



HEAVY EQUIPMENT OPERATOR & SAFETY TRAINING SCHOOL

Excavator



Front-End Loader



Backhoe



Skid-Steer



Bulldozer



School Catalog – Volume 8
2021 - 2022



Table of Contents

Introduction and General Information	2-3
Faculty.....	4-5
Curriculum Offered	6
Basic-Level Curriculum - General Description	6
Basic-Level Backhoe Curriculum	7
Basic-Level Bulldozer Curriculum	8
Basic-Level Excavator Curriculum	9
Basic-Level Front-End Loader Curriculum	10
Basic-Level Skid-Steer Curriculum.....	11
Entry-Level Curriculum - General Description	12-13
Entry-Level Backhoe Curriculum	14-17
Entry-Level Bulldozer Curriculum	18-21
Entry-Level Excavator Curriculum	22-25
Entry-Level Front-End Loader Curriculum	26-29
Entry-Level Skid-Steer Curriculum.....	30-33
Heavy Equipment Operator - General Description	34
Heavy Equipment Operator Curriculum.....	35-37
Professional Evaluation Curriculum – General Description	38
Professional Backhoe Evaluation.....	39
Professional Bulldozer Evaluation	40
Professional Excavator Evaluation.....	41
Professional Front-End Loader (Payload) Evaluation	42
Professional Skid-Steer Evaluation	43
OSHA-10	44
OSHA-30	44
Job Referral.....	44
Registration Policy.....	45
PAYMENT	45-46
REFUND POLICY	47-50
Class Scheduling and School Closing Information	51
School Rules and Regulations	51
Attendance and Graduation Requirements	52
Complaint Procedure	53
Veterans Administration Requirements.....	54-60
Occupational Education Data Survey (OEDS) Information	61

Introduction and General Information



Welcome to The LEARN Center! We are a heavy equipment operator and safety training school located in Suffolk County, NY on Long Island. The LEARN Center is the first and only New York State Education Department licensed school for certifying heavy equipment operators. The LEARN Center is located at 819 Fifteenth Street, Ronkonkoma, NY 11779, and the site emulates a construction environment to offer students real-world training.

On location, there is a shop area that is an enclosed 3,200 SF heated building with a 20-foot ceiling and a 16-foot roll-up garage door with a concrete floor. The classroom area, that is in the shop building, is air conditioned, includes a kitchenette, media center, and bathroom facilities. The shop is used for instruction pertinent to the maintenance of the machines, as well as instruction pertaining to the components of the machines, checking and filling of fluids, greasing of the lubrication points and troubleshooting. The classroom area is used for the comprehensive courses, coffee breaks, and lunch. Also on location, is a yard for operating the heavy equipment and where the practical courses are taught.



The 1.25-acre yard area contains the shop that is fenced off and gated from the rest of the campus. There are approximately twenty pieces of heavy equipment, construction materials (conduit, drywells, stone blocks, road plates) and construction equipment (signage, slings, wire rope, etc.). On the outside of the fenced yard area is an administration building of approximately 900 SF with free parking for approximately thirty vehicles.

Introduction and General Information (continued)

The LEARN Center is dedicated to teaching students the skills required to safely operate a variety of heavy construction equipment. At the present time, the approved New York State Education Department courses include skid-steers, backhoes, excavators, front-end loaders, and bulldozers. In addition, The LEARN Center staff also offers private lessons and training on a wide variety of subjects and equipment including: OSHA-10 and OSHA-30 outreach training, New York City Department of Buildings Courses, blueprints, forklifts, cranes, and more. The school is continuing to expand in order to meet the rapidly growing need for qualified heavy equipment operators in the construction industry.

This is the 2021 – 2022 school catalog that describes the programs offered, entrance requirements, school rules and regulations, graduation requirements, as well as the school faculty (their qualifications), tuition, refund policy and other topics of importance to the student.

The LEARN Center puts the safety of the students, personnel and the general public above all else. With that, The LEARN Center has tailored courses to instruct the students with various aspects of industry standards and regulations. All students are required to provide and wear work boots/shoes and should expect to train in an outdoor environment for more than 80% of the curriculum time frame. Students are expected to converse and understand English. The school is not handicapped accessible. However, the school is open to teaching select physically challenged students. The LEARN Center will provide ANSI approved and OSHA required hard hats, safety vests and eye protection for student use while attending class.

The student should be aware that some information in the catalog may change. It is recommended that when students consider enrollment, they check with the school director to determine if there is any change from the information provided in this catalog. In addition, this catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the New York State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

Faculty

The LEARN Center faculty is a small group of friends and family that have worked with each other for the majority of their lives. Our group projects this family comfort on all the students that enroll and come visit. Our students are trained as if they are becoming a part of the company or family and become connected for life.

All of The LEARN Center instructors are licensed New York State Private Career School Teachers. They take pride in teaching and make it a point to create a personal relationship with every student that enrolls.



They make themselves available almost 24/7 for the students to reach them with any questions, concerns, or problems. The course catalog has been developed with the help from each and every person on this faculty, along with, friends and family that are closely involved.



Lyndsay Guidi is the majority owner and a School Director, she makes herself available to every student and prospective student. Lyndsay has her Bachelor's Degree from Dowling College and is a Licensed NYS Private School Director. She runs the company alongside her partners with a kind-hearted attitude with her main goal to help all students get access to any aid and benefits available to them in addition to ensuring they are being taught in an optimal social environment. In addition, Lyndsay creates partnerships with companies to ensure the graduates of The LEARN Center are given all the opportunities to enter the industry as a qualified employee.

Our Founder, George Guidi is also a School Director and an owner of The LEARN Center. George has over 50 years of experience in the construction industry and has been operating heavy equipment since he was a child. George has an Associates Degree in Civil Technology from SUNY Farmingdale. He is also the President and Owner of Mid-Isle Contracting of LI, which has been in business for over 50 years. George has a NYS license to teach; has held a crane license for many years; has a license for the installation of commercial, industrial, and residential septic systems. He also has his OSHA 30-hour construction safety and health certification; the OSHA confined space training certificate; he Heartsaver First Aid CPR AED certificate; and is an NCCER certified craft instructor. George teaches all aspects of the curriculum offered and evaluates all instructors, as well as, evaluating all students for placement and certification.



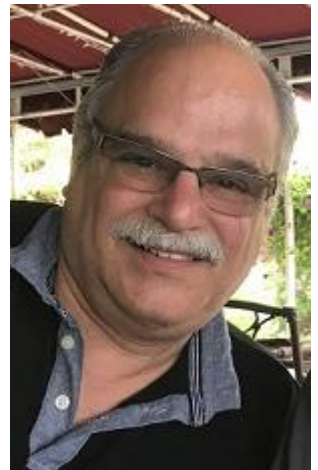
Faculty (Continued)



Giorgio Guidi is an owner and instructor for The LEARN Center. Giorgio has over 15 years of experience in the construction industry and has been operating heavy equipment since he was a child. He has a Bachelor of Engineering in Science from Stony Brook University and specialized in Engineering Management. Giorgio has a NYS license to teach; is certified by NCCER as a master trainer for heavy equipment operations, mobile crane operations, core curriculum, construction site, safety master, carpentry, construction craft laborer, welding,

highway/heavy construction, AWS welding, site layout, rigging, construction site safety supervisor, construction site safety orientation, tower crane operator, iron-working, signal person, weatherization, construction site safety technician, and heavy highway helper. He is also an authorized OSHA outreach training instructor for OSHA-10 and OSHA-30. In addition, he is an authorized NYC DOB Trainer for Site Safety Training Programs. Giorgio teaches all aspects of the curriculum offered and evaluates students for placement and certification.

Christopher Locovare is the Safety Officer for The LEARN Center. Christopher has been in the Quality Assurance profession for over 40 years for companies like Fairchild and Lockheed Martin with a bachelor's degree in Mechanical Technology Engineering. Christopher presently works as a Director of Quality and Safety for the MTA; has an instructor's certificate for the Department of Defense Mil-Std-2000 soldering instruction, an instructor's certificate for NASA HNB 5300.4(3A-2) soldering instruction, the OSHA 30-hour Construction Safety & Health Certification, and the HAZMAT 40-hour Class Certification under OSHA 29 CFR 1910-120. Chris is NYS licensed teacher; an NCCER certified craft instructor for heavy equipment, construction laborer, and general construction; an instructor for all the Safety courses and has a critical role in the development of all safety courses and in the educational structure of The LEARN Center.



Bryan Leach is a NYS licensed teacher for The LEARN Center and is a NCCER Certified Craft Instructor. Bryan is an experienced operator and has been with the school since 2019. Bryan is a student favorite and loves teaching everyone. He is passionate about our students receiving the very best training, while obtaining the tools necessary to get a job in the construction industry.

Curricula Offered

The LEARN Center offers 5 curricula of study for Basic-Level Training, Entry-Level Training, and Professional Evaluations: Backhoe (Backhoe Loader), Bulldozer, Excavator, Front-End Loader (Payloader), & Skid-Steer. There are different entrance requirements for the Basic-Level Training, Entry-Level Training and Professional Evaluation curricula. All individuals entering The LEARN Center facility (except the office area) must wear work boots/shoes that are to be provided by the student. Students will learn in a dirty and dusty construction environment and are to dress accordingly. The LEARN Center provides for the use of mandatory Hard-Hats and Safety Vests during the student training. We strongly recommend students purchase these items as they are necessary requirements in the construction field.

Basic-Level Curriculum - General Description

The Basic-Level training was created to offer a one-day safety and practical course to students who are interested in vocational training on heavy equipment but are unsure about enrolling in the full curriculum. Students will learn the safe operation skills necessary to run a piece of heavy equipment during the initial classroom portion. Practical instruction is then given on the maintenance and basic controls of the equipment, followed by practical instruction with seat time exercises. The student will receive an in-depth look at what it takes to become a certified heavy equipment operator. **The Basic-Level curriculum is fully transferable for credit towards equivalent course hours in the Entry-Level Curriculum.**

Basic-Level Curriculum - Entrance Requirements

Basic-Level students who desire to take courses at The LEARN Center are required to speak and understand basic English, lift 25 pounds, have the level of dexterity and coordination to climb a ladder, and a minimum of 20/40 vision. Students that are taking medications or are under the care of a physician must notify the office prior to registering.

