



**UTILI ⚡ TRAIN**





YOUR  
JOURNEY  
STARTS HERE







# WELCOME & INTRODUCTION



To address the shortage of skilled utility workers across the United States, Utilitrain was started to provide high-quality utility training, a state-of-the-art facility on 38 acres, and to help create, develop, and promote all types of utility training.

Utilitrain is starting with three programs where we can make an immediate impact in the utility industry; a fifteen (15) week Electrical Lineworker Program (ELP), CDL Training Programs, and a Safety Training Program to consult and work with companies for all your training needs.

In the future, Utilitrain has plans to create programs dedicated to ALL aspects of utility training.

Utilitrain is here to serve the utility community, building relationships with businesses and students that will last a lifetime.

**Luke Granger**  
CEO & President

## MISSION STATEMENT

“Through structured innovation and a passionate mission to provide quality education, Utilitrain students will leave our programs with valued technical skills, to jumpstart their careers in the utility industry.”



### Utilitrain Contact Information

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# FACULTY & INSTRUCTORS

## FACULTY & ADMINISTRATIVE STAFF



**Luke Granger**  
School Director  
CEO/President



**Cindy Potts**  
Finance



**Nick LaBrant**  
Marketing



**Stacy Pixler**  
Student Affairs

## INSTRUCTORS



**Randy Beckes**  
Chief Instructor – Live Line



**Jeff Ramey**  
Lead Instructor - CDL



**Zach Taylor**  
Lead Instructor - ELP



**Orrin Lindberg**  
Instructor - ELP



**Joe Clarke**  
Instructor - CDL



**Corey Sadler**  
Instructor – Live Line

# SCHOOL CALENDAR

2026 SCHOOL CALENDAR	
1/1/2026	<b>NEW YEARS DAY (SCHOOL CLOSED)</b>
1/5/2026	ELECTRICAL LINEMAN PROGRAM - CLASS 7: FIRST DAY
1/5/2026	JANUARY CDL CLASS: FIRST DAY
1/29/2026	JANUARY CDL CLASS: LAST DAY
2/2/2026	FEBRUARY CDL CLASS: FIRST DAY
2/26/2026	FEBRUARY CDL CLASS: LAST DAY
3/2/2026	MARCH CDL CLASS: FIRST DAY
3/26/2026	MARCH CDL CLASS: LAST DAY
4/3/2026	<b>GOOD FRIDAY (SCHOOL CLOSED)</b>
4/6/2026	APRIL CDL CLASS: FIRST DAY
4/16/2026	ELECTRICAL LINEMAN PROGRAM - CLASS 7: GRADUATION & RODEO
4/30/2026	APRIL CDL CLASS: LAST DAY
5/4/2026	ELECTRICAL LINEMAN PROGRAM - CLASS 8: FIRST DAY
5/4/2026	MAY CDL CLASS: FIRST DAY
5/25/2026	<b>MEMORIAL DAY (SCHOOL CLOSED)</b>
5/28/2026	MAY CDL CLASS: LAST DAY
6/1/2026	JUNE CDL CLASS: FIRST DAY
6/25/2026	JUNE CDL CLASS: LAST DAY
7/3/2026	<b>INDEPENDENCE DAY (SCHOOL CLOSED IN OBSERVANCE)</b>
7/6/2026	JULY CDL CLASS: FIRST DAY
7/30/2026	JULY CDL CLASS: LAST DAY
8/3/2026	AUGUST CDL CLASS: FIRST DAY
8/13/2026	ELECTRICAL LINEMAN PROGRAM - CLASS 8: GRADUATION & RODEO
8/27/2026	AUGUST CDL CLASS: LAST DAY
8/31/2026	ELECTRICAL LINEMAN PROGRAM - CLASS 9: FIRST DAY
9/7/2026	<b>LABOR DAY (SCHOOL CLOSED)</b>
9/8/2026	SEPTEMBER CDL CLASS: FIRST DAY
10/1/2026	SEPTEMBER CDL CLASS: LAST DAY
10/5/2026	OCTOBER CDL CLASS: FIRST DAY
10/29/2026	OCTOBER CDL CLASS: LAST DAY
11/2/2026	NOVEMBER CDL CLASS: FIRST DAY
11/25/2026	NOVEMBER CDL CLASS: LAST DAY
11/26/2026	<b>THANKSGIVING DAY (SCHOOL CLOSED)</b>
11/27/2026	<b>DAY AFTER THANKSGIVING (SCHOOL CLOSED)</b>
12/7/2026	DECEMBER CDL CLASS: FIRST DAY
12/10/2026	ELECTRICAL LINEMAN PROGRAM - CLASS 9: GRADUATION & RODEO
12/25/2026	<b>CHRISTMAS DAY (SCHOOL CLOSED)</b>
12/31/2026	DECEMBER CDL CLASS: LAST DAY

## Inclement Weather Policy

Inclement weather occurs when outdoor conditions are either unsafe or undesirable for training or traveling. This is different for various types of training and/or work environments. This policy will be implemented when inclement weather occurs.





# FACILITY / CAMPUS



## 38 ACRES OF LAND DEDICATED TO TRAINING THE NEXT GENERATION OF TRADESMEN

Our campus is meticulously crafted to offer an unparalleled learning experience that combines hands-on training with real-world simulations, ensuring our graduates are fully equipped for successful careers in the electrical industry. At our campus, you'll find:

- **Modern classrooms and workshops:** High-quality equipment and technology for the best education.
- **Real-world projects:** A variety of electrical installations for hands-on experience in our training yard.

## LEGEND:

- 1 ADMINISTRATIVE OFFICES
- 2 CLASSROOM 1 – 965 SQ FT
- 3 CLASSROOM 2 – 707 SQ FT
- 4 INSTRUCTOR BREAKROOM & STUDENT RESTROOMS
- 5 CDL TRAINING PADS
- 6 EXISTING WAREHOUSE
- 7 EXISTING WAREHOUSE
- 8 MAINTENANCE / STORAGE
- 9 MEETING / CONFERENCE BUILDING
- 10 TRAINING YARD
- 11 ELP POLE CIRCLES
- 12 MESS HALL
- 13 EXISTING BUILDING
- 14 ADMINISTRATIVE PARKING
- 15 STUDENT PARKING

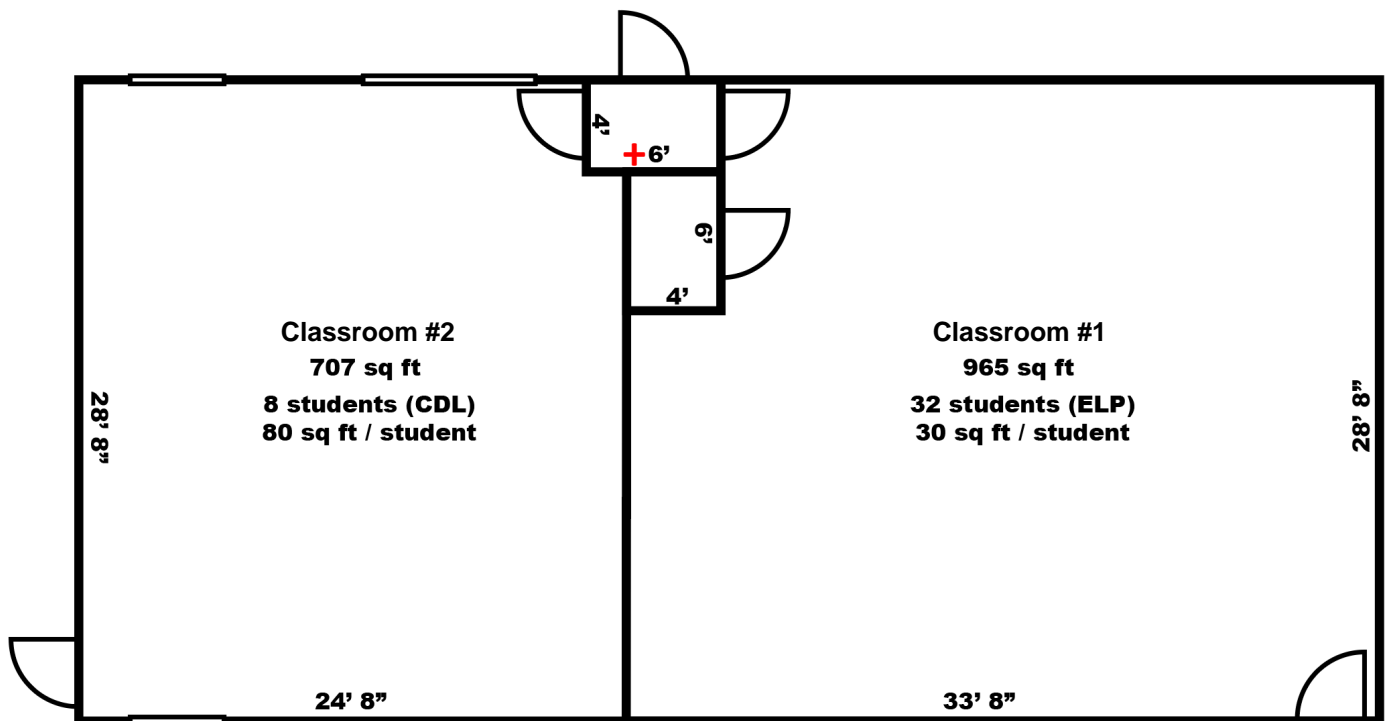
# CLASSROOM DETAILS

**Utilitrain classrooms are shown in the diagram (not to scale) below.**

Classroom #1 is dedicated to the Electrical Lineworker Program and has been set up with desks and chairs for up to 32 students, along with an instructor desk, 85" TV connected to instructor's computer to show visuals of training materials and related training videos, two large whiteboards, WIFI, trash cans, and has a locked cabinet for storage of class materials (books, pens, paper, etc). Ingress/egress from the room is available through the two doors, located on opposite corners of the room. Fire and emergency instructions are posted at both exits.

Classroom #2 is dedicated to the CDL Program and has been set up with desks and chairs for up to 16 students, along with an instructor desk, 85" TV connected to instructor's computer, two large whiteboards, WIFI, trash cans, and has a locked cabinet for storage of class materials (books, pens, paper, etc). Ingress/egress from the room is available through the two doors (and the available roll-top door), located on opposite corners of the room. Fire and emergency instructions are posted at both exits.

**+ First Aid / Medical Kit:** Located in the back entrance – close to field operations.



## **Classroom #1:**

Usable Area: 965 sq ft

Maximum Enrolled Student Count: 32

Square Feet Per Enrolled Student: 30 sq ft

## **Classroom #2:**

Usable Area: 707 sq ft

Maximum Enrolled Student Count: 8

Square Feet Per Enrolled Student: 80 sq ft







# PROGRAM OVERVIEW



## ELECTRICAL LINEWORKER PROGRAM

Utilitrain offers a full fifteen (15) week pre-apprenticeship program for students enrolled at our facility. This program includes a variety of skills they will need in the utility industry, including; tool use, materials, job site set up, electrical theory, climbing, and more. Students will graduate the school after completing training dedicated to teach them the skills to start their journey with a utility contractor.

