND DESCRIPTION

Training and instruction take place at the Institution's campus and/or off-site, designated training facility. Classroom and field training may take place in separate locations, as deemed necessary to accommodate local resources and conditions. For example, classroom and/or lecture training may take place in a classroom/lecture environment and/or a field/lab environment. The number of students per class range from one to thirty students. Generally, classes will receive orientation training as a single group; however, the Institution may deem it appropriate to divide the class size into smaller units. Training may take place in a variety of academic environments including but not limited to lecture, hands-on, field, site, and lab.

Faculty are experienced and qualified in each of their respective areas of study. Faculty are encouraged to utilize teaching techniques to meet course objectives. Teaching strategies may vary with each instructor. Field training is structured where students are organized in groups. Maximum student to instructor ratios is as follows: Classroom Instruction - 30:1, and field instruction - 12:1. The normal training day runs approximately ten hours with a lunch break. Variations in training schedules may occur due to major holidays, weather conditions, or other unforeseen circumstances.

NOTE: Heavy equipment operators are not required to have any state issued license in Oklahoma. Heavy Equipment Operators do not need a Commercial Driver's License (CDL) prior to employment. A CDL is not required of heavy equipment operators who work on roadways. The heavy equipment training programs offered by HEC are designed to train students to become employed as equipment operators exclusive from the CDL licensure. This information is specific to Oklahoma only. Students should check the requirements of other states where they anticipate being employed.

2.5 GRADUATION REQUIREMENT

Students must successfully complete each course in their program of study to meet graduation requirements. A graduate review will be conducted, and each student's academic record will be reviewed to ensure the successful completion of each course. Graduates will be awarded a Certificate of Completion from HEC upon satisfactory completion of the program. HEC maintains student records of grades and transcripts for a minimum of three years.

3.0 ADMISSIONS

To qualify for enrollment, applicants must be able to read and write the English language and be at least 18 years of age. Applicants must possess a high school diploma or equivalent. Heavy Equipment Colleges of America will accept as a recognized equivalent of secondary education, including, but not limited to, a GED; DD214 that indicates high school equivalency; or a college degree transcript issued to the student that indicates the high school graduation, or a copy of a high school diploma.

Most employers require a drug test; therefore, it is recommended that students are able to pass a drug screening test. The following criteria may disqualify an applicant:

- Any history of epileptic seizures
- Use of medication that may interfere with one's ability to operate equipment

- Invalid driver's license
- Felony conviction

The criteria noted above may prevent a graduate from obtaining employment, and, therefore, may be deemed as barriers to admission to the Institution. Admission may still be granted to applicants who do not meet the above criteria, if the Institution determines the applicant is capable of obtaining employment upon graduation. The Institution will make this determination on a case-by-case basis.

HEC may reasonably accommodate applicants and students with disabilities to the extent required by applicable law

Foreign Transcripts

Applicants indicating that they graduated from a foreign high school and believe that they have the equivalent of a U.S. secondary education must present original credentials (e.g., diploma, transcript). In addition, documentation from foreign countries must be translated and validated to be at least the equivalent of a U.S. high school diploma by a reputable evaluation entity.

Document Integrity

Any forged/altered academic document, foreign or domestic, submitted by an applicant will be retained as property of the Institution and will not be returned. The applicant will not be considered for admission.

If a student is currently attending, and the Institution becomes aware of a forged credential, the following applies:

- If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution with no earned credits awarded; or
- If the forged document was used to gain transfer credit or proficiency credit, the student will be dismissed from the Institution and any transfer credit already awarded from the forged credential will be removed.

3.1 APPLICATION PROCESS

Applicants must submit a completed Enrollment Application to the Institution in order to apply for enrollment. Proof of identification in the form of a valid driver's license, social security card, birth certificate, or other form of identification may be required prior to admission.

As a prospective student, you are strongly encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review any School Performance Fact Sheet, where required by any regulator, which must be provided to you prior to signing an enrollment agreement.

3.2 VETERANS BENEFIT ACT OF 2018

In accordance with Title 38 US Code 3679 subsection (e), beginning August 1, 2019, Heavy Equipment Colleges of America (HEC) adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) benefits, while payment to the institution is pending from the VA, HEC will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding due to delayed payments from the VA;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to: Produce the VA Certificate of Eligibility (COE), valid VAF 28-1905, or VR&E by the first day of class with the understanding that additional information may be necessary to properly certify enrollment or;
Provide a written request to be certified; and/or provide additional information needed to properly certify the enrollment as described in other institutional policies.

3.3 PHYSICAL REQUIREMENTS

The school does not discriminate based on mental or physical handicaps. However, students must be mentally and physically capable of safely operating equipment daily to successfully complete the program. The school encourages all students who may have a concern regarding a physical or mental issue to visit the school and allow the Institution to evaluate individual circumstances. Students may be required to provide medical clearance from their healthcare professional.

3.4 DRUG TESTING POLICY

HEC operates in accordance with the Drug-Free Workplace Act of 1988. Students are not permitted to use any substance that impairs their ability to operate equipment while enrolled as a student; and any use of such substance or substances may be grounds for expulsion at the discretion of the Institution. The student agrees that the Institution may, at the Institution's decision, require a drug test(s) of any student to be completed by a testing lab to be chosen by the Institution. The cost of any test will be paid for by the Institution.

3.5 NCCCO REQUIREMENTS

National Commission for the Certification of Crane Operations (NCCCO)Requirements: ELIGIBILITY: Requirements for NCCCO Mobile Crane Operator certification include the following:

- Be at least 18 years of age
- Meet Medical Requirements
- Comply with NCCCO’s Substance Abuse Policy
- Pass Written Examinations -Core and at least one Specialty
- Pass Practical Examination(s) Candidates must pass the Practical exam within twelve months of passing the written examination
- Comply with the NCCCO Code of Ethics

PHYSICAL EVALUATION

Certified crane operators must continue to meet ASMEB30 physical requirements throughout their certification period and attest to their agreement to this requirement in their applications. In appropriate circumstances, means of compliance with ASME physical requirements may include, but are not limited to, a current Department of Transportation (DOT)Medical Examiner’s Certificate.

4.0 ACADEMIC POLICIES

4.1 ATTENDANCE POLICY

Students are expected to attend all classes. If circumstances prevent attendance at a particular class, prior notification is

expected to arrange make up sessions. If attendance falls below 85%, VA education benefits may be terminated due to unsatisfactory attendance following any allowed Probation.

Students whose absences result from authorized mitigating circumstances, as determined by the Campus Director, will not be terminated. Readmittance after dismissal for violating attendance standards requires approval of the Campus Director.

Students anticipating an absence or tardy should contact the instructor in advance or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and to seek permission for make-up work at the discretion of the instructor. If the student does not attend classes, submit assignments, or when applicable contact instructors in a timely manner (either in person, phone, or e-mail) a failing grade or grades may be earned. Students are advised of the attendance policy for each class by the instructor and through the course syllabus. A student's attendance while in training is extremely important. Missing classes may be detrimental to a student's progress. In addition, job opportunity potential will be seriously hampered by a student's poor attendance record. Many employers evaluate a student's attendance while in training prior to making their decision to hire.

Absenteeism: Excessive absence will affect the student's standing negatively. A student may be terminated for excessive absenteeism. If a student misses more than one class during any week of training, disciplinary action may occur, or the student may have

to make up his/her training in a future class.

Academic Calendar: Students are expected to start training on their scheduled "Entry Date." Students should be aware of cancellation dates for refund purposes. Please see Refund Policy in the catalog for other significant dates.

Any prospective student may apply for enrollment on any day during which the College is open for business.
Tardiness: Tardiness is defined as any student arriving to class more than ten minutes late, and/or leaving training more than ten minutes prior to the end of training. Three tardies will equal one absence.

Make-Up Work: Students will be allowed to make up course work if approved of by their instructor. Make-up work must be completed within a reasonable time, as determined by the school, from the last day of the course work that was missed. Grades given for make-up work will be the same as grades given for regular work. Tests may be retaken a maximum of two times. Make-up work will not excuse an absence.

4.2 GRADING POLICY

Certificate Programs

Student progress is monitored through attendance, written examinations, skill tests, and visual evaluations. Students must achieve a passing grade in each course attempted as a pre-requisite to maintain satisfactory progress.