Basic-Level Curriculum Costs

Backhoe	Bulldozer	Excavator	Front-End Loader	Skid-Steer
Course: \$890.00	Course: \$890.00	Course: \$890.00	Course: \$890.00	Course: \$890.00
\$100 Registration Fee	\$100 Registration Fee	\$100 Registration Fee	\$100 Registration Fee	\$100 Registration Fee
Total Cost: \$990.00	Total Cost: \$990.00	Total Cost: \$990.00	Total Cost: \$990.00	Total Cost: \$990.00

Bulldozer Curriculum

Though it looks simple, the bulldozer is one of the more difficult machines to master. Extremely powerful and nimble, it easily clears and levels land with its 6-way tilting blade.



Basic Bulldozer

The Basic Bulldozer course is a 1-day (7 hour) duration made up of the following classes:

- Day 1
 - DS1 Bulldozer Safety Awareness 1 hour Comprehensive
 - DZ1 Bulldozer Maintenance & Basic Controls 3 hours Practical
 - DZ4 Bulldozer Instruction 3 hours Practical

Students will be introduced to the bulldozer, learn to identify the main components of the equipment, the machine's capabilities and maintenance requirements (fuel, oils, filters, etc.) including the greasing of the pivot points of the machine. Students will maneuver the machine around the yard and use the front blade. This portion of the course will focus on the proficiency needed in the maneuvering and use of the blade through repetitive motions.

Tuition: \$890.00

Excavator Curriculum

Need to dig a 16-foot hole or do some deep trenching? There's no better machine than an excavator. These machines are used routinely in the heavy construction business for drainage and conduit projects. The ability to rotate 360° makes this the choice machine to use on cramped job sites.



Basic Excavator

The Basic Excavator course is a 1-day (7 hour) duration made up of the following classes:

- Day 1
 - ES1 Excavator Safety Awareness 1 hour Comprehensive
 - EX1 Excavator Maintenance & Basic Controls 3 hours Practical
 - EX4 Excavator Instruction 3 hours Practical

Students will be introduced to various sized tracked excavators, learn to identify the main components of the equipment, the machine's capabilities and maintenance requirements (fuel, oils, filters, etc.) including the greasing of the pivot points of the machines. Students will maneuver the machines around the yard and learn how to use the controls. This portion of the course will focus on the proficiency needed in the use of the machine through repetitive motions.

Tuition: \$890.00

Skid-Steer Curriculum

The skid-steer is a very unique machine: the wheels have no steering mechanism. Since the left side wheels can be driven independently from the right-side wheels, differences in wheel speed will steer the machine as required. Due to this feature, the skid-steer is capable of 360° (zero-radius) turning which makes them extremely maneuverable and indispensable on compact job sites.



Basic Skid-Steer

The Basic Skid-Steer course is a 1-day (7 hour) duration made up of the following classes:

- Day 1
 - SK1 Skid-Steer Safety Awareness 1 hour Comprehensive
 - AA1 Skid-Steer Maintenance & Basic Controls 3 hours Practical
 - AA4 Skid-Steer Instruction 3 hours Practical

Students will be introduced to the skid-steer with the objective of safe solo operation on the final day. They will learn to identify the main components of the equipment, the machine’s capabilities and maintenance requirements (fuel, oils, filters, etc.) including the greasing of the pivot points of the machine. Students will maneuver the machine around the yard to become acclimated to the machine’s transportation/operations. This course focuses on repetitive motions in order to achieve proficiency through muscle memory.

Tuition: \$890.00

Entry-Level Curriculum- General Description

For Entry-Level students, instruction is offered on how to operate any one of the following machines: Backhoe (Backhoe Loader), Bulldozer, Excavator, Front-End Loader (Payload), & Skid-Steer. Each curriculum consists of 4 modules with each module consisting of several classes. There are two kinds of classes at The LEARN Center: practical and comprehensive. The practical classes are the “hands-on” operations that are tailored to the machine of interest.

All practical classes will be conducted in a functioning heavy equipment excavation yard where the student will be immersed into the operation of the machine of choice within a construction setting environment. Some machine exercises are weather dependent (i.e., loading and unloading of machines and materials) and will not be performed in inclement weather conditions due to safety considerations.

The comprehensive courses are the classroom environment classes that are included in each module and are identified on Chart 1. Worksite Safety Awareness (SS1) is the prerequisite for all entry-level classes offered at The LEARN Center. In addition, each machine module 1 has a tailored safety awareness course (SK1, BL1, EX1, PL1 and DZ1) that discusses specific machine operation and safety precautions.

When an entry-level student desires instruction in more than one machine, comprehensive classes are not duplicated. Instead, additional (elective) classes are offered as shown on Chart 1.

Chart 1

Comprehensive Classes	
SS1	Worksite Safety Awareness
SS2	Rigging for Machine and Material Transport
SS3	Trenching, Shoring, Benching and Sloping
SS4	Selected Topics From OSHA CFR 1926
SS5	Demolition and Environmental Protection
SS6	Maintenance and Protection of Traffic (MPT)
SS7	Small Tools

Entry-Level Curriculum - Entrance Requirements

Entry-Level students who desire to take courses at The LEARN Center are required to have a HS Diploma or GED or pass an admissions exam (Ability to Benefit) for a \$150.00 fee. In addition, individuals must be able to speak and understand basic English, lift 25 pounds, have the level of dexterity and coordination to climb a ladder, and a minimum of 20/40 vision. Students that are taking medications or are under the care of a physician must notify the office prior to registering.

Entry Level Curriculum Costs

Backhoe	Bulldozer	Excavator	Front-End Loader	Skid-Steer
Module 1 - \$2240.00	Module 1 - \$2240.00	Module 1 - \$2240.00	Module 1 - \$2240.00	Module 1 - \$2240.00
Module 2 - \$2240.00	Module 2 - \$2240.00	Module 2 - \$2240.00	Module 2 - \$2240.00	Module 2 - \$2240.00
Module 3 - \$2240.00	Module 3 - \$2240.00	Module 3 - \$2240.00	Module 3 - \$2240.00	Module 3 - \$2240.00
Module 4 - \$2240.00	Module 4 - \$2240.00	Module 4 - \$2240.00	Module 4 - \$2240.00	Module 4 - \$2240.00

\$100.00 Registration Fee	\$100.00 Registration Fee	\$100.00 Registration Fee	\$100.00 Registration Fee	\$100.00 Registration Fee
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Cost for 4 Modules	Cost for 4 Modules	Cost for 4 Modules	Cost for 4 Modules	Cost for 4 Modules
\$9060.00	\$9060.00	\$9060.00	\$9060.00	\$9060.00

Though it is one of the smallest machines on any large construction site, the backhoe (also known as a backhoe loader) is the most versatile machine you can find. If you are looking to break into the industry, start your own construction business, enhance your existing landscaping or small construction business, or you just want to tackle a backyard construction project, the backhoe will fill the bill.

Module 1



Introduction to Backhoe

The Introduction to Backhoe module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS1 Worksite Safety Awareness 3 hours Comprehensive
 - BL1 Backhoe Safety Awareness 1 hour Comprehensive
 - BH1 Backhoe Maintenance & Basic Controls 3 hours Practical
- Day 2
 - BH2 Backhoe Stick, Boom & Bucket Control 7 hours Practical
- Day 3
 - BH3 Backhoe Solo Operation 7 hours Practical

Students will be introduced to the backhoe, its capabilities and maintenance requirements (fuel, oils, filters, etc.) including prestart inspections and the greasing of the pivot points of the machine. Students will learn to identify the main components of the equipment, maneuver the machine around the yard, use the front bucket, the stabilizers and the backhoe attachment. This curriculum will focus on the proficiency needed in the use of the aforementioned features through repetitive motions and the movement of various materials. Each student will receive one-on-one training to ensuring proper safety methods and learning effectiveness. Students will be introduced to the use of hand signals.

Tuition: \$2240.00

Entry-Level Backhoe

Module 2



Backhoe 2 *(Prerequisite: Introduction to Backhoe)*

Students will be re-introduced to the backhoe and evaluated on the practical knowledge learned in the introductory course. Basic safety and maintenance will be reinforced. The Backhoe 2 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS2 Rigging for Machine and Material Transport 4 hours Comprehensive
 - BH4 Backhoe Instruction 3 hours Practical
- Day 2
 - BH4 Backhoe Instruction 7 hours Practical
- Day 3
 - BH5 Backhoe Solo Operation 7 hours Practical

This course will focus on solo operation and more repetitive techniques will be taught. Students will be taught the proper use of slings, chain and wire rope with regard to the lifting of different kinds of materials. More advanced maneuvering techniques and operations will be introduced in accordance with the student's ability. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. The student will be introduced to back-blading and grading methods and techniques as well as how to safely load, unload and rig a backhoe to a trailer for transport.

Tuition: \$2240.00

Entry-Level Backhoe

Module 3



Backhoe 3 *(Prerequisite: Backhoe 2)*

Students will be welcomed back with reinforcement of the basic maintenance and safety of the backhoe. Each student will be evaluated on the practical information learned in the previous courses of training. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. The Backhoe 3 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS3 Trenching, Shoring, Benching and Sloping 4 hours Comprehensive
 - BH6 Backhoe Instruction 3 hours Practical
- Day 2
 - BH6 Backhoe Instruction 7 hours Practical
- Day 3
 - BH7 Backhoe Solo Operation 7 hours Practical

The repetition of techniques learned will be reinforced while learning the proper methods of trenching and shoring. The student will be introduced to loading tasks.

Tuition: \$2240.00

Entry-Level Backhoe

Module 4



Backhoe 4 (Prerequisite: Backhoe 3)

Students are expected to initiate the basic maintenance and safety of the backhoe and be able to properly start, move, and run the machine. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. Each student will be tested on their ability to perform all practical techniques taught in previous courses.

The backhoe 4 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS4 Selected Topics From OSHA CFR 1926 4 hours Comprehensive
 - BH8 Backhoe Instruction 3 hours Practical
- Day 2
 - BH8 Backhoe Instruction 7 hours Practical
- Day 3
 - BH9 Backhoe Solo Operation 7 hours Practical

This class will progress according to each student’s strengths and weaknesses. Advanced material handling will be taught using different techniques including rigging. Traveling with a full load of material up and down an incline will be taught. Students will also learn how to safely load and unload the backhoe onto a trailer and how to safely rig a backhoe to a trailer for transport.

Tuition: \$2240.00

Bulldozer Curriculum

Though it looks simple, the bulldozer is one of the more difficult machines to master. Extremely powerful and nimble, it easily clears and levels land with its 6-way tilting blade.