Student to Instructor Ratio	Total Hours of Instruction
16:1	540 Hours - ELP Only
	680 Hours – ELP with CDL



## CDL & DRIVER TRAINING

Our in-house CDL training covers everything you will need to learn to get your CDL. This 4-week program was designed for individual students who want to get their CDL. The program includes modules focused on Theory, Defensive Driving, Shifting, Pre-Trip, and more. To help with those who are hesitant to hit the road quickly, Utilitrain has a CDL Simulator – allowing students to be more comfortable before driving in traffic.

10-Hour Days, 4-Days a Week – Monday through Thursday

Student to Instructor Ratio	Total Hours of Instruction
8:1 (for Classroom Study)	160 Hours
4:1 (for Driving & Maneuvers)	



## SAFETY TRAINING PROGRAMS

Throughout the utility industry, there are continuous updates and changes in how situations should be approached – improvements on the procedures that keep everyone safe and sound. When the procedures are adjusted, Utilitrain can teach your employees how to navigate the changing landscape. Programs can be created for your company's training needs, including foundational courses such as: OSHA Required Courses, First Aid/CPR, Confined Space, LOTO, Knots & Splicing, EPZ, Longline, and Energized Linework.

(Attention: The Safety Training Programs are ONLY available to business customers – NOT the general public.)



# PROGRAM CALENDAR

Classes are currently enrolling for Monday through Thursday (7am to 5:30pm). For students enrolled in the Electrical Lineworker Program, Fridays will be dedicated to CDL Training and required safety certification courses. Fridays may also be utilized for any closings due to inclement weather. Any changes to our regular schedule will be determined and announced at the start of the session.

## Electrical Lineman Program - Class 7

January 5	First Day of Class
April 3	Holiday (Good Friday)
April 16	Graduation & Rodeo

## Electrical Lineman Program - Class 8

May 4	First Day of Class
May 25	Holiday (Memorial Day)
July 3	Holiday (Independence Day)
August 13	Graduation & Rodeo

## Electrical Lineman Program - Class 9

August 31	First Day of Class
September 7	Holiday (Labor Day)
November 26	Holiday (Thanksgiving)
November 27	Holiday (Day After Thanksgiving)
December 10	Graduation & Rodeo

## CDL January 2026

January 5	First Day of Class
January 29	Last Day of Class

## CDL February 2026

February 2	First Day of Class
February 26	Last Day of Class

## CDL March 2026

March 2	First Day of Class
March 26	Last Day of Class

## CDL April 2026

April 6	First Day of Class
April 30	Last Day of Class

## CDL May 2026

May 4	First Day of Class
May 28	Last Day of Class

## CDL June 2026

June 1	First Day of Class
June 25	Last Day of Class

## CDL July 2026

July 6	First Day of Class
July 30	Last Day of Class

## CDL August 2026

August 3	First Day of Class
August 27	Last Day of Class

## CDL September 2026

September 8	First Day of Class
October 1	Last Day of Class

## CDL October 2026

October 5	First Day of Class
October 29	Last Day of Class

## CDL November 2026

November 2	First Day of Class
November 25	Last Day of Class

## CDL December 2026

December 7	First Day of Class
December 31	Last Day of Class

Note: Please review the School Calendar on Page 3 for holiday closures.



# ELECTRICAL LINEWORKER PROGRAM

## ELP Program

Utilitrain's Electrical Lineworker Program (ELP) trains students to be fully prepared and successful upon entering the electrical lineworker workforce.

The comprehensive program consists of both classroom training and field competencies, awarding professional certification upon completion.

Utilitrain's intention is to help the line industry grow by providing trained apprentices with an understanding of technical skills to perform in the industry, a strong work ethic, and the certifications required to remain compliant and work safely.



### Classroom Courses

Electrical Systems, Rigging, Basic Electrical Theory, Personal Protective Grounding, Transformers, Climbing, and Career Planning & Strategies



### Field Competencies

Basic Climbing, Operating Buckets, Installing Crossarms & Transformers, Conductor Installation, and Numerous Underground Construction Skills



### Schedule & Cost

Schedule is four (4) days per week, for a total of 15 weeks. Cost is \$19,350 per student.

Contact us for more information!

**Email:** [lineworker@utilitrain.org](mailto:lineworker@utilitrain.org)

**Phone:** (410) 865-0168





# ELP PROGRAM OVERVIEW

Our 15-week ELP intensive training program is designed to prepare students for an entry-level apprentice lineworker position. Training will occur Monday through Thursday from 7:30am to 5pm, and includes basic electricity, pole climbing, rigging, transformers, personal protective grounding, underground systems, bucket, and digger derrick truck operations, as well as career planning and strategies. This course will be taught from Utilitrain Programs and 14<sup>th</sup> Edition Lineman & Cableman's Handbook. The Lineman & Cableman book is the best reference manual in the industry. This course is available in-person only as the fundamentals needed to successfully learn electrical skills relating to line work must be completed in person. Student to Instructor ratio is 16:1. Total Hours for ELP: 540 Hours. Total Hours for ELP with CDL: 680 Hours.

PROGRAM	DAYS	DAILY HOURS	# OF HOURS PER DAY	# HOURS PER WEEK	# OF WEEKS FOR PROGRAM	TOTAL HOURS
ELP	M - TH	7:30 AM – 5 PM	9	36	15	540
ELP W/ CDL	M - TH	7:30 AM – 5 PM	9	46	15	680
	FRIDAY	7 AM – 5:30 PM	10			

## **ELECTRICAL SYSTEMS (ES100) – 25 Hours**

This course will review the entire electrical system from generation stations to meters. It will begin with an overview of the entire system and then look at each area specifically.

## **RIGGING (RG100) – 20 Hours**

Knots, splices, and ropes will be examined. In addition, the student will learn to calculate the tensions and safe working loads for various rigging applications common in linework.

## **BASIC ELECTRICITY (BE100) - 25 Hours**

The focus of basic electricity is to help the student understand how electricity is produced, manipulated, and used in an electrical system. AC and DC circuit work will be performed using Ohm's laws. The main objective of the circuit work is to prepare the student for similar circuit work that will be encountered in future electricity courses. Success in this class will usually indicate that a student will find few problems with the academic portion of an apprenticeship course.

## **PERSONAL PROTECTIVE GROUNDING (GR100) - 25 Hours**

Students will learn how to prove that a line is deenergized and properly install the protective devices associated with such work. Proper application, care and storage of grounds will be thoroughly examined.

## **CAREER PLANNING AND STRATEGIES (CS100) – 20 Hours**

During this course, students will learn how to develop both short- and long-term plans for their future employment. They will learn about the structure and purpose of various companies and potential career opportunities. Students will learn how to build a cover letter and resume. Students will interactively work in pairs to develop successful interviewing techniques, and how to effectively communicate with employers. Prospective employers will be visiting classes to discuss potential job opportunities.

## **TRANSFORMERS (TR100) – 25 Hours**

Linemen work with transformers more often than any other piece of pole-line equipment. Every customer must have a transformer to receive service voltage. Therefore, a separate course has been designed to explain the importance of transformers. Students will learn how transformers work (theory), their anatomy and how to connect, parallel and bank them to supply the desired customer service voltage. Students will progress through the academic classes and proceed into the transformer yard for actual hands-on training in a low-voltage section of the training yard.

## **CLIMBING WOOD POLES (CP100) – 57 Hours**

Students will be taught how to ascend and descend from a wood pole safely and properly. Students will learn how to utilize a buck squeeze during the climbing exercises as well as how to sharpen their gaffs and inspect their climbing gear. Safety techniques are of utmost priority during these exercises. Pole climbing is a crucial task for a line worker in the construction and maintenance of overhead distribution and transmission systems. With proper selection of climbing gear and proper training methods for climbing, this task can be done safely.



# ELP PROGRAM OVERVIEW

## **BUCKET TRUCK RESCUE (BT100) – 4 Hours**

This course teaches students how to safely and successfully rescue coworkers from bucket trucks. The course is built to OSHA regulations and reviews the following topics: why bucket truck rescue is important, the four steps to safely complete a rescue, hazards that necessitate a bucket truck rescue, and risks associated with rescues. This course earns you an official Bucket Truck Rescue card and certificate.

**Textbook and Course Materials:** *Hard Hat Safety Provisions Inc. Training Manual with Practice Quiz and Final Exam*

## **DIGGER DERRICK OPERATOR (DD100) – 3 Hours**

This course is built to OSHA regulations and teaches students how to operate a Digger Derrick safely and effectively. Students will be able to identify parts of a Digger Derrick, how to safely set-up a Digger Derrick under various worksite situations, the common hazards and accidents on work sites, basic rigging practices, stability principles, and rigging considerations surrounding the proper set-up of Digger Derrick. This course earns you an official Digger Derrick Operator card and certificate.

**Textbook and Course Materials:** *Hard Hat Safety Provisions Inc. Training Manual with Practice Quiz and Final Exam*

## **FIRST AID/CPR/AED (FA100) – 4 Hours**

First Aid/CPR/AED training teaches the skills and confidence needed to respond in a medical emergency. During the First Aid portion of the course, students will learn how to handle burns, wounds, fractures, heart-related issues, poisoning, choking, hemorrhages, shock, and various injuries. This course teaches students how to successfully perform CPR (Cardiopulmonary Resuscitation). When CPR has proved ineffective, students will learn the steps needed to operate an AED (Automated External Defibrillator). Once successfully completing the ten (10) question First Aid written exam, successfully demonstrating hands-on CPR, and accurately operating an AED device, the student will earn a First Aid/CPR/AED Certification.

**Textbook and Course Materials:** *National Safety Council Training Manual with Practice Quizzes and Final Exam*

## **OSHA 10-HOUR CONSTRUCTION INDUSTRY (OC100) – 10 Hours**

This course teaches basic safety and health information to entry-level workers who perform new construction, demolition, building development and other fields in the construction industry. OSHA General Construction training includes a detailed overview of the most common risks of construction work, including fall hazards, caught-in or -between hazards and electrocution. This course earns you an official OSHA 10 card which is a common requirement for employment in construction and other industries.

**Textbook and Course Materials:** *Hard Hat Safety Provisions Inc. Training Manual with Practice Quiz and Final Exam*

## **POLE TOP RESCUE (PT100) – 4 Hours**

This course teaches students how to rescue coworkers safely and successfully from pole top emergency situations. The course is built to OSHA regulations and reviews the following topics: why pole top rescue is important, the four steps to safely complete a rescue, hazards that necessitate a pole-top rescue, and risks associated with rescues. This course earns you an official Pole Top Rescue card and certificate.

**Textbook and Course Materials:** *Hard Hat Safety Provisions Inc. Training Manual with Practice Quiz and Final Exam*



# ELP PROGRAM OVERVIEW

## **CLASS A CDL (CA100) – 160 Hours (10 hours every Friday during first 14-weeks of the program, with additional hours included during ELP Training.)**

This course prepares students for entry-level driving positions in the commercial trucking industry. The curriculum is designed for licensed drivers who want to secure their Class “A” Commercial Driver’s License. The course content relates to the safe operation of a tractor and a semi-trailer combination. The curriculum is approximately 160 hours of classroom training, simulator training, range training and behind-the-wheel training. Evaluations are conducted within each of these areas. An ELDT Theory Test is given where students are expected to maintain an average of 80% or above. Training progress reports will be provided so students are fully aware of their progress. Students are also given an MVA CDL Skills Practice Test to ensure they are ready for their actual MVA CDL Skills Test.

