



**Northwest Lineman College**  
Main Campus – Meridian, Idaho

**The Benchmark Standard of Training®**

## **ELECTRICAL LINEMAN PROGRAM** **2013-2014 CATALOG**

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## FROM THE STAFF

The power delivery industry provides many rewarding and challenging careers. Construction and utility companies rely heavily on NLC's four-month-long Electrical Lineworker Program (ELP) as a major source of well-qualified personnel. The ELP's primary focus is to prepare individuals to work for these companies as entry level lineworkers. However, many graduates also use their education to secure positions as substation technicians, system operators in training, staking technicians and planners, communications lineworkers, inspectors, and more.

Northwest Lineman College president Aaron Howell is a lineman and a graduate from a program similar to the ELP. Howell is one of the original founders of Northwest Lineman College and knows first-hand how to design educational offerings to maximize student opportunities in the power delivery industry. President of Campus Operations Michael Hennesey carries that spirit on as a Northwest Lineman College graduate.

When evaluating any career path, research is a must. This catalog will point you to reliable government websites so you can make an informed decision in determining career opportunities in the power delivery industry. We also encourage you to visit the campus to meet the staff and take a tour. We thank you for considering NLC as your education provider. Should you have any additional questions, don't hesitate to call us toll free at 1.888.546.3967.

Thank you,

The Staff of Northwest Lineman College

**"NLC's future is directly linked to the success of the nation's power companies. Our commitment to meeting the needs and exceeding the expectations of the power industry will remain unwavering."**



**Michael Hennesey**  
President of Campus Operations





## OUR PHILOSOPHY

Northwest Lineman College will be a dynamic, visionary, and leading international educational institution providing the benchmark standard of safety, training, and products that exceed the expectations of customers in the power delivery and related industries.

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# LAUNCHING YOUR CAREER

Northwest Lineman College maintains a professional and positive learning environment where camaraderie and encouragement are just part of the program.



## A CAREER IN POWER DELIVERY

The power delivery industry offers great opportunities for exciting and rewarding long-term careers. The electric power industry is a robust, \$372-billion-plus industry that employs nearly 400,000 American workers. In our nation's economy, the industry represents 3% of real Gross Domestic Product (GDP). Electricity use continues to rise, and more than ever, the country is dependent on the reliable delivery of electric power. The Edison Electric Institute, which represents investor-owned utilities, estimates \$1.4 trillion will be spent between now and 2030 on building new generation and transmission resources.

Electrical Lineworkers are, and will continue to be, the backbone of this effort.

After completing the Electrical Lineworker Program, graduates typically enter the power delivery industry as beginning-level lineworkers, substation technicians, equipment operators, staking technicians, and other related positions. Northwest Lineman College provides the most versatile and realistic educational experience possible, positioning graduates for excellent advancement opportunities after they enter the trade and achieve journeyman status. Northwest Lineman College alumni work in

many leadership roles, such as crew leaders, superintendents, and directors. Others have advanced to rewarding careers in safety and training, engineering, system operation, and construction company ownership. The career paths and potential are nearly limitless for an ambitious individual with a Northwest Lineman College education.

# OPPORTUNITIES

The U.S. Bureau of Labor Statistics states on their website, "Very good job opportunities are expected, especially for electrical power-line installers and repairers. Because of layoffs in the 1990s, more of the electrical power industry is near retirement age than in most industries. This is of special concern for electrical line workers, who must be in good physical shape and cannot necessarily put off retirement in response to incentives. Telecommunications line workers face a similar demographic challenge. Additionally, technically skilled workers who do not have a college degree have an increasing number of employment opportunities, creating competition among employers. As a result, opportunities for new entrants should be very good."

According to the Bureau of Labor Statistics, there are approximately 112,000 electrical lineworkers, 162,000 telecommunication lineworkers, 47,000 operators and dispatchers, and a large number of related support positions. On average, about 4% of positions in the workforce need to be filled each year. Construction positions represent about 50% of the total number of job openings annually. Using the classifications above, there are about 10,000 openings annually.

Utility companies have large service territories, sometimes the size of multiple counties or states. If that particular utility

company does not have openings at the time of graduation, and/or construction companies in the area are not hiring, graduates must look outside the geographic area for employment opportunities. For this reason, graduates are encouraged to remain geographically flexible when seeking employment. Experience has shown that graduates who want to work in a particular geographic area are usually successful in doing so, although it may require gaining experience in a different geographic region.

**Graduates are encouraged to remain geographically flexible when seeking employment.**

The number of opportunities available is directly proportional to the size of a graduate's geographic area in which he or she is willing to work. Graduates who desire working anywhere in the United States commonly have multiple opportunities, while graduates who hold out for smaller geographic areas may delay launching their careers.

The hiring process can be lengthy for utility companies (sometimes taking 1 to 3

months), while it is typically much shorter for power construction companies (usually less than 1 month). Experience has shown that graduates who secure employment do so in a time period from just before graduation extending out to about 6 months after graduation (1 year in extreme cases). Factors that affect this can be the size of the geographic region, the types of companies for which a graduate is willing to work, the number of companies contacted, and other similar factors.

Northwest Lineman College is highly committed to provide students with employment assistance. The Career Planning and Strategies course teaches effective cover letter and resume writing, interview techniques, networking methods, entrance testing, and proper behaviors. Students also gain access to a special job posting section of [lineman.edu](http://lineman.edu), and receive a directory listing over 10,000 utility and construction companies. Ultimately, each student must pursue and secure their own career, but Northwest Lineman College is available to assist and advise. NLC has developed strong relationships with hundreds of power and construction companies over the past 2 decades that are unmatched. These relationships, along with employment assistance, provide students with the greatest opportunities for success in launching a long and rewarding career in the Power Delivery Industry.

## Linework Salaries: What to Expect

Careers in linework and power delivery can provide a good standard of living, as demonstrated by the following wage data:

Occupation	Hourly by Percentile				
	10th	25th	Median	75th	90th
Electrical Power-line Installers and Repairers <sup>1</sup>	\$16.19	\$21.32	\$27.90	\$33.87	\$39.64
Telecommunications Line Installers and Repairers	\$14.99	\$19.87	\$26.30	\$31.12	\$35.07
Meter Readers	\$10.26	\$12.78	\$16.74	\$21.69	\$27.59
Electrical and Electronic Repairers, Powerhouse, Substation, and Relay <sup>2</sup>	\$21.66	\$26.55	\$31.36	\$35.54	\$40.62
Operating Engineers and other Construction Equipment Operators <sup>3</sup>	\$12.72	\$15.27	\$19.42	\$21.56	\$34.28

For more information, please visit the Bureau of Labor Statistics online. The Bureau's Occupational Outlook Handbook can be found at [www.bls.gov/oco/](http://www.bls.gov/oco/). Search "Line Installers and Repairers" or "Job Code 49-9050."

<sup>1</sup> This occupation title encompasses the following entry level titles that do not have classifications on the employment development department's occupational statistics site (this is a non exhaustive list of related occupation titles): apprentice lineworker, utility worker, warehouse helper, groundman, tree trimmer.

<sup>2</sup> This occupation title encompasses the title of Substation Helper.

<sup>3</sup> This occupation title encompasses the title of Equipment Operator.

## EMPLOYMENT STATISTICS

Employment opportunities for NLC Electrical Lineworker Program graduates have remained strong since NLC was founded in 1993. Over the years employment statistics have fluctuated between 70% and 90%, largely affected by the factors listed in the previous two pages. Ultimately, NLC graduates who actively pursue a career in the power delivery industry after graduation are successful. It usually takes time and persistence, but history has revealed consistent results.

The following charts show the percentage of students employed in the trade for which their education applied. These charts also show the percentage of students not working in the trade, broken down by category. The Idaho, California, and Texas campus graduate numbers are averaged together because the figures are very similar.

Northwest Lineman College is proud of these employment statistics, which are some of the strongest in the nation. NLC's quality of education, employment assistance, and unparalleled relationships with utility and construction companies nationwide are all significant factors contributing to this level of success.

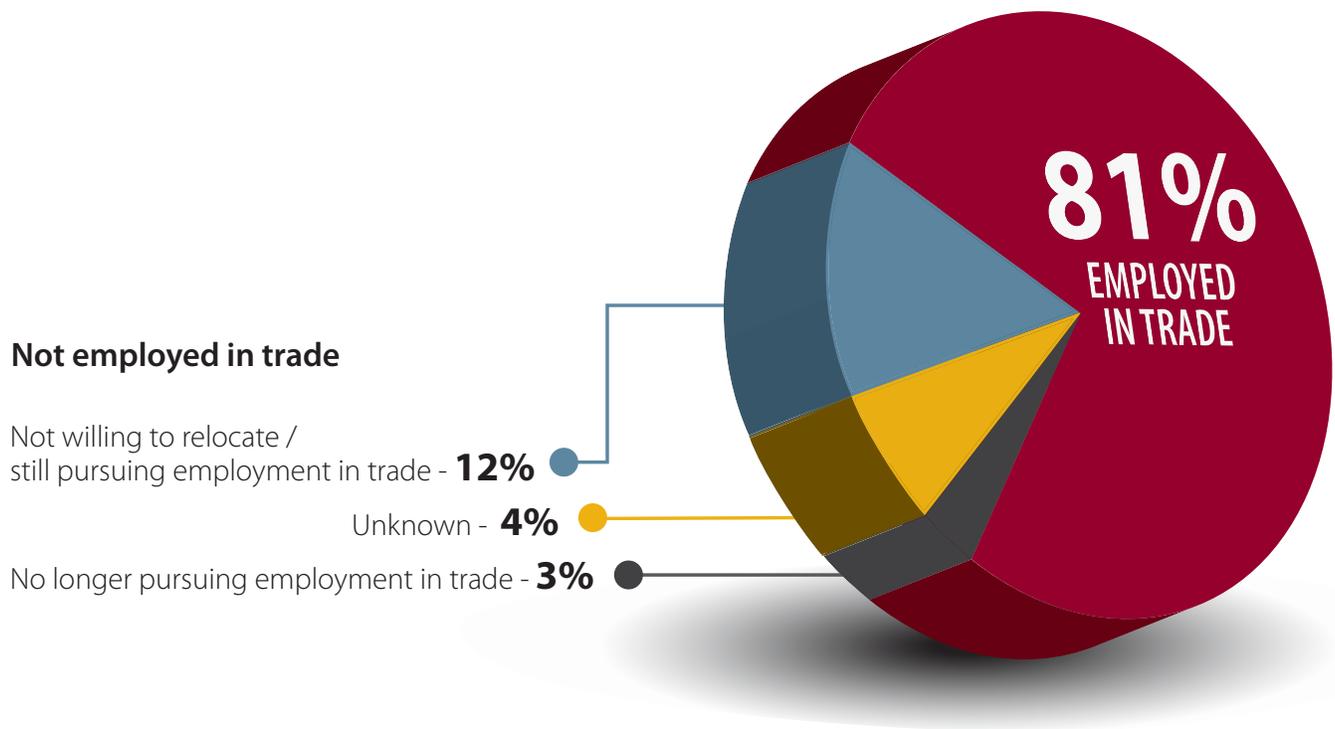


# EMPLOYMENT STATISTICS



## 1-Year Average 2011 Employment Statistics

*Idaho, California, and Texas campus Graduate Employment Data<sup>1</sup>*



<sup>1</sup>– 1-Year Average Cohort Group: 10/2010 – 9/2011  
Graduate population base is available in the tables located in the Program Policies section.

# ADMISSIONS



## PREPARATION

### Academic

Academic classes will require some application of mathematics, which will be explained during the program. Graduates entering utility and construction company training programs will typically need to use mathematics, including algebra, as it relates to the production, flow, and use of electricity. Any review of these topics is beneficial.

The following books are recommended and can be purchased from Northwest Lineman College:

- *Delmar's Standard Textbook of Electricity*, by Stephen L. Herman
- *The Lineman's and Cableman's Handbook*, by James Mack and Thomas Shoemaker

### Computer Skills

Students need to be able to navigate the Internet, use word-processing programs, and establish and use email accounts. Students are encouraged to bring their own laptop computers if they own one; however, they are not mandatory. Free wi-fi is available on campus, and desktop computers are available for use in the student library.

### Physical Fitness

Students need to be in good physical condition, as climbing requires strength and stamina. Cardiovascular training and weight training are highly recommended before applying. As a general rule, strengthening the abdomen, hands, forearms, biceps, lower back, and legs is beneficial. NLC strongly recommends joining a gym if necessary.

### Standard Transmission Vehicles

Most line equipment, such as bucket trucks and line trucks, are equipped with standard transmissions requiring the use of a clutch and stick shift. Learning pedal and shift coordination in any standard transmission vehicle is highly recommended before the start of the term.

## MINIMUM ADMISSION REQUIREMENTS

### Ability to Obtain a Commercial Driver's License (CDL)

Applicants must have the ability to obtain a Class A Commercial Driver's License (CDL) while attending the term. Check with the Idaho DMV if you have any questions, [www.dmv.idaho.gov](http://www.dmv.idaho.gov). You must show proof of your valid vehicle driver's license or CDL if you already have one.

### High School Graduate/GED

Applicants must be a high school graduate or hold a GED.

### Lab Fee

Applicant must submit a lab fee of \$650.00 with their application package.