Grade Conversion and Graduation Requirements

Pass Grade ("P"): A "Pass" indicates that a student has met all course requirements at a level equivalent to a minimum GPA of 2.0 (or a "C" grade) on the traditional 4.0 scale. Students must earn a "Pass" in all required courses to be eligible for graduation. Course credits earned through a "Pass" are counted toward the total credits required for program

completion.
Fail Grade ("F"): A "Fail" is equivalent to a 0.0 GPA on the traditional scale and reflects unsatisfactory academic performance. Students who receive a "Fail" must retake the course in accordance with HEC's retake and Satisfactory Academic Progress (SAP) policies.
Transcript Notation and GPA Reporting:

Transcripts will reflect either a "P" or "F" for each course. Upon successful completion of all required courses with a "Pass," the transcript will indicate that the student has met graduation requirements. While individual course grades are not converted into GPA points, the institution ensures that the "Pass" threshold aligns with the minimum GPA requirement of 2.0 as defined by ACCSC.
Pass/Fail Grading Scale and Academic Progress Standards.

HEC utilizes a Pass/Fail grading system to assess student performance. The following chart outlines the numerical grade ranges associated with each designation and their equivalency to traditional GPA standards:

Grade Type	Grade Range	Equivalent Letter Grade	GPA Equivalent
Pass (P)	100 – 70	C or Higher	2.0 – 4.0
Fail (F)	69 – 0	D or F	1.0 – 0.0

A "Pass" grade reflects a minimum score of 70%, which is equivalent to a "C" grade or a 2.0 GPA on the traditional 4.0 scale. This ensures alignment with ACCSC's graduation requirement of a minimum of 2.0 GPA. A "Fail" grade reflects a score below 70%, equivalent to a "D" or "F" grade, and is treated as a 0.0 GPA for academic progress purposes. Students must earn a "Pass" in all required courses to be eligible for graduation. Any failed course must be retaken in accordance with HEC's Satisfactory Academic Progress (SAP) and course retake policies. Transcripts will reflect either a "P" or "F" for each course.

Upon success completion of all required courses, that transcript will indicate "pass" as the cumulative GPA status.

Degree Program
A student must maintain satisfactory academic progress (SAP) to remain enrolled as a student at HEC. SAP is cumulative in that it includes all periods of attendance and grades earned; and all periods of attendance are counted toward the maximum time frame allotted.

Satisfactory Academic Progress is applied to all students equally and measured at the end of each semester. To comply with the school's SAP policy, the student must: Be enrolled in a program of study with a valid enrollment agreement.
Complete his/her program within the maximum time allowed. Maximum time allowed is 150% of the published program length.

Maintain a Satisfactory Cumulative Grade Point Average (CGPA) and a Satisfactory Completion Rate. To meet SAP requirements, students must maintain a CGPA and Completion Rate that meets or exceeds the minimum requirements as shown in the chart below.

SAP Evaluation Points	CGPA & Completion Rate	SAP Status
End of First semester not meeting SAP	Below 2.0 CGPA/or below 66.67%	Academic Warning

End of Second not meeting SAP	Below 2.0 CGPA/or below 66.67%	Probation (Appeal Letter must be submitted)
End of Third semester not meeting SAP	Below 2.0 CGPA/or below 66.67%	Academic Dismissal (Students can appeal Dismissal, please see below Appeal Section.)
At any time	Anything in excess of 150% Maximum Time Frame (MTF)	Academic Dismissal

Failure to Meet SAP Standards

If a student fails to meet the SAP standards, they will be placed on *Academic Warning*. If a student meets SAP after the following semester, they will return to a Satisfactory Academic Progress standing. If the student fails to meet SAP by the following semester, the student will be placed on *Academic Probation*.

If a student fails to meet SAP after their Probation Semester, the student will be *Academically Dismissed* from the Institution. Once dismissed, the student must submit a letter of appeal to the Campus Manager, if the student wishes to re-enter in his/her program.

The Metrics of Satisfactory Academic Progress - Academic Grading System

The grading system incorporates letter grades, equivalent numeric values, and letter codes as follows:

Heavy Equipment Colleges of America uses the following chart in computing a student's GPA and CGPA:

LETTER GRADE	DESCRIPTION	QUALITY POINTS	INCLUDED IN CREDITS ATTEMPTED	INCLUDED IN CREDITS EARNED	INCLUDED IN CGPA
A	90-100	4	Yes	Yes	Yes
B	80-89	3	Yes	Yes	Yes
C	70-79	2	Yes	Yes	Yes
D	60-69	1	Yes	Yes	Yes
F	0-59	N/A	Yes	No	Yes
I	Incomplete	N/A	Yes	No	No
W	Withdrawal	N/A	Yes	No	Yes
WF	Withdraw-Fail	N/A	Yes	No	Yes
PR	Proficiency Credit	N/A	Yes	Yes	No
TR	Transfer Credit	N/A	Yes	Yes	No

GPA Calculation

To compute the GPA, divide the total number of grade points earned for the semester by the total number of credit hours earned for the semester.

Appeals

Re-entry after termination for failing to meet SAP standards may be granted to an individual if a written appeal is made to the school and the individual substantiates that mitigating circumstances were involved and corrective measures have

been taken to prevent a recurrence. Appeals must be made within ten days of the date of SAP notification.
Mitigating Circumstances include:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker.
- Illness of an immediate family member where the family member is the primary financial support.
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction.
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period.
- Military deployment/Military Permanent Change of Station (PCS)
- Special Circumstances.
- Re-Entry

Students who have been dismissed for not meeting SAP may re-apply to be re-entered after a waiting period of one semester. Such students may be re-entered under a probation status. Students who have been dismissed for violation of maximum time frame are unable to return.

Transferred or Re-entered - Students' Maximum Time Frame
Transferred or re-entered students will be allowed a maximum time frame of 150% of the portion of the program remaining at the point of re-entry/transferring

4.3 HOMEWORK

Students should consider homework as an integral part of their training program. Students are expected to be prepared for upcoming course material and review previously learned information on a regular basis. Homework may be assigned by individual instructors on an as-needed basis. Students should be prepared for homework assignments and allow time each day for homework.

4.4 ACADEMIC ACHIEVEMENT

HEC elects to award academic achievement based upon credits as a unit of measurement. The school utilizes a performance-based learning model; whereby performance objectives reflect minimum competencies for individual courses and those skills that must be performed by the student before moving on to the next level of instruction.

4.5 SATISFACTORY ACADEMIC PROGRESS

A student must maintain satisfactory academic progress (SAP) to remain in training. SAP is cumulative in that it includes all periods of attendance; and all periods of attendance are counted toward the maximum time frame allotted. SAP is applied to all students equally and measured weekly. To comply with the school's SAP, the student must:

- Be enrolled in a program of study with a valid enrollment agreement

- Complete his/her program within the maximum time allowed. Maximum time allowed is 150% of the published course length.
- Maintain satisfactory attendance.

For a clock hour program, the maximum time frame shall not exceed 1.5 times the normal duration of the program. The school is not required to terminate the enrollment of a student who is unable to complete the program within the maximum timeframe unless the school has determined that the student has failed to meet school policies that would otherwise warrant termination (e.g., academic progress or attendance policies). For the purposes of reporting student achievement, the school may not classify students who do not complete the program within the maximum timeframe as graduates. Students who do not achieve a passing score will be offered a re-examination opportunity.

Grading Period: The grading period begins on the first day of each course and ends upon administration of the course exam. Students must successfully pass each course as a pre-requisite to continue.
Incomplete Grades: The student has a maximum of one week to complete an incomplete grade or it will revert to a "fail".
Course Withdrawals: A grade of W (withdrawn) will not be considered as course work successfully completed but will be counted as course work attempted. W grades are not calculated into the SAP.
Repeat Subjects: Students are required to successfully complete each subject module prior to progressing to the next subject; therefore, a review of a current subject may be required but repeats are never necessary.
Remedial Work: Remedial work is neither provided nor required.
Re-Examination: Students failing a course may request additional training prior to re-taking the course examination. Students may be allowed a maximum of two examination attempts for each course; otherwise, the student must retake the entire course.
Failure to Meet SAP Standards: If a student fails to meet the SAP standards, the Director will place the student on academic probation. If a student remains on academic probation beyond two weeks without an improvement in his or her academic standing, the student will be subject to termination for lack of SAP. If a student receiving VA benefits fails to meet SAP standards, he/she will be placed on probation for a maximum of two weeks. If at the end of that period, the student is still not meeting SAP standards, his/her VA benefits will be discontinued.
Appeals: Re-admission after termination for failing to meet SAP standards may be granted to an individual if a written appeal is made to the school and the individual substantiates that mitigating circumstances were involved and corrective measures have been taken to prevent a recurrence. Appeals must be made within ten days of the date of SAP notification.
Reinstatement: Students who have been dismissed for lack of SAP may apply to be re-admitted after a waiting period, to be determined by the school. Such students may be re-admitted under a probation status. Such students can re-establish SAP good standing by successfully completing one week of course work while maintaining SAP.
Transferred or Re-admitted Students' Maximum Time Frame: Transferred or re-admitted students will be allowed a maximum time frame of 150% of the portion of the program remaining at the point of re-entry.
Progress Reports: Written progress reports are not provided to students due to the short-term duration of each program level (3 weeks or less). As progress issues emerge, they are addressed immediately with students through advising with Instructors or Campus Directors or both. Written progress reports may be completed and sent to the third-party sponsors/counselors of students provided compliance with the Family Education Rights and Privacy Act (FERPA).