### **The course is built to state regulation guidelines and is broken into four (4) different sections:**

1. Entry-Level Driving Training Theory and CDL Permit Preparation
2. Pre-Trip Inspection
3. Range/Maneuvers
4. Road

Textbook and Course Materials: Entry-Level Driver Training Theory Test, CDL Pre-Trip Study Booklet, Weekly Training Progress Report, MVA CDL Skills Practice Test, and a MVA CDL Skills Final Test











**Admission into Utilitrain's Electrical Lineworker Program begins by individuals meeting the following prerequisites and physical health requirements:**

## Entrance Requirements:

- Must be a High School Graduate or show proof of High School Equivalency.
- Must be 18 years old prior to the first day of class.
- Must have a valid driver's license from their resident state.
- (If CDL Needed\*) Must be able to pass a Department of Transportation (DOT) drug screen and physical examination, providing a completed MCSA-5876 Form to [cdltraining@utilitrain.org](mailto:cdltraining@utilitrain.org).
- (If CDL Needed\*) Must provide a copy of your driving record to [cdltraining@utilitrain.org](mailto:cdltraining@utilitrain.org) with less than three (3) points over the past three (3) years.

*Note: Any training program for occupations that may require State Licensing, Certification, or Registration – any Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

## Physical Health Requirements:

- Must be able to lift 75 pounds – Materials and equipment used during training are heavy and will be lifted off machinery, shelving, and the ground.
- Must be able to work in an elevated position.
- Must be able to handle strenuous activities such as pulling, climbing, walking, carrying and standing for extended periods of time.
- Must be able to train in any weather condition safely and effectively.
- Must be physically and mentally able to operate vehicles such as a bucket truck, digger derrick, etc.
- Weigh no more than 270 pounds due to weight restrictions on fall protection equipment.
- Provide proof of medical insurance coverage (which must be kept throughout the duration of training).

## Academic Progress Policy:

Student's grades will be averaged for each Electrical Lineworker Course as follows:

Percentage	Description
50%	Weekly Tests and Competencies
50%	Final Test
100%	Total Percentage Possible

The following grade scale will be for all weekly tests and the final test:

<b>A</b>	100 – 90%	Excellent
<b>B</b>	89 – 80%	Good
<b>C</b>	79 – 70%	Average
<b>F</b>	69% or below	Failing

Grades will be updated and provided five (5) days following the completion of each test. All field competencies must be successfully completed in order to earn a certificate. Also, to earn a certificate, students must earn a 70% final average in each course.



## Graduation Requirements:

- Adherence to all Utilitrain policies
- All financial obligations met
- No more than 3 absences
- 70% or better on both the academic courses and field competencies

Tuition & Fees	
Application Fee (to process your application)	\$25
Placement Fee (to secure a reserved spot in the class of your choosing)	\$875
Tuition	\$14,250
<b>Total Tuition &amp; Fees</b>	<b>\$15,150</b>
Associated Costs	
Climbing Gear, Gloves, Boots, Hand Tools, Safety Shirts	\$3,950
Books & Materials	\$250
"The Lineman's and Cableman's Handbook" 14 <sup>th</sup> Edition ( ISBN 978-1-264-26818-4 ) Utilitrain Manuals (For each of the six program modules) "Safe Work Practices" 3 <sup>rd</sup> Edition ( SKU #777 from Alexander Publications )	
Class-A CDL w/ Air Brakes Endorsement*	\$2,020
<b>Total Program Cost</b>	<b>\$21,370</b>

\* Class-A CDL w/ Air Brakes Endorsement is only required for students who do not currently possess a CDL. The Total Term Cost for students who already have obtained a CDL prior to enrolling at Utilitrain is \$19,350.

## Clock Hours:

PROGRAM	PROGRAM LENGTH MEASURED IN:		
	Lecture Hours	Lab Hours	Total Hours
Electrical Lineworker	220	320	540
ELP with CDL	230	450	680
4-week CDL Training	40	120	160



# COMMERCIAL DRIVER'S LICENSE TRAINING

## CDL Program

Utilitrain's Commercial Driver's License (CDL) Training Program will prepare students to safely and effectively operate the necessary trucks used in the transportation industry following federal and state regulations.

Students will learn to safely drive and operate trucks requiring a Class-A or Class-B Commercial Driver's License (CDL) in either manual or automatic.

### Admission into the CDL Program has the following requirements:

- Over 18 years of age for intrastate (In-State Driving Only)
- Over 21 years of age for interstate (Driving in All States)
- Possess a Valid Driver's License from your resident state
- Good Driving Record - Less than three (3) points over the last three years
- Ability to pass a Department of Transportation Drug Screen and Physical Examination

**ALL states accepted.**



## Program Details

Students will be trained to pass their licensing state's test requirements, including: Pre-Trip, Maneuvers, and Road/Shifting.

This in-person program covers safety, driving theory, classroom and hands-on training.

Vehicles are available on-site, as well as a CDL truck simulator to test situational awareness and environmental conditions.



## Schedule / Cost

The 4-week long curriculum includes approximately 160 hours of classroom training (Monday through Thursday from 7am to 5:30pm), simulator training, range instruction, and behind-the-wheel / maneuver practice.

Weekly training progress reports will be provided so students are fully aware of their progress.

Cost: \$5000

(Tuition \$4650, Application \$150, Placement Fee \$200)

Contact us for more information!

**Email: [cdltraining@utilitrain.org](mailto:cdltraining@utilitrain.org)**

**Phone: (410) 865-0168**





# CDL PROGRAM OVERVIEW

## **CDL CLASS A (CA100) – 160 Hours**

This 4-week course prepares students for entry-level driving positions in the commercial trucking industry. The curriculum is designed for licensed drivers who want to secure their Class “A” Commercial Driver’s License. The course content relates to the safe operation of a tractor and a semi-trailer combination. This course is only available in-person as the fundamentals needed to successfully learn how to drive a commercial motor vehicle must be completed in person.

The curriculum features 160 hours of classroom training, scheduled Monday through Friday from 7am to 5:30pm, which includes simulator training, range training and behind-the-wheel training. Evaluations are conducted within each of these areas. An ELDT Theory Test is given where students are expected to maintain an average of 80% or above. Weekly training progress reports will be provided so students are fully aware of their progress. Students are also given an MVA CDL Skills Practice Test to ensure they are ready for their actual MVA CDL Skills Test.

PROGRAM	DAYS	DAILY HOURS	# OF HOURS PER DAY	# HOURS PER WEEK	# OF WEEKS FOR PROGRAM	TOTAL HOURS
CDL	M - TH	7 AM – 5:30 PM	10	40	4	160

**The course is built to state regulation guidelines and is broken into four (4) different sections. These sections must be completed in order as detailed below:**

1. *Entry-Level Driving Training Theory*
2. *Pre-Trip Inspection*
3. *Range/Maneuvers*
4. *Road*

**ELDT THEORY** – The ELDT Theory portion of the class covers various subjects required by the Federal Motor Carrier Safety Administration (FMCSA). These subjects include Basic Operation, Safe Operating Procedures, Advanced Operating Practices, Vehicle Systems and Reporting Malfunctions, and Non-Driving Activities. To ensure students are proficient in all the theory subjects, they will be expected to successfully complete the ELDT Theory Test by earning 80% or better. Students will be trained on a state-of-the-art simulator to provide skills training without exposing students to life-threatening situations. Ample time will be utilized to ensure each student masters shifting and various real-life scenarios utilizing our simulator. Instructor to Student ratio is 1 to 8.

**PRE-TRIP INSPECTION** – This section of the course concentrates solely on how to perform a Pre-Trip Inspection reviewing every detail of the truck. Instructors and students will review their Pre-Trip Study booklets while walking around the training truck identifying and discussing each part of the truck. By the end of the course, students will successfully be able to identify hundreds of truck parts. Instructor to Student ratio is 1 to 4.

**RANGE/MANEUVERS** – This portion of the course will cover all range maneuvers, basic driving techniques, shifting and cornering while remaining on Utilitrain property. Students will rotate turns which will allow them to observe and learn from their peers. Instructor to Student ratio is 1 to 4.

**ROAD** – During the Road portion of the training, ample hours are spent driving and/or observing other students driving on public roads, streets, and highways. Students will have the opportunity to demonstrate the skills they have learned during the other portions of this course. Our CDL training trucks are crew cabs designed to seat the student driver, an instructor, and three other students safely and comfortably. Students will drive predetermined routes designed for their skill level. Each student typically receives a minimum of 600 miles behind-the-wheel instruction within the 4-week course. This totals approximately 12-16 hours per student.\* Instructor to Student ratio is 1 to 4.

\*Since individual training is not provided, it is understood that each student's driving needs will vary. Utilitrain will make every attempt to ensure each student is given the necessary training hours to master on-the-road driving.



# CDL PROGRAM POLICIES

**Admission into Utilitrain's Commercial Driver's License Program begins by individuals meeting the following requirements:**

- Over 18 Years of Age for Intrastate (In-State Driving Only)
- Over 21 Years of Age for Interstate (Driving in All States)
- Possess a Valid Driver's License from your resident state
- Good Driving Record – Less than three (3) points over the last three (3) years
- Ability to pass a Department of Transportation Drug Screen and Physical Examination

*Note: Any training program for occupations that may require State Licensing, Certification, or Registration – any Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

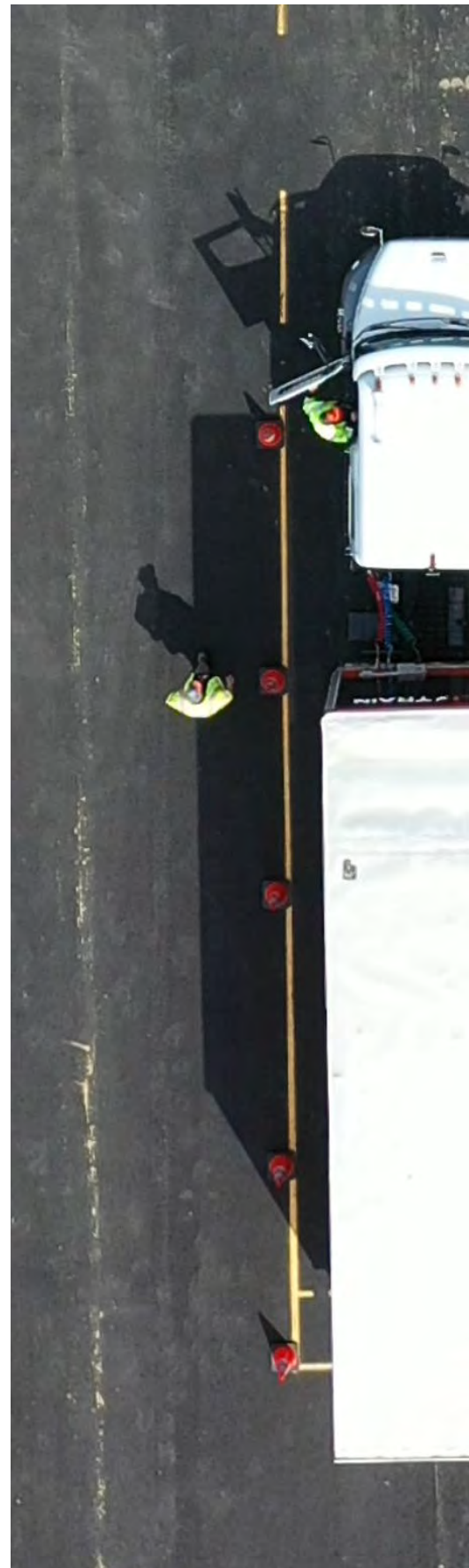
## **CDL Completion Requirements:**

- Successfully earning 80% or better on Entry-Level Driver Theory Test
- No more than three (3) absences
- Pass all portions of their resident state's MVA CDL Skills Test.