### Medical Release

Each applicant must submit a medical release, signed by a licensed medical examiner, stating that he or she may safely engage in athletic and strenuous activity. NLC provides the physical exam certificate that must be used and signed by the examiner in the enrollment application.

### Minimum Age

Applicants must be at least 18 years of age by the first day of the Electrical Lineworker Program term for which he or she has applied.

## GET IN THE KNOW!



Watch an informative video about the application process featuring NLC staff and graduates.

Snap the tag to be directed to the Tuition Funding Information Center on the NLC website and click the video link titled: *Get In the Know!* Or you can visit [www.lineman.edu/programs/tuition-funding](http://www.lineman.edu/programs/tuition-funding).

Go to <http://gettag.mobi> on your smartphone and download the free tag reader app. Hold your phone over this coded tag and snap it.

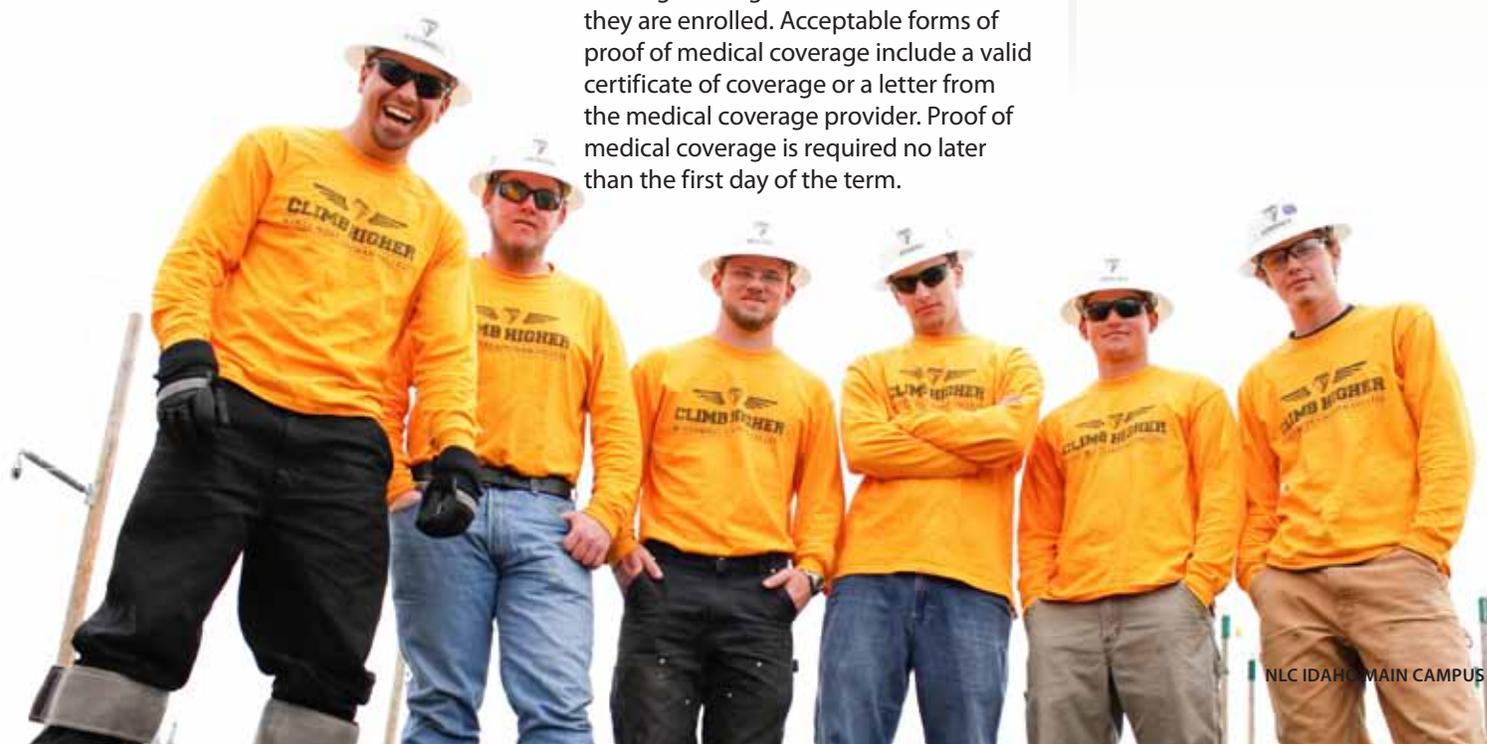
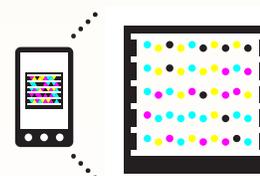
## START OF TERM MINIMUM REQUIREMENTS

### Tuition, Fees, and Associated Costs Paid in Full

See next page for published deadlines and additional information.

### Medical Insurance Coverage

Northwest Lineman College requires that all students enrolled in the Electrical Lineworker Program possess medical coverage during the entire term for which they are enrolled. Acceptable forms of proof of medical coverage include a valid certificate of coverage or a letter from the medical coverage provider. Proof of medical coverage is required no later than the first day of the term.



# APPLICATION PROCESS

To be considered for the Electrical Lineworker Program, each section of the Application Package must be completed. Applicants are accepted on a first-come first-serve basis. Space is limited and applications must be complete to secure available spaces. Once the term is filled, incoming applicants will be placed on an alternate list in the order in which they are received.

## Submitting your application is easy as ...

### ONE

Complete each page of the application packet and attach documentation as required. Each page is a step toward success!

You can visit [www.lineman.edu](http://www.lineman.edu) to download and print the application packet. Simply click "I want to become an Electrical Lineworker" and follow the links to the application download. You can also call or email to request a copy be mailed to you:

Phone: 1.888.546.3967  
Email: [nlc@lineman.edu](mailto:nlc@lineman.edu)

### TWO

Include payment for your application fee and lab fee. Credit card, money order, cashier's check, or personal checks are accepted.

### THREE

Send in your application today! Classes fill quickly, and experience has shown that students who take the initiative to get their application and associated fees in as soon as possible tend to have a guaranteed spot in the term for which they apply.

# PROGRAM CALENDAR

### Fall Term 2013

Tuition and fees due ..... Aug. 19, 2013  
Classes begin ..... Sep. 3, 2013  
Thanksgiving Break\* ..... Nov. 25-29, 2013  
*No classes—campus closed Nov. 28 & 29.*  
Graduation ceremony ..... Dec 20, 2013

### Spring Term 2014

Tuition and fees due ..... Dec. 23, 2013  
Classes begin ..... Jan. 6, 2014  
Martin Luther King, Jr. Day\* ..... Jan. 20, 2014  
*No classes—campus closed.*  
Graduation ceremony ..... Apr. 18, 2014

### Summer Term 2014

Tuition and fees due ..... Apr. 21, 2014  
Classes begin ..... May 5, 2014  
Memorial Day\* ..... May 26, 2014  
*No classes—campus closed.*  
Independence Day\* ..... Jul. 4, 2014  
*No classes—campus closed.*  
Graduation ceremony ..... Aug. 15, 2014

*\*This time does not count toward training hours or the 15-week total training time. Classes falling on holidays will be rescheduled; refer to syllabus for dates. Although rare, please note that dates are subject to change. If family members are making travel arrangements based on dates shown, please ensure that such arrangements are flexible.*



If your application is postmarked by the dates listed in the chart at right you will receive the specified discount from your lab fee.

Discount	Fall 2013	Spring 2014	Summer 2014
	Discount Postmark Deadline		
<b>90+ days \$100.00 off</b>	6/5/2013	10/8/2013	2/4/2014
<b>60 – 89 days \$50.00 off</b>	7/5/2013	11/7/2013	3/6/2014
<b>30 – 59 days \$25.00 off</b>	8/5/2013	12/7/2013	4/5/2014

*29 days or fewer – no discount*

## PROGRAM COSTS

As the nation's leading provider of training and education in the electrical lineworker industry, NLC remains committed to ensuring the cost of an NLC education remains affordable and a valuable investment towards a rewarding and profitable career. Northwest Lineman College graduates enter the workforce with a lower overall debt balance when compared to the estimated national average (\$24,000 in 2009) for students graduating from a 4-year college or university<sup>1</sup>. It is because of NLC's nationally recognized programs, industry partners, and the relationships NLC has built since 1993 that help keep the total cost of tuition low. Below is a breakdown on the cost for attending NLC's Electrical Lineworker Program.

### Tuition and Fees

 Application Fee .....	\$50.00
Lab Fee – Submit with application (see chart on pg 10 for discount).....	\$650.00
Tuition – Due 2 weeks prior to first day of class .....	\$10,375.00
<b>TUITION &amp; FEES .....</b>	<b>\$11,075.00</b>

### Advanced Training (Optional)

Advanced training courses are not required for completion of the ELP; however, a student who completes these additional certifications and/or courses may have a competitive advantage during the hiring process. Several employers have given preference to students who have completed the courses of study listed below. Fees for Advanced Training Courses are non-refundable. See coursework section for more course details.

**Crane Certification Course Elective .....** \$1,795.00  
 This is an optional course offering test preparation for a nationally-recognized crane operator certification.

**ELPA 1201 Applied Mathematics Course Elective .....** \$250.00  
 Applied Mathematics is a course offering students an opportunity to strengthen and improve their math skills as they relate to the trade.

**ELPCE 2211 Electrical Equipment Certification .....** \$1,403.00  
 This is an optional continuing education course available to all ELP graduates. Students will earn IACET authorized CEUs.

### Lineworker Tools and Associated Costs

Associated costs are costs that a student may or may not incur outside of Northwest Lineman College costs. These costs are estimates and provided to potential students to assist them in budgeting for the class. Items below that are paid to a third party are not controlled or refundable by Northwest Lineman College. **Lineworker tools and Class A CDL license are required for successful completion of the ELP.**

**Climbing & Hand Tools .....** \$2,400.00  
 Please see the Tools and Supplies section for a complete list of required tools and supplies. All items, excluding the required NLC orange safety shirts, may be purchased prior to the start of the term from a supplier of your choice, or you may purchase all available items at NLC during the first week of class. Payment is made directly to a third party provider at the time of purchase and is nonrefundable by NLC.

**Class A Commercial Drivers License (CDL) .....** \$325.00  
 Approximately \$55.00 of the total listed above will be paid directly to the DMV. \$270.00 will be paid to NLC (non-refundable) for fees associated with CDL testing on campus. You may obtain a CDL with an airbrake endorsement in any state prior to the start of the term, or you may obtain it from Idaho during the progression of the term. If you already have a CDL with an airbrake endorsement, please provide proof during the first week of class to meet this course completion requirement.

<sup>1</sup> – 2012, Data on File. Northwest Lineman College. Project on Student Debt report Student Debt and the Class of 2009. <http://projectonstudentdebt.org/files/pub/classof2009.pdf>

# FUNDING OPTIONS

Often, prospective students want to learn the ways in which they can fund their education. A majority of our students are funded through private student loans, although students can utilize a combination of sources. The following information will outline the ways in which many NLC students fund their futures.

## Loans

With higher education loans, there are two options: federal student loans (Stafford Loans) and non-federal student loans (also known as private student loans). At this time, Northwest Lineman College does not participate in state or federal student aid programs, but does participate in non-federal student loan programs. This approach helps NLC keep tuition costs as affordable as possible for our students.

### Sallie Mae Private Student Loans

Sallie Mae can be a wonderful avenue to secure a private loan for your education. The majority of NLC students seeking student loans utilize Sallie Mae's Career Training Smart Option Student Loan, which covers tuition, associated costs, and living expenses. Sallie Mae representatives state that loan approval rates are highest when considering the following:

- Use a co-signer when possible, even if you believe you don't need one. Please visit the Sallie Mae website to learn more about the Sallie Mae co-signer release option.
- Avoid over-borrowing. Be as economical as possible when borrowing for tuition, associated costs, and living expenses.
- Apply for funding as soon as you have been accepted into the program.

Contact NLC's Enrollment Services Department for more information, or visit [www.lineman.edu/programs/tuitionfunding](http://www.lineman.edu/programs/tuitionfunding) for links to Sallie Mae's website and other additional info (the smart tag on this page will take you there as well).

### Mountain America Credit Union

Mountain America Credit Union has previously provided loans to NLC students and any student enrolled in the Electrical Lineworker Program at NLC is eligible to apply for a student loan with MACU's online branch. Please visit their website at [www.macu.com](http://www.macu.com) and click on "Personal Loans" and the "Student Loans" link. MACU can be contacted at 1.800.748.4302.

### Other Private Student Loans

Often overlooked, local banks and credit unions sometimes offer loan packages for individuals seeking to fund their educations. These loans are sometimes considered personal loans, or are sometimes designated as student or career-training loans. Many students have used this avenue to secure funding. If you choose this option, consider the following:

- Not all banks offer this type of loan. You may have to contact several banks before finding the right institution.

- At this time, Northwest Lineman College does not participate in Title IV funding, such as Pell Grants and Stafford Loans. Therefore, be sure the loan officer understands this when you inquire, so they can select the right product for you.

Private student loans are more common today than they have been in the past. Performing regular Internet searches may provide additional funding opportunities. Consider keywords such as "private student loans", "non-federal student loans", or "career training loans".