Attention VA Students

VA students must maintain a 70% or greater cumulative grade point average on tests and written and practical exams, and satisfactory and timely completion of all assignments, reports, projects, etc. Failure to meet these criteria will result

in being placed on probation for one session. If the criteria are not met by the end of the probationary session, VA education benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to satisfactory academic status.

When a VA student who has been certified to VA in any HEC program reaches the transcript cumulative total of hours equal to the program's approved total number of hours, the student can no longer be certified or recertified in that program.

4.6 ACADEMIC PROBATION AND DISMISSAL POLICIES

Students who fail to meet standards or attendance standards as set forth above will be placed on probation. Students on probation must show sustained progress in the area that resulted in probation or face possible dismissal. Students on probation will be evaluated at the end of each week of probation, with the maximum probation period being two weeks. The student is considered to be making satisfactory progress while on probation if, at the end of each week of probation, the student's grades and attendance have improved to a satisfactory level. If satisfactory progress is achieved, the student will be removed from probation; if not, the student will be terminated.

If a veteran's or eligible person's attendance is below 85%, he/she will be placed on probation for a maximum of two weeks. If at the end of the probation period, the veteran or eligible person's attendance is still below 85%, his/her educational benefits will be terminated.

Academic Probation. Students are evaluated weekly. Students failing to meet SAP will be placed on Academic Probation. Students who fail to meet SAP or attendance standards as set forth above, will be placed on Academic Probation for 30 days in programs that are longer than three (3) weeks in duration. At the end of the 30-day period, if satisfactory progress is achieved, the student will be removed from Academic Probation. If the student fails to show satisfactory progress, the student will be withdrawn from the program.

For students who are solely enrolled in programs that are three weeks in length, if a student fails to meet SAP or attendance standards after the first week, the student will be placed on Academic Probation. During the second week of being on Academic Probation, a student's progress is re-evaluated. If the student fails to show satisfactory progress in the area which resulted in probation, the student will be withdrawn from the program in the second week. If satisfactory progress is achieved at the end of the second week, the student will be removed from Academic Probation.

If a student is placed on Academic Probation and does not have 30 days remaining in the program, the student will be notified of their academic status immediately. Students will be re-evaluated for satisfactory progress the following week. If the student fails to show satisfactory progress after being re-evaluated, the student will be withdrawn from the program at the end of the second week. If satisfactory progress is achieved at the end of the second week, the student will be removed from Academic Probation.

4.7 LEAVES OF ABSENCE

A leave of absence is a temporary interruption of educational studies for a specified period of time. A leave of absence period may not exceed 180 days within any 12-month period. HEC may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. If a student does not return following his/her leave of absence, HEC will terminate the student

and apply the refund policy in accordance with applicable and published requirements.

All leave of absence requests must be submitted in writing and then approved by the Campus Director. The period of the leave of absence may not begin until the student has submitted, and HEC has approved, a written and signed request for an approved leave of absence.

4.8 WITHDRAWAL PROCEDURE

You may withdraw from the school at any time after the cancellation period (described below in section 6.1) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less an enrollment fee not to exceed $100.00, and less any deduction for books or supplies not returned in new condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 2 days in a week.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of refund in excess of the unpaid balance of the loan, shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

4.9 TRANSFER OF CREDITS (VETERAN STUDENTS ONLY)

HEC may grant transfer credit for postsecondary coursework completed at another institution when it is comparable in scope and content to HEC's courses. Accreditation of the institution or program from which the student is seeking to

transfer credits is a consideration for credit transfer decisions; however, the source of accreditation of the institution or program from which the student is seeking to transfer credits is not the sole basis for accepting or denying credit for transfer. The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the program into which the credit is to be transferred.

The institution will consider for transfer credit only those courses that are no older than five (5) years at the time of request, reflect a grade of "C"/"70%" or better, and are accompanied by a transcript and full course description from the originating institution. The full course description may take the form of the originating institution's catalog or an official letter from the institution providing sufficient detail. Such documentation of awarded credit will be maintained in the student record. All such credit must be approved by the Campus Director prior to the student's commencement of training. At a minimum, 25% of the credits required for completion of the program must be completed at HEC. Transfer credit will be reflected as "TC" on the HEC transcript. A proportionate adjustment will be made on the total tuition charge depending upon experience.

Previous educational experiences are recognized by evaluation of transcripts. The acceptance of transfer hours may result in a change of program completion times. However, no more than fifty percent (50%) of the total clock hours may be credited by advanced standing. A proportionate adjustment will be made on total tuition charge. All such hours must be approved by the Campus Director prior to the student's commencement of training. No transfer hours will be allowed for courses designated as foundations. All veteran students are required to provide all education/training transcripts to include all military transcripts.

Prior Credit Policy: Per Title 38, Code of Federal Regulations (CFR), Section 21.4254, previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students. Veterans must submit a copy of their DD Form 214, and all students must request that transcripts from all previous postsecondary schools attended be forwarded to HEC for review as outlined in the Transfer Credit and Proficiency Credit Policies above.

4.10 NOTICE CONCERNING TRANSFERABILITY OF CREDITS

HEC does not accept hours or credit earned through challenge examinations or achievement tests. HEC does not guarantee the transferability of its credits to any other institution unless there is a written agreement with that institution to accept HEC credits.

HEC has not entered into any transfer or articulation agreements with any other college, institution, or university. The transferability of credits you earn at Heavy Equipment Colleges of America is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the heavy equipment training program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 Heavy Equipment Colleges of America to determine if your credits or certificate will transfer.

4.11 PROFICIENCY CREDIT

A student may be proficient in a subject but lack required academic credit. In these instances, the student may have the opportunity to petition for proficiency credit. A proficiency grade is awarded through prior learning assessment (e.g. an exam, portfolio review of work). Students may speak with the Campus Director to obtain information regarding proficiency credit. To receive credit the student must satisfy the specified objectives of the course.

5.0 NON-ACADEMIC POLICIES

5.1 STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

HEC's Refund Policy is applicable to both school-determined and student driven withdrawals and terminations.

Pro-Rata Refund Policy for VA Students: Per 38 CFR 21.4255, HEC has a pro-rata refund policy for the refund of the unused portion of tuition, fees, and other charges in the event the VA student fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.

The Institution will apply the Cancellation Policy that is the most beneficial to the student between the General Policy and the State of residence Refund or Cancelation Policy, if listed below. If the students' state of residence is not listed below then the Oklahoma Policy is applied. Veteran and eligible persons policy will be applied to eligible beneficiaries as necessary.

Procedures for Cancellation / Termination by the Student (Applicable to all students): The Institution shall require notice of cancellation or withdrawal to be given in person, telephone, email or by U.S. mail to: Campus Director – Scott Lester, By Telephone: (405) 491-4400, Via Email: slester@hecofa.com , or By U.S. Mail:

Heavy Equipment Colleges of America, Attn: Campus Director – Scott Lester
6101 W. Reno Ave., Ste. 1000
Oklahoma City, OK 73127.

GENERAL CANCELLATION POLICY

Applicants who have not visited the Institution prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the Institution facilities and inspection of equipment where training and services are provided.

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the Institution, is entitled to a refund of all monies paid. In no event may the Institution retain more than $150.

GENERAL REFUND POLICY: OKLAHOMA 565:10-11-3. Refunds Termination date. The termination date for refund computation purposes is the last date of actual attendance by the student.