## **Commercial Driver's License (CDL) Grading & Testing Policy:**

To successfully complete the Commercial Driver's License part of the program, the student must successfully pass the ELDT Theory Test and MVA Skills Test as detailed below:

Pass	100% - 80%
Fail	79% or Below





# CDL PROGRAM POLICIES

## ELDT Theory Test:

To successfully complete the ELDT Theory Test, the student must receive an 80% or better and be in attendance for the full length of the course. Grades will be provided on an ongoing basis and immediately following the ELDT Theory Test.

## CDL Weekly Training Progress Reports:

Progress Reports will be provided to each student on a weekly basis. These training progress reports are strictly to help the student understand what areas they need to focus on to improve. Each student's progress will be observed by the instructor and then provided in writing on the report utilizing the following scale: Excellent, Very Good, Good, Needs Improvement, and Unsatisfactory. These progress reports are for the student's benefit only and the grading will not be utilized to pass the course.

## MVA CDL Skills Test:

To successfully complete the course, the student must pass all portions of their resident state's MVA CDL Skills Test. This will include all three portions of the test including Pre-Trip Inspection, Range/Maneuvers and Road. Each state administers and evaluates their own test using a point system on a score sheet. If a student fails the MVA CDL Skills test, they may be required to wait a certain period prior to retesting and pay an additional fee. The wait time and/or additional fees may vary based on each individual state's guidelines.

## Absences:

Students who have more than three (3) absences in the Electric Line Worker (ELP), Compliance, and CDL programs will not receive a certificate of completion in the program and will be terminated.

## CDL Program Costs:

Program	Tuition	Application Fee	Placement Fee
Professional CDL Training – 4 Weeks	\$4,650	\$150	\$200



# CDL PROGRAM EVENING CLASS

## Evening Class

Utilitrain's Commercial Driver's License (CDL) Program will prepare students to safely and effectively operate the necessary trucks used in the utility industry.

This program is scheduled for evenings, and is for students who can't afford to miss work to attend training.

Students will learn to safely drive and operate trucks requiring a Class-A or Class-B Commercial Driver's License (CDL).

Utilitrain's intention is to help the line industry grow by providing trained apprentices with an understanding of technical skills to perform in the industry, a strong work ethic, and the certifications required to remain compliant and work safely.



### Qualified to Drive

Tractor Trailers, Cranes, Bucket Trucks, Line Trucks, and various other pieces of equipment.



### Test Preparation

Students will be trained to pass their licensing state's test requirements, including: Pre-Trip, Maneuvers, and Road Testing.



### Schedule / Cost

This program will be five 4-hour evenings for 8 weeks, for a total of 160 hours.

The cost per student is \$5000.

Contact us for more information!  
Email: [info@utilitrain.org](mailto:info@utilitrain.org)  
Phone: (410) 865-0168





# CDL EVENING PROGRAM OVERVIEW

## **CDL EVENING CLASS (CE100) – 160 Hours**

This 8-week course prepares students for entry-level driving positions in the commercial trucking industry. The curriculum is designed for licensed drivers who want to secure their Class “A” Commercial Driver’s License. The course content relates to the safe operation of a tractor and a semi-trailer combination. This course is only available in-person as the fundamentals needed to successfully learn how to drive a commercial motor vehicle must be completed in person.

The curriculum features 160 hours of classroom training, scheduled Monday through Friday from 4pm to 8pm, which includes simulator training, range training and behind-the-wheel training. Evaluations are conducted within each of these areas. An ELDT Theory Test is given where students are expected to maintain an average of 80% or above. Weekly training progress reports will be provided so students are fully aware of their progress. Students are also given an MVA CDL Skills Practice Test to ensure they are ready for their actual MVA CDL Skills Test.

PROGRAM	DAYS	DAILY HOURS	# OF HOURS PER DAY	# HOURS PER WEEK	# OF WEEKS FOR PROGRAM	TOTAL HOURS
CDL	M - F	4 PM – 8 PM	4	20	8	160

**The course is built to state regulation guidelines and is broken into four (4) different sections. These sections must be completed in order as detailed below:**

1. *Entry-Level Driving Training Theory*
2. *Pre-Trip Inspection*
3. *Range/Maneuvers*
4. *Road*

**ELDT THEORY** – The ELDT Theory portion of the class covers various subjects required by the Federal Motor Carrier Safety Administration (FMCSA). These subjects include Basic Operation, Safe Operating Procedures, Advanced Operating Practices, Vehicle Systems and Reporting Malfunctions, and Non-Driving Activities. To ensure students are proficient in all the theory subjects, they will be expected to successfully complete the ELDT Theory Test by earning 80% or better. Students will be trained on a state-of-the-art simulator to provide skills training without exposing students to life-threatening situations. Ample time will be utilized to ensure each student masters shifting and various real-life scenarios utilizing our simulator. Instructor to Student ratio is 1 to 4.

**PRE-TRIP INSPECTION** – This section of the course concentrates solely on how to perform a Pre-Trip Inspection reviewing every detail of the truck. Instructors and students will review their Pre-Trip Study booklets while walking around the training truck identifying and discussing each part of the truck. By the end of the course, students will successfully be able to identify hundreds of truck parts. Instructor to Student ratio is 1 to 4.

**RANGE/MANEUVERS** – This portion of the course will cover all range maneuvers, basic driving techniques, shifting and cornering while remaining on Utilitrain property. Students will rotate turns which will allow them to observe and learn from their peers. Instructor to Student ratio is 1 to 4.

**ROAD** – During the Road portion of the training, ample hours are spent driving and/or observing other students driving on public roads, streets, and highways. Students will have the opportunity to demonstrate the skills they have learned during the other portions of this course. Our CDL training trucks are crew cabs designed to seat the student driver, an instructor, and three other students safely and comfortably. Students will drive predetermined routes designed for their skill level. Each student typically receives a minimum of 600 miles behind-the-wheel instruction within the 8-week course. This totals approximately 12-16 hours per student.\* Instructor to Student ratio is 1 to 4.

\*Since individual training is not provided, it is understood that each student's driving needs will vary. Utilitrain will make every attempt to ensure each student is given the necessary training hours to master on-the-road driving.



# CDL EVENING PROGRAM OVERVIEW

**Admission into Utilitrain's Commercial Driver's License Program begins by individuals meeting the following requirements:**

- Over 18 Years of Age for Intrastate (In-State Driving Only)
- Over 21 Years of Age for Interstate (Driving in All States)
- Possess a Valid Driver's License from your resident state
- Good Driving Record – Less than three (3) points over the last three (3) years
- Ability to pass a Department of Transportation Drug Screen and Physical Examination

*Note: Any training program for occupations that may require State Licensing, Certification, or Registration – any Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

## **CDL Completion Requirements:**

- Successfully earning 80% or better on Entry-Level Driver Theory Test
- No more than three (3) absences
- Pass all portions of their resident state's MVA CDL Skills Test.

## **Commercial Driver's License (CDL) Grading & Testing Policy:**

To successfully complete the Commercial Driver's License part of the program, the student must successfully pass the ELDT Theory Test and MVA Skills Test as detailed below:

Pass	100% - 80%
Fail	79% or Below

## **2026 CDL Evening Class Schedule:**

Class #	Start Date	End Date
1	1/5/2026	2/26/2026
2	3/2/2026	4/23/2026
3	5/4/2026	6/25/2026
4	7/6/2026	8/27/2026
5	9/8/2026	10/29/2026
6	11/2/2026	12/29/2026

Note: Please review the School Calendar on Page 3 for holiday closures.



# CDL EVENING PROGRAM OVERVIEW



## **ELDT Theory Test:**

To successfully complete the ELDT Theory Test, the student must receive an 80% or better and be in attendance for the full length of the course. Grades will be provided on an ongoing basis and immediately following the ELDT Theory Test.

## **CDL Evening Class Weekly Training Progress Reports:**

Progress Reports will be provided to each student on a weekly basis. These training progress reports are strictly to help the student understand what areas they need to focus on to improve. Each student's progress will be observed by the instructor and then provided in writing on the report utilizing the following scale: Excellent, Very Good, Good, Needs Improvement, and Unsatisfactory. These progress reports are for the student's benefit only and the grading will not be utilized to pass the course.

## **MVA CDL Skills Test:**

To successfully complete the course, the student must pass all portions of their resident state's MVA CDL Skills Test. This will include all three portions of the test including Pre-Trip Inspection, Range/Maneuvers and Road. Each state administers and evaluates their own test using a point system on a score sheet. If a student fails the MVA CDL Skills test, they may be required to wait a certain period prior to retesting and pay an additional fee. The wait time and/or additional fees may vary based on each individual state's guidelines.

## **Absences:**

Students who have more than three (3) absences in the Electric Line Worker (ELP), Compliance, and CDL programs will not receive a certificate of completion in the program and will be terminated.

## **CDL Evening Program Costs:**

Program	Tuition	Application Fee	Placement Fee
Professional CDL Evening Class – 8 Weeks	\$4,650	\$150	\$200



# CDL S&P ENDORSEMENT

## CDL S&P Endorsement

This 4-week course prepares students for entry-level driving positions in the passenger transportation industry. The curriculum is designed for licensed drivers who want to secure their CDL with a school bus and/or passenger endorsement (S&P).

The curriculum features 80 hours of training, which includes classroom instruction, simulator training, and driving experience both on the driving range as well as public roads.

An "Entry Level Driver Training (ELDT)" test is given, where students will maintain an average of 80% or above.

This course is only available "in-person", as the fundamentals needed to successfully learn how to drive a bus must be completed in person at our campus.



### Qualified to Drive

Weekly training progress reports will be provided so students are fully aware of their progress through the program. Students are also given a CDL Skills Practice Test to prepare for testing.



### Test Preparation

Students will be trained to pass their licensing state's test requirements, including: Entry-Level Driving Training Theory, Pre-Trip Inspection, Maneuvers, and Road Driving.



### Schedule / Cost

This program will be 10 hours per day for 4 days, for a total of two weeks (80 hours).

The cost per student is \$...

Contact us for more information!  
Email: [info@utilitrain.org](mailto:info@utilitrain.org)  
Phone: (410) 865-0168





# CDL S&P ENDORSEMENT PROGRAM OVERVIEW



## **CDL S&P ENDORSEMENT CLASS (CSP100) – 80 Hours**

This 4-week course prepares students for entry-level driving positions in the bus industry. The curriculum is designed for licensed drivers who want to secure their CDL with School Bus and/or Passenger Endorsements. The course content relates to the safe operation of a bus for schools, or for passenger transport. This course is only available in-person, as the fundamentals needed to successfully learn how to drive a bus must be completed in person.