*Financial assistance described is available for those who qualify. If you obtain a loan to pay for this education program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.*

## GET INSPIRED!

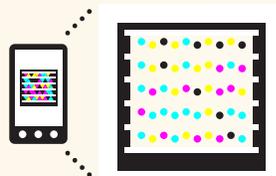


YouTube

Visit the Funding Information Center on the NLC website to watch helpful videos featuring NLC staff and graduates.

Snap the tag below and click the Get Inspired! video or visit [www.lineman.edu/programs/tuition-funding](http://www.lineman.edu/programs/tuition-funding).

Go to <http://gettag.mobi> on your smartphone and download the free tag reader app. Hold your phone over this coded tag and snap it.





### Scholarships

There are numerous sources of scholarships and NLC students regularly obtain assistance with their tuition by securing scholarships. There are scholarships available for all types of people, from all types of backgrounds and GPAs. Apply for as many scholarships as possible—you just may surprise yourself. Consider the following sources:

1. High Schools – If you are a senior in high school, speak with your guidance counselor to obtain a listing of the scholarships available.
2. Community Organizations – Organizations such as Rotary Club, Elks Club, American Legion, and others regularly offer scholarships.
3. Minority Organizations – Many minority groups and organizations raise funds for scholarship opportunities. If you believe you fall into such a minority group, perform an Internet search to see what resources may be available to you.
4. Employers – Your current or previous employer, or the employer of your parents, may have scholarship programs for employees or children of employees
5. Power Company Scholarships – Although not abundant, some power companies offer community education scholarships to help locals in their communities pay for a college education.

### Government Funding

#### Department of Labor

Students may be eligible for retraining funds administered through their local Department of Labor office. Programs to check into include:

- Workforce Investment Act (WIA)
- Trade Adjustment Assistance (TAA)
- Worker’s Compensation Program

#### G.I. Bill

Veterans may be eligible for benefits through the G.I. Bill programs. Contact your local Veterans Affairs (VA) office or visit [www.gibill.va.gov](http://www.gibill.va.gov) for more information. At this time you cannot use Tuition Assistance through Go Army Ed at Northwest Lineman College. Contact your local Veterans Affairs (VA) office or commanding officer to inquire about educational funding opportunities.

# TOOLS AND SUPPLIES

NLC has made special arrangements for our students to purchase tools at a discounted rate. Tools must be paid for and picked up during the first week of class. Payment can only be made by credit/debit card, check, or money order once a total price has been determined. Payment is made directly to a third party and is nonrefundable by NLC.

NLC instructors will provide you with a personal tool fitting during the first week of class.

Climbing Tools	
1.	<b>Gaff Guards</b> – One pair included with climbers when purchased at NLC. Replacements available at NLC.
2.	<b>Climbers</b> – Adjustable with replaceable gaff, recommended. Bashlin Aluminum or Buckingham Titanium Climbers are popular and very forgiving when learning to climb.
	<b>Climber Pads</b> – Buckingham Velcro Standard or C-pad or Bashlin leather – Nylon strap sold separately.
3.	<b>Tool/Bolt Bag</b> – Attaches to body belt – the larger the better
4.	<b>Body Belt</b> – Full floating with or without backsaver
5.	<b>Hard Hat</b> – Provided by NLC
6.	<b>Safety Glasses</b> – ANSI standard Z-87.1, for sale at NLC
7.	<b>Leather Gloves</b> – One pair of tight-fitting gauntlet gloves for climbing. Available at NLC.
8.	<b>Tool Holster</b> – Five-pocket
9.	<b>SuperSqueeze &amp; BuckAdjuster</b>
10.	<b>Lineman Boots</b> – 16" height recommended
11.	<b>Gaff Sharpening Kit</b>
12.	<b>Climber Shields</b>
13.	<b>Lineman Tool Bag</b> – Bigger is better
14.	<b>Detachable Backsaver</b> – Optional



Secondhand tools are acceptable as long as they are in good condition and meet current safety standards. If you have secondhand tools, they will need to be inspected by an NLC training specialist before use.



### Hand Tools

15. **Screwdriver** – 8" or bigger, round shank
16. **Folding Ruler** – 6' fiberglass, inside read
17. **Pump Pliers** – 10"
18. **9" Lineman Pliers** – Klein 2000 series
19. **Hammer** – 32 oz.
20. **Lineman's Skinning Knife**
21. **Adjustable Wrench** – 12"
22. **Lineman's Wrench** – Lowell Bolt-thru
23. **Ratcheting Box Wrench** – 9/16"-3/4"
24. **Plumb Bob** – Optional

### Clothing

**Three NLC Orange Safety Shirts** – Required.  
 Three shirts are included in the tool cost listed in the program costs area. Additional shirts are available for purchase at NLC or you can purchase via the website prior to the first day of class.

**Rain Gear** – Recommended for all terms. Class will proceed on rainy days.

### Classroom Supplies

**Training Manual** – Included in tuition.

**Scientific Calculator** – Not available at NLC, Texas Instruments 30X is recommended

**Note Pad, Pencils, Pens** – Not available at NLC

**Backpack** – Not available at NLC

**Lunch Box** – Small cooler type, not available at NLC

**Laptop Computer** – Recommended, but not required



# COURSEWORK



## EDUCATIONAL OBJECTIVES

The educational objective of the ELP is to provide training that produces graduates who are qualified for initial employment, able to complete power delivery training programs, and prepared to achieve a successful career.

Specific objectives for the program are to graduate students who will be able to:

- Explain the basic structure of the electric power system and how power is delivered to customers
- Explain how work is safely performed on both energized and de-energized power lines
- Explain the roles of various types of employers in power delivery, their basic structure, and their career paths
- Demonstrate the ability to be highly competitive for employment, which includes effectively researching potential employers, effectively applying for vacancies, and effectively interviewing
- Demonstrate fundamental skills that are commonly expected of a beginning-level power delivery professional
- Exhibit proper behaviors regarding safety habits, attitude, and working with others
- Achieve certification of proficiency in certain key safety- and operational-related procedures
- Demonstrate proficiency in a variety of commonly performed tasks

The achievement of these objectives will result in a graduate who is qualified for a variety of positions including, but not limited to, the following:

- Apprentice Lineman
- Utility Worker
- Communications Installer
- Warehouse Helper
- Meter Reader
- Meter Tester
- Substation Helper
- Groundman
- Equipment Operator

## COMPLETION REQUIREMENTS

NLC is committed to providing the highest quality educational experience. History has shown that students who work hard, maintain a positive attitude, and are good crew members will fulfill the graduation requirements to earn a certificate.

The Electrical Lineworker Program graduation requirements are:

### Academics

The student must achieve a 70% or better average in each required academic course.

### Attendance Policy

Regular attendance is Monday through Thursday (and some Fridays) and punctuality is required of all students. Students may not exceed five absences.

### Behavioral Assessment

Students will be scored on behavioral assessments. Assessments will be performed throughout the term by the ELP training staff to help students identify behaviors that best contribute to a successful and rewarding career. If behavioral deficiencies exist, students will be required to take corrective action as a requirement of successfully completing the program.

### Certifications

Students must obtain all required certifications prior to the last week of class.

### Class A CDL

Obtain Class A Commercial Driver's License with airbrake endorsement prior to the end of the ELP term. NLC encourages students to obtain their CDL in advance, whenever possible.

### Field Competencies

The student must successfully complete all field competencies during the course of the term in which they are enrolled.

### Oath of Excellence

Graduates make a commitment by signing the Oath of Excellence banner (which is displayed in the lab building) to always uphold the core values of an NLC graduate. They pledge to put the safety of themselves, their crew members, and the public above all else. By signing the oath, graduates agree to continue learning from their leaders and to show respect to all their co-workers.

### Successful Completion Certificate

Trainees are provided with official certificates and transcripts upon successful completion of the ELP.



# COURSES

## Overview

### Program Length

The length of time to complete the Electrical Lineworker Program is 15 weeks of full-time enrollment.

### Program Hours

The program is 510 clock hours (50 minutes of instruction per clock hour).

### Daily Class Schedule

Students will participate in academic and field learning activities Monday through Thursday from 8 a.m. to 4:30 p.m. Students receive one morning and one afternoon 15-minute break with a 30-minute lunch.

School administration hours are 8 a.m. to 5 p.m., Monday through Friday.



NLC is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and an authorized service provider for the IACET.



# COURSE OUTLINE

"A" as the fourth character in the course number designates an Academic Subject.

"C" as the fourth character in the course number designates a Competency or Certification.

Course/Subject No./Name	Lecture Hours	Lab Hours	Clock Hours	Occurs in Week(s)
ELPA 1202 – Electrical Systems	18	4	22	2 – 5 + final
ELPA 1203 – Linework Fundamentals	14	4	18	2 – 4 + final
ELPA 1204 – Basic Electrical Theory	18	6	24	6 – 9 + final
ELPA 2205 – Working on Lines & Equipment	18	7	25	5 – 8 + final
ELPA 2206 – Transformers	18	24	42	9 – 12 + final
ELPA 1207 – Career Planning & Strategies	14	8	22	10 – 12 + final
ELPC 1201 – Climbing I Competencies	0	24	24	2 – 5
ELPC 1202 – Equipment I Competencies	0	18	18	2 – 4
ELPC 1203 – Distribution I Competencies	0	24	24	2 – 5
ELPC 1204 – Underground I Competencies	0	24	24	2 – 5
ELPC 1205 – Climbing II Competencies	0	48	48	6 – 12
ELPC 1206 – Equipment II Competencies	0	24	24	6 – 12
ELPC 1207 – Distribution II Competencies	0	48	48	6 – 12
ELPC 1208 – Transmission Competencies	0	42	42	6 – 12
ELPC 1217 – Pre-employment Competencies	0	5	5	2 – 14
ELPC 1218 – Groundman Competencies	0	15	15	2 – 14
ELPC 1219 – Climbing Certification	*	*	*	*
ELPC 1209 – Safety Fundamentals Certification	10	0	10	2 – 11
ELPC 1210 – First Aid Certification	0	4	4	1
ELPC 1211 – CPR Certification	0	4	4	1
ELPC 1212 – Class A CDL w/ Airbrake Endorsement	0	4	4	1 – 15
ELPC 1213 – Pole Top Rescue Certification	0	4	4	6 – 12
ELPC 1214 – Vault Rescue Certification	0	2	2	2 – 5
ELPC 1215 – Aerial Lift Certification	0	2	2	6 – 12
ELPC 1216 – Metering Certification	2	3	5	10 – 12
ELPA 1208 – Behavior Assessment	5	15	20	1 – 15
ELPL 2208 – Commitment to Community and Industry Lab	0	30	30	1 – 15
<b>TOTALS</b>	<b>117</b>	<b>393</b>	<b>510</b>	<b>15 Weeks</b>

\* Students must successfully complete ELPC 1201 and ELPC 1205 to earn this certification. All hours, etc. are listed under ELPC 1201 and ELPC 1205 outlines and descriptions.

# COURSE DESCRIPTIONS

## Academics

### ELPA 1202 – Electrical Systems

Discussion of the electrical system including generation, transmission, distribution, and metering. Students will learn how to identify and describe the functions of various electrical apparatus.

Lab activities included.

18 lecture hours, 4 lab hours

Prerequisite: None

### ELPA 1203 – Linework Fundamentals

Students will learn what employers expect regarding safety behavior and customer service.

This course will also teach safe working loads for, and how to apply this knowledge to, rigging applications. Lab activities included.

14 lecture hours, 4 lab hours

Prerequisite: None

### ELPA 1204 – Basic Electrical Theory

Basic electricity will cover practical, as well as theoretical, applications of direct current (DC) and alternating current (AC) electricity. The theoretical aspects will be related to the power system.

Students will learn the theory of alternating and direct current, their various applications, and how to perform calculations associated with finding related electrical quantities. Lab activities included.

18 lecture hours, 6 lab hours

Prerequisite: None

### ELPA 2205 – Working on Lines and Equipment

Discussion of both energized and de-energized methods of working on transmission and distribution power lines. Students will learn about and how to properly use live-line tools and equipment, clearance procedures (how to turn power lines off), and the theory and application of personal protective grounding is also thoroughly covered. Lab activities included.

18 lecture hours, 7 lab hours

Prerequisite: None

### ELPA 2206 – Transformers

Discussion of the operation of distribution transformers, including theory, primary and secondary connections of single-phase transformers, and banking single-phase transformers. Students will learn how to identify system voltage, nameplate voltage ratings, and customer voltage needed to properly install transformers or a transformer bank. Classroom/lab environment.

18 lecture hours, 24 lab hours

Prerequisite: None

### ELPA 1207 – Career Planning & Strategies

This course will help the student learn how to identify various power companies and describe their structure, how to effectively establish contact with potential employers, how to create and submit a resume and cover letter, demonstrate how to effectively participate in an interview, and identify various employment opportunities and career paths.

14 lecture hours, 8 lab hours

Prerequisite: None

### ELPA 1208 – Behavior Assessment

Discussion, demonstration, and display the essential behaviors necessary for the success of entry level lineworkers. Instruction and assessment occur in the classroom and field training environments. Students will learn the necessary levels of general attitude, responsibility, and motivation required of lineworkers, and how to project themselves in a positive professional manner by utilizing verbal and non-verbal skills.

