



**2021-2022
SCHOOL CATALOG**

Effective Date: July 15, 2021

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Wheeling, WV 26003
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TABLE OF CONTENTS

Staff	2
Philosophy and Mission	3
Location and Facilities	3
School Calendar	3
Job Placement	4
Admission Procedures	5
Student Rights, Privileges and Responsibilities	5
Grading Policy	5
Failure of a Course.....	6
Credit for Previous Education	6
Make-up and Training	6
LOA/Transfers.....	6
Re-entrance Policy.....	7
Student Services	7
Attendance and Tardiness.....	8
Student Conduct/Termination Policy.....	8
Student Compliance/Grievance.....	9
Institutional Refund Policy	9
Student Appearance	10
Programs	10
Class A CDL Preparatory Program and Requirements.....	10
Class B CDL Preparatory Program and Requirements	12

STAFF

Campus President (Offsite):

❖ Roger Rocha

Director of Campus Operations:

❖ Patricia L. Wilkinson

Instructors:

❖ Mike Harveth

❖ Chase Russell

PHILOSOPHY AND MISSION

All-State Career WV was founded to provide individuals with the quality training necessary to meet their career objectives. The workforce industry has long recognized the need for professionally trained employees. By today's rigid standards, the old trial and error and on-the-job training methods of skill development are unacceptable.

All-State Career WV is dedicated to preparing people to fill the existing employment opportunities that are available within the workforce.

To accomplish this goal, All-State Career WV has assembled an administrative staff and faculty of knowledgeable professionals who are prepared and dedicated to respond to the challenge ahead. Our goal is to develop skills and ability, and to concurrently reinforce a positive self-image in each student. We believe that professional training will be the path toward financial independence for our graduates. As a result, from the first appointment with an All-State Career representative prior to attending class, individual ambitions are identified, assessed and balanced realistically with need and ability. Highly personalized, hands-on instruction is the thrust of our teaching approach.

LOCATION AND FACILITIES

All classrooms are equipped for discussions and demonstrations. Audio-visual aides are used as an important part of the regular classroom sessions.

SCHOOL CALENDAR

Holidays will be New Year's Day, Memorial Day, Independence Day, Labor Day, Good Friday, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day. There are no designated periods of vacation or other school closings. A summer break will take place one (1) week in July, and a winter break is taken one (1) week in December.

Start dates for Class A and Class B programs are as follow:

Class A Start & End Dates	
Start	End
7/12/2021	8/6/2021
7/26/2021	8/20/2021
8/9/2021	9/3/2021
8/23/2021	9/17/2021
9/7/2021	10/1/2021
9/20/2021	10/15/2021
10/4/2021	10/29/2021
10/18/2021	11/12/2021
11/1/2021	11/30/2021

Class B Start & End Dates	
Start	End
7/12/2021	7/23/2021
7/26/2021	8/6/2021
8/9/2021	8/20/2021
8/23/2021	9/3/2021
9/7/2021	9/17/2021
9/20/2021	10/1/2021
10/4/2021	10/15/2021
10/18/2021	10/29/2021
11/1/2021	11/12/2021

11/15/2021	12/14/2021	11/15/2021	11/30/2021
11/29/2021	1/4/2022	11/29/2021	12/10/2022
12/13/2022	1/18/2022	12/13/2021	1/4/2022
1/4/2022	1/31/2022	1/4/2022	1/17/2022

2020.2021 Scheduled Student Holidays
Holidays
Summer Break 7.4.21-7.11.21
Labor Day 9.6.21
Thanksgiving Holiday 11.25.21-11.26.21
Winter Break 12.24.21-1.2.22
New Years Break 1.3.22
MLK 1.17.22

Inclement weather note: All-State Career is not connected with and does not follow the closings of the public school systems. Inclement weather closing will be decided by the Director of Campus Operations and students will be notified accordingly.

JOB PLACEMENT

Job placement assistance is an integral part of All-State Career's training programs. Preparation for employment in the workforce begins with the first day of classroom training. Those students who strive to perform well academically and to attend classes regularly, will be graduates that companies will want to hire. The company recruiters, who visit All-State Career WV, are seeking intelligent, hardworking and responsible employees. They want their employees to be dependable and they expect them to show up for work, on time, every day. All-State Career WV has attendance and academic policies designed to encourage students to make their best effort, every training day. Job search assistance is available to graduates throughout their careers. All-State Career WV actively develops job leads with employers and arranges interviews for graduates. Students have an opportunity to meet with employers through classroom presentations and career fairs. Students receive individual and group employment counseling and are taught self-directed job search. Emphasis is placed on how to ask for an interview by telephone, employment applications, interview techniques, and interpersonal relations.