The curriculum features 80 hours of classroom training, scheduled Monday through Friday from 7am to 5:30pm, which includes simulator training, range training and behind-the-wheel training. Evaluations are conducted within each of these areas. An ELDT Theory Test is given where students are expected to maintain an average of 80% or above. Weekly training progress reports will be provided so students are fully aware of their progress. Students are also given an MVA CDL Skills Practice Test to prepare them for their actual MVA CDL Skills Test.

PROGRAM	DAYS	DAILY HOURS	# OF HOURS PER DAY	# HOURS PER WEEK	# OF WEEKS FOR PROGRAM	TOTAL HOURS
CDL S&P ENDORSEMENT	M - TH	7 AM – 5 PM	10	40	2	80

**The course is built to state regulation guidelines and is broken into four (4) different sections. These sections must be completed in order as detailed below:**

1. *Entry-Level Driving Training Theory*
2. *Pre-Trip Inspection*
3. *Range/Maneuvers*
4. *Road*

**ELDT THEORY** – The ELDT Theory portion of the class covers various subjects required by the Federal Motor Carrier Safety Administration (FMCSA). These subjects include Basic Operation, Safe Operating Procedures, Advanced Operating Practices, Vehicle Systems and Reporting Malfunctions, and Non-Driving Activities. To ensure students are proficient in all the theory subjects, they will be expected to successfully complete the ELDT Theory Test by earning 80% or better. Students will be trained on a state-of-the-art simulator to develop skills training without exposing students to life-threatening situations. Ample time will be utilized to ensure each student masters shifting and various real-life scenarios utilizing our simulator. Instructor to Student ratio is 1 to 4.

**PRE-TRIP INSPECTION** – This section of the course concentrates solely on how to perform a Pre-Trip Inspection reviewing every detail of the vehicle. Instructors and students will review their Pre-Trip Study booklets while walking around the training vehicle identifying and discussing each part. By the end of the course, students will successfully be able to identify hundreds of vehicle parts and their safe operation. Instructor to Student ratio is 1 to 4.

**RANGE/MANEUVERS** – This portion of the course will cover all range maneuvers, basic driving techniques, shifting and proper cornering techniques while remaining at Utilitrain. Students will rotate turns which will allow them to observe and learn from their peers. Instructor to Student ratio is 1 to 4.

**ROAD** – During the Road portion of the training, ample hours are spent driving while being coached by a qualified instructor, and/or observing peers (other students) driving on public roads, streets, and highways. Students will have the opportunity to demonstrate the skills they have learned during the other portions of this course. Students will drive predetermined routes designed for their skill level. Each student typically receives a minimum of 600 miles behind-the-wheel instruction within the 2-week course. This totals approximately 12-16 hours per student.\* Instructor to Student ratio is 1 to 4.

\*Since individual training is not provided, it is understood that each student's driving needs will vary. Utilitrain will make every attempt to ensure each student is given the necessary training hours to master on-the-road driving.



# CDL S&P ENDORSEMENT PROGRAM OVERVIEW

**Admission into Utilitrain's Commercial Driver's License Program begins by individuals meeting the following requirements:**

- Over 18 Years of Age for Intrastate (In-State Driving Only)
- Over 21 Years of Age for Interstate (Driving in All States)
- Possess a Valid Driver's License from your resident state
- Good Driving Record – Less than three (3) points over the last three (3) years
- Ability to pass a Department of Transportation Drug Screen and Physical Examination

*Note: Any training program for occupations that may require State Licensing, Certification, or Registration – any Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

## **CDL Completion Requirements:**

- Successfully earning 80% or better on Entry-Level Driver Theory Test
- No more than three (3) absences
- Pass all portions of their resident state's MVA CDL Skills Test.

## **CDL S&P Endorsement - Grading & Testing Policy:**

To successfully complete the Commercial Driver's License S&P Endorsement Training Program, the student must successfully pass the ELDT Theory Test and MVA Skills Test as detailed below:

Pass	100% - 80%
Fail	79% or Below

## **2026 CDL S&P Endorsement Class Schedule:**

Class #	Start Date	End Date
1	1/12/2026	1/22/2026
2	2/9/2026	2/19/2026
3	3/9/2026	3/19/2026
4	4/6/2026	4/16/2026
5	5/11/2026	5/21/2026
6	6/8/2026	6/18/2026

Class #	Start Date	End Date
7	7/13/2026	7/23/2026
8	8/10/2026	8/20/2026
9	9/14/2026	10/24/2026
10	10/12/2026	10/22/2026
11	11/9/2026	11/19/2026
12	12/7/2026	12/17/2026

Note: Please review the School Calendar on Page 3 for holiday closures.



# CDL S&P ENDORSEMENT PROGRAM OVERVIEW



## **ELDT Theory Test:**

To successfully complete the ELDT Theory Test, the student must receive an 80% or better and be in attendance for the full length of the course. Grades will be provided on an ongoing basis and immediately following the ELDT Theory Test.

## **CDL S&P Endorsement Class Weekly Training Progress Reports:**

Progress Reports will be provided to each student on a weekly basis. These training progress reports are strictly to help the student understand what areas they need to focus on to improve. Each student's progress will be observed by the instructor and then provided in writing on the report utilizing the following scale: Excellent, Very Good, Good, Needs Improvement, and Unsatisfactory. These progress reports are for the student's benefit only and the grading will not be utilized to pass the course.

## **MVA CDL Skills Test:**

To successfully complete the course, the student must pass all portions of their resident state's MVA CDL Skills Test. This will include all three portions of the test including Pre-Trip Inspection, Range/Maneuvers and Road. Each state administers and evaluates their own test using a point system on a score sheet. If a student fails the MVA CDL Skills test, they may be required to wait a certain period prior to retesting and pay an additional fee. The wait time and/or additional fees may vary based on each individual state's guidelines.

## **Absences:**

Students who have more than three (3) absences in the CDL S&P Endorsement program will not receive a certificate of completion in the program and will be terminated.

## **CDL S&P Endorsement Program Costs:**

Program	Tuition	Application Fee	Placement Fee
Professional CDL S&P Endorsement Class – 4 Weeks	\$2,150	\$150	\$200

# CDL - HAZMAT ENDORSEMENT PROGRAM OVERVIEW



## **CDL - HAZMAT ENDORSEMENT CLASS (CH100) – 4 Hours**

This 4-hour course prepares students for testing to acquire the Hazmat Endorsement on their Commercial Driver's License. The curriculum is designed for drivers who already hold their CDL and want to secure their Hazmat Endorsement. This course is only available in-person, as the test to complete this training must be completed in person.

The test covers material presented in the class, and includes information provided by the FMCSA as a requirement of any Hazmat training course. Students must achieve a score of above 80% on the test (as per FMCSA requirement) to graduate this program. After students have completed the training, they will be able to go to their home state's licensing agency and complete the required steps to get their Hazmat Endorsement.

PROGRAM	DAYS	DAILY HOURS	# OF HOURS PER DAY	# HOURS PER WEEK	# OF WEEKS FOR PROGRAM	TOTAL HOURS
CDL - HAZMAT ENDORSEMENT	1 Day  (Class Schedule Below)	8 AM – 12 PM	4	4	N/A	4

## **ATTENTION:**

Utilitrain cannot guarantee that a student will receive their Hazmat Endorsement through their home state's licensing agency. Utilitrain is committed to train students on the necessary information to cover FMCSA required training for students to be able to obtain a Hazmat Endorsement.

This training program includes classroom instruction and does not include driving or operation of a commercial motor vehicle in any situations that would involve hazardous materials.

Instructor to Student ratio is 1 to 8.

## **Absences:**

As this class is only a 4-hour training program, any absences indicate the student has failed, and missing the scheduled class is non-refundable.

To reschedule your class, please contact Utilitrain 24-hours prior to the scheduled start of your class.

## **CDL – Hazmat Endorsement Program Costs:**

Program	Tuition	Application Fee	Placement Fee
CDL - Hazmat Endorsement Class – 4 Hours	\$600	\$50	\$0





# CDL - HAZMAT ENDORSEMENT PROGRAM OVERVIEW

**Admission into Utilitrain's Commercial Driver's License Program begins by individuals meeting the following requirements:**

- Over 18 Years of Age for Intrastate (In-State Driving Only)
- Over 21 Years of Age for Interstate (Driving in All States)
- Possess a Valid Driver's License from your resident state
- Good Driving Record – Less than three (3) points over the last three (3) years
- Ability to pass a Department of Transportation Drug Screen and Physical Examination

*Note: Any training program for occupations that may require State Licensing, Certification, or Registration – any Criminal convictions may affect a student's ability to be licensed, certified, or registered.*

## **CDL Hazmat Endorsement Grading & Testing / Completion Requirements:**

- Successfully earning 80% or better on Hazmat Endorsement Test as detailed below:

Pass	100% - 80%
Fail	79% or Below

## **2026 CDL Hazmat Endorsement Class Schedule:**

Class #	Class Date
1	1/12/2026
2	2/9/2026
3	3/9/2026
4	4/13/2026
5	5/11/2026
6	6/8/2026

Class #	Class Date
7	7/13/2026
8	8/10/2026
9	9/14/2026
10	10/12/2026
11	11/9/2026
12	12/7/2026

Note: Please review the School Calendar on Page 3 for holiday closures.



# SAFETY TRAINING PROGRAMS

## Safety Training Programs

Utilitrain's Safety Training Programs (STP) are customized based on individual company or organization needs. We will consult and professionally train safety related programs mandated by OSHA, including:

- Confined Space Competent Person
- Electrical Hazard Awareness
- Excavation & Trench Safety Competent Person
- Fall Protection Competent Person
- First Aid / CPR / AED
- Hazwoper
- Lockout / Tagout
- OSHA 10-Hour General Industry
- OSHA 10-Hour Construction Industry
- Rigging and Signaling
- Work Zone Safety



### Customized Training

As a package or on an individual basis, our programs are unique to your company's needs. Our instructors are OSHA approved and certified experts in their fields.



### Flexible Location

Classes can be conducted at our facility, at your location, or an off-site destination on request.



### Schedule & Cost

Schedule and cost varies for each course offered by Utilitrain. Training Schedules are tailored to meet the needs of your company.

(Attention: The Supplemental Safety Training Programs are ONLY available to business customers – NOT the general public.)

Contact us for more information!

**Email:** [safetytraining@utilitrain.org](mailto:safetytraining@utilitrain.org)

**Phone:** (410) 865-0168





**At Utilitrain, our Student Affairs Department serves as the central pillar of student experience and support, dedicated to fostering a productive, enriching, and positive learning environment.**

We recognize that the journey of each student is unique, and our aim is to facilitate, guide, and support this journey with dedication, professionalism, and care.

Student Affairs is responsible for meticulously tracking the academic progress of every student, diligently recording grades, and ensuring the timely completion of all program requirements. Our department maintains a comprehensive and up-to-date record of each student's achievements, offering clear insights into their growth and development throughout the course of their study.



Beyond academic tracking, Student Affairs also serves as a conduit for communication and conflict resolution. We encourage open dialogue and aim to address any student issues promptly, effectively, and with the utmost sensitivity.

We believe in fostering a culture of respect, inclusivity, and mutual understanding, and we stand ready to assist in any situation that might hinder the learning experience.