5 lecture hours, 15 lab hours

Prerequisite: None

## Competencies

### ELPC 1201 – Climbing I Competencies

Fundamentals of climbing wood poles at lower heights. Students will learn and acquire the necessary knowledge, skills, and behaviors that will enable them how to effectively climb and perform common trade related tasks upon wood pole structures in a safe and efficient manner. This course is delivered in a 100% field environment.

0 lecture hours, 24 lab hours

Prerequisite: None

### ELPC 1202 – Equipment I Competencies

Fundamentals of digger derrick and aerial lift operation. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to operate and control digger derricks and aerial lifts in a safe and efficient manner while accomplishing common trade related tasks.

0 lecture hours, 18 lab hours

Prerequisite: None

### ELPC 1203 – Distribution I Competencies

Fundamentals of distribution tools and materials. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to safely perform common trade related tasks utilizing distribution tools and materials.

0 lecture hours, 24 lab hours

Prerequisite: None

### ELPC 1204 – Underground Competencies

Fundamentals of underground tools and materials. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to safely perform common trade related tasks associated with underground residential distribution primary and secondary services.

0 lecture hours, 24 lab hours

Prerequisite: None

### ELPC 1205 – Climbing II Competencies

Climbing wood and/or steel structures at higher elevations. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to effectively climb and perform common trade related tasks upon wood and/or steel structures in a safe efficient manner.

0 lecture hours, 48 lab hours

Prerequisite: None

### ELPC 1206 – Equipment II Competencies

Continuation of the fundamentals of digger derrick and aerial lift operation. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach how to operate and control digger derricks and aerial lifts in a safe and efficient manner while accomplishing common trade related tasks.

0 lecture hours, 24 lab hours

Prerequisite: None

### ELPC 1207 – Distribution II Competencies

Advanced distribution construction methods. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to safely perform common trade related tasks upon distribution wood-pole structures.

0 lecture hours, 48 lab hours

Prerequisite: None

### ELPC 1208 – Transmission Competencies

Fundamentals of transmission maintenance. This course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to safely perform common trade related tasks upon transmission wood-pole or structures.

0 lecture hours, 42 lab hours

Prerequisite: None

## Competencies (cont.)

### ELPC 1217 – Pre-Employment Competencies

Training activities designed to build hand-eye coordination, physical stamina, and core strengths. Course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to safely perform various trade-related tasks that prepare them for the physical requirements of pre-employment performance tests. Demonstrating a fluent level of ability. 0 lecture hours, 5 lab hours  
Prerequisite: None

### ELPC 1218 – Groundman Competencies

Linecrew support activities. Course is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors, that will teach them how to safely perform various trade related tasks that prepare them for line crew support activities. Demonstrating a fluent level of ability. 0 lecture hours, 15 lab hours  
Prerequisite: None

## Certifications and Labs

### ELPC 1219 - Climbing Certification

Students will earn this certification upon successful completion of ELPC 1201 Climbing I Competencies and ELPC 1205 Climbing II Competencies, in accordance with OSHA regulations. This certification is reflected on both the graduate's transcript and certification card. Hours are reflected in the descriptions and outline for ELPC 1201 and ELPC 1205.

### ELPC 1209 – Safety Fundamentals Certification

Students will learn about state and/or federal OSHA regulations pertaining to power delivery, participate in weekly safety meetings, and learn how to maintain job-briefing binders. 10 lecture hours, 0 lab hours  
Prerequisite: None

### ELPC 1210 – First Aid Certification

Acquisition of nationally recognized first aid certification, such as Red Cross, and Coyne. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to safely perform as a competent first responder in an environment that requires the use of basic first aid. First aid certification is administered by a certified first aid instructor. 0 lecture hours, 4 lab hours  
Prerequisite: None

### ELPC 1211 – CPR Certification

Acquisition of nationally recognized cardiopulmonary resuscitation (CPR) certification, such as Red Cross and Coyne. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to safely perform as a competent first responder in an environment that requires the use of basic CPR. CPR certification is administered by a certified CPR instructor. 0 lecture hours, 4 lab hours  
Prerequisite: None

### ELPC 1212 – Class A CDL w/ Airbrake Endorsement

Acquisition of a Class A Commercial Driver's License (CDL), if the student does not already possess a current CDL prior to coming to NLC. 0 lecture hours, 4 lab hours  
Prerequisite: None

### ELPC 1213 – Pole Top Rescue Certification

Successful completion of the pole-top rescue competency. This certification is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to safely perform pole-top rescue activities. 0 lecture hours, 4 lab hours  
Prerequisite: None

### ELPC 1214 – Vault Rescue Certification

Successful completion of the vault rescue competency. This certification is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will enable them how to safely perform vault rescue activities. 0 lecture hours, 2 lab hours  
Prerequisite: None

### ELPC 1215 – Aerial Lift Rescue Certification

Successful completion of the aerial lift rescue competency. This certification is delivered in a 100% field environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to safely perform aerial rescue activities. 0 lecture hours, 2 lab hours  
Prerequisite: None

### ELPC 1216 – Metering Certification

Successful completion of the metering certification. This certification is delivered in an 80% field environment and 20% classroom environment. Students will learn and acquire the necessary knowledge, skills, and behaviors that will teach them how to identify, install, remove, and read common meters utilized by the power delivery industry. 2 lecture hours, 3 lab hours  
Prerequisite: None

### ELPL 2208 – Commitment to Community & Industry

It is essential for the success of each student, as a professionally trained beginning-level electrical lineworker, to develop an understanding of commitment to community and industry. This lab course will consist of participation in one or more of the following: industry-related field trips, presentations with industry representatives, and participation in community service activities. Events are scheduled during each term according to available industry representation and city resources. Students must complete 30 hours of participation in order to receive a "Pass" grade for this lab. 0 lecture hours, 30 lab hours  
Prerequisite: None



# ADVANCED TRAINING COURSE DESCRIPTIONS

Advanced training courses are not required for completion of the ELP; however, a student who completes these additional certifications and/or courses may have a competitive advantage during the hiring process. Several employers have given preference to students who have taken these courses of study.

## ELPCE 2211 – Electrical Equipment Certification – OPTIONAL COURSE. COST: \$1,403.00

### Course Overview

This course is considered an advanced course in the power delivery industry. Students will receive a broad overview of electrical equipment and an in-depth understanding of operations of specific equipment, such as reclosers (OVR, Hydraulic, Electronic), SEL-351R, Form 3A, controllers, SmartBank/UltraVac capacitor banks, voltage regulators with a CL-6A control box, fixed capacitor banks, overhead and underground switches, and much more.

### Content

Switches, Fault Indicators, Reclosers, Regulators, Capacitors, Clearing Lines, and Equipment

### Expected Outcomes

Upon successful completion of this course, the trainee will be able to:

- Define, explain, and identify the major elements of the topics listed in the course content
- Demonstrate safely removing and replacing common electrical equipment in accordance with applicable safety requirements, industry best safe working practices, and manufacturer’s recommendations (must be demonstrated on an intermediate skill level)
- All tasks performed in a simulated energized condition

### Training Hours/CEUs

32 Instructor Training Hours, 3.2 CEUs

### Prerequisite(s)

Students must have successfully completed ELPA 1202 Electrical Systems and ELPA1204 Basic Electrical Theory (with the exception of the final exam) prior to the first course session.

### Student Provided Equipment/Material

Hard hat, safety glasses, sturdy gloves, climbing equipment (must meet manufacturers’ safety requirements), work/climbing boots.

### Registration Fees

With an ELP student discount, the cost for Electrical Equipment Certification is \$1,403.00. **Payments made are non-refundable** unless the student does not meet the prerequisite, in which case 100% of all monies paid will be refunded, less a \$150.00 registration fee.

### Course Schedule

This course will be scheduled during the term, either on 2 consecutive Friday and Saturday sessions, or Monday through Thursday the week following an ELP graduation.

## Crane Operator Certification – OPTIONAL COURSE COST: \$1,795

A number of states and utility companies have made crane operator certification mandatory for the operation of digger derricks and/or cranes. Although crane certification is not mandatory for employment with these companies, an applicant with the certification would be more versatile and could prove to be the stronger candidate. Students will receive classroom instruction, practice time with cranes, and one practical exam on each crane. Upon successful completion of the written and practical exams, students will receive the nationally recognized certification from the National Commission for the Certification of Crane Operators to operate all swing and fixed cab telescopic boom cranes.

**Crane Operator Certification cost is non-refundable.**

## ELPA 1201 Applied Mathematics – OPTIONAL COURSE COST: \$250.00

This is an optional course offering students an opportunity to strengthen and improve their math skills as they relate to the trade. This course is designed to prepare students for power company entrance examinations and apprenticeship programs. Decimals, percents, fractions, equations and inequalities, positive integer exponents, variables, algebraic expressions and simple word problems are included. Graduates have indicated that it would be beneficial for NLC to offer an optional applied mathematics course for students targeting a company they know has math entrance exams, or for students who have not taken a high school or college algebra class, and would like to strengthen their math skills. This is an elective course and does not contribute to the student’s GPA.

**Applied Mathematics cost is non-refundable.**



As an International Association for Continuing Education and Training Authorized Provider, NLC offers CEUs for its programs that qualify under IACET guidelines.

# LIFE AT NLC



## TRAINING ENVIRONMENT

In the Electrical Lineworker Program, students learn how to climb wood poles and steel towers, install cross arms and hardware on poles, splice underground cables, install conductors and pole-line equipment, operate equipment, and learn to use various tools of the trade in a positive learning environment. Student/teacher ratios are approximately 43-to-1 in a classroom environment and 16-to-1 in a field environment.

NLC's academic courses prepare students for the academic training in apprenticeships, while performance competencies prepare students for the on-the-job requirements that will be required once employment is attained.

Apprenticeship programs are comprised of three main elements:

1. Academic training
2. Field experience (on-job training)
3. Periodic and frequent evaluations



Formal evaluations are given throughout the term. The objective is to ensure that students understand and display behaviors most desired by utility and construction companies. Those behaviors have been clearly identified by NLC's Program Advisory Committee.

Northwest Lineman College is highly committed to the success of its students. Students are challenged in a positive learning environment by professional educators and every effort is made to emphasize their strengths. Camaraderie is a cornerstone of the training, and everyone is taught to assist in the success of themselves and others. NLC knows its students will find careers with power and construction companies and advance to crew leaders, training and safety directors, supervisors, and even company presidents. Because we don't know which ones will do that, we train and educate like they all will.



## FACILITIES

NLC continually maintains a positive educational environment. Camaraderie is a large part of the program and students are involved with instructors in both lesson planning and with regard to the needs of the student body.

NLC is located in Meridian, Idaho, near Boise. Classes are held at 7600 S. Meridian Road, Meridian, Idaho 83642.

NLC's training yard includes overhead and underground power systems that are continually being installed and removed by ELP students. The majority of structures are

wood poles ranging in height from 35 feet to 55 feet, and one steel lattice tower 80 feet in height. Material, tool, and equipment storage are provided in designated areas.

Students have access to a library, computer lab, lunch room, and tool storage area. Historical displays are provided throughout the building, which allow students and their families to learn about and appreciate the rich history of the power delivery industry.

NLC official logo products are for sale at the front desk in the main lobby. These include hats, t-shirts, and other promotional items.

## STUDENT SERVICES

### Enrollment and Admissions Advising

All applications are processed through the admissions office. All enrollment inquiries are received by the admissions office at the main branch, or by the administrative office at the branch campus.

All questions concerning financial assistance are fielded by the admissions office.

### Academic, Competency, and Behavior Advising

NLC training specialists support students in maintaining satisfactory progress, testing and tutoring needs, and the supervision and monitoring of their attendance records. Through daily and weekly assessments, after school study, and one-on-one conferences, students are given encouragement, direction, and instruction on how best to be successful in the ELP.

### Graduate Employment Assistance

Employment assistance begins during school with the Career Planning and Strategies course. This course is sharply focused on ensuring students are highly competitive when pursuing employment opportunities after graduation. Types of employers in the industry, key attributes of high quality resumes and cover letters, effective interview skills, and employer research are covered extensively in this class to give NLC graduates the edge in the industry.

NLC employment assistance (beyond the Career Planning and Strategies class) is incorporated into the student's weekly activities throughout the term and thereafter. Training specialists and the ELP manager assist and guide the students with the following resources:

- **Alumni Section of [www.lineman.edu](http://www.lineman.edu):** This password-protected area, visible only to current students and alumni of NLC, is available for job postings. Employers from all over the United States post employment opportunities on the NLC Website with the expectation that our graduates will apply.
- **Employer Visits:** Utility companies schedule visits each term to address our future graduates for recruitment purposes.
- **Student Communication Board:** Opportunities are regularly posted on our student communication board, which are frequently called in or faxed to our campus.
- **Alumni Follow-up:** Successful graduates will receive follow-up contact from the NLC staff within 6 months after graduation. Staff will collect employment information and assist the graduate with additional job opportunities, if necessary.
- **Utility Directory:** Students receive a directory that has over 14,000 phone numbers and addresses of utility and construction companies in the United States.

The library and computer lab are available to all students for research of prospective employers and to use for course work during the term.

### Student Records and Complaints

Record retention, student complaints, and leave-of-absence documentation are administered through the registrar's office on the main campus. Policies and procedures regarding requests or complaints, and program incompleteness can be found in this program catalog. Please refer to the program policies section in this catalog for an in-depth explanation of all NLC policies mentioned on this page.