Module 1



Introduction to Bulldozer

The Introduction to Bulldozer module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS1 Worksite Safety Awareness 3 hours Comprehensive
 - DS1 Bulldozer Safety Awareness 1 hour Comprehensive
 - DZ1 Bulldozer Maintenance & Basic Controls 3 hours Practical
- Day2
 - DZ2 Bulldozer Boom & Bucket Control 7 hours Practical
- Day 3
 - DZ3 Bulldozer Solo Operation 7 hours Practical

Students will be introduced to the bulldozer, learn to identify the main components of the equipment, the machine’s capabilities and maintenance requirements (fuel, oils, filters, etc.) including the greasing of the pivot points of the machine. Time will be dedicated for one-on-one training for each student to ensuring proper safety methods and learning effectiveness. Students will maneuver the machine around the yard and use the front blade. This portion of the course will focus on the proficiency needed in the maneuvering and use of the blade through repetitive motions and the movement of materials. Students will be introduced to the use of hand signals.

Tuition: \$2240.00

Entry-Level Bulldozer

Module 2



Bulldozer 2 (Prerequisite: Introduction to Bulldozer)

Students will be re-introduced to the bulldozer and evaluated on the practical knowledge learned in the introductory course. Basic safety and maintenance will be reinforced. This course will focus on solo operation and additional repetitive techniques taught. The Bulldozer 2 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS2 Rigging for Machine and Material Transport 4 hours Comprehensive
 - DZ4 Bulldozer Instruction 3 hours Practical
- Day 2
 - DZ4 Bulldozer Instruction 7 hours Practical
- Day 3
 - DZ5 Bulldozer Solo Operation 7 hours Practical

Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. The student will be introduced to back-blading and grading methods and techniques.

Tuition: \$2240.00

Entry-Level Bulldozer

Module 3



Bulldozer 3 (Prerequisite: Bulldozer 2)

Students will be welcomed back with the reinforcement of the basic maintenance and safety of the bulldozer. Each student will be evaluated on the practical information learned in the previous courses of training. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. The Bulldozer 3 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS3 Trenching, Shoring, Benching and Sloping 4 hours Comprehensive
 - DZ6 Bulldozer Instruction 3 hours Practical
- Day 2
 - DZ6 Bulldozer Instruction 7 hours Practical
- Day 3
 - DZ7 Bulldozer Solo Operation 7 hours Practical

The repetition of techniques learned will be reinforced while learning the proper methods of trenching and shoring. **New attachments** will be introduced and taught in the same manner as previous courses. Students will also learn how to safely load, unload and rig a bulldozer to a trailer for transport.

Tuition: \$2240.00

Entry-Level Bulldozer

Module 4



Bulldozer 4 (Prerequisite: Bulldozer 3)

Students are expected to initiate the basic maintenance and safety of the bulldozer and be able to properly start, move, and run the machine. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. Each student will be evaluated on their ability to perform all techniques taught in previous courses. The Bulldozer 4 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS4 Selected Topics From OSHA CFR 1926 4 hours Comprehensive
 - DZ8 Bulldozer Instruction 3 hours Practical
- Day 2
 - DZ8 Bulldozer Instruction 7 hours Practical
- Day 3
 - DZ9 Bulldozer Solo Operation 7 hours Practical

This class will progress according to each individual student's strengths and weaknesses. Traveling up and down an incline will be taught, and if the student has proficiency in the basic skills, specialized bulldozer techniques (i.e. creating berms, cut and fill, stockpile leveling, sidehill cutting and others) will be introduced.

Tuition: \$2240.00

Excavator Curriculum

Need to dig a 16-foot hole or do some deep trenching? There’s no better machine than an excavator. These machines are used routinely in the heavy construction business for drainage and conduit projects. The ability to rotate 360° makes this the choice machine to use on cramped job sites.

Module 1



Introduction to Excavator

The Introduction to Excavator module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS1 Worksite Safety Awareness 3 hours Comprehensive
 - ES1 Excavator Safety Awareness 1 hour Comprehensive
 - EX1 Excavator Maintenance & Basic Controls 3 hours Practical
- Day2
 - EX2 Excavator Stick, Boom & Bucket Control 7 hours Practical
- Day 3
 - EX3 Excavator Solo Operation 7 hours Practical

Students will be introduced to various sized tracked excavators, learn to identify the main components of the equipment, the machine’s capabilities and maintenance requirements (fuel, oils, filters, etc.) including the greasing of the pivot points of the machines. Time will be dedicated for one-on-one training for each student to ensuring proper safety methods and learning effectiveness. Students will maneuver the machines around the yard and learn how to use the controls. This portion of the course will focus on the proficiency needed in the use of the machine through repetitive motions and the movement of various materials. Students will be introduced to the use of hand signals.

Tuition: \$2240.00

Entry-Level Excavator

Module 2



Excavator 2 (Prerequisite: Introduction to Excavator)

Students will be re-introduced to the excavator and evaluated on the practical knowledge learned in the introductory course. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. Basic safety and maintenance will be reinforced. The Excavator 2 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS2 Rigging for Machine and Material Transport 4 hours Comprehensive
 - EX4 Excavator Instruction 3 hours Practical
- Day 2
 - EX4 Excavator Instruction 7 hours Practical
- Day 3
 - EX5 Excavator Solo Operation 7 hours Practical

This course will focus on solo operation and additional repetitive techniques will be taught. Some one-on-one training will resume ensuring proper safety methods and learning effectiveness. Students will be taught the proper use of slings, chain and wire rope with regard to the lifting of different kinds of materials. More advanced maneuvering techniques and operations will be introduced in accordance with the student's ability. The student will be introduced to grading methods and techniques.

Tuition: \$2240.00

Entry-Level Excavator

Module 3



Excavator 3 (Prerequisite: Excavator 2)

Students will be welcomed back with reinforcement the basic maintenance and safety of the excavator. Each student will be evaluated on the practical information learned in the previous courses of training. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. The Excavator 3 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS3 Trenching, Shoring, Benching and Sloping 4 hours Comprehensive
 - EX6 Excavator Instruction 3 hours Practical
- Day 2
 - EX6 Excavator Instruction 7 hours Practical
- Day 3
 - EX7 Excavator Solo Operation 7 hours Practical

The repetition of techniques learned will be reinforced while learning the proper methods of trenching and shoring. The student will be introduced to loading tasks.

Tuition: \$2240.00

Entry-Level Excavator

Module 4



Excavator 4 (Prerequisite: Excavator 3)

Students are expected to initiate the basic maintenance and safety of the excavator and be able to properly start, move, and run the machine. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. Each student will be evaluated on their ability to perform all techniques taught in previous courses. The Excavator 4 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS4 Selected Topics From OSHA CFR 1926 4 hours Comprehensive
 - EX8 Excavator Instruction 3 hours Practical
- Day 2
 - EX8 Excavator Instruction 7 hours Practical
- Day 3
 - EX9 Excavator Solo Operation 7 hours Practical

This class will progress according to each individual student's strengths and weaknesses. Advanced material handling will be taught using different techniques including rigging. Students will also learn how to safely load and unload the excavator onto a trailer and how to safely rig an excavator to a trailer for transport.

Tuition: \$2240.00

When a lot of material needs to be moved or loaded into a dump truck, hopper or bin, the front-end loader (also known as a payloader) is the machine of choice. Here on Long Island where snow removal, hurricane clean-up and beach erosion require sand or debris movement, the front-end loader can be indispensable.

Module 1



Introduction to Front-End Loader

The Introduction to Front-End Loader module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS1 Worksite Safety Awareness 3 hours Comprehensive
 - FS1 Front-End Loader Safety Awareness 1 hour Comprehensive
 - FE1 Front-End Loader Maintenance & Basic Controls 3 hours Practical
- Day2
 - FE2 Front-End Loader Boom & Bucket Control 7 hours Practical
- Day 3
 - FE3 Front-End Loader Solo Operation 7 hours Practical

Students will be introduced to the front-end loader, learn to identify the main components of the equipment, the machine’s capabilities and maintenance requirements (fuel, oils, filters, etc.) including the greasing of the pivot points of the machine. Time will be dedicated for one-on-one training for each student to ensuring proper safety methods and learning effectiveness. Students will maneuver the machine around the yard and learn how to use the controls. This portion of the course will focus on the proficiency needed in the use of the machine through repetitive motions and the movement of various materials. Students will be introduced to the use of hand signals.

Tuition: \$2240.00

Entry-Level Front-End Loader

Module 2



Front-End Loader 2 *(Prerequisite: Introduction to Front-End Loader)*

Students will be re-introduced to the front-end loader and evaluated on the practical knowledge learned in the introductory course. Basic safety and maintenance will be reinforced. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. This course will focus on solo operation and additional repetitive techniques will be taught. The front-end loader 2 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS2 Rigging for Machine and Material Transport 4 hours Comprehensive
 - FE4 Front-End Loader Instruction 3 hours Practical
- Day 2
 - FE4 Front-End Loader Instruction 7 hours Practical
- Day 3
 - FE5 Front-End Loader Solo Operation 7 hours Practical

Students will be taught the proper use of slings, chain and wire rope with regard to the lifting of different kinds of materials. More advanced maneuvering techniques and operations will be introduced in accordance with the individual student's ability. The student will be introduced to back-blading and grading methods and techniques.

Tuition: \$2240.00

Entry-Level Front-End Loader

Module 3



Front-End Loader 3 *(Prerequisite: Front-End Loader 2)*

Students will be welcomed back with the reinforcement of the basic maintenance and safety of the front-end loader. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. Each student will be evaluated on the practical information learned in the previous courses of training. The front-end loader 3 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS3 Trenching, Shoring, Benching and Sloping 4 hours Comprehensive
 - FE6 Front-End Loader Instruction 3 hours Practical
- Day 2
 - FE6 Front-End Loader Instruction 7 hours Practical
- Day 3
 - FE7 Front-End Loader Solo Operation 7 hours Practical

The repetition of techniques learned will be reinforced while learning the proper methods of trenching and shoring. New attachments may be introduced and taught in the same manner as previous courses. Students will also learn how to safely load, unload and rig a front-end loader to a trailer for transport.

Tuition: \$2240.00

Entry-Level

Skid-Steer Curriculum

The skid-steer is a very unique machine: the wheels have no steering mechanism. Since the left side wheels can be driven independently from the right-side wheels, differences in wheel speed will steer the machine as required. Due to this feature, the skid-steer is capable of 360° (zero-radius) turning which makes them extremely maneuverable and indispensable on compact job sites.