Refund policy details of the Institution's own definite and established refund policy for cancellations and terminations shall be documented in both the catalog and the enrollment agreement and shall, at a minimum, comply with the following requirements:

Rejection. An applicant rejected by the Institution shall be entitled to a refund of all monies paid minus any stated application fee, not to exceed $25.00.
Three-day cancellation. All monies paid by an applicant shall be refunded if requested within three days after signing an enrollment agreement and making an initial payment.
Other cancellation. An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the course, but in no event may the Institution retain more than $150.00.
First week. For a student terminating training after entering the Institution and starting the course of training but within the first week, the tuition retained by the Institution shall not exceed 10% of the contract price of the course plus $150.00 but in no event more than $350.00.
After first week. For a student terminating training after one week but within the first 25% of the course, the tuition retained by the Institution shall not exceed 25% of the contract price of the course plus $150.00.
After 25%. For a student terminating training after completing over 25% but within 50% of the course, the tuition retained by the Institution shall not exceed 50% of the contract price of the course plus $150.00.
After 50%. A student completing more than 50% of the course is not entitled to a refund of any tuition.
Special cases. In case of student prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the Institution shall make a settlement which is reasonable and fair to both.
Discontinued class. If a class is discontinued by the Institution while students are still enrolled in that class, and the Institution is still offering training in other areas, all monies (student loan, grant, and etc.) paid the Institution for students enrolled in the class at the time it is discontinued shall be refunded to the entity legally entitled to the refund. An Institution shall have thirty (30) days to restart the class or pay the refund.

For courses longer than one period of enrollment in length, the cancellation and settlement policy shall apply to the stated course price attributable to each period of enrollment.

Percentage of course completion shall be computed on the basis of the amount of time in the course as expressed in contact, quarter or semester hours as listed in the catalog. If the catalog and enrollment agreement also show the course length in weeks, the refund may be computed using the number of weeks completed in lieu of contact, quarter, or semester hours. Any refund due shall be paid within 60 days after cancellation or termination, unless the refund is payable directly to the applicant or student, in which case it shall be paid within 30 days after cancellation or termination.
Students shall not be liable for periods of enrollment which they did not attend.

TEXAS RESIDENTS CANCELLATION POLICY
A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the Institution may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY
Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and Institution holidays will not be counted as part of the scheduled class attendance.

- The effective date of termination for refund purposes will be the earliest of the following:

- The last day of attendance if the student is terminated by the Institution.
- The date of receipt of written notice from the student; or
- Ten Institution days following the last date of attendance.

If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter the Institution, not more than $100 in any administrative fees charged shall be retained by the Institution for the entire residence program or synchronous distance education course.

If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the Institution may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. *More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.*

Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the Institution can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

- An enrollee is not accepted by the Institution;
- If the course of instruction is discontinued by the Institution and this prevents the student from completing the course; or
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the Institution, or representations by the owner or representatives of the Institution.
- A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career Institutions and Institutions.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the Institution who withdraws from the Institution as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- satisfactorily completed at least 90 percent of the required coursework for the program; and
- demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Veteran Students and Eligible Persons Only:
The Institution will refund the unused portion of prepaid tuition and fees on a pro rata basis.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 30 days after the effective date of termination.

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof, recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

Collection of Tuition

Upon execution of the Enrollment Agreement, payment is due on the first day of class. Payment is accepted by check, money order, wire transfer, funding letter approval from agencies or credit card.

Books and Supplies (Title 38 CFR 21.4255)

Veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion when:

- He or she purchased them from a bookstore or other source
- Their cost is separate and independent from the charge made by the school for tuition and fees.
- The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:
- The school furnishes the books, supplies and equipment
- The school includes their cost in the total charge payable to the school for the course.

- The veteran or eligible person withdraws or is discontinued before completing the course.

The veteran or eligible person may dispose of the issued items at his or her discretion even if they were included in the total charge payable to the school for the course.
Students will be financially responsible for such fees that are not allowed to be paid by VA.

Prompt Refund (38 CFR 21.4255)
In the event that the veteran, spouse, surviving spouse or child fails to enter the course or withdraws or is discontinued therefrom at any time prior to the completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facia, to have failed to make a prompt refund.

5.2 FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that was enacted in 1974. FERPA protects the privacy of student education records. All educational institutions that receive federal funding must comply with FERPA..

Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is an individual who attends a postsecondary institution and is 18 years of age or older: Once a student reaches 18 years of age OR attends a postsecondary institution, he or she becomes an “eligible student,” and all rights formerly given to parents under FERPA transfer to the student. These rights include:
The right to inspect and review the student’s education records within 45 days after the day HEC receives a request for access.

A student should submit to the Campus Director a written request that identifies the record(s) the student wishes to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If a request is submitted to a college official not responsible for maintaining records, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the Institution to amend a record should write the Campus Director, clearly identify the part of the record the student wants changed and specify why it should be changed. If the Institution decides not to amend the record as requested, the Institution will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before HEC discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
The right to file a complaint with the U.S. Department of Education concerning alleged failures by HEC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520

HEC Rights Under FERPA

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

Parental access to a student's record will be allowed by HEC without prior consent if:

- the student has violated a law or the Institution's rules or policies governing alcohol or substance abuse, and the student is under 21 years old; or
- the information is needed to protect the health or safety of the student or other individuals in an emergency.

The Institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to Institution officials with legitimate educational interests.

An Institution official is a person employed by the Institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. An Institution official also may include a volunteer or contractor outside of HEC who performs an institutional service of function for which the Institution would otherwise use its own employees and who is under the direct control of the Institution with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another Institution official in performing his or her tasks. An Institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institution. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the Institution's State-supported education programs. Disclosures under this provision may be made:

1) in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid;

2) in connection with an audit or evaluation of Federal-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. To organizations conducting studies for, or on behalf of, the Institution in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. To accrediting organizations to carry out their accrediting functions. To comply with a judicial order or lawfully issued subpoena. To appropriate officials in connection with a health or safety emergency. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. To the general public, the final results of a disciplinary proceeding if the Institution determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the Institution's rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the Institution, governing the use or possession of alcohol or a controlled substance if

the Institution determines the student committed a disciplinary violation and the student is under the age of twenty-one.

Except for disclosures to Institution officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the Institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. Additionally, FERPA allows HEC to disclose information it has designated as "Directory Information." HEC defines directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program of study, dates of attendance, honors and awards, photographs and credential awarded.

If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Campus Director within 45 days of the student's enrollment or by such later date as the Institution may specify as acceptable. Under no circumstance may the student use the right to opt out to prevent the Institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

Release of Personally Identifiable Information (PII)

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which a student's education records and personally identifiable information (PII) contained in such records, including his or her Social Security Number, grades, or other confidential information, may be accessed without his or her consent.

The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without his or her consent to any third party designated by a Federal or State Authority to evaluate a Federal-or State-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Federal and State Authorities may allow access to a student's education records and PII without the student's consent to researchers performing certain types of studies, in certain cases, even when HEC objects to or does not request such research.

Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the Federal and State Authorities need not maintain direct control over such entities.

With respect to Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share, without the student's consent, PII from his or her education records, and they may track the student's participation in education and other programs by linking such PII to other personal information about him or her that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

5.3 FINANCIAL ASSISTANCE

Heavy Equipment Colleges of America does not participate in Title IV federal funding. HEC does accept WIOA funds

provided an agreement between the Agency and HEC can be reached. 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 refund if the student is due one. HEC understands that paying for your education might seem overwhelming. HEC works with several sources of funding, including, but not limited to, the following examples below:

- Approved for VA Education
- Vocational Rehabilitation
- Federal Trade Adjustment Assistance Program
- Workforce Innovations and Opportunity Act
- In-house financing
- Bureau of Indian Affairs
- Students may also pay cash
- Other financing options for those who qualify

Institution representative(s) may assist students in applying for these funds, if needed.

Your Financial Responsibility

You will be billed and held personally responsible to HEC for any Tuition and Fee balance not paid by your VA Education Benefits, as well as any other funding sources.

5.4 CODE OF CONDUCT

To maintain order and efficiency during training, the school requires all students to abide by the rules. Any of the following will be cause for disciplinary action up to and including immediate dismissal of the student:

- Bringing drugs or alcohol onto the school property.
- Any unauthorized starting or operating of school equipment.
- Violating any industry safety code.
- Insubordination (failure to comply with the instructions of instructor or school employee).
- Illegal acts on or off school property while in training.
- Fighting, vulgarity
- Being under the influence of intoxicating drugs or alcohol.
- Disruption of the instruction/training process.

See additional rules in next section with accompanying disciplinary procedures.

Conduct Policy

Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior deemed unsatisfactory by school officials will result in termination of VA education benefits, and possible dismissal from HEC. Readmittance after conduct dismissal requires approval of the Campus Director.