Students can make an appointment at any time to visit or call the Registrar by filling out a Student Request Form. The registrar's office will provide a list of local counseling offices for those students that may be in need of professional help for various personal issues.

### Housing

NLC does not provide on-campus housing, transportation, or child care facilities. NLC is not responsible to find or assist in finding housing for students. As an added convenience, housing lists for each campus are available to download from our website at [www.lineman.edu](http://www.lineman.edu). These lists are available to the public to post available rental properties in the areas surrounding our campus locations.

## NLC'S MAGAZINE



The "Handline" magazine is produced 3 times per year and sent to every utility and construction company in the US, which gives graduates significant exposure in the power delivery industry.

## SAFETY ENHANCEMENTS

From the beginning of the commercial use of electricity in the late 1800s through the 1960s, linework had a reputation for being a somewhat hazardous trade. This can be largely attributed to the rudimentary protective equipment, limited safety rules, and unproven methods used to work on energized lines. In addition, there was a lack of safe construction standards for power lines and the standards that were developed were not widely enforced. The lack of formal training was also a big factor in creating a reputation of a dangerous career.

**The environment is much different now, as the industry has evolved over the past 100 years. Today, lineworkers benefit from the following significant improvements in safety:**

1. Formal safety and training programs
2. Stringent safety standards for the construction and maintenance of lines
3. Improved tools and equipment
4. Effective procedures for working on lines and equipment

At NLC, our training is structured to continually emphasize safety. Students are trained on how to recognize hazards and take effective measures to minimize the potential for an accident. Students are educated on the importance of establishing proper safety habits. They are also trained on proper procedures in the event of an accident.

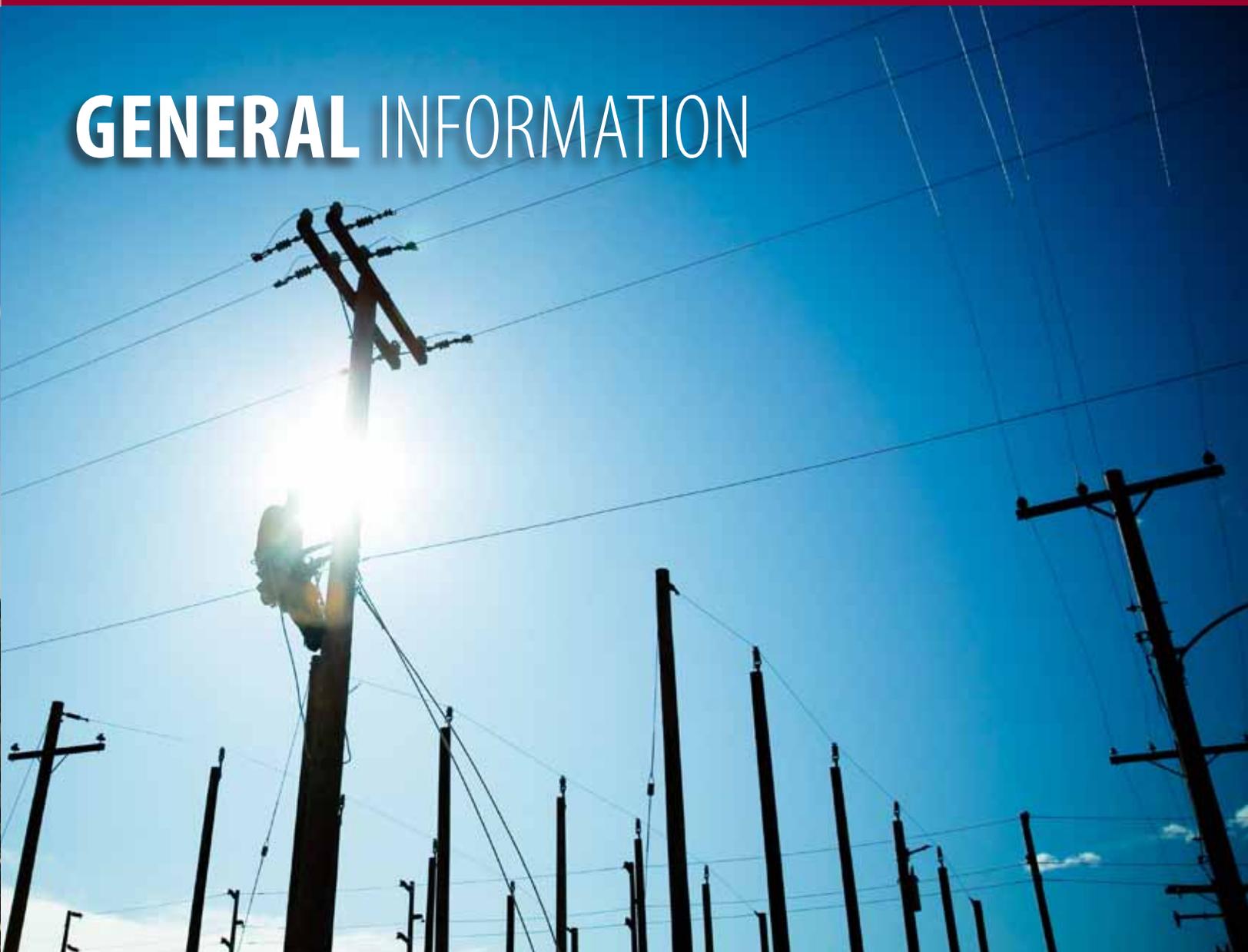
**NLC builds safety into the student's behavior in many ways:**

1. Safety meetings are conducted every week.
2. Each student receives a safety rule book, is trained on the rules, and is expected to follow them at all times.
3. Each student is trained in Federal Safety Standards for power lines.
4. Safety issues are a part of every academic course.
5. NLC produces high-quality safety posters for the industry, which these posters are continually used to supplement training.
6. Students receive training in First Aid, CPR, and rescue procedures.

Education and training are key factors in ensuring long-term safety. Experience has clearly shown that those companies that have strong training programs have low accident rates. NLC takes pride in its unwavering commitment to the safety of our students and the trade. By enrolling in the ELP, you will also be making a significant commitment that will provide the basis for a long, safe, and successful career.



# GENERAL INFORMATION



## BOISE, IDAHO

The Idaho NLC campus is located in Meridian, a small community only 8 miles from Boise, the state capital. Nestled against the foothills, with a river flowing through the heart of the city, Boise offers the culture and entertainment of an urban area in a place that feels a little like everyone's hometown.

Boise has an abundance of outdoor recreation. Summer's long days make it possible to end your day with a float trip down the Boise River, an evening of fishing, or a round of golf. Boise has the energy and attractions of a large city along with the warmth and hospitality of a small town.

In addition, Boise has been rated among the safest places to live in America.

### Campus Tours

We encourage you to visit the college for a personal tour and consultation. Tours are available by appointment, and are generally conducted on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month at 10 a.m.

If you are interested in a tour, please call 208.888.4817. We look forward to meeting you!



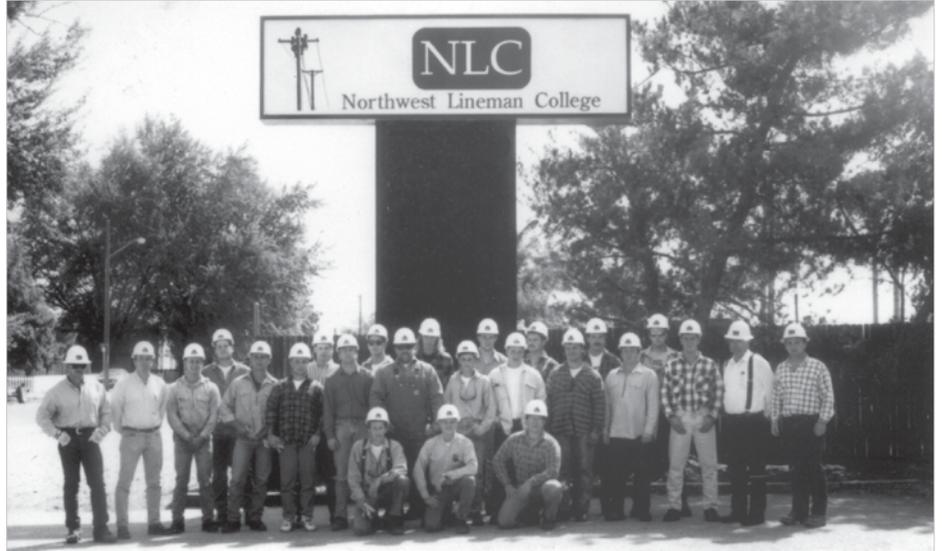
# HISTORY OF NORTHWEST LINEMAN COLLEGE

In 1991, a lineman trainer by the name of Gerald McKie recognized the need for a lineman training facility in the Northwest. At the time, McKie was the program head at Boise State University's Electrical Lineworker Program and a former Idaho Power lineman with considerable experience in the trade. McKie recognized the need for a much shorter program and a more updated and modernized curriculum. The BSU program followed a 9-month academic calendar and was simply too long to produce a successful entry-level lineworker.

McKie shared his idea with Aaron Howell, who was instructing at BSU's Electrical Lineworker Program under the direction of McKie. Howell had graduated from the program in 1984, worked as a lineman for Pacific Gas and Electric, and was employed as a part-time instructor while completing his business degree at BSU. They brought in one other lineman, Shane Porter, who had considerable experience as a lineman for Pacific Gas and Electric.

NLC's first ELP class was delivered in August 1993, with 22 students at a rented lumber yard in Meridian, Idaho. In 1996, NLC purchased land, constructed buildings and training facilities, and established the Meridian, Idaho, campus.

In 1997, NLC recruited Alan Drew who had held nearly every lineman and supervisory position with two major West Coast power



*NLC's first ELP class, August 1993*

companies in his remarkable career. Drew currently serves as the Senior VP of Research and Development.

In 2003, NLC completed a major expansion of the Meridian campus, which included additional yard space, a large lab, increased classroom space, and a student library. Currently, NLC provides training to over 2,000 students annually. The training is delivered through three main divisions, which include the Electrical Lineworker Program (ELP), Power Delivery Program (PDP) and Utility Training Services (UTS).

In 2006, NLC opened an additional campus in Oroville, California.

In 2010, the school opened its third campus in Denton, Texas. This allows the school to increase its capacity to train additional students to help meet the growing demand for persons interested in a career in the power delivery field. Having three campuses with different class schedules allows more flexibility for students to select the time and location for enrollment. NLC's mission statement of providing the benchmark standard of training remains the guiding factor in the continuing operation of the college.

# HISTORY OF LINEWORK

The term "linework" has always related to working on lines and goes back to the late 1800s. The name "lineman" first came into being when telegraph lines were first being built. Men working on these structures became known as "linemen." The term was then passed to workers who worked on power lines.

Linework, in the beginning, was quite an adventure. The work was very physical because everything was done by hand. At first, power had to be turned off when working on a given line. The early lines were built with no standards and in many cases were congested and hazardous to linemen.

Customers began to get accustomed to the convenience of electricity and linemen had to figure out how to work on lines "hot." This caused many fatalities and the trade established a reputation for being hazardous. As experience evolved, standards, safety rules, and mechanized equipment gradually improved safety.



*NLC President Aaron Howell (left) and NLC Senior VP of R&D Alan Drew (right).*

# CONTACT INFORMATION

Let us assist you.

Visit us online today at: [www.lineman.edu](http://www.lineman.edu)

Northwest Lineman College staff is well trained to answer your career questions. This list should assist you in determining exactly who to contact.

We highly recommend that you visit the campus for a full tour, so you can meet our staff and learn first-hand how Northwest Lineman College provides a professional and positive learning environment.