Module 1



Introduction to Skid-Steer

The Introduction to the skid-steer module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS1 Worksite Safety Awareness 3 hours Comprehensive
 - SK1 Skid-Steer Safety Awareness 1 hour Comprehensive
 - AA1 Skid-Steer Maintenance & Basic Controls 3 hours Practical
- Day2
 - AA2 Skid-Steer Stick, Boom & Bucket Control 7 hours Practical
- Day 3
 - AA3 Skid-Steer Solo Operation 7 hours Practical

Students will be introduced to the skid-steer with the objective of safe solo operation on the final day. They will learn to identify the main components of the equipment, the machine's capabilities and maintenance requirements (fuel, oils, filters, etc.) including the greasing of the pivot points of the machine. Students will maneuver the machine around the yard to become acclimated to the machine's transportation/operations. This course focuses on repetitive motions in order to achieve proficiency through muscle memory. Time will be dedicated for one-on-one training for each student to ensure proper safety methods and learning effectiveness. Students will be introduced to the use of hand signals.

Tuition: \$2240.00

Entry-Level Skid-Steer

Module 2



Skid-Steer 2 (Prerequisite: Introduction to Skid-Steer)

Students will be re-introduced to the skid-steer and evaluated on the practical knowledge learned in the introductory course. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. Basic safety and maintenance will be reinforced. The Skid-Steer 2 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS2 Rigging for Machine and Material Transport 4 hours Comprehensive
 - AA4 Skid-Steer Instruction 3 hours Practical
- Day 2
 - AA4 Skid-Steer Instruction 7 hours Practical
- Day 3
 - AA5 Skid-Steer Solo Operation 7 hours Practical

This course will focus on solo operation and additional repetitive techniques will be taught. Students will be taught the proper use of slings, chain and wire rope with regard to the lifting of different kinds of materials. More advanced maneuvering techniques and operations will be introduced in accordance with the individual student's ability. One-on-one training will resume ensuring proper safety methods and learning effectiveness. The student will be introduced to back-blading and grading methods and techniques.

Tuition: \$2240.00

Entry-Level Skid-Steer

Module 3



Skid-Steer 3 (Prerequisite: Skid-Steer 2)

Students will be welcomed back with reinforcing the basic maintenance and safety of the skid-steer. Tailored one-on-one training will resume ensuring proper safety methods and learning effectiveness. Each student will be evaluated on the practical information learned in the previous courses of training. The Skid-Steer 3 module has a 3-day (21 hour) duration made up of the following classes:

- Day 1
 - SS3 Trenching, Shoring, Benching and Sloping 4 hours Comprehensive
 - AA6 Skid-Steer Instruction 3 hours Practical
- Day 2
 - AA6 Skid-Steer Instruction 7 hours Practical
- Day 3
 - AA7 Skid-Steer Solo Operation 7 hours Practical

The repetition of techniques learned will be reinforced while learning the proper methods of trenching and shoring. The student will be introduced to loading tasks.

Tuition: \$2240.00

Heavy Equipment Operator Curriculum

Heavy Equipment Operator – General Description

For Entry-Level students, instruction is offered on how to operate ALL of the following machines: Backhoe (Backhoe Loader), Bulldozer, Excavator, Front-End Loader (Payload), & Skid-Steer. The curriculum consists of 21 hours of comprehensive training and 280 hours of practical training. There are two kinds of classes at The LEARN Center: practical and comprehensive. The practical classes are the “hands-on” operations that are tailored to the machine of interest.

All practical classes will be conducted in a functioning heavy equipment excavation yard where the student will be immersed into the operation of the machine within a construction setting environment. Some machine exercises are weather dependent (i.e., loading and unloading of machines and materials) and will not be performed in inclement conditions due to safety considerations.

21 Hour Comprehensive Course – A 3-day course comprised of 9 safety classes that are currently offered in our catalog.

280 Hour Practical Course – A 40-day program consisting of the 5 heavy equipment machine types currently offered in our catalog including Backhoe Loader, Excavator, Bulldozer, Front-End Loader, and Skid-Steer. Each machine course will include classes that are currently offered in their current respective curricula.

Heavy Equipment Operator Curriculum - Entrance Requirements

Heavy Equipment Operator students who desire to take courses at The LEARN Center are required to have a HS Diploma or GED or pass an admissions exam (Ability to Benefit) for a \$150.00 fee. In addition, individuals must be able to speak and understand basic English, lift 25 pounds, have the level of dexterity and coordination to climb a ladder, and a minimum of 20/40 vision. Students that are taking medications or are under the care of a physician must notify the office prior to registering.

Heavy Equipment Operator Curriculum Costs

Heavy Equipment Operator
Course - \$27,960.00

\$100.00 Registration Fee

Total Cost
\$28,060.00

Heavy Equipment Operator Course



Heavy Equipment Operator

Construction Site and Machine Specific Safety Training

21 Hour Comprehensive Course – A 3-day course comprised of 9 safety classes that are currently offered in our catalog.

Description: Lecture including the safety of operating each type of machine and working around heavy equipment with a focus on the equipment's operator and safety manuals as well as OSHA regulations and standards, and general construction site safety.

Classes included in this curriculum include:

- SS1 – Worksite Safety Awareness – 4 hours
- SS2 – Rigging for Machine and Material Transport – 4 hours
- SS3 – Trenching, Shoring, Benching and Sloping – 4 hours
- SS4 – OSHA CFR 1926 – Selected Topics – 4 hours
- BL1 – Backhoe Loader Safety Awareness – 1 hours
- ES1 - Excavator Safety Awareness – 1 hours
- FS1 – Front End Loader Safety Awareness – 1 hours
- DS1 – Bulldozer Safety Awareness – 1 hours
- SK1 – Skid Steer Safety Awareness – 1 hours

Total – 21 hours

Heavy Equipment Operator Course (Continued)

Heavy Equipment Instruction

280 Hour Practical Course – A 40-day program consisting of the 5 heavy equipment machine types currently offered in our catalog including Backhoe Loader, Excavator, Bulldozer, Front-End Loader, and Skid-Steer. Each machine course will include classes that are currently offered in their current respective curricula.

Backhoe Loader Description: Practical and comprehensive training including supervised seat time exercises using a heavy equipment machine type: Backhoe Loader (10 days – 70 hours)

Courses included in this curriculum include:

- BH1 – Backhoe Maintenance & Basic Controls - 3 hours
- BH2 – Backhoe Stick, Boom & Bucket Controls - 7 hours
- BH3 – Backhoe Solo Operation - 7 hours
- BH4 – Backhoe Instruction - 10 hours
- BH5 – Backhoe Solo Operation - 7 hours
- BH6 – Backhoe Instruction - 10 hours
- BH7 – Backhoe Solo Operation - 7 hours
- BH8 – Backhoe Instruction - 10 hours
- BH9 – Backhoe Solo Operation - 7 hours
- XB1 – Backhoe Evaluation - 2 hours

Total – 70 hours

Excavator Description: Practical and comprehensive training including supervised seat time exercises using a heavy equipment machine type: Excavator (10 days – 70 hours)

Courses included in this curriculum include:

- EX1 – Excavator Maintenance & Basic Controls - 3 hours
- EX2 – Excavator Stick, Boom & Bucket Controls - 7 hours
- EX3 – Excavator Solo Operation - 7 hours
- EX4 – Excavator Instruction - 10 hours
- EX5 – Excavator Solo Operation - 7 hours
- EX6 – Excavator Instruction - 10 hours
- EX7 – Excavator Solo Operation - 7 hours
- EX8 – Excavator Instruction - 10 hours
- EX9 – Excavator Solo Operation - 7 hours
- XE1 – Excavator Evaluation - 2 hours

Total – 70 hours

Heavy Equipment Operator Course (Continued)

Bulldozer Description: Practical and comprehensive training including supervised seat time exercises using a heavy equipment machine type: Bulldozer (10 days – 70 hours)

Courses included in this curriculum include:

- DZ1 – Bulldozer Maintenance & Basic Controls - 3 hours
- DZ2 – Bulldozer Boom & Bucket Controls - 7 hours
- DZ3 – Bulldozer Solo Operation - 7 hours
- DZ4 – Bulldozer Instruction - 10 hours
- DZ5 – Bulldozer Solo Operation - 7 hours
- DZ6 – Bulldozer Instruction - 10 hours
- DZ7 – Bulldozer Solo Operation - 7 hours
- DZ8 – Bulldozer Instruction - 10 hours
- DZ9 – Bulldozer Solo Operation - 7 hours
- XD1 – Bulldozer Evaluation - 2 hours

Total – 70 hours

Front-End Wheel Loader Description: Practical and comprehensive training including supervised seat time exercises using a heavy equipment machine type: Front-End Wheel Loader (5 days – 35 hours)

Courses included in this curriculum include:

- FE1 – Front-End Wheel Loader Maintenance & Basic Controls - 3 hours
- FE2 – Front-End Wheel Loader Boom & Bucket Controls - 7 hours
- FE3 – Front-End Wheel Loader Solo Operation - 7 hours
- FE4 – Front-End Wheel Loader Instruction - 10 hours
- FE5 – Front-End Wheel Loader Solo Operation - 7 hours
- XF1 – Front-End Wheel Loader Evaluation - 1 hours

Total – 35 hours

Skid-Steer Loader Description: Practical and comprehensive training including supervised seat time exercises using a heavy equipment machine type: Skid Steer Loader (5 days – 35 hours)

Courses included in this curriculum include:

- AA1 – Skid-Steer Maintenance & Basic Controls - 3 hours
- AA2 – Skid-Steer Boom & Bucket Controls - 7 hours
- AA3 – Skid-Steer Solo Operation - 7 hours
- AA4 – Skid-Steer Instruction - 10 hours
- AA5 – Skid-Steer Solo Operation - 7 hours
- XA1 – Skid-Steer Evaluation - 1 hours

Total – 35 hours

Tuition: \$27,960.00

Professional Evaluation Curriculum

Professional Evaluation Curriculum—General Description

These curriculum are designed for professional heavy equipment machine operators who wish to be certified with proof of training and safe operation of a particular machine per OSHA Construction Industry Regulations 29CFR 1926 paragraphs 1926.20(b)(4) and 1926.602(a). We offer a one-day Professional Evaluation Course for each of the following machines: Skid-Steer, Backhoe (Backhoe Loader), Excavator, Front-End Loader (Payloader) and Bulldozer. These curriculum is designed for professional heavy equipment machine operators who display experience operating the machine of choice. Each machine evaluation lasts for 1 day and consists of a 4-hour safety course (XS1) that is an abbreviated compilation of safety courses SS1, SS2, SS3 and SS4. The next 3 hours of the day is dedicated to the evaluation of the operator’s skill-set as a safe and proficient operator of the machine. Matriculation to any one of these courses is no guarantee of graduation. Included in the 4-hour safety course is time allotted for a written test. A minimum score of 80% is required to move on to the practical portion of the evaluation. Then, the operator will operate the machine of choice and be graded on their proficiency in the skills identified for the course selected, for up to 3 hours. A minimum score of 80% from the practical portion of the course is required to graduate. Graduation is required for certification. No refunds will be awarded for non-graduates.