Although All-State Career WV cannot guarantee placement, its primary goal is to assist graduates in finding positions suitable for their needs. Job search assistance continues for graduates throughout their careers.

WHEELING CAMPUS

All-State Career WV is registered with:
 - WV Council for Community & Technical College Education.
2021-2022 School Catalog

ADMISSIONS PROCEDURES

Students are admitted, trained, and referred for employment without regard to race, sex, age, or national origin. Persons wanting to apply for any of the courses or programs should contact All-State Career WV or one of its representatives. Applicants are required to complete an application to determine qualifications and to be personally interviewed and given a tour of the facilities by a member of All-State Career's staff prior to enrollment. Applicants deciding to enroll are required to complete an enrollment agreement with All-State Career WV. The enrollment agreement clearly explains All-State Career's obligation to the student and the student's agreement with All-State Career. It is advised that applicants completely read and understand the enrollment agreement.

STUDENT'S RIGHTS, PRIVILEGES AND RESPONSIBILITIES

All Students have the right to receive quality, professional training that will be delivered in a timely and organized manner conducted in approved and designated facilities and areas.

A competent, caring and dedicated school staff will provide support for the person as an applicant, student, and graduate. While attending training at All-State Career WV, students have the responsibility to attend all training sessions. If a student is going to be absent, the student must notify the Director of Campus Operations, or designee. All students must conform to all rules and regulations, fulfill all financial requirements and obligations, obey safety rules and procedures, and conduct themselves with a positive attitude and bearing.

All-State Career WV does not offer on-campus housing. In order to obtain information on sexual offenders that work, reside, and/or attend school in your area, please contact your local chief law enforcement in that community.

GRADING POLICY

Students are graded on written material, field tests, attendance, and all training sessions. The following system is used:

Excellent	90 to 100%	A
Good	80 to 89%	B
Fair	70 to 79%	C
Poor	60 to 69%	D
Failing	Below 60%	F
Incomplete	Course Incomplete	I
W	Withdrawn	
FR	Failed and Repeated	

Since attendance is included in the overall grade for a course, the student is responsible for the course material missed due to missed time. Missed assignments and exams must be made up within the time frame allowed for that course. When a student misses a day, assignments and exams are expected to be made up the next school day, and will be subject to a deduction of five percentage points from the final course grade each day the material or

retake of the exam is late, to a maximum of eight (8) days at which time the student will receive a zero (0) for the final grade. Exceptions may be made for extenuating circumstances with the approval of the Director of Campus Operations or their designee. Students are responsible for scheduling all make-up work, quizzes, and exams with the course instructor, potential employers and authorized state authorities will be given access to a student's records upon request. The student release form gives the school permission to do so.

FAILURE OF A COURSE

Students who fail a course may repeat that course. If the failed course is repeated, the F is removed from the transcript and replaced with an FR that indicates the course was failed and repeated. Both grades will be included on the transcript, but only the last grade earned will be used to calculate the student's GPA.

CREDIT FOR PREVIOUS EDUCATION

The hands-on nature of the programs at All-State Career WV does not allow for students to transfer in any previous education credits.

MAKE-UP TRAINING

Any work missed due to an absence from training may be made-up in order to complete training proficiency, graduation, and satisfactory progress requirements. Students will lose 5 percentage points for each class day they are late in completing an assignment or taking an exam.

If a student fails to make-up work within 8 calendar days they will receive a "O" for that assignment.

Scheduling make-up assignments or exams with the course instructor is the responsibility of the student.

LEAVES OF ABSENCE/ TRANSFERS

Leaves of absence are granted at the discretion of the Director of Campus Operations or their designee up to a maximum of 90 days to students who request a temporary interruption of their training for personal reasons

After 90 days the student must return to class or be terminated from the program.

A written request for a leave of absence must be submitted to the Director of Campus Operations or designee. It should state the reason(s), time period, and a current address and telephone number.

A personal interview with the Director of Campus Operations or designee may be scheduled to determine the suitability of the applicant's request.

Sponsoring agencies will be notified immediately when a student is granted a leave of absence. A student may only be granted one leave of absence or transfer during a one-year time period.

A student may voluntarily terminate or cancel the program by notifying the school in writing. A letter should be addressed to the Director of Campus Operations at 3 Elm Grove Plaza, Suite 3C, Wheeling, WV 26003. In the event a student withdraws or is discontinued prior to completion of the resident course of instruction, the school shall be entitled to compensation according to the Institutional Refund Policy.