**NLC Meridian, Idaho (Headquarters):**

7600 S Meridian Rd., Meridian, ID 83642  
**Phone:** 1.888.546.3967, 208.888.4817  
**Fax:** 208.888.4275  
**Email:** [nlc@lineman.edu](mailto:nlc@lineman.edu)

**NLC Oroville, California:**

2009 Challenger Ave., Oroville, CA 95965  
**Phone:** 1.888.546.3967, 530.534.7260  
**Fax:** 530.534.7087  
**Email:** [nlc@lineman.edu](mailto:nlc@lineman.edu)

**NLC Denton, Texas:**

5110 Dakota Ln., Denton, TX 76207  
**Phone:** 940.383.1000  
**Fax:** 940.383.0088  
**Email:** [nlc@lineman.edu](mailto:nlc@lineman.edu)

**For Information Regarding:**

- Accreditation
- Admissions
- Class Schedules
- Facility Tour Schedule
- General Information
- Student Housing
- Student Funding

**Contact:** Jeff Hobbs  
**Email:** [jhobbs@lineman.edu](mailto:jhobbs@lineman.edu)

**For Information Regarding:**

- Records
- Transcripts

**Contact:** Melissa Yarno  
**Email:** [myarno@lineman.edu](mailto:myarno@lineman.edu)

**For Accounting Information:**

**Contact:** Anastasia Allen  
**Email:** [aallen@lineman.edu](mailto:aallen@lineman.edu)

**Training Manager:**

Brian Sprague  
**Email:** [bsprague@lineman.edu](mailto:bsprague@lineman.edu)

**Training Specialists:**

Chris Rodgers  
**Email:** [croddgers@lineman.edu](mailto:croddgers@lineman.edu)

Dennis Ferguson  
**Email:** [dferguson@lineman.edu](mailto:dferguson@lineman.edu)

Hans Foss  
**Email:** [hfoss@lineman.edu](mailto:hfoss@lineman.edu)

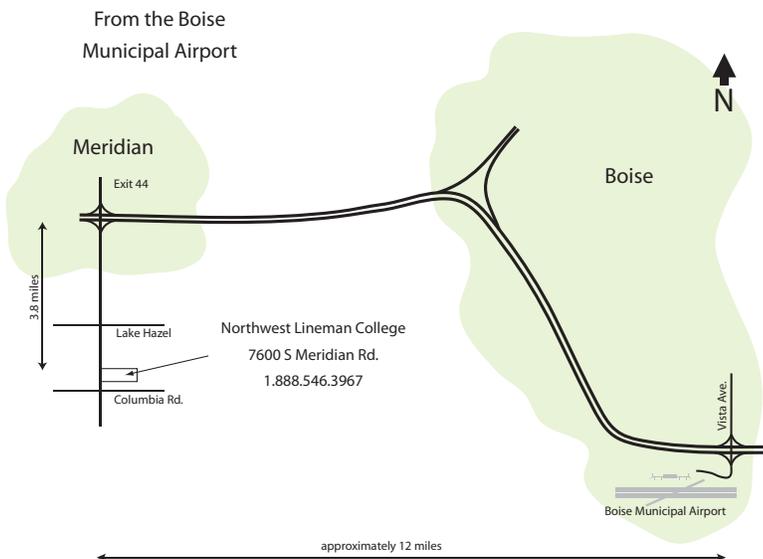
Jeremy Torkelson  
**Email:** [jtorkelson@lineman.edu](mailto:jtorkelson@lineman.edu)

Ken Holloway  
**Email:** [kholloway@lineman.edu](mailto:kholloway@lineman.edu)

Nick Jones  
**Email:** [njones@lineman.edu](mailto:njones@lineman.edu)

Brad Jay  
**Email:** [bjay@lineman.edu](mailto:bjay@lineman.edu)

Robert Seekell  
**Email:** [rseekell@lineman.edu](mailto:rseekell@lineman.edu)



# PROGRAM POLICIES

## Cancelation of Enrollment Agreement

Students have the right to cancel the enrollment agreement for a program of instruction, including all institutional charges in the agreement, until midnight of the fifth business day beginning with their first scheduled class session. A business day means a day on which students were scheduled to attend classes. Cancelation will occur when the student gives written notice of cancelation at the address shown on the bottom of each page of the enrollment agreement. A signed and dated notice of cancelation may be given by electronic mail, hand delivered, or U.S. mail. The notice of cancelation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancelation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the enrollment agreement.

- Students who cancel their enrollment agreement within the five-business-day cancelation period will receive a refund of all monies paid (less the application fee) within 45 days of the cancelation notice being received.
- In the event the student does not show up for class and does not cancel within the five-day cancelation period, NLC will hold \$200.00 plus any application fee (total not to exceed \$250.00), refunding any remaining monies.
- Associated costs (tools, CDL costs, etc.) are paid to a third party by the student and are non-refundable by NLC during the cancelation period.

## Withdrawal Procedure

Students have the right to withdraw from the program at any time after the five day cancelation period. Students are required to complete and sign the ELP Withdrawal Form and state the reason for withdrawing.

## Tuition Refund Policy

After the five-business-day cancelation period, the following tuition refund policy applies:

50% (one-half) of tuition shall be refunded to the student if the last date of attendance is within the first quarter (first four weeks) of the program.

25% (one-fourth) of tuition shall be refunded to the student if the last date of attendance is after the first quarter but before the first half of the program is completed (within weeks 5 through 8).

No refund of tuition will be made to the student after the first half of the program (week 8) is completed.

- Application and lab fees are not part of tuition, and are non-refundable.
- Associated costs (tools, CDL costs) are paid to a third party by the student and are non-refundable by NLC.
- Any monies due a student shall be refunded within forty-five (45) days from the termination date. Calculations of refund will be based on the last day of attendance.
- Information regarding any applicable third party funding agency refund or return of funds policy may be obtained from the respective office where the funds were obtained.
- Refund of tuition paid by a Sallie Mae loan, a state funding agency, or scholarships will be issued to the respective entity.
- Refund of tuition paid by a private entity will be issued to the student.
- If a student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest.
- If a student is eligible for a loan guaranteed by the government and the student defaults on the loan:
  - (a) The government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and
  - (b) The student may not be eligible for any other government assistance for education at a different school until the loan is repaid.

## Enrollment Transfer Policy

Once an applicant has been accepted into the Electrical Lineworker Program, NLC allows one request for transfer into the following term. The request must be submitted in writing and include the transfer fee of \$50.00. Requests for transfer must be made prior to the tuition due date.

## Credit/Training Clock Hour Acceptance and Transferability

NLC does not accept credits or training clock hours earned at other institutions or employers or through challenge examinations and achievement tests. NLC is a clock hour institution. The term "credit" as referenced herein shall refer to the training clock hours required to complete the Electrical Lineworker Program.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT NLC

The transferability of credits you earn at NLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the training hours and/or certificate you earn in NLC is also at the complete discretion of the institution to which you may seek to transfer. If the training hours and/or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NLC to determine if your training hours and/or certificate will transfer.

## Drug/Alcohol Policy

NLC is a drug/alcohol free educational institution. The following rules apply:

1. Each student must notify NLC of any prescription drugs they are taking while enrolled at NLC. If the student fails to notify NLC of medications immediately upon enrollment – or upon receipt of a new prescription during the program, or if any of the prescriptions could possibly impair the student's behavior, physically or mentally – NLC reserves the right to dismiss the student from the program.

- Correspondence or discussion with the prescribing physician may be required.
- Students may be randomly drug/alcohol tested.
  - Students may be drug/alcohol tested for reasonable cause/suspicion, such as sleeping in class, poor test grades, accidents, odd behavior, etc.
  - Students will be expelled for refusing a drug/alcohol test.
  - Students who alter, tamper with, or in any way compromise the drug/alcohol testing procedure, such as delaying the test or providing unusable or diluted samples will be expelled.
  - Students who possess, use, or sell any drugs/alcohol on NLC's premises will be expelled.
  - Students who are not in compliance with the drug/alcohol policies will be immediately expelled and allowed into a later program once they have successfully completed a drug rehabilitation program.

**In-conclusive results of a drug/alcohol test:**  
On campus test results are conclusively negative or non-conclusive positive. Non-conclusive tests are sent to the laboratory for a full analysis. Results can take up to 72 hours.

If a student is in compliance with the NLC drug/alcohol policy and all prescribed medications have been previously disclosed, in the event of a non-conclusive test result, the student will be permitted to stay on campus during the lab analysis. The student will be limited to only activities which could not endanger himself or others until lab results are obtained. No absences will incur during the lab analysis. Immediate reinstatement of full participation will ensue when a negative test result is produced from the lab. A positive result from the lab will result in immediate expulsion.

If a student is **not** in compliance with the NLC drug/alcohol policy and has **not** disclosed prescribed medication, in the event of a non-conclusive test result, the student will be asked to leave the campus for the duration of the lab analysis and will be marked absent for the days missed. Immediate reinstatement to full participation will ensue when a negative test result is produced from the lab. A positive result from the lab will result in immediate expulsion.

### Attendance Policy

Regular attendance Monday through Thursday (and some Fridays). Punctuality is required of all students. Students who incur more than five absences will be terminated from the program. If excessive absences are due to a hardship beyond the student's control, the student can request and may be granted a leave of absence (see Leave of Absence Policy).

### Tardy Policy

Students who are one to 14 minutes late for class will be regarded as tardy. Two tardies will constitute one absence. Students who are 15 or more minutes late for class, or who leave 15 or more minutes before class ends, will be counted absent.

### Academic Honesty

Students are expected to be honest in their academic work. Any academic dishonesty (cheating, plagiarism, and collusion in connection with examinations) will result in automatic expulsion from the college.

### Grading System

- A = 100% – 90%
- B = 89% – 80%
- C = 79% – 70%
- D = 69% – 60%
- F = Below 60%

Students must earn a letter grade of "C" or better in each academic course to successfully complete the program.

NLC's grading system is a straight scale with no rounding. Only the whole number will be reported and used to determine a student's final grade in any applicable class.

### Certifications and Competencies Pass/Fail

A "Pass" for certifications and competencies is achieved when the student successfully completes the required training as determined by the certifying official. NLC instructors are certified instructors for all certifications.

A "Pass" for competencies is achieved when the instructor observes the student successfully completing the physical attributes of the competency.

### Behavior Assessment (ELPA 1208)

- E = Exceeds Expectations
- M = Meets Expectations
- NI = Needs Improvement

Students must receive at least "Meets Expectations" in the Behavior Assessment in order to successfully complete the program.

### Student Conduct Policies

The following are examples of possible reasons for immediate expulsion from NLC. They include, but are not limited to:

- Any violation of NLC rules and policies. Most rules are listed in the program catalog and syllabus, but may be presented in other curriculum/program documents.
- Cheating on exams, quizzes, competencies or any other required evaluations.
- Any behavior (on or off campus) that negatively affects student or staff, safety, morale, and/or the quality of the training or the training environment.
- Using or possessing any illegal substances (on or off campus).
- Under the influence of an intoxicating substance (including alcohol with a blood alcohol content of .04) while on college property.
- Destroying or stealing student or NLC property.
- Disrespecting fellow students or faculty.

### Termination Policy

The student will be terminated if:

- Any of the student conduct policies are violated.
- Satisfactory progress in academic, field competencies, certifications, and behavior assessments are not maintained.
- Any financial obligations set by NLC are not met.
- Conditions written in the Enrollment Agreement are violated.
- Attendance policy is violated.

### **Satisfactory Progress Policy**

Students are expected to maintain satisfactory progress in academics (at least 70% in each academic course), field competencies, and certifications completed for that scheduled time frame, and behavioral scores of Meets Expectations or better on behavior assessments. At least 3 formal evaluations will occur throughout the term in order to monitor satisfactory progress. Spot evaluations will be made at any time to students demonstrating a deficiency in academics and/or physical performance and/or attitude. Any student not maintaining satisfactory progress will be subject to the probation policies and timelines listed. A student cannot exceed 1.5 times the term duration in order to successfully complete the program.

### **Probation Policy**

Probation is given to a student when satisfactory progress is not maintained. This status is given with the intent to inform the student on how best to improve performance and succeed in the program. A time frame will be determined as to when satisfactory progress must be achieved. A written evaluation, signed by the instructor and student, will outline the goals and methods the student will utilize in order to achieve satisfactory progress.

### **Academic Probation**

Northwest Lineman College is highly committed to your success. During the course of an apprenticeship program, students must maintain satisfactory scores on tests and exams. Power companies typically require students in an apprenticeship program maintain at least an 80% or higher to be considered passing the program. Failing more than one test can be means for termination of employment. NLC wants you to be successful in completing your apprenticeship program.

To assist you in your success at NLC and to ensure that we teach you the skills, knowledge and behaviors to be successful when in an apprenticeship program, NLC has established an academic probation for students failing to maintain a 70% or better.

At any time a student's grade falls below a 70%, the Training Manager and/or Instructor will place the student on academic probation. A formal performance evaluation will be completed and signed by the Training Manager and the student, outlining an academic improvement plan with mandatory requirements and deadlines. If the student fails to complete all the requirements of the academic improvement plan within the established deadlines, the student may be terminated. After two consecutive academic probations in the same course, the student may be terminated from the program.

### **Competencies, Certifications, and Behavioral Probation**

Skills and behavior are assessed on a daily basis. If at anytime, a student fails to achieve a "Meets Expectations" or better on a behavior assessment, or does not complete competencies and certification during that scheduled time frame, he or she will be placed on probation with an agreed time frame, during which corrections must be made. If acceptable behavior and/or skill have not been met within the given time frame, the student may be terminated from the program.

### **Missed Examinations and Assignments**

Regularly scheduled examinations (including finals) are provided only one time each term—they cannot be used for make-up examinations. Students who miss a regularly scheduled examination will have the opportunity to take a make-up examination. The make-up examination must be scheduled with the instructor prior to the missed exam, and must be completed within three (3) days of the original test. Make-up examinations require a more in-depth understanding of the subject. Make-up examinations and finals may not be given after the conclusion of the program. All assignments and/or missed assignments must be turned in by the end of the 13th week of the term to receive credit, unless otherwise stated in the syllabus.

### **GPA Policy**

The grade point average (GPA) is calculated on the basis of the student average achieved in the training program. If the student has an A average, they will have a 4.0 GPA. If the student has a B average, they will have a 3.0 GPA. If the student has a C average, they will have a 2.0 GPA. If the student has a D average, they will have a 1.0 GPA. If the student has an F average, they will have a 0 (zero) GPA. The courses are averaged and then calculated to determine the GPA for the entire training program. Grades earned by a student when re-enrolling and completing the program will replace all previous grades.

### **Program Incompletion Policies**

These policies are intended to address students who do not complete the program as scheduled. The policy applies to students who have completed any test or competency but have not completed the program. Students who do not complete the program as scheduled are designated into one of the following categories: Leave of Absence, Personal Choice Withdrawal, or ELP Termination.