Professional Evaluation Curriculum - Entrance Requirements

For professionals that are taking a one-day Professional Evaluation Course, the operator must be able to speak and understand basic English, lift 25 pounds and have the level of dexterity and coordination to climb a ladder, and a minimum of 20/40 vision. The operator must supply a high school diploma, GED or take an Ability To Benefit exam for a \$150 fee. Operators may also present a notarized affidavit (in English) from the operator’s place of employment, on the company’s stationary, attesting that the operator has been and is currently employed with the company (as a heavy equipment operator) for a minimum one year, in lieu of a high school diploma.

Professional Evaluation Curriculum Costs

Backhoe	Bulldozer	Excavator	Front-End Loader	Skid-Steer
Evaluation - \$1550.00	Evaluation - \$1550.00	Evaluation - \$1550.00	Evaluation - \$1550.00	Evaluation - \$1550.00
\$100.00 Registration Fee	\$100.00 Registration Fee	\$100.00 Registration Fee	\$100.00 Registration Fee	\$100.00 Registration Fee
Cost for Evaluation	Cost for Evaluation	Cost for Evaluation	Cost for Evaluation	Cost for Evaluation
\$1650.00	\$1650.00	\$1650.00	\$1650.00	\$1650.00

Professional Backhoe Evaluation



- XS1 Safety
- XB1 Backhoe Evaluation

Analysis of the operator's capabilities includes:

- the proficient use of all controls on command
- maneuvering the machine fluidly when traveling
- raising and lowering the front bucket
- raising and lowering the boom
- raising and lowering the arm
- curling and dumping the bucket
- dig a trench
- backfill a trench
- pick up a load
- dump a load
- back-blade for rough grade
- load a machine onto a trailer
- correctly secure the machine to the trailer
- proper mounting and dismounting of equipment
- proper start-up and shut-down of machine

Tuition: \$1550.00

Professional Bulldozer Evaluation



- XS1 Safety
- XD1 Bulldozer Evaluation

Analysis of the operator's capabilities includes:

- the proficient use of all controls on command
- maneuvering the machine fluidly forward left and right
- maneuvering the machine fluidly backward left and right
- raising and lowering the blade
- cutting material
- forward grading
- climbing a slope while cutting a grade
- load a machine onto a trailer
- correctly secure the machine to the trailer
- proper mounting and dismounting of equipment
- proper start-up and shut-down of machine

Tuition: \$1550.00

Professional Excavator Evaluation



- XS1 Safety
- XE1 Excavator Evaluation

Analysis of the operator's capabilities includes:

- the proficient use of all controls on command
- maneuvering the machine fluidly when traveling
- raising and lowering the boom
- raising and lowering the stick
- curling and dumping the bucket
- spinning the cab
- dig a trench
- backfill a trench
- pick up a load
- dump a load
- load a machine onto a trailer
- correctly secure the machine to the trailer
- proper mounting and dismounting of equipment
- proper start-up and shut-down of machine

Tuition: \$1550.00

Professional Front-End Loader (Payloader) Evaluation



- XS1 Safety
- XF1 Front-End Loader Evaluation

Analysis of the operator's capabilities includes:

- the proficient use of all controls on command
- maneuvering the machine fluidly when traveling
- raising and lowering the bucket
- back-blading for rough grade
- pick up a load
- dump a load
- load a machine onto a trailer
- correctly secure the machine to the trailer
- proper mounting and dismounting of equipment
- proper start-up and shut-down of machine

Tuition: \$1550.00

Professional Skid-Steer Evaluation



- XS1 Safety
- XA1 Skid-Steer Evaluation

Analysis of the operator's capabilities includes:

- the proficient use of all controls on command
- maneuvering the machine fluidly forward left and right
- maneuvering the machine fluidly backward left and right
- raising and lowering the bucket
- 360° spin
- Back-blading for rough grade
- climbing a slope while pushing material
- picking up a load
- dumping a load
- load a machine onto a trailer
- correctly secure the machine to the trailer
- proper mounting and dismounting of equipment
- proper start-up and shut-down of machine

Tuition: \$1550.00

OSHA-10

In order to work in the construction industry in Connecticut, Missouri, Massachusetts, New Hampshire, New York (except NYC), Nevada, Pennsylvania, Rhode Island and West Virginia you must have an OSHA-10 card. This card certifies that the identified holder has attended an authorized 10-hour OSHA outreach training program. There is no expiration date on this card. However, workers in Connecticut and Massachusetts requires that all workers be re-certified every 5 years. New York City (per the Department of Buildings [DOB]) requires that all workers be re-certified every 5 years. with OSHA-30 and an additional 10-hour of safety instruction authorized by DOB. The LEARN Center offers all of these courses.

Fee: \$125.00



OSHA-30

In order to work in the construction industry in New York City on major construction jobs (buildings higher than 8 stories), the Department of Buildings (DOB) requires that all workers be certified with OSHA-30 and an additional 10-hour of safety instruction authorized by DOB. The LEARN Center offers all of these courses. In Nevada, all supervisors must be OSHA-30 certified, and re-certified every 5 years. In Pennsylvania, contractors must employ at least 1 person who is OSHA-30 certified.

Fee: \$500.00

Job Referral

For 2018, we had a rate of 71% of our students getting a job after their classes (see back cover). We have companies from New York and the surrounding states that contact us for graduates. We also have job placement companies that consistently look for graduates from our school. We show you how to use the Internet to search for jobs. We also give you a resume to emulate, that is tailored for heavy equipment operators. We coach you on how to ace your job interview, AND, before your interview, regardless of when it is (even a year after graduation), we invite you back to our school to jump into a machine in order to re-familiarize yourself with the machine. No charge.

Registration Policy

PROCEDURE

The registration process for The LEARN Center is comprised of four steps that must be completed before class attendance. These steps are:

1. Submittal of high school diploma or GED, or pass an admissions exam, or 1-year proof of employment (for the Professional Evaluation Curriculum). **This is NOT a requirement for the Basic-Level Curriculum.**
2. Successful completion and delivery to The LEARN Center of the registration form and Enrollment Agreement
3. Full payment of the \$100 registration fee and applicable course fee(s)
4. Confirmation of completed items 1 and 2 above

FORM

A registration form for a curriculum must be received by us at least 7 days prior to the start of the first class. The registration form may be sent to us via FAX to: 631-467-2087; as an attachment to an email that is sent to: info@thelearncenter.net; physically mailed or presented in person at: 819 Fifteenth St., Ronkonkoma, NY, 11779 or called in via telephone at: 631-648-9991.

PAYMENT

Entry-Level Curriculum Modules	Registration Fee	Tuition	Books	Total
Backhoe	\$100.00	\$2240.00	\$0	\$2340.00
Excavator	\$100.00	\$2240.00	\$0	\$2340.00
Front-End Loader	\$100.00	\$2240.00	\$0	\$2340.00
Bulldozer	\$100.00	\$2240.00	\$0	\$2340.00
Skid-Steer	\$100.00	\$2240.00	\$0	\$2340.00
Professional Curriculum Classes	Application Fee	Tuition	Books	Total
Backhoe	\$100.00	\$1550.00	\$0	\$1650.00
Excavator	\$100.00	\$1550.00	\$0	\$1650.00
Front-End Loader	\$100.00	\$1550.00	\$0	\$1650.00
Bulldozer	\$100.00	\$1550.00	\$0	\$1650.00
Skid-Steer	\$100.00	\$1550.00	\$0	\$1650.00
Basic-Level Curriculum Modules	Registration Fee	Tuition	Books	Total
Backhoe	\$100.00	\$890.00	\$0	\$990.00
Excavator	\$100.00	\$890.00	\$0	\$990.00
Front-End Loader	\$100.00	\$890.00	\$0	\$990.00
Bulldozer	\$100.00	\$890.00	\$0	\$990.00
Skid-Steer	\$100.00	\$890.00	\$0	\$990.00
Heavy Equipment Operator Course	Registration Fee	Tuition	Books	Total
Heavy Equipment Operator Training	\$100.00	\$27,960.00	\$0	\$28,060.00

PAYMENT (Continued)

Schedule of Fees for 4 Modules of Classes

Backhoe	Bulldozer	Excavator	Front-End Loader	Skid-Steer
Module 1 - \$2240.00	Module 1 - \$2240.00	Module 1 - \$2240.00	Module 1 - \$2240.00	Module 1 - \$2240.00
Module 2 - \$2240.00	Module 2 - \$2240.00	Module 2 - \$2240.00	Module 2 - \$2240.00	Module 2 - \$2240.00
Module 3 - \$2240.00	Module 3 - \$2240.00	Module 3 - \$2240.00	Module 3 - \$2240.00	Module 3 - \$2240.00
Module 4 - \$2240.00	Module 4 - \$2240.00	Module 4 - \$2240.00	Module 4 - \$2240.00	Module 4 - \$2240.00

Registration Fee	Registration Fee	Registration Fee	Registration Fee	Registration Fee
\$100.00	\$100.00	\$100.00	\$100.00	\$100.00

Cost for 4 Modules	Cost for 4 Modules	Cost for 4 Modules	Cost for 4 Modules	Cost for 4 Modules
\$9060.00	\$9060.00	\$9060.00	\$9060.00	\$9060.00

Payment can be made by credit or debit card (note: a non-refundable 3% credit card fee will be added), certified check, money order or cash. Student financing is available (see below). There is no financial aid.

Payment Plans

The LEARN Center can tailor a payment plan to meet your needs. Unless you are fully paying for a module before instruction begins, you will need to speak to us about a finance program. Due to discrimination laws, no discounts can be given.

CONFIRMATIONS

We will notify you by email or phone of the acceptance of your registration. Please provide a self-addressed, stamped envelope if you wish to receive a written acceptance of your registration.

