

Course *Catalog*



Licensed New York State Heavy Equipment
Operator Private Career School



**THE LEARN
CENTER, LLC**

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School Catalog 2025-2026 Volume 10



Introduction

ABOUT US AND OUR PROGRAMS

The LEARN Center is the only licensed school in NY for heavy equipment operators. We are nationally accredited, approved by the NYC Department of Buildings, and a NYS DMV Driving School.

We are a small family owned business that has been operating in the construction industry for over 50 years. We know what it takes for our students to be prepared to enter the field.

We offer a wide variety of options for each piece of equipment and are open 7 days a week with very flexible scheduling.

Contents

Introduction	1
ABOUT US AND OUR PROGRAMS	
Machines	3
CHOOSE YOUR PATH	
CDL Driving School	6
GET YOUR LICENSE	
Course Options	7
FOR ANY BUDGET OR SCHEDULE	
The Team	11
THE FAMILY BEHIND THE PROGRAMS	
Course Details	13
CLASS STRUCTURES	
Registration Requirements	17
ENROLLMENT COSTS AND POLICIES	
Academic Calendar	19
PROGRAM SCHEDULES	
Veteran Requirements	20
VA AND POST 9/11 GI BILL®	
Disclaimers	21
REFUNDS AND COMPLAINTS	

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

Enroll in a Machine of your Choice*

ALL DIFFERENT MAKES AND MODELS

The Learn Center offers multiple programs for various equipment types. Our main curricula consist of the most common type of machinery found on jobsites such as, Excavators, Loaders and Bulldozers. We also like to stock a variety of makes and models as no two are alike and an operator must be able to adapt to any style.

Backhoes



**A CATERPILLAR BACKHOE LOADER
BEING USED TO TRENCH AT OUR
RONKONKOMA LOCATION**

The Backhoe is one of the most versatile pieces of machinery and is a common site for utility work and in general construction.

Excavators



**A KOMATSU EXCAVATOR OPERATED
BY A STUDENT DOING DEMOLITION
ON A JOB SITE**

Excavators come in all sizes and configurations with the ability to complete a vast amount of applications all by itself, making it a key tool in all phases of construction and industries.

**For a detailed description of each machine curriculum, see pages 13-16*

New and Old Equipment

BE PREPARED FOR ANY WORK ENVIRONMENT

Heavy equipment machines are an expensive tool for any company and they are built to last. So as an operator you may be presented with operating a brand new model with all the new technologies one moment, and the next some type of machine that is older than you. We like to maintain options for both styles here to keep you prepared for anything.

Bulldozers



03

**AN OLDER JOHN DEERE BULLDOZER
BEING TRAIERED BACK TO THE
SCHOOL**

Open cab dozers can be loud but are still seen across the world being used, we offer both closed and open cabs to expose our students to the real world possibility of operating in any condition.

Front-End Loaders



04

**A CATERPILLAR LOADER AND A
KOMATSU LOADER BEHIND IT IN
FRONT OF THE SHOP AT THE SCHOOL**

Loaders can be used as rough terrain forklifts, pavers, material handlers, snow plows, and are used across the world and is a great starter machine for any aspiring operator.

**For a detailed description of each machine curriculum, see pages 13-16*

Choose your Path

UNEARTH YOUR POTENTIAL®

Training with us at The Learn Center puts you in the seat as an operator straight away and with the ever changing yard conditions, jobs, and various exercises to be taught, you will find that you can choose what to focus on or let the trainers decide what is best for you.

Skid-Steers



A CLIENTS YANMAR SKID-STEER
LOADING A DUMP TRUCK

Skid-steers are small, quick, powerful, and adaptable. These machines can turn into anything and make a job easy but they can be dangerous.

Training on the different types makes you a very valuable asset for any employer.

Cranes and More



A P&H ROUGH TERRAIN TELESCOPIC
BOOM TRUCK CRANE DOING A PICK

We are an NCCER Authorized Assessment Center and can certify candidates for mobile cranes and other trades.

Entry-Level Driver Training (ELDT)

GET YOUR CDL LICENSE

As a NYS DMV Licensed Driving School you can be sure that your training here will get you prepared for your road test. We offer the ability to use our trucks and trailers for the road test and offer multiple packages to get any class license you are aspiring for.