### **Leave of Absence Policy**

Students who are designated for this category have incurred a hardship beyond their control which has caused them to involuntarily leave the program. Typical examples of a hardship are physical impairment, serious illness, or family tragedy. Students are required to request, in writing, a leave of absence and submit the request to the Campus Training Manager. A leave of absence cannot exceed 180 days in any 12-month period. Therefore, if the leave of absence is approved by the lead instructor, the student will be required to re-enroll in one of the two next scheduled terms in order to complete the four-month program. Incomplete test scores and skills demonstrations will be recorded as "I" on the student's transcript, provided at the end of the term. If the student re-enrolls in one of the following two terms, he or she will be subject to the program requirements of the term in which he or she is re-entering. The student will be charged the amount refunded back to the student when the student originally requested the leave of absence plus any cost increase (if a cost increase

occurred). If the student does not re-enroll in one of the two following terms, all grades will be changed from “I” (incomplete) to “W” (withdrawn) on their official transcripts.

### Personal Choice Withdrawal

Students who are designated for this category have made a personal choice to withdraw from the program. In these cases, students are required to complete and sign the Enrollment Withdrawal Form and state the reason for withdrawing. The student’s incomplete academic courses and skills demonstrations will be marked “W” (withdrawn). If the student changes his or her mind about withdrawing, he or she may be allowed to resume attendance, only if five absences have not been incurred (see attendance policy). The student will have the opportunity to make up missed assignments in accordance with the “Missed Assignments or Tests Policy” in the program syllabus. Days missed will count as absences. Any student who withdraws from the program in the “Personal Choice” category and wishes to attend a future term will be considered a new student and subject to the financial obligations and requirements of that future term.

If a student chooses to terminate training without proper withdrawal procedures, he/she will be subject to termination per the Termination Policy.

### Termination

Students who are terminated (see Termination Policy) from the program will be refunded tuition in compliance with the Tuition Refund Policy. The student’s incomplete academic courses and skills demonstrations will be recorded as an “IT” (Institutional Termination) on the student’s official transcripts, which are issued at the end of the term.

### Re-entry of Students Dismissed Due to Unsatisfactory Progress

Any student who has been terminated due to unsatisfactory progress is welcome to re-apply to a later term. The student will be subject to any and all tuition increases, policy changes and course requirements. No qualifying criteria other than what is required in the application package, will be asked of a returning student.

### Electronic Devices

Electronic devices, including but not limited to, cell phones, laptop computers, ipods, PDAs, and BlackBerrys, can be used on campus outside of normal classroom and field instructional times (before or after school and during breaks). Laptop computers may be used during classroom lectures only if the instructor allows their use and their use is directly related to the lecture/lesson, such as taking notes. Other stipulations to the use of laptops include:

- They are battery operated. Laptops may not be plugged into an outlet under any circumstance.
- They are not distracting or interrupting the learning environment in any way (loud key clicking is one example).

Internet use is allowed only if the Internet search is mandated by the instructor and is directly related to the lecture being given at that time. For example, an instructor explains to the students how to use the Internet to search for résumé writing tips and then tells those students with laptops to perform that search.

Students are responsible for the security of their electronic devices.

At the instructor’s discretion, a student may be asked to surrender any electronic device found disrupting the learning environment, for being a distraction to the instructor or fellow students, or for usage violation. The device will be returned at the end of the day.

If the infraction occurs again, the student will lose the privilege of using the device during school hours for the remainder of the term. A spot assessment will be filled out, indicating the student’s lack of responsibility, respect, and courtesy to fellow students and/or the instructor. Once the device has been banned during school hours, the student will risk expulsion if the policy is violated.

### Section 504/ADA Policy

NLC does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the campus Registrar. You may

request academic adjustments or auxiliary aids at any time. The Registrar is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Registrar in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least 4 weeks in advance of the date needed. You may contact the Registrar by telephone at 1.888.546.3967 ext.124.
2. The Registrar will respond within 2 weeks of receiving the request.
3. To make a request after the start of any ELP term, a currently enrolled student will need to make an appointment with the Registrar to start the formal request for reasonable accommodation process. Accommodations are not retroactive.

### General Provisions and Conditions

NLC may reject an applicant in the event it is unable to verify information provided at the time of application for enrollment.

This enrollment agreement does not constitute a contract for training until it has been approved by an official of NLC at its administrative office. A copy of the agreement indicating acceptance by NLC will be mailed to the student upon approval.

Upon acceptance of the applicant for enrollment, NLC will present the program of study as outlined in the ELP Catalog. NLC reserves the right to modify the program curriculum content as deemed necessary for improvement and updating. Changes which require prior approval from a state

that regulates such changes shall have state approval prior to being implemented. The student has the option to enroll in the newest program at the current tuition cost for the revised program.

Upon successful completion of training, each student is awarded a completion certificate, showing the title of the program and that the training was satisfactorily completed. No certificate will be issued until all tuition, parts, and tool accounts have been paid in full.

NLC does not guarantee employment. However, a diligent effort shall be made by NLC to assist graduates with employment within their field of study.

The student understands and agrees to abide by all the rules of conduct and appearance provided both in writing and by direction of instructors or other NLC officials. Excessive absences, failing grades, or unsatisfactory conduct or appearance may result in disciplinary action and possible dismissal or suspension from NLC.

Student agrees to accept full responsibility for tools, vehicles, and personal property on school premises. The school is not responsible for lost, damaged, or stolen property.

Students are required to attend orientation.

NLC may sell and assign its rights hereunder and the student or other financial sponsors hereby consent to such sale. Any such sale and assignment shall not relieve student of any obligation hereunder. In event of sale, the stated refund policy of the institute shall remain in effect.

If you leave school, under any circumstance, with a balance due, the outstanding balance must be paid within forty-five (45) days of your last date of attendance. In the event of a default, the student and/or parents or legal guardian promises to pay any late fees incurred and collection costs including attorney and/or collection agency fees. The student and/or parents or legal guardian promises to pay any additional sums, including, but not limited to, court costs or additional sums awarded by the courts.

Default is defined as an account that is more than 90 days (3 monthly payments) past due (sooner in certain individual circumstances.) Any returned checks will incur a \$30 return check fee.

### **Student Request and Complaint Procedure**

Students with requests or complaints relating to classroom matters must first discuss them with one of their instructors. Unresolved requests or complaints must be directed to the Campus Training Manager. If the response or solution is not satisfactory to the student, the student must submit a written appeal letter to:

President of Campus Operations  
Attn: Registrar's Office  
7600 S Meridian Rd.  
Meridian, ID 83642

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints considered by the Commission must be in the written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

#### **Please direct all inquiries to:**

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
703.247.4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Admissions Department.

### **Student Record Retention**

Northwest Lineman College will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained indefinitely.

#### **Student records shall be retrievable by student name and shall contain all of the following applicable information:**

- Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution.
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.
- Copies of all tests given to the student before admission.
- Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation.
- A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student.
- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency.
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent.
- Copies of any official advisory notices or warnings regarding the student's progress; and complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint. The institution shall maintain records of student attendance.

### Faculty Qualifications

Faculty members at the School Director level must have at least two of the following qualifications:

1. An earned baccalaureate degree.
2. At least one year of actual administrative or supervisory experience.
3. At least two years of applied work experience in training or education.

Faculty members at the Training Manager level must have at least three of the following qualifications:

1. At least two years teaching experience in a specific field for which training is offered.
2. At least two years employment as a supervisor in a specific field for which training is offered.
3. A relevant baccalaureate degree.
4. At least two years related work experience in a field for which training is offered.
5. Experience in designing, managing, and supervising instructional programs.

Faculty members at the Training Specialist level must meet the following requirements:

1. At least four years of applied work experience in the linework trade.
2. At least two years experience training apprentice linemen in the classroom or in the field.
3. Successful completion of a Lineman Apprenticeship recognized by the U.S. Department of Labor's Bureau of Apprenticeship and Training Department.
4. Successful completion of formalized instruction in training or education. The college may provide this training.

### Instructional Language

- Northwest Lineman College – Idaho does admit international students at this time.
- Northwest Lineman College is an English-speaking facility and all instruction is conducted in the English language.
- Northwest Lineman College does not offer English as a second language (ESL) instruction.

### Official Transcripts/Documents

Graduates will receive official transcripts upon graduation at no cost. Official transcripts thereafter may be obtained by submitting a written and signed request and a fee as follows: \$5.00 for one official transcript or bulk order (all copies requested on the same request form), five official transcripts for \$15.00, or 10 for \$25.00. The request should include the date, the number of transcript copies needed, the name and address of where the transcript(s) should be sent, and a signature. The request may be faxed or mailed to the college. Forms are available through NLC. Unofficial transcripts may be obtained free of charge.

Graduates also receive official Certificates of Completion and Competency Cards upon graduation at no cost. Certificate and competency card replacements are \$25.00 each for each replacement occurrence.

# PROGRAM COMPLETION AND GRADUATE EMPLOYMENT DISCLOSURES

Northwest Lineman College is committed to providing potential students and their families with accurate program information in compliance with State and Accrediting Agency regulations. As an ACCSC accredited institution, Northwest Lineman College is required to disclose graduate employment statistics. This information is listed below in an easy to read format with all required information included.

## Electrical Lineworker Program Completion Rate: Meridian, ID

Program name	Campus	Students who started the program	Students available for graduation <sup>1</sup>	Graduates	Completion rate
Electrical Lineworker Program	Meridian, ID	342	338	288	85%

## Electrical Lineworker Program Graduate Employment Rate: Meridian, ID

Program name	Campus	Graduates	Graduates available for employment <sup>2</sup>	Graduates employed in the trade	Graduate employment rate
Electrical Lineworker Program	Meridian, ID	288	281	219	78%

## Electrical Lineworker Program Completion Rate: Oroville, CA

Program name	Campus	Students who started the program	Students available for graduation <sup>1</sup>	Graduates	Completion rate
Electrical Lineworker Program	Oroville, CA	323	321	309	96%

## Electrical Lineworker Program Graduate Employment Rate: Oroville, CA

Program name	Campus	Graduates	Graduates available for employment <sup>2</sup>	Graduates employed in the trade	Graduate employment rate
Electrical Lineworker Program	Oroville, CA	309	308	249	81%

## Electrical Lineworker Program Completion Rate: Denton, TX

Program name	Campus	Students who started the program	Students available for graduation <sup>1</sup>	Graduates	Completion rate
Electrical Lineworker Program	Denton, TX	82	82	77	94%

## Electrical Lineworker Program Graduate Employment Rate: Denton, TX

Program name	Campus	Graduates	Graduates available for employment <sup>2</sup>	Graduates employed in the trade	Graduate employment rate
Electrical Lineworker Program	Denton, TX	77	77	70	91%

<sup>1</sup> Students available for graduation is the number of students who started the program minus any students that become incarcerated or called to active military duty, are international students that leave the United States, or are continuing their education in an accredited institution.

<sup>2</sup> Graduates available for employment is the number of graduates minus any graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited postsecondary institution.

All numbers are disclosed as reported to ACCSC in the 2012 Annual Report plus any employment status updates received after November 1, 2012.

Report time frame: The number of graduates between 10/1/2010 and 9/30/2011 for the program.

Percentage of Graduates Employed: ACCSC outcomes are calculated by program length, and by tracking start cohorts from their start date through graduation. Employment is calculated by taking the total graduates placed in the field, divided by the total number of graduates minus graduates waived for employment because of continuing education, military, health, incarceration, foreign students or death. Time frame: To determine the cohort date range, the ACCSC calculation counts backwards from the report date (July 1) as follows: program length times 150 percent plus 3 months for employment activity.



[www.lineman.edu](http://www.lineman.edu)

Northwest Lineman College Main Campus  
7600 S Meridian Road, Meridian, ID 83642  
(p) 208.888.4817 (f) 208.888.4275



**Submitting your application is as easy as...**

**One...**

Complete each page of this application and attach documentation as required. Each page is a step towards success!

**Two...**

Pay your application and lab fee. Credit card, money order, check accepted.

**Three...**

Send in your application!