RE-ENTRANCE POLICY

Students desiring re-admission will be required to re-enroll under All-State Career's current effective agreement and tuition rate. Requests for re-entrance must be made to the Director of Campus Operations or designee and must set forth valid reasons for the request. The request will be reviewed by the Director of Campus Operations or designee and the student will be notified of the decision. Students granted re-entrance may be required to wait until regular class scheduling permits re-entry at approximately the same point in the program they had reached previously.

Students who have been terminated for failing to maintain satisfactory academic progress or attendance must remain out of school for a minimum of thirty days.

STUDENT SERVICES

All-State Career WV is committed to providing its students the opportunity for personal and technical skill improvement so they have confidence in their field of study. Students desiring additional reading or study material should request them from their instructor.

Personal advising is provided to assist students in improving learning skills. The administration and faculty of All-State Career maintains "open communications" with the student body through day-to-day interaction. The Director of Campus Operations maintains an "Open Door Policy" for students and staff. Students are encouraged to use these forms of communications. Students requiring more specialized advising than what can be provided on site may see the Director of Campus Operations for a list of outside professionals they may utilize.

All-State Career WV does not provide dormitory space for its students. A list of local rooming facilities is available in the Admissions Department should a student inquire about housing. All students attending All-State Career WV are responsible for providing their own transportation to and from school.

ATTENDANCE AND TARDINESS

Because All-State Career WV believes that attendance is an important factor in obtaining the student's career goals, attendance will be taken on a daily basis. Class cuts are not permitted. Any student who is not physically present at the start of the scheduled class period will be considered tardy. The percent of classes attended will be averaged with grades for homework and exams to determine a final grade for each course.

STUDENT CONDUCT/TERMINATION POLICY

Students shall conduct themselves, at all times, in a manner that will reflect favorably upon themselves, All-State Career and the industry in which they have selected their career. A student may be terminated for:

- Unsatisfactory progress.
- Being under the influence or being in the possession of alcoholic beverages or Illegal drugs while on All-State Career WV's Property or failing random Drug & Alcohol tests.
- Operating equipment in such a manner that life or property is endangered.
- Gambling on All-State Career property.
- Willful abuse of equipment.
- Insubordination and/or intolerable conduct.
- Excessive absenteeism or tardiness.
- Failure to adhere to and observe All-State Career regulations.
- The unauthorized leaving of school grounds during class time.
- Failure to make tuition payments as scheduled.
- Students that have missed 14 calendar days consecutively will be terminated.

STUDENT COMPLAINT/GRIEVANCE POLICY

If a student has a legitimate concern in any aspect of their training, the All-State Career WV procedures for handling the complaint or grievance are as follows: The student should communicate the concern to the instructor. If the student does not feel that the concern was addressed properly, the student may communicate the concern to the Director of Campus Operations.

After meeting with the Director of Campus Operations, if the student still feels that the concern was not addressed or resolved properly, the student may refer the concern to the President of the school. Most complaints are resolved through this process; however, a student may schedule a meeting with the Vice President of Education by writing a letter to:

Dr. Eric Goodman, Education Affiliates, 5026D Campbell Blvd., Baltimore, MD 21236

INSTITUTIONAL REFUND POLICY

A student may voluntarily terminate or cancel the program by notifying the school in writing, a letter should be addressed to the Director of Campus Operations, at 3 Elm Grove Crossing Suite 3C Wheeling, WV 26003. In the event a student withdraws or is discontinued prior to completion of the resident course of instruction, the school shall be entitled to compensation according to the following policies:

(a) An applicant who is rejected by the school shall be entitled to a refund of monies paid for tuition & books. *All miscellaneous fees are non-refundable in the event that the service was provided.

(b) All monies paid by an applicant must be refunded if requested within five calendar days after signing the enrollment agreement and making an initial payment. *All miscellaneous fees are non-refundable in the event that the service was provided.

(c) All applicants who enroll and subsequently withdraw from a program will have tuition refunds calculated using the following percentages:

(1) For a student completing up to and including 10% of the program, the school shall refund 90% of the total cost of the program.

(2) For a student withdrawing from or discontinuing the program after 10%, but within the first 25% of the program, the tuition charges refunded by the school shall be at least 75% of the total cost of the program.

(3) For a student withdrawing from or discontinuing the program after 25% but within 50% of the program, the tuition charges refunded by the school shall be at least 50% of the total cost of the program.

(4) For a student withdrawing from or discontinuing after 50% of the program, the student is entitled to no refund.

(d) Refunds are calculated based upon the last day of a student's attendance in class. Refunds will be made to students within 30 days of the last day of attendance or, in the case of a student who does not return from a leave of absence, 30 days from the scheduled date of return, or the date the student fails to enter.