Service Trucks, Tractor Trailers, Buses and More



ONE OF OUR CDL TRUCKS OUT ON THE ROAD WITH STUDENTS

Our success rate for students passing is unmatched and we will ensure that you will be ready before scheduling your road test. Entry-Level Driver Training (ELDT) for classes A and B, as well as, endorsement classes that fit the career path of your choosing.

Machine Specific Operator Training Options

FLEXIBILITY FOR ANY SCHEDULE AND BUDGET

Basic

1 DAY - 7 HOURS

An intro course designed to “give you a taste” of what operating is like and the courses offered. The 7 clock hours can count towards the larger entry-level curricula.

1 hour machine specific safety course

6 hour hands-on practical instruction on machine of choice.

Cost*: \$890.00

Novice

3 DAY - 21 HOURS

A intro course to get you started on the way to intermediate or advanced certifications.

4 Hour Comprehensive Safety course

1 Hour machine specific safety course

16 hours of hands-on practical instruction on machine of choice.

This is part of our entry-level curricula

Cost*: \$2290.00

Intermediate

6 DAY - 42 HOURS

This course is designed to get you halfway to an advanced certification.

8 Hours of Comprehensive Safety courses consisting of two 4-hour electives.

1 hour machine specific safety course

33 hours of hands-on practical instruction on machine of choice.

This is part of our entry-level curricula

Cost*: \$5990.00

Advanced

12 DAY - 84 HOURS

This course is designed to get you fully prepared as an entry-level operator of the machine chosen.

16 Hours of Comprehensive Safety courses consisting of four 4-hour electives.

1 hour machine specific safety course

67 hours of hands-on practical instruction on machine of choice.

Cost*: \$9990.00

****All costs shown are not including any registration fee that may apply.
Please see the detailed schedule on page 17***

Heavy Equipment Operator Training Choices

3 Machines

21 DAY - 147 HOURS

This course is designed to get you fully prepared as an entry-level operator of the three machines chosen.

16 Hours of Comprehensive Safety courses consisting of four 4-hour electives.

3 Hours of machine specific safety course

128 hours of hands-on practical instruction on machines of choice.

Cost*: \$25990.00

Professional

1 DAY EVALUATION

This course is designed for those who have experience on a specific machine and who are seeking proof of training and safety certification.

4 Hour comprehensive safety course with a written assessment

Up to 3 hours of machine time to be evaluated and graded on their proficiency operating the specific type of equipment.

Cost*: \$1550.00

5 Machines

43 DAY - 301 HOURS

This course is designed to get you fully prepared as an entry-level operator of all 5 main machines.

16 Hours of Comprehensive Safety courses consisting of four 4-hour electives.

5 hours of machine specific safety course

280 hours of hands-on practical instruction on machine of choice.

Cost*: \$34990.00

Custom

HOURLY SEAT TIME

We also offer custom training options for private lessons, corporate training, group events and specialized equipment.

Inquire with a school director.

****All costs shown are not including any registration fee that may apply.
Please see the detailed schedule on page 17***

Safety Compliance Training Options

SAFETY FIRST

OSHA Outreach

10 AND 30 HOUR CONSTRUCTION

OSHA 10

Online - \$150.00

In Person - \$350.00

OSHA 30

Online - \$200.00

In Person - \$450.00

Group Rates Available

NYC SST Worker

SST WORKER TRAINING

10 hour SST worker package

Online - \$275.00

In Person - \$310.00

Package includes the 8 Hour Fall Prevention Awareness and the 2 Hour Drug and Alcohol Awareness courses which when combined with your OSHA 30 will qualify you for your worker SST Card.

More options available through our online catalog and upon request.

NYC Supervisor

SST SUPERVISOR TRAINING

32 Hour SST Supervisor Package

Online - \$595.00

In Person - \$1050.00

Note: This package includes 11 online classes which when combined with your OSHA 30 will qualify you for your supervisor SST card.

Custom Tailored

SAFETY COMPLIANCE

We can offer a wide variety of options to meet the safety compliance needs of your company or employment.