Code of Ethics

The primary objective of HEC is to provide complete and outstanding training programs in heavy equipment operation. The objective of these programs is to provide quality training so that graduates will pass their certification examinations,

if applicable, and become employed in their respective fields. Specifically, the School:

- Strives to continuously improve operations in order to keep current with ever-changing developments and new technologies/equipment.
- Observes all rules and regulations of all its regulators.
- Encourages instructors to stay current with the latest teaching methods in their respective fields by reading educational books and magazines, and by attending teacher's advanced programs, workshops, and trade demonstrations.
- Utilizes acceptable teaching techniques and training aids, such as textbooks, workshops, films, and fieldwork, in order to provide the best possible training for its students.
- Purchases high grade, standard heavy construction equipment.
- Advertises truthfully and makes honest representations
- Refrains from acting in a manner that might reflect unfavorable on other schools and the Construction profession.

5.5 STUDENT DISCIPLINARY RULES

HEC has developed the following regulations that are intended to govern student conduct on the campus. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects HEC's pursuit of its educational objectives, HEC may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by HEC whether or not such conduct is simultaneously in violation of state, local, or national laws.

Disciplinary Offenses

Generally, through appropriate due process procedures, School disciplinary measures shall be imposed for conduct that adversely affects HEC's pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the academic community, or that endangers property or people on School or School-controlled property.

Individual or organizational misconduct that is subject to disciplinary sanction shall include but not be limited to the following examples:

- Conduct dangerous to others. Any conduct that constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.
- Hazing. Any intentional or reckless act, on or off the property of any higher educational institution, by one student, acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
- Disorderly conduct. Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly, or that unreasonably disturbs other groups or individuals.
- Obstruction of or interference with HEC activities or facilities. Any intentional interference with or obstruction of any School activity, program, event, or facilities, including the following:
- Any unauthorized occupancy of School or School-controlled facilities or blockage of access to or from such facilities.
- Interference with the right of any School staff member or other authorized person to gain access to any School

or School-controlled activity, program, event, or facilities.

- Any obstruction or delay of a staff member, authoritative agency firefighter or any School official in the performance of his/her duty.
- Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to HEC including but not limited to heavy equipment, computers, fire alarms, fire equipment, telephones, School keys, resource center materials, and/or safety devices; and any such act against a member HEC or a guest of HEC.

  Theft, misappropriation, or unauthorized sale of property. Any act of theft, misappropriation, or sale of HEC property, or any such act against a member of HEC or a guest of HEC.
- Misuse of documents. Any forgery, alteration, or unauthorized use of HEC documents, forms, records, or identification cards, including the giving of any false information or withholding of necessary information in connection with a student's admission to, enrollment at, or status at the school.
- Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind.
- Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article that could cause damage by fire or any other means to people or property, or possession of any substance that could be and used as fireworks.
- Alcoholic beverages. The use and/or possession of alcoholic beverages is not allowed on HEC owned or controlled property.
- Drugs. The possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.
- Gambling. Gambling in any form.
- Financial irresponsibility. Failure to promptly meet financial responsibilities to HEC, including but not limited to passing a worthless check or money order in payment to HEC or to a member of HEC acting in an official capacity.
- Unacceptable conduct in hearing. Any conduct at HEC hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other false evidence at any hearing.
- Failure to cooperate with HEC officials or staff member. Failure to comply with directions of School officials acting in the performance of their duties.
- Attempts to commit and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offenses coupled with the taking of some action toward its commission).
- Violations of state or federal laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
- Violation of general rules and regulations. Any violation of the general rules and regulations of HEC as published in an official HEC publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or

conduct in violation of the general rules and regulations of HEC.

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments. Taking an exam for another student.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers of other academic materials to be presented as one's own work.
- Providing others with information and/or answers regarding exams, quizzes, homework, or other classroom assignments unless explicitly authorized by the instructor.

Upon discovery of a student's participation in academic misconduct, the student is immediately responsible to the instructor of the class, who will meet with the offending student with evidence of the misconduct. In addition to other possible disciplinary sanctions that may be imposed as the result of academic misconduct, the instructor has the authority to assign a failing grade. HEC students accept full responsibility for the quality and authenticity of submitted course work. When confronted with evidence of academic misconduct, students may admit their participation and accept the penalty imposed by the instructor. The instructor will inform the Campus Director of the violation, and the Campus Director will forward written notice of the violation to the Campus Director, who will keep records of the incident.

If the student believes that he/she has been erroneously accused of academic misconduct and if his/her final grade has been lowered as a result the student may appeal the alleged violation by contacting the Campus Director. The Campus Director will make a decision based on a discussion with the student. The Campus Director may conduct an investigation of the alleged violation with additional staff as the Campus Director sees fit. If the student is dissatisfied with the Campus Director's final decision, the student may seek an additional appeal through the Regional President, who will make the final determination of the alleged violation.

Disciplinary Action

Disciplinary action may be taken against a student for violations of the above regulations that occur on owned, leased, or otherwise controlled property or that occur off campus when the conduct impairs, interferes with, or obstructs any School activity or the missions, processes, and functions of the school. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, that poses a substantial threat to people or property within HEC. This includes violations that take place in HEC provided housing.

For the purposes of these regulations, a "student" shall mean any person who is registered for study at HEC for any academic period, including the time that follows the end of an academic period that the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from HEC.

Disciplinary Sanctions: Upon a determination that a student or organization has violated any of the rules or regulations

or committed any of the disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate HEC officials:

- Restitution. A student who has committed an offense against property may be required to reimburse HEC or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement. Warning. The appropriate HEC official may notify the student that continuation of repetition of specified conduct may be cause for other disciplinary action.
- Reprimand. A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies to the student that he/she is being given another chance to conduct himself/herself as a proper member of HEC, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in the student's academic record.
- Restriction. A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent HEC in any way, e.g., to operate equipment or to possess a student ID.
- Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
- Suspension. If a student is suspended, he/she is separated from HEC for a stated period of time, with conditions for readmission stated in the notice of suspension.
- Expulsion/termination. Expulsion entails a permanent separation from HEC. The imposition of this sanction does become a part of the student's permanent record and is a permanent bar to the student's readmission to HEC.
- Interim or summary suspension. Though, as a general rule, the status of a student accused of violations of School regulations should not be altered until a final determination has been made in regard to the charges against the student, summary suspension may be imposed upon a finding by the Campus Director or his/her designated representative that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the HEC community or its guests; destruction of property; or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension (in writing), and if there are disputed issues of fact ~~of~~ or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
- In cases involving second and/or third instances of academic misconduct, the student will be subject to further disciplinary action, including termination.
- Students found guilty of repeated academic misconduct may receive one of the following sanctions:
    * Second offense: Probation
    * Third offense: Expulsion from HEC.

The Campus Director of HEC is authorized, at his/her discretion, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Cases of Alleged Sexual Assault: In cases involving alleged sexual assault, both the accuser and the accused shall be

informed of the following:

- Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

Disciplinary Procedures: Admission to HEC implies that the student agrees to respect the rights of others and observe civil laws. Conduct regarded as dangerous or threatening that warrants response by local law enforcement officials will carry an immediate temporary suspension of the student from the school. If the court convicts the student, HEC may expel the student solely on the findings of the criminal court. If HEC does not exercise this option, the student must begin the disciplinary process after the court proceeding concludes.

Due Process Procedures

In cases that involve actions of misconduct that would cause the student or students to be subjected to disciplinary action, a hearing shall be afforded the student according to the procedures outlined below:

All complaints of alleged misconduct of a student shall be made in writing to the Campus Director. The complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation the student is alleged to have violated. The Campus Director shall investigate the complaint. If it is determined that the complaint is without merit, the investigation shall promptly cease. If it is determined that there is probable cause to believe a violation did occur, the process shall proceed as outlined.

The student shall be notified in writing by the Campus Director that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint. At the conference, the student shall be advised of the following:

- His/her right to admit the alleged violation, waive a hearing in writing, and request that HEC officials take appropriate action.
- His/her right to admit the alleged violation in writing and request adjudication before the Campus Director.
- His/her right to deny the alleged violation in writing and request adjudication before the Campus Director.
- The date, time, and place of hearing.
- A statement of the specific charges and grounds that, if proven, would justify disciplinary action being taken.
- The names of witnesses scheduled to appear.

The decision reached at the hearing shall be communicated in writing to the student. It shall specify the action taken by the Campus Director. Upon the request of the student, a summary of the evidence shall be provided to the student.
The student shall be notified in writing of his/her right to appeal the decision of the Campus Director within five days of receipt of the decision. In cases of appeal, any action assessed by the Campus Director shall be suspended pending outcome of the appeal. A copy of the final decision shall be mailed to the student.