REFUND POLICY

REFUND POLICY LANGUAGE-QUARTERS (7 - 14 weeks in duration)

A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

B. Thereafter, a student will be liable for

1. the non-refundable registration fee plus
2. the cost of any textbooks or supplies accepted plus
3. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

a. First Quarter

If termination occurs school may keep

Prior to or during the first week 0%

During the second week 25%

During the third week 50%

During the fourth week 75%

After the fourth week 100%

b. Subsequent Quarters

During the first week 25%

During the second week 50%

During the third week 75%

After the third week 100%

C. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

REFUND POLICY (Continued)

REFUND POLICY LANGUAGE-TERMS (15 - 18 weeks inclusively)

A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

B. Thereafter, a student will be liable for

1. the non-refundable registration fee plus
2. The cost of any textbooks or supplies accepted plus
3. Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated and any previous terms completed.

a. First Term

If termination occurs school may keep

Prior to or during the first week 0%

During the second week 20%

During the third week 35%

During the fourth week 50%

During the fifth week 70%

After the fifth week 100%

b. Subsequent Terms

During the first week 20%

During the second week 35%

During the third week 50%

During the fourth week 70%

After the fourth week 100%

C. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

REFUND POLICY (Continued)

REFUND POLICY LANGUAGE-MINI

(6 or less weeks in duration)

- A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
- B. Thereafter, a student will be liable for
 - 1. the non-refundable registration fee plus
 - 2. the cost of any textbooks or supplies accepted plus
 - 3. tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

If termination occurs school may keep

- 0 - 15% of the program 0%
- 16 - 30% of the program 25%
- 31 - 45% of the program 50%
- 46 - 60% of the program 75%
- after 60% of the program 100%

- C. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

Refund Calculation Chart For All Courses

Amount of Entry-Level Curriculum Completed	Tuition per Module	Percentage Returned to Student	Amount Due Student
0 – 15% of the curriculum (3.15 hours of class time)	\$2240.00	100 %	\$2240.00
15.1 – 30% of the curriculum (6.3 hours of class time)	\$2240.00	75 %	\$1680.00
30.1 – 45% of the curriculum (9.45 hours of class time)	\$2240.00	50 %	\$1120.00
45.1 – 60% of the curriculum (12.6 hours of class time)	\$2240.00	25 %	\$561.00
> 60% of the curriculum (> 12.6 hours of class time)	\$2240.00	0 %	\$0
Amount of Professional Curriculum Completed	Tuition	Percentage Returned to Student	Amount Due Student
0 – 15% of the curriculum (1.0 hour of class time)	\$1550.00	100 %	\$1550.00
15.1 – 30% of the curriculum (2.0 hours of class time)	\$1550.00	75 %	\$1162.50
30.1 – 45% of the curriculum (3.0 hours of class time)	\$1550.00	50 %	\$775.00
45.1 – 60% of the curriculum (4.0 hours of class time)	\$1550.00	25 %	\$387.50
> 60% of the curriculum (> 4.0 hours of class time)	\$1550.00	0 %	\$0

Full Refund: A 100% refund will be given, less the \$100.00 registration fee, when requests are received by us within 7 days of signing the enrollment agreement and before class begins. A 100% refund, less the \$100.00 registration fee, will be given when requests are received by us when up to 0% - 15% hours of class has been attended by the student. A full refund will also be granted in the event The LEARN Center cancels a full module of classes.

Partial Refund: A 75% refund, less the \$100.00 registration fee, will be given when requests are received by us when up to 15.1% – 30% of class has been class has been attended by the student. A 50% refund, less the \$100.00 registration fee, will be given when requests are received by us when up to 30.1% – 45% of class has been class has been attended by the student. A 25% refund, less the \$100.00 registration fee, will be given when requests are received by us when up to 45.1% 60% of class has been class has been attended by the student.

No refund will be given after (60%) of class has been held.

Refunds will be mailed to the student within 30 days of receipt of a withdrawal request.

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

Class Scheduling and School Closing Information

SCHEDULES and CLASS SIZE

It has always been the objective of The LEARN Center to accommodate the busy schedules of our students. The LEARN Center runs for twelve months a year, 6 – 7 days a week, with no observation of the “normal” spring, summer or fall school semester timeframes. Class schedules are tailored for each student’s needs. As demand dictates, we schedule classes for weekdays and/or weekends, whatever the student’s schedule requires – as available. All classes run from 7:00 AM till 2:30 PM with a half hour dedicated to lunch. The minimum class size is 1 student and maximum of 4 students per instructor. Therefore, depending upon the school’s scheduling of other classes, if a student cannot attend one of their already scheduled classes, they may be capable of attending a previously scheduled class.

HOLIDAYS and SCHOOL CLOSINGS

The LEARN Center will be closed on New Year’s Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving and Christmas. For those days during the winter when the ground becomes too frozen to dig, class will be postponed. Additionally, teacher illness or other unforeseen events may cause an alteration of the start or end date of an individual course. In this event each student will be contacted and their course will be rescheduled.

For the sake of safety, some activities are weather dependent. Therefore, on rare occasions, a scheduled class may be postponed or truncated and then rescheduled due to the inclement weather. In addition, announcements for closings will be made on our website and social media platforms.

School Rules and Regulations

The following are the rules and regulations of The LEARN Center. These rules are inflexible and must be adhered to at all times. A student may be suspended for failure to follow these rules after receiving a warning.

1. Safety shoes/boots must be worn at all times on the school premises. Students who show up for class without safety shoes/boots will be turned away.
2. Students are not to show up for class under the influence of alcohol or drugs. The use of alcohol or drugs on school property is strictly prohibited. Any student that is suspected of being under the influence of either of the aforementioned substances will be sent to the office until they are coherent and then turned away.
3. For the safety of all students and instructors: students must reveal to the Director if they are under a doctor’s care, are required to take medication, are allergic to bee/hornet/wasp stings, are epileptic, etc.
4. The use of cell phones while operating the machines is prohibited.
5. We are a non-smoking campus. Smoking will not be allowed in the classroom, while operating or maintaining a machine.
6. Students will follow the directions of the teachers at all times.
7. Any student that is found to be intentionally operating a machine in an unsafe manner, or operating a machine with the intention of damaging the machine or any other piece of equipment will be expelled from the school with equipment damages deducted from any refund due.
8. For safety reasons, phone usage during instruction is prohibited.

Attendance and Graduation Requirements

ATTENDANCE

Students must fully attend each and every class in order to pass the curriculum. All class hours are accounted for. The student, if tardy, absent or requires a leave of absence will, with permission, make up the hours on another day. The school may drop the student from the school and start a refund process if an absence from class is not followed by notification within 2 working days from said absence.

See page 60 for GI Bill (Military Veteran) ATTENDANCE POLICY.

GRADING (Entry-Level)

Students are taught the skills necessary to operate the machine selected to a novice level of proficiency. Higher levels of proficiency are attainable only through additional time on the machine. While we ensure that all of the skill exercises are presented and fully understood, there is no testing or grade awarded for the practical portions of the curriculum. Student skills are evaluated and tracked on a skills check list using a pass/fail criteria. In addition, the comprehensive classes are geared towards the understanding and recognition of unsafe conditions and unsafe acts as well as the industry accepted standards for selected topics of discussion. Some topics discussed are incorporated into the practical class hours. As in the practical classes, there is no testing or grade awarded for the comprehensive classes.

GRADING (Professional Evaluation)

It is understood that the professional will have the skills to operate heavy equipment in an extremely proficient manner. However, they may not know all of the nuances of the safety topics that are required to be a safe operator. Therefore, all professional operators take a 4-hour safety class that is an abbreviated compilation of the topics that are taught in safety courses SS1 through SS4. A written test is then administered for the safety topics taught. A minimum grade of 80% is required to pass. A graded evaluation of the skills required to operate the student's machine of choice is then accomplished. A minimum grade of 80% is required to pass.

Complaint Procedure

The LEARN Center is committed to equal opportunities in employment and education. Our educational programs are offered without regard to gender, race, color, culture, national origin or any other classification protected by Federal, State or local law. If any student feels the need to lodge a complaint, they must do so in writing. Direct all correspondence to the President and Director of The LEARN Center, George Guidi, 819 Fifteenth Street, Ronkonkoma, NY 11779. Contact may also be made through email to info@thelearncenter.net. Students may also file complaints with the New York State Education Department, Office of Adult Career and Continuing Education Services, Bureau of Proprietary School Supervision, 116 West 32nd St., 5th Floor, New York, NY 1001 - or call at (212) 643-4760. An overview of student's rights with regard to filing a complaint against The LEARN Center are contained in the New York State Education Department Disclosure Statement, which is required to be handed to all students.

College Credit – Disclaimer Statement

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend. The LEARN Center may award students credit for class hours from another accredited construction training program at the school director's discretion. Any hours considered to be equivalent to a course(s) being taken will be credited prior to program commencement.

Course Curriculum Credit(s)

The LEARN Center will grant credit for hours of instruction from any individual course or module that has been completed in its entirety. This credit hours are transferable to curriculum offered at the school with class equivalency. All Basic Training course hours are fully transferable to the Entry-Level Curriculum and all credits are subject to the approval of a School Director.

Veterans Administration Requirements



This section is only applicable to school applicants through the Veterans Administration.

All students must meet Entrance Requirements identified on previous page(s), and adhere to the School Rules and Regulations in this catalog.

Academic Calendar/Class Schedules: The nine tables below are the start/end dates for the 84-hour entry-level curriculums (a total of 4 modules) held in academic calendar year 2021 for any single machine. Schedules are adjusted to allow for holidays (New Year's Day, Martin Luther King Jr. Day, Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and the week from Christmas through New Year's Eve). We offer three days of the week schedules that start on either a Saturday (Table 1) or a Sunday (Table 2), as well as, four days of the week schedules (Table 3 & 4). We also offer fast track schedules of six days of the week that can start on either Saturday (Table 5) or Sunday (Table 6), a weekends-only schedule starting on Saturdays (Table 7), and schedules for twelve days in a row (Table 8). Lastly, we offer a Monday thru Friday schedule (Table 9). All classes start at 7:00AM and will end at 2:30PM.