Speak to one of our safety professionals or school directors for more information.

Commercial Driver Training

TAKE THE WHEEL TO SUCCESS

10 DAY - BEHIND THE WHEEL (BTW) PROGRAMS

Class A - Unrestricted:

*70 Hour Course - \$6,495.00**

Class A - Automatic Transmission:

*70 Hour Course- \$5,995.00**

Class B to A Upgrade:

*70 Hour Course- \$3,995.00**

Includes*:

- All required road test backing and parking maneuvers.
- FMCSA ELDT required docking and driving for road test preparation.
- One Practice road test.
- One Chaperoned DMV road test fee in school vehicle/trailer.

Class A License

AUTOMATIC / MANUAL

Class B - Unrestricted:

*70 Hour Course - \$5,495.00**

Class B - Automatic Transmission:

*70 Hour Course- \$4,995.00**

Includes*:

- All required road test backing and parking maneuvers.
- FMCSA ELDT required docking and driving for road test preparation.
- One Practice Road test.
- One Chaperoned DMV Road Test fee in school vehicle/trailer.

Class B License

AUTOMATIC / MANUAL

See USDOT FMCSA ELDT & NYSDMV for curriculum requirements and for a detailed outline and class schedule, see page 22.

Class A/B In-Person Course:

*7 Hour Instructor-Led - \$995.00**

Class A/B Online Course:

At Your Leisure - \$495.00

NYS Permit Prep In-Person Course:

*7 Hour Instructor-Led - \$795.00**

Internet based online software training in all aspects of required entry level driver training and permit preparation. Includes defensive driving, ELDT hazardous materials, air brake system, DOT rules and regulations, logbooks, engine and transmissions, map reading and trip planning

ELDT Theory

CLASS A / CLASS B

Pay as you go until meeting the federally required CDL Instructor-led Behind-the-Wheel (BTW) training or until you feel comfortable.

Standard Rate: \$150.00/hour

Custom tailored programs for individuals, groups, or companies are upon request.

Endorsements, Test Preps, Driver Refreshers, Practical training, etc...

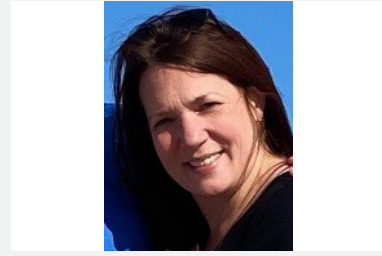
Custom

HOURLY SEAT TIME AND MORE

****All costs shown are not including any registration fee that may apply.
Please see the detailed CDL schedule on page 22***



George Guidi - A Licensed Director and Licensed Teacher with decades of experience to share.



Lyndsay Guidi - A licensed Director and CEO that is on a first name basis with every student



Giorgio Guidi - An authorized OSHA outreach trainer, licensed instructor, and an NC-CER Master trainer.



Bryan Leach - A licensed instructor and experienced heavy equipment operator.



Chris Locovare - A licensed instructor and safety professional



Michael Macchia - An instructor assistant with years of practical experience working his way to his license

Our Team are
all Brothers,
Sisters, Cousins,
and close family
friends

Team and Location

THE FAMILY BEHIND THE PROGRAMS

The Guidis have been in the construction industry for three generations and have focused on spreading their knowledge to future generations. They created The Learn Center LLC, with Lyndsay as the corporate owner and George, Giorgio, and Chris as board members.



Dan Kuras - A licensed CDL Instructor



Travis McMaster - A Licensed CDL Instructor



A BEAUTIFUL SUNRISE TO START THE MORNING TRAINING.

The 1.5-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.

Entry-Level Heavy Equipment



COMPREHENSIVE THEORY BASED COURSES

All Entry-Level course options are coupled with comprehensive safety classes.

Worksite Safety Awareness (CS1) is the prerequisite for all entry-level classes offered at The LEARN Center.

In addition, each machine course 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 below.

Comprehensive Elective Classes Include:

- CSR - Rigging for Machine and Material Transport
- CST - Trenching, Shoring, Benching and Sloping
- CSO - Selected Topics from OSHA CFR 1926
- CSMPT - Maintenance and Protection of Traffic
- CSTOOL - Small Tools Safety Awareness

All comprehensive classes are up to 4 clock hours long.