5.6 REINSTATEMENT

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the school no earlier than 30 days from the date of termination. Students who are reinstated who did not

pursue or win an appeal may be reinstated under special conditions.

5.7 TERMINATION NOTIFICATION PROCEDURE

The Campus Director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded per the school's refund policy.

5.8 GRIEVANCE POLICY

Most problems or complaints that students may have with the Institution, or its administration can be resolved through a personal meeting with Institution staff. Grievances related directly to training must be submitted to the Lead Instructor. Any grievance remaining unresolved after being handled by the Lead Instructor can be submitted in writing to the Campus Director. Non-training related grievances must be submitted to the Campus Director. The Lead instructor and/or Campus Director will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after submission of grievance. The written complaint should contain (1) the nature of the problem(s), (2) approximate date(s) that the problem(s) occurred, (3) name(s) of the individual(s) involved in the problem(s) - staff and/or other students, (4) copies of important information regarding the problem(s), (5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and (6) student signature.

If a student's questions or concerns are not resolved to the student's satisfaction, then the student may bring the situation to the attention of: Accrediting Commission of Career Schools & Colleges

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Scott Lester, Campus Director or online at www.accsc.org.

Oklahoma Board of Private Vocational Schools, 3700 North Classen Boulevard, Suite 250, Oklahoma City, OK 73118; (405) 528-3370.

The Oklahoma State Regents for Higher Education, 655 Research Parkway, Suite 200, Oklahoma City, OK 73104. Phone (405) 225-9100.

Texas students may contact TWC-Career Colleges and Colleges, 101 East 15th Street, Room 226T, Austin, Texas, 78778-0001: fax it to (512) 936-3111. If you wish to confirm receipt, please phone (512) 936-3100.

United State Department of Veterans Affairs, https://www.benefits.va.gov/GIBILL/Feedback.asp.

State Authorization Reciprocity Agreement (SARA)
This complaint form applies to the following:

- A student who attends a degree-granting institution that has a physical presence in the state of Oklahoma and/or
- A student who attends an institution that 1) has its principal or campus or central administrative unit domiciled in Oklahoma and 2) is participating in the State Authorization Reciprocity Agreement (SARA).*

*A student who attends an out-of-state SARA institution and has not had his/her issue resolved at the institutional level may be directed to the home SARA portal agency of the institution against which the complaint has been logged.

Students attending a public or private (not-for-profit or for-profit) institution should pursue concerns directly with the institution according to its dispute resolution or complaints policy. Dispute resolution or complaints policies are usually published in the institution's catalog or student handbook and/or posted on the institution's webpage.

If the institution has responded, but the student disagrees with the response, the student may elect to follow the institution's dispute resolution or complaints policy for taking the complaint to a higher administrative level within the institution, such as the dean of the college or chief academic or student affairs administrator. It is important to examine the policy carefully in effort to know when the student has exhausted the appeals process.

If the student pursues the complaint via the institution's formal procedures for complaints to the highest level possible and still perceives the concerns have not been adequately addressed, the student may file a complaint against a higher education institution in Oklahoma with the Oklahoma State Regents for Higher Education (OSRHE).

Complaints must be submitted on the official student complaint form. If the link does not open copy this into your browser and locate the form: https://www.okhighered.org/current-college-students/complaints.shtml OSRHE staff request permission to contact the institution on the student's behalf to identify any possible resolution.

It is important to note that the student must have exhausted the institution's complaint and appeal process before the OSHRE will attempt to help the student identify any possible resolution with the institution.

6.0 STUDENT SUPPORT

6.1 STUDENT SERVICES

Advising is available during Institution hours regarding any of the following:
Financial advising – includes assisting students with securing funds from available sources to finance their education.
Academic / Satisfactory Academic Progress (SAP) – Student services staff including but not limited to the Campus

Director, registrar, and lead instructor provide all students with academic advice on satisfactory academic progress and probationary policies. Students have the opportunity to meet with and discuss their academic situation to receive advice on corrective actions. Other – housing assistance, and other Institution-related issues initiated by the student which may require help and assistance may also be addressed.

6.2 CAREER SERVICES

The Institution's job placement service is available to assist graduates with finding employment. The Institution does not guarantee any of its graduates that they will become employed as a result of the training. Below are the different aspects of the Institution's service:

The Institution assists in job placement services. Students will undergo a job placement entrance interview/orientation, with HEC. This will introduce the Institution's job placement department and procedures to the student. At this time, the student will complete a questionnaire regarding their job placement needs.

HEC will then begin contacting employers within the same geographical area as the students' zip code, as provided by the student during the initial placement interview process, including those zip codes of out-of-state students. HEC will then post job openings and assist the student in contacting prospective employers.

Students can elect to contact job placement via the Institution's toll-free telephone number. Upon a student's successful completion of the program, the Institution will give each graduate a list of employers who have hired graduates or requested to be on Institution's list. Job placement service consists of referring graduates of the Institution to potential employers who may or may not have immediate openings. It must be clearly understood that these referrals do not constitute offers of employment.

Student accepts full responsibility for meeting the mental, physical, and other requirements for passing any industry standards or employer requirements for qualifying as employee in the construction or excavation industries. Generally, a student with a minimum of a driver's license, high school diploma, good mental and physical health, no physical impairments, drug-free, and a clean driving record will meet most employer qualifications.

6.3 LEARNING RESOURCE

Heavy Equipment Colleges of America (HEC) Student Resource Center provides students with access to internet, desktop computers, reference books and periodicals, and online resources databases. The HEC Student Resource Center is open during normal business hours. Hours are posted. All staff members are available to assist students, as needed. HEC subscribes to the Library and Information Resources Network (LIRN), an online database that provides convenient, 24 hours a day, 7 days a week, online access to a virtual library for academic studies and research. LIRN includes databases with access to journals, magazines, newspaper articles, e-books, podcasts, audio, and video resources all intended to support the programs at HEC.

6.4 STUDENT HOUSING

HEC does not assume responsibility for student housing and does not have dormitory facilities under its control. Please contact the Admissions Department for further details. HEC contracts with and directly pays an independent vendor for Students who use the HEC-identified Housing. Property-specific matters such as housekeeping, maintenance, and parking are not the responsibility of HEC. Any such issues should be addressed by a Student with the Property's

Management. All applicable State Laws, Municipal Ordinances, Property Rules, and the relevant HEC's Disciplinary Rules (see Section 6,1 above), Code of Conduct and Code of Ethics apply to use of the Property/Housing. If a student is required to leave the Property for failure to comply with any of those standards, it is the Student's responsibility to find replacement housing, move to it, and to pay for the housing at the student's own expense. If student behavior violates any of the applicable laws and or regulations above, the student may be dismissed from HEC. All HEC cancellation and refund policies will apply.

6.5 EMERGENCY RESPONSE PLANS

Any administrative and instructional facilities owned or controlled by HEC meet fire, safety, and sanitation standards as required by appropriate regulatory authorities. The Institution has a written emergency preparedness plan that is made available to all staff, faculty, and students, which includes information on emergency scenarios and action plans. Students are oriented on, and faculty and staff receive, ongoing training on the plan.
If hazardous weather conditions occur during days when classes are in session, the Campus Director may determine that the students and personnel be dismissed.

Reasonable Accommodations Policy – Individuals with Disabilities

HEC does not discriminate against individuals on the basis of physical or mental disability. To ensure equal access to its programs and activities, the Institution is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the Institution's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity.

The Chief Operating Officer who serves as the Institution's ADA/504 Coordinator is responsible for determining appropriate accommodations. Applicants for admission to the Institution or current students requesting an accommodation must complete the Student Request for Accommodation and the Student Authorization for Disclosure of Medical Information forms and have his or her healthcare provider complete a Provider Certification of Disability and Recommendations for Accommodation form. Copies of these forms may be obtained by contacting the Campus Director. The Institution may request only medical information that is relevant and reasonably necessary to determine whether an individual is disabled, the nature and extent of the disability, and appropriate reasonable accommodations. Completed forms and supporting documentation must be submitted to the Campus Director who will submit them to the ADA/504 Coordinator.

To enable the Institution to evaluate an individual's needs, engage in an interactive process with him or her, and provide appropriate reasonable accommodations in a timely fashion, the Institution requests that individuals complete and submit the required forms and supporting documentation at least two weeks before the first day of classes, or as soon as practicable under the circumstances. The Institution will make its determination on an individualized, case-by-case basis with input from the individual requesting accommodation.