In essence, the Student Affairs Department at Utilitrain is committed to ensuring a seamless, rewarding, and meaningful academic journey for all our students.

We are here to assist, guide, and support you every step of the way, ensuring that your time at Utilitrain is not just about learning, but also about personal growth and transformation.



# ADMISSIONS & ENROLLMENT

## UTILITRAIN ENROLLS STUDENTS WHO ARE A GREAT FIT FOR OUR SCHOOL

At Utilitrain, the Admissions & Enrollment Department is the gateway to your educational journey in the electrical utility industry. This department is your first point of contact and your reliable guide, ensuring your transition into our community is smooth, efficient, and welcoming.

Our Admissions & Enrollment team's primary responsibility is to help you navigate the application process. We carefully review each application, considering not just your past academic record but also your potential for success in our program. We're committed to creating an inclusive and diverse student body, recognizing the value that differing perspectives and backgrounds bring to our community.

Throughout the admissions process, we make ourselves available for any inquiries or concerns you might have. Our team is here to explain program specifics, clarify admission criteria, provide updates on your application status, and guide you through the steps you need to take after acceptance.



**Admission into Utilitrain's Electrical Lineworker Program begins by individuals meeting the following prerequisites and physical health requirements:**

### Entrance Requirements:

- Must be a High School Graduate or show proof of High School Equivalency.
- Must be 18 years old prior to the first day of class.
- Must have a valid driver's license from their resident state.
- (If CDL Needed\*) Must be able to pass a Department of Transportation (DOT) drug screen and physical examination, providing a completed MCSA-5876 Form to [cdltraining@utilitrain.org](mailto:cdltraining@utilitrain.org).
- (If CDL Needed\*) Must provide a copy of your driving record to [cdltraining@utilitrain.org](mailto:cdltraining@utilitrain.org) with less than three (3) points over the past three (3) years.

### Physical Health Requirements:

- Must be able to lift 75 pounds – Materials and equipment used during training are heavy and will be lifted off machinery, shelving, and the ground.
- Must be able to work in an elevated position.
- Must be able to handle strenuous activities such as pulling, climbing, walking, carrying and standing for extended periods of time.
- Must be able to train in any weather condition safely and effectively.
- Must be physically and mentally able to operate vehicles such as a bucket truck, digger derrick, etc.
- Weigh no more than 270 pounds due to weight restrictions on fall protection equipment.
- Provide proof of medical insurance coverage (which must be kept throughout the duration of training).

**Admission into Utilitrain's Commercial Driver's License Program begins by individuals meeting the following requirements:**

- Over 18 Years of Age for Intrastate (In-State Driving Only)
- Over 21 Years of Age for Interstate (Driving in All States)
- Possess a Valid Driver's License from your resident state
- Good Driving Record – Less than three (3) points over the last three (3) years
- Ability to pass a Department of Transportation Drug Screen and Physical Examination



# ADMISSIONS & ENROLLMENT

## Drug and/or Alcohol Policy

Utilitrain has zero tolerance for illegal drug and/or alcohol use. Students are prohibited from the use of drugs that may cause impairment. Utilitrain reserves the right to have all students randomly drug and/or alcohol tested with or without cause. Refusal to test or a positive result will be grounds for immediate expulsion from the program. Costs relating to drug and/or alcohol testing will be covered by Utilitrain.

## Medical Insurance Policy

All students enrolled at Utilitrain must maintain medical coverage during the entire term for which they are enrolled. Proof of coverage is not required with the application; however, it will be required in the form of a valid certificate of medical coverage at least two (2) weeks prior to the start of their first day of class.

Note: Any training program for occupations that may require State Licensing, Certification, or Registration – any Criminal convictions may affect a student's ability to be licensed, certified, or registered.



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ON SOCIAL MEDIA!**









## Cecil County, Maryland

Nestled in Maryland's northeastern corner, Elkton and its surrounding regions offer a treasure trove of extreme sports and adventure experiences for thrill-seekers. Within a 45-minute drive, here are several action-packed adventures that will get your adrenaline pumping.

### Whitewater Rafting, Kayaking and Tubing

- Brandywine River: Grab a kayak or tube and set off down the scenic Brandywine River, just over the state line in Delaware. It's an ideal spot for kayaking, canoeing, and tubing.
- North East Creek: A local secret, the North East Creek offers excellent spots for kayaking, and if you're lucky, you may even spot some wildlife.

### Adventure and Rope Courses

- Go Ape Zipline and Adventure Park: Located in Bear, Delaware, Go Ape offers treetop adventures with zip lines, Tarzan swings, and challenging obstacles.
- Terrapin Adventures: A bit further away in Savage, MD, Terrapin Adventures boasts a zipline, giant swing, climbing tower, and an aerial adventure course.

### Paintball and Airsoft

- Outdoor Xtreme Chesapeake City: The perfect spot for paintball, airsoft, and laser tag. It has multiple fields and hosts regular events.
- Robinhood Paintball: Located in Havre De Grace, this facility offers several fields for paintball and airsoft play, suitable for both beginners and experienced players.

### Skateboarding and BMX

- Glasgow Park: Home to a large skate park, Glasgow in Newark, Delaware is a haven for skateboarders and BMX riders.
- The Charm City Skatepark: A little further afield in Baltimore, this indoor skate park offers ramps, bowls, and rails for skateboarders, BMX, and inline skaters.

### Hiking and Mountain Biking

- White Clay Creek State Park: With its extensive network of trails, White Clay Creek in Newark, Delaware is a favorite spot for hikers and mountain bikers.
- Fair Hill Natural Resources Management Area: Known for its rolling hills and diverse wildlife, it's ideal for a vigorous bike ride or challenging hike.

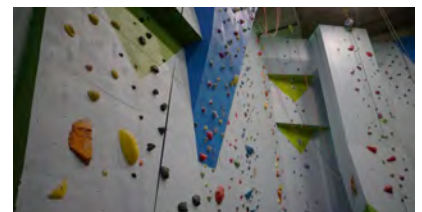
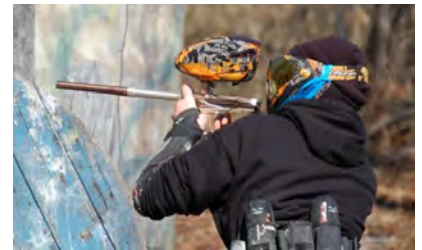
### Rock Climbing

- Elite Climbing: Located in Maple Shade, NJ, this indoor rock climbing gym offers top roping, bouldering, and lead climbing. They cater to all skill levels, from novices to experienced climbers.

### Motor Sports

- Cecil County Dragway: If speed is your thing, head to the dragway for some heart-pounding drag racing action.

This round-up only scratches the surface of all the thrilling adventures awaiting in and around Elkton. So gear up, head out, and let the adventures begin!





## **Need housing during the duration of your stay?**

Utilitrain has housing available for students during their tenure at the school. If you have any questions about the available housing options, please reach out to our Student Affairs Department for more information.

Housing is available on a first come, first served basis.



## Refund Policy

Utilitrain will publish a schedule of tuition, fees and methods of payment and shall not deviate from its published tuition, fees and methods of payment. Utilitrain will furnish each student with information regarding the cost of necessary books, supplies, materials, and tools.

### Procedure

1. If the school closes or discontinues a program the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
2. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after having signed an enrollment agreement. This involves all fees paid to the school by the student or on behalf of the student.
3. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.
4. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that the school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of Total Course or Program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

5. The date of withdrawal or termination is the last date of attendance by the student. A refund due to a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
6. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.

## Program Performance Policy

Utilitrain students or prospective Utilitrain students may obtain our performance information from the Maryland Higher Education Commission on any Utilitrain approved program. This includes, but is not limited to, information regarding each program's enrollment, completion rate, placement rate, and pass rate of graduates on any licensure examination. The Maryland Higher Education Commission's website is <https://www.mhec.state.md.us/>

## **Attendance and Make-Up Work Policy**

Utilitrain's training programs require students to physically be in attendance and participate on a regular basis. Satisfactory attendance (Monday through Friday) will be required of all students enrolled at Utilitrain. All Utilitrain's programs are based on real-life work scenarios where attendance is imperative to be successful. For the better part of each 9–10-hour day, students will be training outside in the field. Real life work scenarios are taught to prepare students for success in the workforce.

To maintain satisfactory attendance, students must not have more than three (3) absences during their training period. All absences and tardies (leaving early included) will be tracked by Utilitrain Faculty.

## **Attendance and Make-Up Work Procedure**

Instructors will be taking attendance at the start of each day and at any time throughout the day. If a student chooses to arrive late or leave early, he or she will be at risk of being recorded as absent. Attendance records will be shown on each student's transcript. When a student incurs one (1) absence, he or she will be notified of our Attendance Policy by their Instructor and Student Affairs. After a student incurs two (2) absences, he or she will be notified of our Attendance Policy and given an Attendance Warning by their Instructor and Student Affairs.

Due to training with real-life scenarios, most of our program's content does not allow for students to complete make-up work after an absence. Each student should be sure to pay close attention to deadlines. However, if a student misses a field competency or test, Instructors may allow students to make-up said competency or test within 48 hours of returning to the school from their absence(s). Any work missed due to an absence will be discussed, and resolved between the student and their assigned Instructor.

If a student should be tardy at any time throughout the day (arriving late or leaving early), he or she will be considered absent. This strict adherence is because utility and construction companies do not tolerate frequent absences and/or tardies.

A Utilitrain student who wishes to resolve an attendance, tardy or make-up work issue should first attempt to resolve the issue at its source with his or her assigned Instructor. If such a resolution is impossible or impractical, the student may pursue the following procedures established to resolve the matter in a fair and timely manner.

- 1.) If a student or Instructor incurs an issue with any of the attendance or make-up work policies, he or she may discuss such issue with Student Affairs.
- 2.) If Student Affairs is not able to help or provide a resolution, the student and/or Instructor may discuss the issue with any member of the Academic Advisory Board and/or the President.

If a student fails to achieve the minimum attendance standards, absent more than three (3) times during their training period, the student will not receive a certificate of completion and will be terminated from the program.



## Transfer of Credit Policy

Utilitrain does not grant credit for previous training or experience. All of our training programs are unique. Our programs incorporate real-life scenarios to ensure students are fully aware and understand concepts they will encounter once they enter the work force. Our training programs require a minimum number of field clock hours which cannot be transferred from other institutions. Because of this uniqueness, we are not able to transfer credits from other programs or schools.

## Commit to Integrity Policy

As a student attending Utilitrain, you are expected to be professional, exemplify integrity, and commit to active learning and participation both in the classroom and in the field.

## Academic Honesty Policy

Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess. This policy will help guide students to pledge to commit to being honest.