BACKHOE OPERATOR COURSES

Comprehensive Classes Include:

- BL1 - Backhoe Safety Awareness (1 hour)

“In-The-Seat” Hands-on Training includes:

- BH1 Backhoe Maintenance & Basic Controls (17hrs)
- BH2 – Backhoe Instruction - (17 hours)
- BH3 – Backhoe Instruction - (17 hours)
- BH4 – Backhoe Instruction - (17 hours)
- XB1 – Backhoe Evaluation - (2 hours)

Basic level Includes:

- BL1 (1 hour)
 - BH1 (6 hours)
- TOTAL - 7 CLOCK HOURS**

Entry-Level NOVICE Includes:

- CS1 (3 hours)
 - BL1 (1 hour)
 - BH1 (17 hours)
- TOTAL - 21 CLOCK HOURS**

Entry-Level INTERMEDIATE Includes:

- CS1 (3 hours)
 - Comprehensive class elective (4 hours)
 - BL1 (1 hour)
 - BH1 (17 hours)
 - BH2 (17 hours)
- TOTAL - 42 CLOCK HOURS**

Entry-Level ADVANCED Includes:

- CS1 (3 hours)
 - 3 Comprehensive class electives (12 hours)
 - BL1 (1 hour)
 - BH1 (17 hours)
 - BH2 (17 hours)
 - BH3 (17 hours)
 - BH4 (17 hours)
- TOTAL - 84 CLOCK HOURS**

Operator Curriculum Structure



BULLDOZER OPERATOR

COURSES

Comprehensive Classes Include:

- DS1 - Bulldozer Safety Awareness (1 hour)

“In-The-Seat” Hands-on Training includes:

- DZ1 Bulldozer Maintenance & Basic Controls (17hrs)
- DZ2 – Bulldozer Instruction - (17 hours)
- DZ3 – Bulldozer Instruction - (17 hours)
- DZ4 – Bulldozer Instruction - (17 hours)
- XD1 – Bulldozer Evaluation - (2 hours)

Basic level Includes:

- DS1 (1 hour)
 - DZ1 (6 hours)
- TOTAL - 7 CLOCK HOURS

Entry-Level NOVICE Includes:

- CS1 (3 hours)
 - DS1 (1 hour)
 - DZ1 (17 hours)
- TOTAL - 21 CLOCK HOURS

Entry-Level INTERMEDIATE Includes:

- CS1 (3 hours)
 - Comprehensive class elective (4 hours)
 - DS1 (1 hour)
 - DZ1 (17 hours)
 - DZ2 (17 hours)
- TOTAL - 42 CLOCK HOURS

Entry-Level ADVANCED Includes:

- CS1 (3 hours)
 - 3 Comprehensive class electives (12 hours)
 - DS1 (1 hour)
 - DZ1 (17 hours)
 - DZ2(17 hours)
 - DZ3 (17 hours)
 - DZ4 (17 hours)
- TOTAL - 84 CLOCK HOURS



EXCAVATOR OPERATOR

COURSES

Comprehensive Classes Include:

- ES1 - Excavator Safety Awareness (1 hour)

“In-The-Seat” Hands-on Training includes:

- EX1 - Excavator Maintenance & Basic Controls (17hrs)
- EX2 – Excavator Instruction - (17 hours)
- EX3 – Excavator Instruction - (17 hours)
- EX4 – Excavator Instruction - (17 hours)
- XE1 – Bulldozer Evaluation - (2 hours)

Basic level Includes:

- ES1 (1 hour)
 - EX1 (6 hours)
- TOTAL - 7 CLOCK HOURS

Entry-Level NOVICE Includes:

- CS1 (3 hours)
 - ES1 (1 hour)
 - EX1 (17 hours)
- TOTAL - 21 CLOCK HOURS

Entry-Level INTERMEDIATE Includes:

- CS1 (3 hours)
 - Comprehensive class elective (4 hours)
 - ES1 (1 hour)
 - EX1 (17 hours)
 - EX2 (17 hours)
- TOTAL - 42 CLOCK HOURS