Except in unusual cases, the Institution will reach a determination regarding an individual's request for accommodation and notify the individual in writing of the determination of his or her properly submitted request. In the event requested accommodations have been denied, the Institution's determination letter will inform the individual of the reason(s) and of his or her right to appeal the Institution's determination.

The ADA/504 Coordinator will maintain a confidential file regarding all requests for accommodation containing the forms and supporting documentation submitted by the applicant or student, as well as any notes or communications between the individual and the Institution. Accommodations must be requested for each program of study, should a student decide to enroll in additional programs at a later date.

Any disagreements between an individual requesting accommodation and the ADA/504 Coordinator regarding appropriate accommodations and/or any allegations of violations of this policy may be raised under the Institution's Grievance Policy. If a student believes that the campus has discriminated against him or her or another person on the basis of disability, the student may file a complaint with the U.S. Department of Education, Office for Civil Rights.

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

7.0 TUITION, FEES AND SUPPLIES

HEAVY EQUIPMENT OPERATIONS – LEVEL I

Tuition	$12,197.00
Padfolio	$33.00
Hardhat	$15.00
Safety Vest	$10.00
Safety Glasses	$10.00
Ear Plugs	$2.00
Work Gloves	$5.00
Housing (*available but not required)	$570.00 – Double - Occupancy
Total	$12,272.00 – No Housing $12,842.00 – Double - Occupancy

HEAVY EQUIPMENT OPERATIONS – LEVEL I AND II

Tuition	$24,024.00
Padfolio	$33.00
Hardhat	$15.00
Safety Vest	$10.00
Safety Glasses	$10.00
Ear Plugs	$2.00
Work Gloves	$5.00
Housing (*available but not required)	$1,140.00 – Double - Occupancy
TOTAL	$24,099.00 – No Housing $25,239.00 – Double - Occupancy

Please note students enrolling into Level I and II (6 weeks) and have successfully completed Level I (3 weeks) will be given credit for the Level I portion of the program and a cost reduction will be applied to the total tuition of Level I & II for the Level I portion of the program.

HEAVY EQUIPMENT OPERATIONS – MOBILE CRANE

Tuition	$12,132.00
Padfolio	$33.00
Hardhat	$15.00
Safety Vest	$10.00
Safety Glasses	$10.00
Ear Plugs	$2.00
Work Gloves	$5.00
Core Exam Review	$12.23
Manitowoc TSS Load Chart Student	$24.50
Grove TLL Load Chart	$3.77
Telescopic Core Review	$3.77
Housing (*available but not required)	$570.00 – Double - Occupancy
TOTAL	$12,272.00 – No Housing $12,842.00 – Double - Occupancy

HEAVY EQUIPMENT OPERATIONS – LEVEL I, II AN MOBILE CRANE

Tuition	$36,646.00
Padfolio	$33.00
Hardhat	$15.00
Safety Vest	$10.00
Safety Glasses	$10.00
Ear Plugs	$2.00
Work Gloves	$5.00
Core Exam Review	$24.50
Grove TLL Load Chart	$24.50
Telescopic Core Review	$16.00
Housing (*available but not required)	$1,710.00 – Double - Occupancy
TOTAL	$36,786.00 – No Housing $38,496.00 – Double - Occupancy

HEAVY EQUIPMENT OPERATIONS – LATTICE BOOM CRAWLER CRANE

Tuition	$15,322.00
Padfolio	$33.00
Hardhat	$15.00
Safety Vest	$10.00
Safety Glasses	$10.00
Ear Plugs	$2.00
Work Gloves	$5.00
LBT Student Guide	$20.13
LBC Student Guide	$20.13
LB Core Review	$24.74
Housing (*available but not required)	$570.00 – Double - Occupancy
TOTAL	$15,462 – No Housing $14,931.00 – Double - Occupancy

CERTIFICATE OF FIXED CAB CRANE OPERATION WITH RIGGING AND SIGNALING

Tuition	$12,197.00
Padfolio	$33.00
Hardhat	$15.00
Safety Vest	$10.00
Safety Glasses	$10.00
Ear Plugs	$2.00
Work Gloves	$5.00
Housing (*available but not required)	$570.00 – Double - Occupancy
Total	$12,272.00 – No Housing $12,842.00 – Double - Occupancy

HEAVY EQUIPMENT OPERATIONS – TOWER CRANE

Tuition	$8,933.00
Padfolio	$33.00
Hardhat	$15.00
Safety Vest	$10.00
Safety Glasses	$10.00
Ear Plugs	$2.00
Work Gloves	$5.00
Housing (*available but not required)	$380.00 – Double - Occupancy
TOTAL	$9,008.00 – No Housing $9,388.00 – Double - Occupancy

HEATING AND AIR TECHNOLOGY

Tuition	$10,250.00
Padfolio	$33.00
Safety Glasses	$10.00
Ear Plugs	$5.00
Work Gloves	$12.00
Knee Pads	$15.00
Tool Kit	$1,775.00
International Mechanical Code, National Association Plumbing-Heating-Cooling Contractors, 2021	$100.00
Refrigeration & Air Conditioning Technology, Cengage, 1986	$180.00
Guide to Nate /Ice Certification Exams, Pearson, 2010	$200.00
Housing (*available but not required)	$1,330.00 – Double - Occupancy
TOTAL	$12,580.00 – No Housing $13,910.00 – Double - Occupancy

REFRIGERATION

Tuition	$7,550.00
Padfolio	$33.00
Safety Glasses	$10.00
Ear Plugs	$5.00
Work Gloves	$12.00
Knee Pads	$15.00
Brazing Kit	$216.00
Refrigerant Usage Cert Study Guide. 2nd Ed, Refrigeration Service Engineers Society	$54.00
Commercial Refrigeration for AC Technicians, 3rd Ed, Cengage Learning	$75.00
Guide to Nate Ice, 3rd Edition, Pearson	$115.00
Housing (*available but not required)	$950.00 – Double - Occupancy
Total	$8,085.00 – No Housing $9,035.00 – Double - Occupancy

ASSOCIATE OF OCCUPATIONAL SCIENCE IN HEAVY EQUIPMENT DEGREE

Tuition	$150.00 per credit hour
Housing (*available but not required)	$200.00 – per term
Technology Fee	$10.00 semester credit hour
Fuel Fee*	$120.00 per semester credit hour
Equipment Fee*	$167.00 per semester credit hour
Environmental Fee*	$5.00 per semester credit hour
Books and supplies**	$150.00 per course

Work Gloves	$5.00
Total Approximate Cost* **	**$18,056.00**

*Applies to all HEO/EX/GC/GR courses.
**Books and Supplies – Books and supplies are estimates. Actual price may vary.
***Approximate Total Cost does not reflect any granting of Transfer Credit.

8.0 ACADEMIC AND HOLIDAY CALENDARS

2026 Associate Degree Academic Calendar

Spring Term

First Day of Classes	January 5, 2026
Withdrawal Deadline	Per catalog and Enrollment Agreement. Varies by State.
Holiday/No Classes	January 19 – Martin Luther King Jr. Day
Final Exam(s) Week	March 9-13

Summer Term

First Day of Classes	April 6, 2026
Withdrawal Deadline	Per catalog and Enrollment Agreement. Varies by State.
Holiday/No Classes	May 25 – Memorial Day
Final Exam(s) Week	June 8-12

Fall Term

First Day of Classes	July 6, 2026
Withdrawal Deadline	Per catalog and Enrollment Agreement. Varies by State.
Holiday/No Classes	September 7 – Labor Day
Final Exam(s) Week	September 7-11

Winter Term

First Day of Classes	October 5, 2026
Withdrawal Deadline	Per catalog and Enrollment Agreement. Varies by State.
Holiday/No Classes	November 26 & 27 – Thanksgiving
Final Exam(s) Week	December 7-13

**HEC reserves the right to change dates at its discretion and/or adjust for the benefit of the student.*

2026 2 Week Certificate Programs

Start Date	End Date	Holidays
1/5/2026	1/15/2026	Jan 1 New Year's Day
1/20/2026	1/30/2026	Jan 19 Martin Luther King Jr Day
2/2/2026	2/12/2026	May 25 Memorial Day
2/16/2026	2/26/2026	Jun 19 Juneteenth