Table 1

3-Day Week Schedules with Saturday Starts with Monday & Wednesday

FROM	TO	FROM	TO	FROM	TO	FROM	TO
Start & End Dates for All Entry-Level Curriculums							
1/2/21 – 1/20/21		4/3/21 – 4/28/21		7/3/21 – 7/28/21		10/2/21 – 10/27/21	
1/9/21 – 2/6/21		4/10/21 – 5/5/21		7/10/21 – 8/1/21		10/9/21 – 11/3/21	
1/16/21 – 2/13/21		4/17/21 – 5/12/21		7/17/21 – 8/11/21		10/16/21 – 11/10/21	
1/23/21 – 2/17/21		4/24/21 – 5/19/21		7/24/21 – 8/18/21		10/23/21 – 11/17/21	
1/30/21 – 2/24/21		5/1/21 – 5/26/21		7/31/21 – 8/25/21		10/30/21 – 11/24/21	
2/6/21 – 3/3/21		5/8/21 – 6/5/21		8/7/21 – 9/1/21		11/6/21 – 12/1/21	
2/13/21 – 3/10/21		5/15/21 – 6/12/21		8/14/21 – 9/11/21		11/13/21 – 12/8/21	
2/20/21 – 3/17/21		5/22/21 – 6/19/21		8/21/21 – 9/18/21		11/20/21 – 12/15/21	
2/27/21 – 3/24/21		5/29/21 – 6/26/21		8/28/21 – 9/25/21		11/27/21 – 12/22/21	
3/6/21 – 3/31/21		6/5/21 – 6/30/21		9/4/21 – 10/2/21		12/4/21 – 1/8/22	
3/13/21 – 4/7/21		6/12/21 – 7/7/21		9/11/21 – 10/6/21		12/11/21 – 1/15/22	
3/20/21 – 4/14/21		6/19/21 – 7/14/21		9/18/21 – 10/13/21		12/18/21 – 1/22/22	
3/27/21 – 4/21/21		6/26/21 – 7/21/21		9/25/21 – 10/20/21		HOLIDAY	

Table 2*3-Day Week Schedules with Sunday Starts with Tuesday & Thursday*

FROM	TO	FROM	TO	FROM	TO	FROM	TO
Start & End Dates for all Entry-Level Curriculumms							
1/3/21 – 1/28/21		4/11/21 – 5/6/21		7/18/21 – 8/12/21		10/17/21 – 11/11/21	
1/10/21 – 2/4/21		4/18/21 – 5/13/21		7/25/21 – 8/19/21		10/24/21 – 11/18/21	
1/17/21 – 2/11/21		4/25/21 – 5/20/21		8/1/21 – 8/26/21		10/31/21 – 11/28/21	
1/24/21 – 2/18/21		5/2/21 – 5/27/21		8/8/21 – 9/2/21		11/7/21 – 12/5/21	
1/31/21 – 2/25/21		5/9/21 – 6/3/21		8/15/21 – 9/9/21		11/14/21 – 12/12/21	
2/7/21 – 3/4/21		5/16/21 – 6/10/21		8/22/21 – 9/16/21		11/21/21 – 12/19/21	
2/14/21 – 3/11/21		5/23/21 – 6/17/21		8/29/21 – 9/23/21		11/28/21 – 12/23/21	
2/21/21 – 3/18/21		5/30/21 – 6/24/21		9/5/21 – 9/30/21		12/5/21 – 1/6/22	
2/28/21 – 3/25/21		6/6/21 – 7/1/21		9/12/21 – 10/7/21		12/12/21 – 1/13/22	
3/7/21 – 4/1/21		6/13/21 – 7/11/21		9/19/21 – 10/14/21		12/19/21 – 1/20/22	
3/14/21 – 4/11/21		6/20/21 – 7/18/21		9/26/21 – 10/21/21		HOLIDAY	
3/21/21 – 4/18/21		6/27/21 – 7/25/21		10/3/21 – 10/28/21		HOLIDAY	
3/28/21 – 4/25/21		7/11/21 – 8/5/21		10/10/21 – 11/4/21		HOLIDAY	

Table 3*4-Day Week Schedules with Saturday Starts, Sunday, Monday, & Wednesday*

FROM	TO	FROM	TO	FROM	TO	FROM	TO
Start & End Dates for All Entry-Level Curriculumms							
1/2/21 – 1/23/21		4/3/21 – 4/24/21		7/3/21 – 7/24/21		10/2/21 – 10/20/21	
1/9/20 – 1/30/21		4/10/21 – 4/28/21		7/10/21 – 7/28/21		10/9/21 – 10/27/21	
1/16/21 – 2/6/21		4/17/21 – 5/5/21		7/17/21 – 8/4/21		10/16/21 – 11/3/21	
1/23/21 – 2/10/21		4/24/21 – 5/12/21		7/24/21 – 8/11/21		10/23/21 – 11/10/21	
1/30/21 – 2/17/21		5/1/21 – 5/19/21		7/31/21 – 8/18/21		10/30/21 – 11/17/21	
2/6/21 – 2/24/21		5/8/21 – 5/26/21		8/7/21 – 8/25/21		11/6/21 – 11/24/21	
2/13/21 – 3/3/21		5/15/21 – 6/5/21		8/14/21 – 9/1/21		11/13/21 – 12/1/21	
2/20/21 – 3/10/21		5/22/21 – 6/12/21		8/21/21 – 9/11/21		11/20/21 – 12/8/21	
2/27/21 – 3/17/21		5/29/21 – 6/19/21		8/28/21 – 9/18/21		11/27/21 – 12/15/21	
3/6/21 – 3/24/21		6/5/21 – 6/23/21		9/4/21 – 9/25/21		12/4/21 – 12/22/21	
3/13/21 – 3/31/21		6/12/21 – 6/30/21		9/11/21 – 9/29/21		12/11/21 – 1/8/22	
3/20/21 – 4/10/21		6/19/21 – 7/10/21		9/18/21 – 10/6/21		12/18/21 – 1/15/22	
3/27/21 – 4/17/21		6/26/21 – 7/17/21		9/25/21 – 10/13/21		HOLIDAY	

Table 4*4-Day Week Schedules with Saturday Starts, Sunday, Tuesday, & Thursday*

FROM	TO	FROM	TO	FROM	TO	FROM	TO
Start & End Dates for All Entry-Level Curriculums							
1/2/21 – 1/21/21		4/3/21 – 4/24/21		7/3/21 – 7/24/21		10/2/21 – 10/21/21	
1/9/21 – 1/28/21		4/10/21 – 4/29/21		7/10/21 – 7/29/21		10/9/21 – 10/28/21	
1/16/21 – 2/4/21		4/17/21 – 5/6/21		7/17/21 – 8/5/21		10/16/21 – 11/4/21	
1/23/21 – 2/11/21		4/24/21 – 5/13/21		7/24/21 – 8/12/21		10/23/21 – 11/11/21	
1/30/21 – 2/18/21		5/1/21 – 5/20/21		7/31/21 – 8/19/21		10/30/21 – 11/18/21	
2/6/21 – 2/25/21		5/8/21 – 5/27/21		8/7/21 – 8/26/21		11/6/21 – 11/27/21	
2/13/21 – 3/4/21		5/15/21 – 6/3/21		8/14/21 – 9/2/21		11/13/21 – 12/4/21	
2/20/21 – 3/11/21		5/22/21 – 6/10/21		8/21/21 – 9/9/21		11/20/21 – 12/11/21	
2/27/21 – 3/18/21		5/29/21 – 6/17/21		8/28/21 – 9/16/21		11/27/21 – 12/16/21	
3/6/21 – 3/25/21		6/5/21 – 6/24/21		9/4/21 – 9/23/21		12/4/21 – 12/23/21	
3/13/21 – 4/1/21		6/12/21 – 7/1/21		9/11/21 – 9/30/21		12/11/21 – 1/8/22	
3/20/21 – 4/10/21		6/19/21 – 7/10/21		9/18/21 – 10/7/21		12/18/21 – 1/15/22	
3/27/21 – 4/17/21		6/26/21 – 7/17/21		9/25/21 – 10/14/21		HOLIDAY	

Table 5*6-Day Week Schedules with Saturday Starts (No Fridays)*

FROM	TO	FROM	TO	FROM	TO	FROM	TO
Start & End Dates for All Entry-Level Curriculums							
1/2/21 – 1/14/21		4/3/21 – 4/17/21		7/3/21 – 7/17/21		10/2/21 – 10/14/21	
1/9/21 – 1/23/21		4/10/21 – 4/22/21		7/10/21 – 7/22/21		10/9/21 – 10/21/21	
1/16/21 – 1/30/21		4/17/21 – 4/29/21		7/17/21 – 7/29/21		10/16/21 – 10/28/21	
1/23/21 – 2/4/21		4/24/21 – 5/6/21		7/24/21 – 8/5/21		10/23/21 – 11/4/21	
1/30/21 – 2/11/21		5/1/21 – 5/13/21		7/31/21 – 8/12/21		10/30/21 – 11/11/21	
2/6/21 – 2/18/21		5/8/21 – 5/20/21		8/7/21 – 8/19/21		11/6/21 – 11/18/21	
2/13/21 – 2/25/21		5/15/21 – 5/27/21		8/14/21 – 8/26/21		11/13/21 – 11/27/21	
2/20/21 – 3/4/21		5/22/21 – 6/5/21		8/21/21 – 9/2/21		11/20/21 – 12/4/21	
2/27/21 – 3/11/21		5/29/21 – 6/12/21		8/28/21 – 9/11/21		11/27/21 – 12/9/21	
3/6/21 – 3/18/21		6/5/21 – 6/17/21		9/4/21 – 9/18/21		12/4/21 – 12/16/20	
3/13/21 – 3/25/21		6/12/21 – 6/24/21		9/11/21 – 9/23/21		12/11/21 – 12/23/21	
3/20/21 – 4/1/21		6/19/21 – 7/1/21		9/18/21 – 9/30/21		12/18/21 – 1/8/22	
3/27/21 – 4/10/21		6/26/21 – 7/10/21		9/25/21 – 10/7/21		HOLIDAY	

Table 6**6-Day Week Schedules with Sunday Starts (No Fridays)**

FROM	TO	FROM	TO	FROM	TO	FROM	TO
Start & End Dates for All Entry-Level Curriculums							
1/3/21 – 1/16/21		HOLIDAY		7/11/21 – 7/24/21		10/10/21 – 10/23/21	
1/10/21 – 1/24/21		4/11/21 – 4/24/21		7/18/21 – 7/31/21		10/17/21 – 10/30/21	
1/17/21 – 1/31/21		4/18/21 – 5/1/21		7/25/21 – 8/7/21		10/24/21 – 11/6/21	
1/24/21 – 2/6/21		4/25/21 – 5/8/21		8/1/21 – 8/14/21		10/31/21 – 11/13/21	
1/31/21 – 2/13/21		5/2/21 – 5/15/21		8/8/21 – 8/21/21		11/7/21 – 11/20/21	
2/7/21 – 2/20/21		5/9/21 – 5/22/21		8/15/21 – 8/28/21		11/14/21 – 11/28/21	
2/14/21 – 2/27/21		5/16/21 – 5/29/21		8/22/21 – 9/4/21		11/21/21 – 12/5/21	
2/21/21 – 3/6/21		5/23/21 – 6/6/21		8/29/21 – 9/12/21		11/28/21 – 12/11/21	
2/28/21 – 3/13/21		5/30/21 – 6/13/21		9/5/21 – 9/19/21		12/5/21 – 12/18/21	
3/7/21 – 3/20/21		6/6/21 – 6/19/21		9/12/21 – 9/25/21		12/12/21 – 1/2/21	
3/14/21 – 3/27/21		6/13/21 – 6/26/21		9/19/21 – 10/2/21		12/19/21 – 1/9/21	
3/21/21 – 4/3/21		6/20/21 – 7/3/21		9/26/21 – 10/9/21		HOLIDAY	
3/28/21 – 4/11/21		6/27/21 – 7/11/21		10/3/21 – 10/16/21		HOLIDAY	