Entry-Level ADVANCED Includes:

- CS1 (3 hours)
 - 3 Comprehensive class electives (12 hours)
 - EX1 (1 hour)
 - EX1 (17 hours)
 - EX2(17 hours)
 - EX3 (17 hours)
 - EX4 (17 hours)
- TOTAL - 84 CLOCK HOURS

Entry-Level Heavy Equipment



Front-End Loader Operator Courses

Comprehensive Classes Include:

- FS1 - Front-End Loader Safety Awareness (1 hour)

“In-The-Seat” Hands-on Training includes:

- FE1 - Front-End Loader Maintenance & Basic Controls (17hrs)
- FE2 – Front-End Loader Instruction - (17 hours)
- FE3 – Front-End Loader Instruction - (17 hours)
- FE4 – Front-End Loader Instruction - (17 hours)
- XF1 – Front-End Loader Evaluation - (2 hours)

Basic level Includes:

- FS1 (1 hour)
- FE1 (6 hours)

TOTAL - 7 CLOCK HOURS

Entry-Level NOVICE Includes:

- CS1 (3 hours)
- FS1 (1 hour)
- FE1 (17 hours)

TOTAL - 21 CLOCK HOURS

Entry-Level INTERMEDIATE Includes:

- CS1 (3 hours)
- Comprehensive class elective (4 hours)
- FS1 (1 hour)
- FE1 (17 hours)
- FE2 (17 hours)

TOTAL - 42 CLOCK HOURS

Entry-Level ADVANCED Includes:

- CS1 (3 hours)
- 3 Comprehensive class electives (12 hours)
- FS1 (1 hour)
- FE1 (17 hours)
- FE2(17 hours)
- FE3 (17 hours)
- FE4 (17 hours)

TOTAL - 84 CLOCK HOURS



Skid-Steer Operator Courses

Comprehensive Classes Include:

- SK1 - Skid-Steer Safety Awareness (1 hour)

“In-The-Seat” Hands-on Training includes:

- AA1 - Skid-Steer Maintenance & Basic Controls (17hrs)
- AA2 – Skid-Steer Loader Instruction - (17 hours)
- AA3 – Skid-Steer Loader Instruction - (17 hours)
- AA4 – Skid-Steer Loader Instruction - (17 hours)
- XA1 – Front-End Loader Evaluation - (2 hours)

Basic level Includes:

- SK1 (1 hour)
- AA1 (6 hours)

TOTAL - 7 CLOCK HOURS

Entry-Level NOVICE Includes:

- CS1 (3 hours)
- SK1 (1 hour)
- AA1 (17 hours)

TOTAL - 21 CLOCK HOURS

Entry-Level INTERMEDIATE Includes:

- CS1 (3 hours)
- Comprehensive class elective (4 hours)
- SK1 (1 hour)
- AA1 (17 hours)
- AA2 (17 hours)

TOTAL - 42 CLOCK HOURS

Entry-Level ADVANCED Includes:

- CS1 (3 hours)
- 3 Comprehensive class electives (12 hours)
- SK1 (1 hour)
- AA1 (17 hours)
- AA2(17 hours)
- AA3 (17 hours)
- AA4 (17 hours)

TOTAL - 84 CLOCK HOURS

Operator Curriculum Structure



Heavy Equipment Operator 3 Machine Course

*CHOICE OF BACKHOE, EXCAVATOR, BULLDOZER, SKID-STEER,
OR FRONT-END LOADER*

Comprehensive Classes Include:

- CS1 - Worksite Safety Awareness (4 hours)
- CSR - Elective (4 hours)
- CST - Elective (4 hours)
- CSO - Elective (4 hours)
- CS? - Machine Safety Elective (1 hour)
- CS? - Machine Safety Elective (1 hour)
- CS? - Machine Safety Elective (1 hour)

TOTAL - 19 CLOCK HOURS

“In-The-Seat” Hands-on Training includes:

- 3 X Machine Maintenance & Basic Controls (51hrs)
- 3 X Machine Instruction - (72 hours)
- 3 X Machine Evaluation - (5 hours)