3/2/2026	3/12/2026	Jul 3 Independence Day
3/16/2026	3/26/2026	Sep 7 Labor Day
3/30/2026	4/9/2026	Nov 11 Veteran's Day
4/13/2026	4/23/2026	Nov 26 Thanksgiving Day
4/27/2026	5/72026	Nov 27 Family Day
5/11/2026	5/21/2026	Dec 25 Christmas Day
5/26/2026	6/5/2026	
6/8/2026	6/18/2026	
6/22/2026	7/2/2026	
7/6/2026	7/16/2026	
7/20/2026	7/30/2026	
8/3/2026	8/13/2026	
8/17/2026	8/27/2026	
8/31/2026	9/10/2026	
9/14/2026	9/24/2026	
9/28/2026	10/8/2026	
10/12/2026	10/22/2026	
10/26/2026	11/5/2026	
11/9/2026	11/20/2026	
11/23/2026	12/5/2026	
12/7/2026	12/17/2026	

2026 3 Week Certificate Programs

Start Date	End Date	Holidays
1/5/2026	1/23/2026	Jan 1 New Year's Day
1/26/2026	2/12/2026	Jan 19 Martin Luther King Jr Day
2/16/2026	3/5/2026	May 25 Memorial Day
3/9/2026	3/26/2026	Jun 19 Juneteenth
3/30/2026	4/16/2026	Jul 3 Independence Day
4/20/2026	5/7/2026	Sep 7 Labor Day
5/11/2026	5/28/2026	Nov 11 Veteran's Day
6/1/2026	6/18/2026	Nov 26 Thanksgiving Day
6/22/2026	7/9/2026	Nov 27 Family Day
7/13/2026	7/30/2026	Dec 25 Christmas Day
8/3/2026	8/20/2026	

8/24/2026	9/10/2026	
9/14/2026	10/1/2026	
10/5/2026	10/22/2026	
10/26/2026	11/12/2026	
11/16/2026	12/3/2026	
12/7/2026	12/19/2026	

2026 Heating and Air Technology Calendar

Start Date	End Date	Holidays
1/5/2026	2/19/2026	Jan 1 New Year's Day
2/23/2026	4/9/2026	Jan 19 Martin Luther King Jr Day
4/13/2026	5/28/2026	May 25 Memorial Day
6/1/2026	7/16/2026	Jun 19 Juneteenth
7/20/2026	9/3/2026	Jul 3 Independence Day
9/8/2026	10/23/2026	Sep 7 Labor Day
10/26/2026	12/10/2026	Nov 11 Veteran's Day
		Nov 26 Thanksgiving Day
		Nov 27 Family Day
		Dec 25 Christmas Day

2026 Refrigeration Certificate Calendar

Start Date	End Date	Holidays
1/5/2026	2/5/2026	Jan 1 New Year's Day
2/9/2026	3/12/2026	Jan 19 Martin Luther King Jr Day
3/16/2026	4/16/2026	May 25 Memorial Day
4/20/2026	5/21/2026	Jun 19 Juneteenth
5/25/2026	6/25/2026	Jul 3 Independence Day
6/29/2026	7/30/2026	Sep 7 Labor Day
8/3/2026	9/3/2026	Nov 11 Veteran's Day
9/7/2027	10/8/2026	Nov 26 Thanksgiving Day
10/12/2026	11/12/2026	Nov 27 Family Day
11/16/2026	12/17/2026	Dec 25 Christmas Day

2027 Associate Degree Academic Calendar

Spring Term

First Day of Classes January 4, 2027

Withdrawal Deadline Per catalog and Enrollment Agreement. Varies by State.

Holiday/No Classes	January 18 – Martin Luther King Jr. Day
Final Exam(s) Week	March 8-12

Summer Term

First Day of Classes	April 5, 2027
Withdrawal Deadline	Per catalog and Enrollment Agreement. Varies by State.
Holiday/No Classes	May 31 – Memorial Day
Final Exam(s) Week	June 7-11

Fall Term

First Day of Classes	July 5, 2027
Withdrawal Deadline	Per catalog and Enrollment Agreement. Varies by State.
Holiday/No Classes	September 6 – Labor Day
Final Exam(s) Week	September 6-10

Winter Term

First Day of Classes	October 4, 2027
Withdrawal Deadline	Per catalog and Enrollment Agreement. Varies by State.
Holiday/No Classes	November 25 & 26 – Thanksgiving
Final Exam(s) Week	December 6-10

**HEC reserves the right to change dates at its discretion and/or adjust for the benefit of the student.*

2027 2 Week Certificate Programs

Start Date	End Date	Holidays
1/4/2027	1/14/2027	Jan 1 New Year's Day
1/19/2027	1/30/2027	Jan 18 Martin Luther King Jr Day
2/1/2027	2/11/2027	May 31 Memorial Day
2/15/2027	2/25/2027	Jun 19 Juneteenth
3/1/2027	3/11/2027	Jul 4 Independence Day
3/15/2027	3/25/2027	Sep 6 Labor Day
3/29/2027	4/8/2027	Nov 11 Veteran's Day
4/12/2027	4/22/2027	Nov 25 Thanksgiving Day
4/26/2027	5/6/2027	Nov 26 Family Day
5/10/2027	5/20/2027	Dec 25 Christmas Day
5/25/2027	6/3/2027	
6/7/2027	6/17/2027	
6/21/2027	7/1/2027	
7/5/2027	7/15/2027	
7/19/2027	7/29/2027	

8/2/2027	8/12/2027	
8/16/2027	8/26/2027	
8/30/2027	9/9/2027	
9/13/2027	9/23/2027	
9/27/2027	10/7/2027	
10/11/2027	10/21/2027	
10/25/2027	11/4/2027	
11/5/2027	11/18/2027	
11/22/2027	12/5/2027	
12/6/20276	12/16/2027	

2027 3 Week Certificate Programs

Start Date	End Date	Holidays
1/4/2027	1/21/2027	Jan 1 New Year's Day
1/25/2027	2/11/2027	Jan 18 Martin Luther King Jr Day
2/15/2027	3/4/2027	May 31 Memorial Day
3/8/2027	3/25/2027	Jun 19 Juneteenth
3/29/2027	4/15/2027	Jul 4 Independence Day
4/19/2027	5/6/2027	Sep 6 Labor Day
5/10/2027	5/27/2027	Nov 11 Veteran's Day
5/31/2027	6/17/2027	Nov 25 Thanksgiving Day
6/21/2027	7/8/2027	Nov 26 Family Day
7/12/2027	7/29/2027	Dec 25 Christmas Day
8/2/2027	8/19/2027	
8/23/2027	9/9/2027	
9/13/2027	9/30/2027	
10/4/2027	10/21/2027	
10/25/2027	11/11/2027	
11/15/2027	12/2/2027	
12/6/2027	12/23/2027	

2027 Heating and Air Technology Calendar

Start Date	End Date	Holidays
1/4/2027	2/18/2027	Jan 1 New Year's Day

2/22/2027	4/8/2027	Jan 18 Martin Luther King Jr Day
4/12/2027	5/27/2027	May 31 Memorial Day
6/1/2027	7/17/2027	Jun 19 Juneteenth
7/29/2027	9/2/2027	Jul 4 Independence Day
9/7/2027	10/23/2027	Sep 6 Labor Day
10/25/2027	12/9/2027	Nov 11 Veteran's Day
		Nov 25 Thanksgiving Day
		Nov 26 Family Day
		Dec 25 Christmas Day

2027 Refrigeration Calendar

Start Date	End Date	Holidays
1/4/2027	2/5/2027	Jan 1 New Year's Day
2/8/2027	3/12/2027	Jan 18 Martin Luther King Jr Day
3/15/2027	4/16/2027	May 31 Memorial Day
4/19/2027	5/21/2027	Jun 19 Juneteenth
5/24/2027	6/25/2027	Jul 4 Independence Day
6/28/2027	7/30/2027	Sep 6 Labor Day
8/2/2027	9/3/2027	Nov 11 Veteran's Day
9/6/2027	10/8/2027	Nov 25 Thanksgiving Day
10/11/2027	11/12/2027	Nov 26 Family Day
11/15/2027	12/17/2027	Dec 25 Christmas Day

9.0 CERTIFICATION STATEMENT

I, Scott Lester, Campus Director, do hereby certify that all statements included in this catalog are true and correct to the best of my knowledge and belief.

_____

Scott Lester, Campus Director

6101 W. Reno Ave, Suite 1000
Oklahoma City, OK 73127
Field Site/Satellite Location
8125 SW 15th St., Oklahoma City, OK 73128
Phone (405) 491-4400
https://heavyequipmentcollege.edu

I attest that I have received a copy of the Institution's Student Catalog and its Addendum, which contain the rules, regulations, course completion requirements, and costs for the specific program of study in which I have enrolled.

_____

Student / Prospective Student: Print Name

_____

Student / Prospective Student Signature:

Date

_____

Campus Director: Print Name

_____

Campus Director: Signature Date