STUDENT APPEARANCE

Students are expected to dress in a manner appropriate for an educational atmosphere. All items of clothing must be clean and in good repair. If a student is judged to be dressed in a manner not acceptable by the school, he/she will be asked to leave the campus and return with the appropriate attire.

PROGRAMS

CLASS A CDL PREPARATORY PROGRAM

Course Hours: 172 Instructional Hours
Tuition: \$4,750.00

TRAINING OBJECTIVE:

The course material presented in the Class A CDL preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver's License test in the student's state of residence. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver.

The program is primarily designed to allow an entry-level driver to find his or her first job with a large Company doing over the road type driving. These companies have their own in-house training departments that provide additional training to entry-level drivers. The exceptional student will be able to find employment in a smaller company without a training department.

The training consists of a combination of classroom training, hands-on training in a practice yard and hands-on training on the road.

ADMISSIONS REQUIREMENTS

Student requirements for acceptance into the Class A CDL Preparatory Program are:

1. Must be at least 18 years of age.
2. Must possess a High School Diploma or its equivalent.

Note: Students may be admitted without a high school diploma or General Equivalence Diploma (GED) if they can demonstrate to All-State Career that through prior education, work history, and proper motivation they have the

ability to benefit from the training offered. All-State Career WV may utilize a standardized test to determine vocational aptitude for tractor-trailer driving which, when compared to established norms, indicate probable success.

3. Must possess a valid driver's license. A commercial driver's license permit will be required prior to participation in on-the-road training.
4. Must have an acceptable driving record.
5. Meet the physical requirements for driver qualifications as defined under Part 391: "Qualifications for Drivers" in the Federal Bureau of Motor Carriers Safety Regulations.
6. All applicants are required to pass a D.O.T. physical examination prior to acceptance into the program. The cost for the physical examination is included in tuition, and is non-refundable.
7. All applicants are required to pass a D.O.T drug screen prior to acceptance. The cost of the drug screen is included in tuition, and is non- refundable.

NOTE: All students are entered into the school's random drug and alcohol testing pool administered by Foley; students are also subject to additional testing if a reasonable suspicion of drug or alcohol abuse is determined.

CLASS A CDL PREPARATORY PROGRAM COURSE OUTLINE

Module 1: Basic Operation

- 1.1 General Knowledge/Transporting Cargo
Safety
- 1.2 Combination Vehicles/ Air brakes
- 1.3 Tank Vehicles
- 1.4 Coupling & Uncoupling
- 1.5 Vehicle Inspection/Pre-trip
- 1.6 Trip Planning/Hours of Service
- 1.7 Hazardous Materials
- 1.8 CSA and Vehicle Inspection
- 1.9 Federal Motor Carrier Safety Regulations
- 1.10 Transmissions/Shifting
- 1.11 What to do at the Scene of the Accident

Module 2: Basic Vehicle Control Skills 1

- 2.1 Straight Line backing
- 2.2 Coupling & Uncoupling
- 2.3 Shifting
- 2.4 Alley Docking
- 2.5 Sight-side Parallel Park
- 2.6 Blindside Parallel Park
- 2.7 CDL Skills Prep

Module 3: Basic Vehicle Controls Skills 2

- 3.1 Demonstrate Proper Lane Control

- 3.2 Demonstrate Proper Start-up and Braking
- 3.3 Demonstrate Proper Speed and Space Management
- 3.4 Demonstrate the 5 Keys of the Smith System
- 3.5 CDL Road Test Preparation

GRADUATION REQUIREMENTS

Graduates of the Class A CDL Preparatory Program are awarded a Certificate of Completion.

Requirements for graduation include the following:

Achieve an overall grade point average of 70% in written materials. Successfully complete all of the scheduled driving skill evaluations. Meet all financial obligations to the school.

TUITION AND FEES:

Tuition includes instructional materials, one DOT Physical and Drug Screen, a CDL Permit Package, up to two (2) attempts of the Commercial Driver's License test, and the one time reimbursement for hard copy CDL License.

In the unlikely event that a student requires Commercial Driver's License (CDL) testing beyond the two (2) attempts included in the tuition, there will be an additional charge of \$50.00. The additional fee for testing would be paid directly to the Third Party Examiner and not to the school.