Table 7**Weekends Only with Saturday Starts**

FROM	TO	FROM	TO	FROM	TO	FROM	TO
Start & End Dates for All Entry-Level Curriculums							
1/2/21 – 2/7/21		4/3/21 – 5/15/21		7/3/21 – 8/14/21		10/2/21 – 11/7/21	
1/9/21 – 2/14/21		4/10/21 – 5/16/21		7/10/21 – 8/15/21		10/9/21 – 11/14/21	
1/16/21 – 2/21/21		4/17/21 – 5/23/21		7/17/21 – 8/22/21		10/16/21 – 11/21/21	
1/23/21 – 2/28/21		4/24/21 – 5/30/21		7/24/21 – 8/29/21		10/23/21 – 11/28/21	
1/30/21 – 3/7/21		5/1/21 – 6/6/21		7/31/21 – 9/5/21		10/30/21 – 12/5/21	
2/6/21 – 3/14/21		5/8/21 – 6/13/21		8/7/21 – 9/12/21		11/6/21 – 12/12/21	
2/13/21 – 3/21/21		5/15/21 – 6/20/21		8/14/21 – 9/19/21		11/13/21 – 12/19/21	
2/20/21 – 3/28/21		5/22/21 – 6/27/21		8/21/21 – 9/26/21		11/20/21 – 1/8/22	
2/27/21 – 4/10/21		5/29/21 – 7/10/21		8/28/21 – 10/3/21		11/27/21 – 1/15/22	
3/6/21 – 4/17/21		6/5/21 – 7/17/21		9/4/21 – 10/10/21		12/4/21 – 1/22/22	
3/13/21 – 4/24/21		6/12/21 – 7/24/21		9/11/21 – 10/17/21		12/11/21 – 1/29/22	
3/20/21 – 5/1/21		6/19/21 – 7/31/21		9/18/21 – 10/24/21		12/18/21 – 2/5/22	
3/27/21 – 5/8/21		6/26/21 – 8/7/21		9/25/21 – 10/31/21		HOLIDAY	

Table 8*12 Days Straight with Saturday Starts*

FROM	TO	FROM	TO	FROM	TO	FROM	TO
Start & End Dates for All Entry-Level Curriculums							
1/2/21 – 1/13/21		4/3/21 – 4/15/21		7/3/21 – 7/15/21		10/2/21 – 10/13/21	
1/9/21 – 1/21/21		4/10/21 – 4/21/21		7/10/21 – 7/21/21		10/9/21 – 10/20/21	
1/16/21 – 1/28/21		4/17/21 – 4/28/21		7/17/21 – 7/28/21		10/16/21 – 10/27/21	
1/23/21 – 2/3/21		4/24/21 – 5/5/21		7/24/21 – 8/4/21		10/23/21 – 11/3/21	
1/30/21 – 2/10/21		5/1/21 – 5/12/21		7/31/21 – 8/11/21		10/30/21 – 11/10/21	
2/6/21 – 2/17/21		5/8/21 – 5/19/21		8/7/21 – 8/18/21		11/6/21 – 11/17/21	
2/13/21 – 2/24/21		5/15/21 – 5/26/21		8/14/21 – 8/25/21		11/13/21 – 11/24/21	
2/20/21 – 3/3/21		5/22/21 – 6/3/21		8/21/21 – 9/1/21		11/20/21 – 12/2/21	
2/27/21 – 3/10/21		5/29/21 – 6/10/21		8/28/21 – 9/9/21		11/27/21 – 12/8/21	
3/6/21 – 3/17/21		6/5/21 – 6/16/21		9/4/21 – 9/16/21		12/4/21 – 12/15/21	
3/13/21 – 3/24/21		6/12/21 – 6/23/21		9/11/21 – 9/22/21		12/11/21 – 12/22/21	
3/20/21 – 3/31/21		6/19/21 – 6/30/21		9/18/21 – 9/29/21		12/18/21 – 1/6/22	
3/27/21 – 4/8/21		6/26/21 – 7/8/21		9/25/21 – 10/6/21		HOLIDAY	

Table 9*5 Day Week Monday through Friday With Monday Starts*

FROM	TO	FROM	TO	FROM	TO	FROM	TO
Start & End Dates for All Entry-Level Curriculums							
1/4/21 – 1/20/21		4/5/21 – 4/20/21		7/5/21 – 7/20/21		10/4/21 – 10/19/21	
1/11/21 – 1/27/21		4/12/21 – 4/27/21		7/12/21 – 7/27/21		10/11/21 – 10/26/21	
1/19/21 – 2/3/21		4/19/21 – 5/4/21		7/19/21 – 8/3/21		10/18/21 – 10/2/21	
1/25/21 – 2/9/21		4/26/21 – 5/11/21		7/26/21 – 8/10/21		10/25/21 – 11/9/21	
2/1/21 – 2/17/21		5/3/21 – 5/18/21		8/2/21 – 8/17/21		11/1/21 – 11/16/21	
2/8/21 – 2/24/21		5/10/21 – 5/25/21		8/9/21 – 8/24/21		11/8/21 – 11/23/21	
HOLIDAY		5/17/21 – 6/2/21		8/16/21 – 8/31/21		11/15/21 – 12/1/21	
2/22/21 – 3/9/21		5/24/21 – 6/9/21		8/23/21 – 9/8/21		11/22/21 – 12/8/21	
3/1/21 – 3/16/21		HOLIDAY		8/30/21 – 9/15/21		11/29/21 – 12/14/21	
3/8/21 – 3/23/21		6/7/21 – 6/22/21		HOLIDAY		12/6/21 – 12/21/21	
3/15/21 – 3/30/21		6/14/21 – 6/29/21		9/13/21 – 9/28/21		12/13/21 – 1/4/22	
3/22/21 – 4/6/21		6/21/21 – 7/6/21		9/20/21 – 9/5/21		12/20/21 – 1/11/22	
3/29/21 – 4/13/21		6/28/21 – 7/13/21		9/27/21 – 10/12/21		HOLIDAY	

Refund Policy: The LEARN Center will refund the unused portion of prepaid tuition and fees on a pro rata basis. The proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. Any amount in excess of \$10.00 for an enrollment fee or registration will also be prorated.

Grading System: The student will be graded on the skills learned against the materials presented in concert with attendance, safety, communication and the ability to follow direction in the following proportions: 10% communication, 10% follow direction, 20% attendance, 30% safety and 30% practical yard instruction.

Standards of Progress: 70% is the minimum grade achievement to show satisfactory academic progress. The 84-hour machine curriculum has four modules and the student is evaluated during and at the end of each module. If the student's cumulative average falls below the satisfactory threshold, they are placed on academic probation for the next module – which will be identified as a “probationary module”. After the completion of the probationary module, if the student's cumulative average grade does not rise above the satisfactory threshold, the student will be terminated from the program. See also Attendance Policy, below.

Attendance Policy: The student is expected to attend all classes as per the identified schedule. A cut class is defined as a missed scheduled class day without a 24-hour notice by the student. A student *may* be able to make up a cut class if there is an alternate class opening in the school’s scheduled classes, subject to the School Director’s discretion. **A student that has accumulated three cut classes will be dropped from the program.** A postponed class is defined as a missed scheduled class day with a 24-hour notice by the student. A student *may* be able to make up a postponed class if there is an alternate class opening in the school’s scheduled classes, subject to the School Director’s discretion. Postponed class rescheduling takes precedence over cut class rescheduling. **A student that has accumulated five postponed classes will be dropped from the program.** A lateness is defined as an unexcused missed scheduled class start (7:00AM) of more than 15 minutes. Circumstances that are deemed beyond the student’s control (e.g. Long Island Rail Road [LIRR] scheduling, unscheduled traffic police action, etc.) may be grounds for a waived lateness. **A student that has accumulated five lateness’s will be dropped from the program.** A leave of absence is defined as an unforeseen major event (usually a life altering type situation e.g. death in family, home fire, etc.), where the student needs to take consecutive days off from school in order to address the situation. The student **MUST** complete school form LARF to qualify for an excused absence. A student *will* be able to make up a leave of absence if there is an alternate class opening in the school’s scheduled classes, subject to the School Director’s discretion. Leave of Absence rescheduling takes precedence over postponed class rescheduling. A student that is terminated from the program will receive (and a copy sent to the Veterans Education Program office) form SDLFVA.

Graduation Requirements: Students that attain a cumulative grade of 70%, adhere to the Attendance Policy and the School Rules and Regulations will graduate and receive a certificate of completion as well as a laminated wallet card showing proof of curriculum completion.

Amended Veteran’s Benefits and Transition Act of 2018, section 3679 of Title 38 Compliance

The Learn Center permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to The LEARN Center a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The LEARN Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Occupational Education Data Survey (OEDS) Information

In accordance with New York State Education Department Regulations Section 126.9(a)(14), and as set forth in subdivision (f) of section 126.10, each licensed private school and registered business school/computer training facility shall publish and furnish to each prospective or enrolled student data regarding student completion and job placement. Since the LEARN Center is exclusively a part-time school, the chart below does not include any full-time students. (Reporting Period July 1, 2018 – June 30, 2019)

Criteria	Gender	Skid-Steer	Backhoe	Excavator	FE Loader	Bulldozer	All Machines
Number of applicants accepted for enrollment during the reporting period	M	0	27	24	5	0	56
	F	0	1	0	0	0	1
Number of applicants who applied for, but were denied, enrollment because they failed to satisfy the entrance requirements	M	0	0	0	0	0	0
	F	0	0	0	0	0	0
Number of applicants already enrolled at the beginning of the reporting period	M	0	5	6	2	0	13
	F	0	1	0	0	0	1
Number of applicants who enrolled during the reporting period	M	0	32	30	7	0	69
	F	0	2	0	0	0	2
Number of applicants who were still enrolled at the end of the reporting period	M	0	1	2	0	0	3
	F	0	0	0	0	0	0
Number of applicants who graduated during the reporting period	M	0	29	26	7	0	62
	F	0	1	0	0	0	1
Number of applicants who withdrew without completing the program of instruction during the reporting period	M	0	2	2	0	0	4
	F	0	1	0	0	0	1
Number of applicants who received financial assistance from Federal and/or State programs during the reporting period	M	0	15	20	5	0	40
	F	0	1	0	0	0	1
Number of applicants graduating during the reporting period	M	0	1	2	0	0	3
	F	0	0	0	0	0	0



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