TOTAL - 128 CLOCK HOURS

Heavy Equipment Operator 5 Machine Course

Comprehensive Classes Include:

- CS1 - Worksite Safety Awareness (4 hours)
- CS? - Elective (4 hours)
- CS? - Elective (4 hours)
- CS? - Elective (4 hours)
- BL1 - Backhoe Safety Awareness (1 hour)
- DS1 - Bulldozer Safety Elective (1 hour)
- ES1 - Excavator Safety Elective (1 hour)
- FS1 - Excavator Safety Elective (1 hour)
- AA1 - Excavator Safety Elective (1 hour)

TOTAL - 21 CLOCK HOURS

“In-The-Seat” Hands-on Training includes:

- 5 X Machine Maintenance & Basic Controls (85hrs)
- 5 X Machine Instruction - (187 hours)
- 5 X Machine Evaluation - (8 hours)

TOTAL - 280 CLOCK HOURS

Registration Requirements

Entrance Requirements

Basic-Level - Candidates who desire to take the Basic 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. **No High School(HS) DIPLOMA, GED or equivalent, or ENTRY EXAM needed for this course, as it is designed as a feeler program for candidates unsure if they want to enroll in the full programs.*

Entry-Level - Candidates who desire to take the Entry-Level courses at The LEARN Center are required to have a HS Diploma or GED equivalent 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.

Professional-Level - Candidates who desire to take 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 HS 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 or is currently employed with the company (as a heavy equipment operator) for a minimum of one year, in lieu of a high school diploma.

For CDL POLICIES, SEE United States Department of Transportation Federal Motor Carrier Safety Administration and State Requirements

Registration Policy and Costs

A candidate must complete an Enrollment Agreement form for the specific curriculum or courses that one is applying for. This can be done electronically via our website, through email, fax, or in person. A \$100.00 registration fee is charged once per enrollment agreement and is non-refundable.

To complete registration and begin courses, the registration process must be fulfilled.

Registration Procedure -

- *Meet the requirements as stated in the catalog above for the specific curriculum enrolling in*
- *Complete an enrollment agreement*
- *Pay any applicable fees or fulfill any grant funding requirements(i.e., GI Certificate of Eligibility, ACCES-VR voucher, etc..) or complete a payment agreement.*

Basic-Level Curriculum	Registration Fee	Tuition	Books	Total
Any One Machine Type	\$100.00	\$990.00	\$0	\$1,090.00
Entry-Level Curricula	Registration Fee	Tuition	Books	Total
Novice Machine Type	\$100.00	\$2290.00	\$0	\$2,390.00
Intermediate Machine Type	\$100.00	\$5990.00	\$0	\$6,090.00
Advanced Machine Type	\$100.00	\$9990.00	\$0	\$10,090.00
Three Machines of choice	\$100.00	\$25,990.00	\$0	\$26,090.00
Five Machines	\$100.00	\$34,990.00	\$0	\$35,090.00
Professional Curriculum Classes	Application Fee	Tuition	Books	Total
Any One Machine Type	\$100.00	\$1590.00	\$0	\$1690.00

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.*

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 and dismissed if violated again after suspension..

- 1. Outdoor work appropriate clothing (no sweatpants) and safety shoes/boots must be worn at all times on the school premises. Students who show up for class without the proper attire will be turned away.*
- 2. Drug Free Policy - 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 forementioned substances will be sent to the office until they are coherent and then turned away. We reserve the right to have any applicant or student take a drug test to start or complete their enrollment agreement.*
- 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 during instruction and while operating any of the vehicles is prohibited.*
- 5. We are a non-smoking campus. Smoking will not be allowed on school grounds.*
- 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 **immediately dismissed** from the school with equipment damages deducted from any refund due.*

ATTENDANCE POLICY (see also Page-20)

Students must fully attend each and every class in order to pass the curriculum. All class hours are accounted for. A student is considered late if arriving 15 minutes after the start of class, the staff must be notified by phone or message if a student is expecting to be late. If a student arrives later than 30 minutes after the start of class without notifying staff, they are subject to being marked absent and sent home. It is the responsibility of the student to ensure notification of their late arrival or absence is delivered and understood by the Staff. 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 or if a student accrues three forced absences due to non notification. ***See Page 19 for Makeup Class Scheduling 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 the comprehensive safety courses. 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.