### Procedure

- A. Utilitrain Instructors have the initial responsibility for detecting and dealing with academic dishonesty. Instructors who believe that an act of academic dishonesty has occurred are obligated to discuss the matter with the student(s) involved. Instructors should possess reasonable evidence of academic dishonesty. However, if circumstances prevent consultation with student(s), instructors may take whatever action (subject to student appeal) they deem appropriate.
- B. Utilitrain Instructors who are convinced by the evidence that a student is guilty of academic dishonesty shall assign an appropriate academic penalty. If the instructors believe that the academic dishonesty reflects on the student's academic performance or the academic integrity in the program, the student's grade should be adversely affected. Suggested guidelines for appropriate actions are:
  1. an oral reprimand in cases where there is reasonable doubt that the student knew his/her action constituted academic dishonesty;
  2. a failing grade on the particular test where the act of dishonesty was unpremeditated, or where there was significant mitigating circumstances;
  3. a failing grade in the course where the dishonesty was premeditated or planned.
- C. Instructors will file incident reports with Student Affairs. These reports shall include a description of the alleged incident of academic dishonesty, any relevant documentation, and any recommendations for action that he/she deems appropriate.
- D. Student Affairs shall maintain an Academic Dishonesty File of all cases of academic dishonesty with the appropriate documentation.
- E. Students may appeal any action taken on charges of academic dishonesty to the "Utilitrain Academic Appeals Board".
- F. The Utilitrain Academic Appeals Board shall consist of three (3) members of Utilitrain's staff.
- G. Individuals involved in an appeal may not participate as members of the Academic Appeals Board.
- H. The decision of the Academic Appeals Board will be forwarded to the President of Utilitrain. President will review the decision and determine the final outcome.

## **Student Records Policy**

**Utilitrain will maintain student records permanently. These records, at a minimum, will include:**

- Any written record of previous education and training provided to Utilitrain.
- Any grades earned at Utilitrain.
- Dates of attendance at Utilitrain.
- Certification(s) earned from Utilitrain.
- Weekly Progress Reports provided by Utilitrain.
- Application / Enrollment information provided by student.
- Any other pertinent information.

## **Transcript and/or Record Of Attendance Requests Policy**

Any student may request a transcript and/or record of attendance from Student Affairs by completing a Transcript and/or Record of Attendance Request Form. Students requesting this information must have all outstanding student loans and/or debt paid in full prior to Utilitrain releasing these records. Once this requirement is made, Student Affairs will release the transcript and/or record of attendance at no charge or cost to the student within seven (7) days. This request may be made in person or by mail.





## Student Code of Conduct Policy

Utilitrain students are always expected to conduct themselves in a respectful and responsible manner. This includes respect for themselves, fellow students, faculty, and staff. Disrespect will not be tolerated. Misconduct such as fighting, horseplay, use of illegal drugs or alcohol, or carrying weapons will not be tolerated.

1. All students are required to follow the policies and procedures established in the Utilitrain Catalog.
2. All students will be required to dress and work per industry standards. All PPE will be worn at all times, every day.
3. Students are only allowed to take breaks during allotted times and in locations approved by Utilitrain.
4. Smoking is not allowed inside any Utilitrain buildings. Smoking will be allowed at specific locations approved by Utilitrain.
5. Earbuds, cell phones and loud music players are strictly prohibited during classroom and/or field competency times. Cell phone use is allowed during approved break and lunch times.
6. Personal property is the responsibility of the student. Utilitrain is not responsible for any missing or damaged personal property.
7. Students are required to adhere to strict safety standards. Students refusing to adhere to safety standards will be subject to expulsion.
8. Students are prohibited from bringing firearms on Utilitrain property.
9. If a Utilitrain student is arrested or charged with a crime while enrolled, Utilitrain may suspend that student's enrollment until the student has been acquitted, convicted, or the judicial process is otherwise fully resolved. If the student's enrollment is suspended, that student will not be allowed on campus while the suspension is in effect.

Utilitrain reserves the right to terminate any student, on or off campus, for violating this code of conduct. Utilitrain retains sole discretion to administer any disciplinary action up to and including suspension and expulsion. Any student dismissed for unsatisfactory conduct will not be allowed to return to the premises.

This Student Code of Conduct Policy will be signed by each student at the start of each program and is also posted in our classrooms and break areas.

## Disciplinary Procedural Steps

### 1. Filing of Written Complaint

Disciplinary action, involving a student, may be initiated by a complaint in writing filed by any member of the school community, including members of the faculty, staff, and the student body.

### 2. Administrator Receipt of Complaint

The complaint shall be filed with the office of Student Affairs.

### 3. Preliminary Investigation

Student Affairs shall initiate an investigation, gathering signed statements and interviewing appropriate persons.

- Student Affairs shall approve any interim changes in a student's academic status necessary to facilitate the investigation or to protect the involved parties.
- Student Affairs may require students to appear for an interview or to give a written statement.
- Failure to cooperate or impeding the investigation (not complying with the official and proper order) may subject a student to disciplinary action. Disciplinary holds may be placed on class attendance, re-enrollment, or upon the academic record of any student who fails to cooperate with the investigation.



# SCHOOL POLICIES

## 4. Initial Determination

After completing the preliminary investigation, Student Affairs may:

- Dismiss the complaint as having been unsubstantiated, or
- Determine that the complaint is supported by reliable evidence.

## 5. Formal Notification to Student of Complaint

Student Affairs shall provide written notification to the student, advising the student of the complaint and the student's rights under this Disciplinary Procedure.

**To ensure a student's rights to due process are preserved, the following essential legal elements will be made available to the student:**

1. Written notice of the allegation(s), with a summary of the information obtained by the preliminary investigation.
2. Proposed sanction(s) should the student accept the findings of the preliminary investigation and initial determination by Student Affairs. The student has three (3) business days to exercise this option and must agree to waive formal disciplinary proceedings and the right to appeal. Note: This option does not apply to cases that may result in the sanction of disciplinary suspension or dismissal.
3. Applicable references to Utilitrain's Policies and Procedures, including the Student Code of Conduct.
4. The opportunity to correspond or personally appear before the Academic Appeals Committee to present evidence on his or her behalf.
5. The right to a prompt written decision regarding the allegation(s).
6. Information regarding the available appeal procedures.

**Upon notification, the student may elect, after meeting with Student Affairs, to accept the findings of the preliminary investigation and initial determination without further appeal rights. In this event, Student Affairs will render a decision regarding any appropriate sanction(s).**

- If the student elects this option, the student must waive, in writing, the right to a hearing with the Academic Appeals Committee as well as the right to appeal the imposed sanction(s).
- Student Affairs may impose a sanction(s) that is no greater than the sanction(s) proposed in the formal notification step (step 5). Imposed sanctions under these conditions may not include disciplinary suspension or dismissal.

## 6. Academic Appeals Committee

Student Affairs, within ten (10) business days of the notification to the student, will appoint an Academic Appeals Committee. The committee will consist of three members from among the faculty and staff. The committee shall complete its investigation and make a final determination within 10 business days of appointment.

- The Academic Appeals Committee will conduct a careful and thorough review of all the facts concerning the alleged offense.
- The student shall have the right to submit written evidence and/or appear in person to present evidence.
- The student has the right to be advised by counsel or an advisor who may come from within or from outside the institution. Counsel may be present during the hearing but will not be permitted to address the Academic Appeals Committee.
- A two-thirds vote of the Academic Appeals Committee shall be required to assess a guilty determination for all or part of the allegation(s); otherwise, the student will be absolved, and the case closed.
- Upon reaching a determination, the Academic Appeals Committee shall recommend, also by two-thirds vote, any sanction(s) to be given to the student.

## 7. Academic Appeals Committee Report

The Academic Appeals Committee shall prepare a final written report of its review, which will include a description of the allegation, a summary of materials considered, a summary of witness statements, the Academic Appeals Committee's disposition of the matter, and as applicable, any recommended sanction(s). Student Affairs will review the report.

**Student Affairs may:**

- Concur with the Academic Appeals Committee findings and approve the recommended sanction(s).
- Concur with the Academic Appeals Committee findings and modify the recommended sanction(s). Student Affairs, based on his/her judgment of the case circumstances, may reduce or remove some or all the sanctions recommended by the Academic Appeals Committee. Student Affairs may not impose a sanction that is more severe than those proposed by the Academic Appeals Committee.
- Non-concur with part or all of the Academic Appeals Committee findings or recommended sanction(s). Student Affairs will return the case to the Academic Appeals Committee for further consideration.



## 8. Sanctions.

Upon concurring with the Academic Appeals Committee report, Student Affairs will communicate (in writing) the case disposition to the student and impose the approved sanction. Multiple sanctions may be imposed.

### The following sanctions may be imposed upon students:

- Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- Censure: A written reprimand for violation of specified regulations/policies, including the possibility of more severe disciplinary sanctions, in the event of the finding of a violation of any institutional regulations/policies within a stated period of time.
- Disciplinary Probation: Exclusion from participation in privileges or extracurricular institutional activities as set forth in the notice for a period of time not exceeding one school year.
- Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation. Terms and conditions of the restitution will be communicated to the student in writing, and the amount shall be limited to the actual monetary cost of the damage or loss to Utilitrain. The written notification will include that the student's failure to make restitution in a timely manner will result in consequences including, but not limited to, an academic hold on student registration and transcripts or imposition of any of the foregoing sanctions.
- Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
- Dismissal: The student is terminated from all statuses at Utilitrain indefinitely. The dismissal may include a "no-trespass order," as circumstances warrant. The dismissal may include a timeframe and conditions by which the student may apply for readmission in the future.
- For any findings related to tuition, reference the "Refund Policy" in Utilitrain's Catalog.

## 9. Student Appeals

Appeals to any of the Academic Appeals Committee findings and/or sanctions may reference the "Student Grievance Policy" in Utilitrain's Catalog.





# SCHOOL POLICIES

## Student Grievance Policy

A Utilitrain student who wishes to resolve a concern or complaint regarding an Academic Assessment, an interaction with Utilitrain Faculty or Staff, or a Fellow Student should first attempt to resolve the issue at its source with the person or persons involved. Should such a resolution be impossible or impractical, the student may pursue the following procedures established to resolve the matter in a fair and timely manner.

### Procedure

- A. Utilitrain's Academic Committee and the Maryland Higher Education Commission (MHEC) will review and provide feedback on this policy/procedure every three years or more frequently as needed.
- B. Grievances regarding Academic Assessment (Grade Appeal)
  1. Should a student believe that an assigned grade or evaluation rating is capricious or unfair, the student should discuss the matter with the course instructor immediately. If the student is unable to discuss the matter with the course instructor, the student shall seek the assistance of Student Affairs.
  2. The course instructor has exclusive authority to assign grades for academic work in the course. Therefore, if the student believes that the concern has not been addressed adequately by the course instructor, the student may then seek the assistance of Student Affairs. Student Affairs must keep a written record of the student grievance and forward a copy of the student grievance to the President to be filed in the Academic Programs office.
  3. After investigation, a response to the student's written complaint will be prepared by Student Affairs within seven (7) business days of receipt of said complaint. If the student believes that Student Affairs' response relating to an assigned grade or evaluation has not addressed the concern, only then should the student seek the assistance of the President. The President should be contacted in writing within five (5) days. The correspondence provided must include all details of the matter, including compliance with the process outlined above.
  4. The written decision of the President or his/her designee(s) shall be final.
  5. All complaints regarding academic integrity should follow the Academic Dishonesty Policy.
- C. Grievances regarding Faculty or Staff Interactions with a Student
  1. Should a student have a concern about the actions, inactions or comments of a faculty member or staff member, the student should discuss the matter directly with the person involved immediately to try to resolve the matter. If the student is unable to discuss the matter with the person directly, the student should seek the assistance of Student Affairs. If the student's concern is related in any way to sexual misconduct, the student should review the Sexual Misconduct Policy and contact Student Affairs immediately.
  2. If the student believes that the concern has not been addressed adequately by any member of Utilitrain's staff, the student should seek the assistance of Student Affairs to resolve this matter. Student Affairs must keep a written record of the student grievance and any response or communication related to the grievance. A copy of the grievance and any response or communication related to the grievance must be forwarded to the President as well.
  3. After investigation, a response to the student's written complaint will be prepared by Student Affairs within seven (7) business days of receipt of said complaint. If the student believes that Student Affairs' response has not addressed the concern, only then should the student seek the assistance of the President. The President should be contacted in writing within five (5) days. The correspondence provided must include all details of the matter, including compliance with the process outlined above.
  4. The written decision of the President or his/her designee(s) shall be final.
- D. Grievances regarding Interactions with a Fellow Student
  1. If a student has a concern about the actions, inactions or comments of a fellow student, the student should discuss the concern with Student Affairs who will then make the determination if the complaint falls under the Student Code of Conduct or the Sexual Misconduct Policy and will advise the student on next steps.