STUDENT TO INSTRUCTOR RATIO:

Classroom: 12 students to 1 Instructor

Range: Maximum 12 students to 1 Instructor

Road: Maximum 4 students to 1 Instructor

CLOTHING:

Students should bring sufficient and adequate clothing to protect themselves from cold and inclement weather. For protection from burns and the like, students must wear shirts with sleeves. Work boots or work shoes are required. Shoes/boots should have a leather top, neoprene soles, and rubber heels. Steel tips are recommended for safety, but are not mandatory.

CLASS B CDL PREPARATORY PROGRAM

Course Hours: 80 Instructional Hours

Tuition: \$3,750.00

TRAINING OBJECTIVE

The course material presented in the Class B CDL preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver's License test in the student's state of residence. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Class B Driver.

The program is primarily designed to allow an entry-level driver to find their first job with a large company doing over-the-road type driving. These companies have their own in-house training departments that provide additional training to entry-level drivers. The exceptional student will be able to find employment in a smaller company without a training department.

The training consists of a combination of classroom training, hands-on training in a practice yard and hands on training on the road.

ADMISSIONS REQUIREMENTS

Student requirements for acceptance into the Class B CDL Preparatory Program are:

1. Must be at least 18 years of age.
2. Must possess a High School Diploma or its equivalent.
Note: Students may be admitted without a high school diploma or General Equivalence Diploma (GED) if they can demonstrate to All-State Career that through prior education, work history, and proper motivation they have the ability to benefit from the training offered. All-State Career WV may utilize a standardized test to determine vocational aptitude for tractor-trailer driving which, when compared to established norms, indicate probable success.
3. Must possess a valid driver's license. A commercial driver's license permit will be required prior to participation in on-the-road training.
4. Must have an acceptable driving record.
5. Meet the physical requirements for driver qualifications as defined under Part 391: "Qualifications for Drivers" in the Federal Bureau of Motor Carriers Safety Regulations.
6. All applicants are required to pass a D.O.T. physical examination prior to acceptance into the program. The cost of the physical examination is included in tuition, and is non-refundable.
7. All applicants are required to pass a D.O.T drug screen prior to acceptance. The cost the drug test is included in tuition and is non-refundable.

NOTE: all students are entered into the school's random drug and alcohol testing pool administered by Foley; students are also subject to additional testing if a reasonable suspicion of drug or alcohol abuse is determined.

CLASS B CDL PREPARATORY PROGRAM COURSE OUTLINE

Module 1 Basic Operation

- 1.1 General Knowledge/Cargo Safety
- 1.2 Airbrakes Vehicle Systems
- 1.3 Tank Vehicles
- 1.4 Pre-Trip, Enroute & Post-Trip Inspections
- 1.5 Trip Planning
- 1.6 Hours of Service
- 1.7 Hazardous Materials
- 1.8 CSA Vehicle Inspection
- 1.9 Federal Motor Carrier Safety Regulations

1.10 Transmissions/Shifting

Module 2: Basic Vehicle Control Skills I

- 2.1 Straight Line backing
- 2.3 Shifting
- 2.4 Alley Dock
- 2.5 Sight-side Parallel Park
- 2.6 Blindside Parallel Park
- 2.7 CDL Skills Prep

Module 3: Road Skills

- 3.1 Demonstrate Proper Lane Control
- 3.2 Demonstrate Proper Start-up and Braking
- 3.3 Demonstrate Proper Speed and Space Management
- 3.4 Demonstrate the 5 Keys of the Smith System
- 3.5 CDL Road Test Prep

GRADUATION REQUIREMENTS:

Graduates of the Class B CDL Preparatory Program are awarded a Certificate. Requirements for graduation include the following:

Achieve an overall grade point average of 70% in written materials. Successfully complete all of the scheduled driving skill evaluations. Meet all financial obligations to the school.

TUITION AND FEES:

Tuition includes instructional materials, one DOT Physical and Drug Screen, one CDL Permit Package, up to two (2) attempts for the Commercial Driver's License testing, and a one-time reimbursement for a hard copy CDL License.

In the unlikely event that a student requires Commercial Driver's License (CDL) testing beyond the two (2) attempts included in the tuition, there will be an additional charge of \$50.00. The additional fee for testing would be paid directly to the Third Party Examiner and not to the school.

STUDENT TO INSTRUCTOR RATIO:

- Classroom: 12 students to 1 Instructor
- Range: Maximum 12 students to 1 Instructor
- Road: Maximum 4 students to 1 Instructor

CLOTHING:

Students should bring sufficient and adequate clothing to protect themselves from cold and inclement weather. For protection from burns and the like, students must wear shirts with sleeves. Work boots or work shoes are

required. Shoes/boots should have a leather top, neoprene soles, and rubber heels. Steel toes are recommended for safety, but are not mandatory.