ACADEMIC CALENDAR

2025 - 2026

Program Sessions

- **Winter session: 01/02/2025 – 04/01/2025**
- **Spring session: 04/02/2025 – 07/01/2025**
- **Summer session: 07/02/2025 – 10/01/2025**
- **Fall session: 10/02/2025 – 01/01/2026**

Holidays

- **New Year's Day**
- **Martin Luther King Jr Day**
- **Presidents Day**
- **Easter Day**
- **Memorial Day**
- **Independance Day**
- **Labor Day**
- **Veteran's Day**
- **Thanksgiving Day**
- **Christmas Day through New Year's Eve**

Class Scheduling and School Closing Information

SCHEDULES AND CLASS SIZES

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. 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. However, if the schedule is booked a student must schedule an available makeup class.

MAKEUP CLASS POLICY

If a student misses class without notifying the school according to the attendance policy they will be allotted a free makeup day for every 10 days enrolled (i.e., 12 day course will have 1 free, 43 day course will have 4 free makeup days from missed classes, this does not include notified absences or school closings). This will also apply for late arrivals and early dismissals faulted by the student. *The cost thereafter to makeup the hours missed from the missed classes will be the responsibility of the enrollee and cost \$150.00 per hour.*

SCHOOL CLOSINGS

The LEARN Center will reserves the right to cancel class at any moment for any reason. However, if the school is canceled due to a decision from the Director then all students will be notified in a timely manner and given a makeup class. The Director will give 3 dates to choose from that fits in the students program, if the enrollee can not make any of those dates then the responsibility will return to the student to schedule and pay for a makeup class to complete the hours missed to graduate.

Veterans Administration Additional Requirements

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.

Credit for Prior Learning: The LEARN Center will maintain a written record of the previous education and training of the GI Bill® recipient and grant credit appropriately, with the training period shortened proportionately.

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: 80% is the minimum grade achievement to show satisfactory academic progress for all VA Applicants and will be assessed at 25, 50, 75, & 100 percent curriculum completion. If the student's cumulative average falls below the satisfactory threshold, they are placed on academic probation for the next assessment interval, if the student's average does not rise above the satisfactory threshold, the student will be terminated from the program. This policy applies to all the programs offered in this catalog. See also Attendance Policy, below. The LEARN Center will maintain records of grades and transcripts of students a minimum of three years.

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 enrolled in the heavy equipment programs that maintain the SAP requirements 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.

ACADEMIC CALENDAR - CLASS SCHEDULES FOR VA APPLICANTS

Heavy Equipment Enrollment Requirements: All students must meet Entrance Requirements identified on previous page(s) and adhere to the School Rules and Regulations in this catalog. All Basic, Novice, Intermediate, and professional level programs are offered 2 days a week on weekends only. All the Advanced, as well as the three machines and five machines programs are offered 5 days per week, M-F, with a start and ending date landing on a weekend. Students that apply through the Veterans Administration must choose a schedule from the options below:

Basic / Professional 1 Day Program <i>Only Saturdays</i>		Novice 3 Day Program <i>Only Weekends</i>		Intermediate 6 Day Program <i>Only Weekends</i>	
Start	End	Start	End	Start	End
1/4/25	1/4/25	1/4/25	1/12/25	1/4/25	1/19/25
2/1/25	2/1/25	2/1/25	2/9/25	2/1/25	2/16/25
3/1/25	3/1/25	3/1/25	3/9/25	3/1/25	3/16/25
4/5/25	4/5/25	4/5/25	4/13/25	4/5/25	4/27/25
5/3/25	5/3/25	5/3/25	5/11/25	5/3/25	5/18/25
6/7/25	6/7/25	6/7/25	6/15/25	6/7/25	6/22/25
7/5/25	7/5/25	7/5/25	7/13/25	7/5/25	7/20/25
8/2/25	8/2/25	8/2/25	8/10/25	8/2/25	8/17/25
9/6/25	9/6/25	9/6/25	9/14/25	9/6/25	9/21/25
10/4/25	10/4/25	10/4/25	10/12/25	10/4/25	10/19/25
11/1/25	11/1/25	11/1/25	11/9/25	11/1/25	11/16/25
12/6/25	12/6/25	12/6/25	12/14/25	12/6/25	12/21/25
Advanced 12 Day Program 10 Days (M-F) 2 Days (Weekends)		3 Machines 21 Day Program 19 Days (M-F) 2 Days (Weekends)		5 Machines 43 Day Program 40 Days (M-F) 3 Days (Weekends)	
Start	End	Start	End	Start	End
1/4/25	1/19/25	1/4/25	2/2/25	1/4/25	2/9/25
2/1/25	2/16/25	2/1/25	3/2/25	2/1/25	4/6/25
3/1/25	3/16/25	3/1/25	3/30/25	3/1/25	5/4/25
4/5/25	4/19/25	4/5/25	5/4/25	4/5/25	6/8/25
5/3/25	5/18/25	5/3/25	6/1/25	5/3/25	7/6/25
6/7/25	6/22/25	6/7/25	7/6/25	6/7/25	8/10/25
7/5/25	7/20/25	7/5/25	8/3/25	7/5/25	9/7/25
8/2/25	8/17/25	8/2/25	8/31/25	8/2/25	10/5/25
9/6/25	9/21/25	9/6/25	10/5/25	9/6/25	11/9/25
10/4/25	10/19/25	10/4/25	11/2/25	10/4/25	12/7/25
11/1/25	11/16/25	11/1/25	11/30/25	11/1/25	12/23/25
12/6/25	12/21/25	Holiday	Holiday	Holiday	Holiday

ACADEMIC CALENDAR - CLASS SCHEDULES FOR VA APPLICANTS

CDL Enrollment Requirements: All students must meet Entrance Requirements identified on previous page(s) and adhere to the School Rules and Regulations in this catalog. All Behind-The-Wheel (BTW) programs are offered 3 days per week, Monday thru Friday. All theory based programs are 1 day courses and offered 7 days per week excluding holidays. Students that apply through the Veterans Administration must choose a schedule from the options below:

ALL 10 DAY BEHIND-THE-WHEEL (BTW) CDL TRAINING PROGRAMS <i>Monday-Friday (3 days per week)</i>	
Start	End
1/6/25	1/31/25
2/3/25	2/28/25
3/3/25	3/28/25
4/7/25	5/2/25
5/5/25	5/30/25
6/2/25	6/27/25
7/7/25	8/1/25
8/4/25	8/29/25
9/2/25	9/26/25
10/6/25	10/31/25
11/3/25	11/28/25
12/1/25	12/23/25

REFUND POLICY LANGUAGES

1. 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.
2. Thereafter, a student will be liable for
 - the non-refundable registration fee plus
 - the cost of any textbooks or supplies accepted plus
 - tuition liability as of the student's last date of physical attendance.

REFUND POLICY LANGUAGE FOR MINI PROGRAM (UP TO 6 WEEK PROGRAM)

- 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%

REFUND POLICY LANGUAGE FOR QUARTERS PROGRAM (7-14 WEEKS IN DURATION)

- 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.

- 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%

- Subsequent Quarters

During the first week 25%
During the second week 50%
During the third week 75%
After the third week 100%

REFUND POLICY LANGUAGE FOR TERMS PROGRAM (15-17 WEEKS INCLUSIVELY)

- 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.

- 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%

- Subsequent Quarters

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%

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

Disclaimers and Complaint Procedure

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the 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.

The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law.

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 class or curriculum that has been completed in its entirety. These clock hours are transferable to curricula offered at the school with class equivalency. All Basic-Level training course hours are fully transferable to the Entry-Level Curriculum and all credits are subject to the approval of a School Director.

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@learnheavyequipment.com. 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.

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.

Academic Calendar 2021-2022			
Course	Enrolled	Dropped	Employed
84 Hours	65	0	38
301 Hours	21	2	18

Academic Calendar 2022-2023			
Course	Enrolled	Dropped	Employed
84 Hours	52	0	25
301 Hours	13	0	9







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