At any time, any student has the right to appeal in writing, at any time, to the Secretary of Higher Education at the Maryland Higher Education Commission (MHEC) concerning school violations of Maryland regulations:  
[https://mhec.maryland.gov/institutions\\_training/Pages/career/pcs/complaint.aspx](https://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx)

Also, any student has the right to appeal, in writing, at any time, to the Maryland Office of the Attorney General concerning school violations of Maryland regulations. A student can do so by writing to Maryland Office of the Attorney General, Consumer Affairs, 200 St. Paul Place, Baltimore, MD 21202, or by calling 888-743-0023/410-528-8662.

## Leave of Absence Policy

Utilitrain is committed to ensuring students are physically and mentally present in order to fully understand the concepts being trained in our programs. However, it is understood students may need to take a leave of absence. Therefore, Utilitrain has established a Leave of Absence Policy in accordance with COMAR 13b.01.01.09 (<http://mdrules.elaws.us/comar/13b.01.01.09>).

### Procedure

- A. Student Requesting an Official Leave of Absence
  1. Student must present a written, signed, and dated request for a Leave of Absence to his or her assigned Instructor. The assigned Instructor will then present the information to Student Affairs.
  2. Student Affairs will review the Leave of Absence request with the Academic Appeals Board and document the Leave of Absence in the student's file.
  3. The following Leave of Absence details will be documented in the student's file:
    - a. the student's last day of attendance as the start of the leave;
    - b. the reason for the leave; and
    - c. the leave of absence end date, if provided by the student.
  4. It is understood by both Utilitrain and student that there is a reasonable expectation that the student will return to the school and complete the program successfully within one (1) year of initial enrollment.
  5. If the student does not resume attendance at the school on or before the end of the leave of absence, Utilitrain shall treat the student as a withdrawal in accordance with Regulation .12M(3) of this chapter.
  6. Student will not be charged anything additional relating to the Official Leave of Absence.
  7. Any effects on student loan repayment terms, including possible exhaustion of available grace periods, will be explained to the student prior to the Leave of Absence being granted. Evidence of compliance shall be maintained by Utilitrain as part of the student's permanent record.
  8. In total, a student may not be granted cumulative leave of absence from Utilitrain for more than 180 days.

## Inclement Weather Policy

Inclement weather occurs when outdoor conditions are either unsafe or undesirable for training or traveling. This is different for various types of training and/or work environments. This policy will be implemented when inclement weather occurs.

### Procedure

1. When Utilitrain determines the school will open late, leave early, or close due to inclement weather, students will be notified via phone and email. Opening late, leaving early and/or closing may happen on a class-by-class basis as training indoors and outdoors may be deemed safe for one class and not another.
2. Make-up time/days due to inclement weather will be discussed on a case-by-case basis.





# SCHOOL POLICIES

## Academic Progress Policy

Utilitrain uses the grading percentage system to evaluate students. Students are provided with their grades throughout the duration of their training program and are specified within each program below. Grades are provided by their assigned course instructor and indicated based on percentages within the charts for each program below. At the end of their program, a final letter grade is determined based on their cumulative percentage within each course. All students enrolled at Utilitrain must maintain a specific grade percentage based on the program in which they are enrolled.

### Procedure

Students attending Utilitrain must maintain a specific grade percentage based on the program in which they are enrolled.

A. Utilitrain uses the following grading percentage scale for our Electrical Lineworker Program (ELP):

<b>A</b>	100 – 90%	Excellent
<b>B</b>	89 – 80%	Good
<b>C</b>	79 – 70%	Average
<b>F</b>	69% or below	Failing

Each student's grade will be averaged for each ELP course at the end of the 15-week program as follows:

Percentage	Description
50%	Weekly Tests and Competencies
50%	Final Test
100%	Total Percentage Possible

Grades will be provided by the assigned Instructor, verbally and in writing, within five (5) days following the completion of each test. All tests and field competencies must be successfully completed to earn a certificate. To pass each course, students must earn an average final grade of 70%.

Utilitrain follows the Federal Motor Carrier Guidelines for our ELDT Theory Test and uses the following grading percentage scale for our Commercial Driver's License (CDL) Program:

<b>Pass</b>	100% - 80%
<b>Fail</b>	79% or Below

- B. If a student fails a course within any of Utilitrain's training programs, he or she will have the opportunity to retake the failed course or courses within one (1) month of receiving notification of the failed course. This may occur up to three (3) times.
- C. If a student fails a course more than three (3) times, the student will be terminated from the program. If a student is terminated from the program, a "T" will be marked on their Academic Progress Report.
- D. In regard to make-up work, please see Utilitrain's Attendance and Make-Up Work Policy.
- E. If a student does not complete a course or program, an "I" for Incomplete will be marked on their Academic Progress Report.
- F. Utilitrain will maintain permanent grade records for as long as the school exists.
- G. In regard to tuition, reference the "Refund Policy" in Utilitrain's Catalog.

# FREQUENTLY ASKED QUESTIONS

**Q: “What sets Utilitrain apart from other schools?”**

A: “At Utilitrain, you’ll have the opportunity to learn from instructors with real-world experience, receiving hands-on training from industry professionals, at a state-of-the-art training facility located in the Mid-Atlantic region.”

**Q: “Do I need to finish high school first?”**

A: “Students under the age of 18 are required to show proof of High School Equivalency.”

**Q: “Is housing available?”**

A: “Yes. A good portion of our students come from other states, our Student Affairs team can assist you with all your housing needs, if your application is accepted.”

**Q: “Is financial aid available?”**

A: “Yes. Many of our student need financial aid. Our student selection team will help you with financial aid if your application is accepted.”

**Q: “Do you give tours?”**

A: “Yes. We give tours every Friday. Please schedule 48 hours in advance.”

**Q: “Do I need to have good grades to come to your school?”**

A: “No, not really. At Utilitrain, we're looking for High School Equivalency - but the people that get accepted to our school need to have a strong work ethic, drive, determination and a "never quit" attitude in order to be successful.”

**Q: “Can I still become a lineworker or CDL driver if I have bad vision?”**

A: “It is very important you get your eyes checked and have corrective lens (if needed) before your first day in class.”



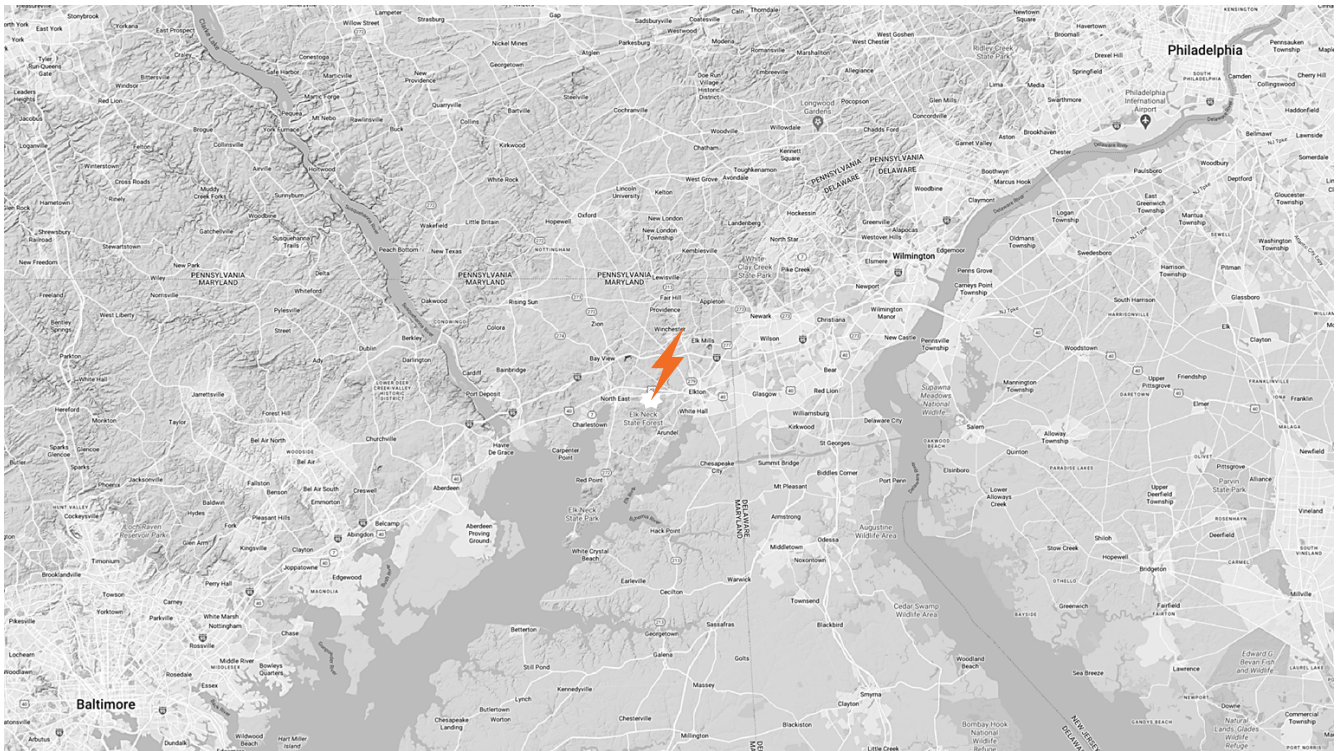
## NOTES

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# CONTACT INFORMATION

Our facilities are located just off Route 7 in Elkton, Maryland.  
For reference, it's one hour north of Baltimore, MD – and 45  
minutes south of Philadelphia, PA.



Address:  
1254 E Old Philadelphia Rd.  
Elkton, Maryland 21921

Phone:  
(410) 865-0168

Email:  
[info@utilitrain.org](mailto:info@utilitrain.org)

Website:  
<https://utilitrain.org>



# WANT YOUR CDL?



**UTILI** ⚡ **TRAIN**





**"WE WERE GIVEN A  
RESPONSIBILITY TO  
DEVELOP A CULTURE  
OF SAFETY."**

**LUKE GRANGER  
CEO / PRESIDENT**

**UTILI ⚡ TRAIN**





**UTILI ⚡ TRAIN**

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