**Northwest Lineman College**

Main Campus - Meridian, Idaho

**The Benchmark Standard of Training®**

**ELECTRICAL LINEMAN PROGRAM**  
**2013-2014 APPLICATION PACKAGE**

Published and Effective June 5, 2013



<b>Personal Information</b>	Name		Date	
	Mailing Address		City	
	State	Zip	E-mail Address	
	Social Security #		Date of Birth	
	Phone (home)		Phone (cell)	
	Emergency Contact		Relationship to Student	
	Emergency Contact Phone		Emergency Contact E-mail Address	
	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female  <b>Are you a veteran of the Armed Forces?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please complete Step 4B</i>		<b>Ethnic Origin*</b> ( <i>check all that apply</i> ):  <input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other:	
<b>Enrollment</b>	<b>Select the term for which you are applying:</b> <input type="checkbox"/> <b>Fall Term 2013:</b> September 3, 2013 – December 20, 2013 <input type="checkbox"/> <b>Spring Term 2014:</b> January 6, 2014 – April 18, 2014 <input type="checkbox"/> <b>Summer Term 2014:</b> May 5, 2014 – August 15, 2014			
<b>Education</b>	Name of High School		City	State
	<b>Did you/will you Graduate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		Month and Year of Graduation	
	<b>If no, do you hold a GED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<b>Previous College Experience</b> ( <i>list, if applicable</i> ):			
<b>Additional Information</b>	<b>Have you applied to NLC previously?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, what campus/term:</i>			
	<b>How did you hear about NLC?</b> <input type="checkbox"/> NLC Graduate <input type="checkbox"/> High School or Employment Counselor <input type="checkbox"/> Friend in the Trade <input type="checkbox"/> Family in the Trade <input type="checkbox"/> Internet <input type="checkbox"/> Billboard <input type="checkbox"/> Other:			
	<b>Are you willing to relocate outside your state for employment opportunities?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<b>Would you like to be contacted by a third party regarding housing?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<b>Please indicate your shirt size:</b> <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> 2XL			
	<b>Please indicate your glove size:</b> <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL			
	<b>Will you be purchasing a climbing belt and/or boots at Northwest Lineman College?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<b>If yes, indicate sizes for climbing belt and/or boots:</b>		Boot Size	Foot Width (example: D, E, EE)

\* Northwest Lineman College bases decisions pertaining to enrollment, education, and employment of individuals upon their ability, character, and experience while seeking to attract persons of diverse backgrounds. Northwest Lineman College does not discriminate in enrollment, education, or employment on the basis of race, religion, color, disability, veteran status, national origin, sex, sexual orientation, age or any other category protected by applicable state or federal law.



## Verification of High School Graduation or Equivalency

Northwest Lineman College must verify your high school graduation or equivalency. Please contact your high school to request an official sealed transcript. Copies of high school diplomas will not be accepted. If at the time you submit your application, you have not yet graduated high school, you may submit an official sealed copy of a current progress report – prior to starting class you must provide an official sealed copy of your transcript.

GED certificates are accepted if transcripts are not issued by the state where the GED was obtained.

### 1. High School Transcript

*Please check one:*

- Official sealed transcript is attached: see right
- High school is sending transcript directly to NLC. I requested them on (date):  
\_\_\_\_\_
- Copy of GED certificate/transcript is attached: see right
- Official sealed progress report is attached: see right



**ATTACH**

*Official sealed high school transcript*

*or*

*Copy of GED certificate/transcript*

### 2. Additional Post-Secondary Transcript (Not Required)

*Please check if applicable:*

- Most current college/trade school transcript is attached or is being sent directly to NLC



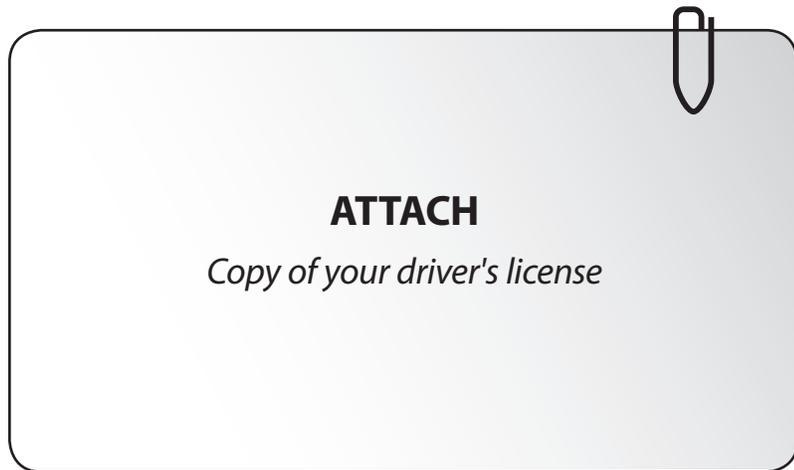
**Copy of Driver's License**

**Northwest Lineman College requires that all students enrolled in the Electrical Lineworker Program possess a valid driver's license. Please attach a photocopy of current driver's license.**

During the term you will be required to obtain a Class A commercial driver's license (CDL) in the State of Idaho with airbrake endorsement unless you already hold your CDL. Specific driving infractions and other factors may prohibit a person from obtaining their CDL. **NLC requires that the student determine whether or not he/she is eligible to obtain a CDL in the State of Idaho prior to enrolling.** If you have questions concerning your eligibility please contact your local DMV.

I, \_\_\_\_\_, verify that I currently possess a valid driver's license and I am eligible to obtain the Class A Commercial Driver's License (CDL) in the State of Idaho.

I have included a copy of my driver's license (required for application processing).



 \_\_\_\_\_ Date \_\_\_\_\_

Student Signature

Date



## Step 4A—Medical Coverage

**Northwest Lineman College requires that all students enrolled in the Electrical Lineworker Program possess medical coverage during the entire term for which they are enrolled. Proof of medical coverage is not required to be submitted with this application, but will be required in the form of a valid certificate of medical coverage prior to the start of the term for which the student is applying. Details will be made available in the acceptance letter.**

I, \_\_\_\_\_, understand that I am responsible for providing my own medical coverage while attending the Electrical Lineworker Program. Coverage must be in force during the entire term for which I am enrolled. I further understand that if I injure myself at any time during the course of my training, NLC does not provide medical coverage for associated medical expenses.



Student Signature

Date

If you do not currently have medical coverage, contact a medical coverage provider and ask about **short-term medical coverage** programs. Most providers offer this type of coverage for very reasonable rates.

Myriad Benefits and Alternatives has provided short-term coverage to many ELP students. If you would like additional information, please contact Derek Stephenson at 1-800-237-6107 or 208-343-6107.

## Step 4B—Veteran Funding Information

If you plan to use the GI Bill, please provide the following with your application:

- DD 214**
- Certificate of Eligibility**
- Post-Secondary College Transcript (required if student has received Post-Secondary Education)**

*In order to ensure timely receipt of veteran funding, please include all required documentation listed above.*



**Medical Release: Pre-participation Physical Examination**

To be completed by a licensed medical professional. This evaluation is only to determine readiness for strenuous training. It should not be used as a substitute for regular health maintenance examinations.

Each applicant must submit a certificate signed by a licensed physician and surgeon, osteopathic physician and surgeon, osteopath, advanced registered nurse practitioner (ARNP), or physician's assistant to the effect that the applicant has been examined and may safely engage in athletic and strenuous activity. This certificate of physical examination is valid for the purposes of this rule for one (1) calendar year. A grace period, not to exceed 30 days, is allowed for expired certifications of physical examination.

Name \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_

Pulse \_\_\_\_\_ BP \_\_\_\_\_

Vision: R /20/ \_\_\_\_\_ L /20/ \_\_\_\_\_

	Normal	Abnormal Findings	Initials
Appearance (esp Marfan's)			
Eyes/Ears/Nose/Throat			
Mouth and Teeth			
Neck			
Lymph Nodes			
Heart (standing & lying)			
Pulses (esp Femoral)			
Chest and Lungs			
Abdomen			
Skin			
Genitals - Hernia			
Neurological			
Musculoskeletal - ROM, strength, etc.			
Concussion, unconsciousness			
Vision - left eye			
Vision - right eye			
Comments regarding abnormal findings:			

**Participation Recommendations**

- Full and unlimited participation to include:**
  - Lift and carry up to 75 pounds.
  - Climb poles, structures, ladders, and work in elevated positions.
  - Perform work activities involving combinations of kneeling, pushing, pulling, climbing, bending, standing, and walking for prolonged periods of time.
  - Perform work activities in various weather conditions including extreme hot and cold conditions.

**Limited participation** Please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Licensed Medical Professional's Name (please print)



\_\_\_\_\_  
 Licensed Medical Professional's Signature

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Date

**ATTACH**

*Copy of the medical professional's business card or medical practice business card*



## Legal Documents

**Steps 6A and 6B are standard legal documents, so don't be intimidated. Read thoroughly and follow the directions.**

### Release and Waiver of Liability and Indemnity Agreement

In consideration of being permitted to enter any Grid Training Corporation, an Idaho corporation, ("Grid Training") doing business as Northwest Lineman College ("NLC") premises for any purpose, including, but not limited to participating in the Electrical Lineworker Program ("ELP"), use of NLC facilities or equipment, or participation in any way in the ELP, the undersigned hereby acknowledges, the existence of the dangerous nature associated with ELP and that the undersigned represents to NLC that he or she has no physical, mental, medical or other condition that makes the undersigned not suited for such activities.

In further consideration of being permitted to enter any NLC premises for any purpose including, but not limited to training, use of facilities or equipment, or participation in the ELP, the undersigned agrees to the following:

1. The undersigned hereby releases, waives, discharges and promises not to hold liable Grid Training, its owners, agents, or employees (hereinafter referred to as "Releasees") from any and all liability for any loss, damage, claims or demands of whatever nature on account of injury to the undersigned or the undersigned's property, including, but not limited to death of the undersigned, whether caused by the negligence of the Releasees or otherwise, while the undersigned in, upon, or about the NLC premises or any facilities or equipment, therein.
2. The undersigned hereby agrees to indemnify, save and hold harmless the Releasees from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about NLC premises or in any way associated with training, observing or using any facilities or equipment of NLC whether caused by the negligence of the Releasees or otherwise.
3. The Undersigned assumes full responsibility for the risk of bodily injury, death or property damage due to the negligence of Releasees or otherwise while in, about or upon the premises of NLC and/or while using the NLC premises or any facilities or equipment hereon.

The Undersigned represents to NLC that he/she is in acceptable health and physical shape to utilize the facilities and /or training offered at NLC, including the ELP.

The Undersigned hereby acknowledges that Northwest Lineman College requires participants in the ELP to obtain adequate health insurance prior to beginning such training, and the undersigned has obtained or will obtain such insurance prior to participating in the ELP. The Undersigned acknowledges by signing this document that should the undersigned forego the requirements of Northwest Lineman College to obtain adequate health insurance, that the undersigned will be fully responsible for any and all medical costs associated with any injuries or conditions incurred by the undersigned while on NLC premises or participating in the ELP. The undersigned shall hold NLC harmless against any such claim for medical costs.

The Undersigned further expressly agrees that the foregoing Release, Waiver and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Idaho and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The Undersigned has read and voluntarily signs the Release and Waiver of Liability and Indemnity Agreement, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

\_\_\_\_\_  
Name of Applicant (please print)



\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of College Official

\_\_\_\_\_  
Date



## Legal Documents

Continued...

### Agreement to Binding Arbitration and Waiver of Jury Trial

I agree that any dispute arising from my enrollment at Grid Training Corporation, an Idaho corporation, ("Grid Training") doing business as Northwest Lineman College ("NLC"), no matter how described, pleaded or styled, shall be resolved by binding arbitration under the substantive and procedural requirements of the Federal Arbitration Act, by a single arbitrator, conducted by the American Arbitration Association ("AAA") at California, under its Commercial Rules. All determinations as to the scope, enforceability and effect of this arbitration agreement shall be decided by the arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

#### Terms of Arbitration

1. Both Student and the College irrevocably agree that any dispute between them shall be submitted to Arbitration.
2. Neither the Student nor the College shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement.
3. The costs of the arbitration filing fee, arbitrator's compensation and facilities fees will be paid by the College, to the extent these fees are greater than a District Court filing fee.
4. The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.
5. Any remedy available from a court under the law shall be available in the arbitration.

#### Procedure for Filing an Arbitration

1. Students are strongly encouraged, but not required, to utilize the Student Request and Compliant Procedure described in the Catalog, prior to filing an arbitration.
2. A student desiring to file an Arbitration should first contact the College Director, who will provide the student with a copy of the AAA Commercial Rules. A Student desiring to file an arbitration should then contact the American Arbitration Association at California, which will provide the appropriate forms and detailed instructions. The Student should bring this form to AAA.
3. A student may, but need not, be represented by an attorney at the Arbitration.

#### Acknowledgement of Waiver of Jury Trial and Availability of AAA Rules

*By my signature below, I acknowledge that I understand that both the College and I are irrevocably waiving rights to a trial by jury, and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. I understand that the award of the arbitrator will be binding, and not merely advisory.*

*I also acknowledge that I may at any time, before or after my admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from the College Registrar.*

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Name of Applicant (please print)




---

Student Signature

---

Date

---

Signature of College Official

---

Date



**Application Fee and Lab Fee**

**Application fee** ..... \$50.00

**Lab fee\***

See discount table below and indicate the amount included with this application .....  \$550.00    \$600.00    \$625.00    \$650.00

**Total due with application** ..... Write applicable lab fee from above \$ \_\_\_\_\_

+ \$50.00 Application fee

Write total amount included with this application here = \$ \_\_\_\_\_

The application fee and lab fee must be included for application processing.

\*Lab fee is not processed until the application is reviewed and accepted. After acceptance, the lab fee is refundable through the cancellation period outlined in the back of the catalog.

**Please choose one of the following:**

Visa    Mastercard    American Express    Discover

**Check, Cashier's Check or Money Order (preferred)**

Attached is my check, cashiers check, or money order for the lab fee.

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVC Code \_\_\_\_\_

**Credit Card**

Please charge my credit card for the lab fee.

Cardholder Name \_\_\_\_\_



Cardholder Signature \_\_\_\_\_



**Early Bird Application Discounts!**

If your application is postmarked by the dates listed below you will receive the specified discount from your lab fee.

Discounted fee	Fall '13	Spring '14	Summer '14
	Discount Postmark Deadline		
<b>90+ day \$550.00</b>	6/5/13	10/7/13	2/3/14
<b>60-89 day \$600.00</b>	7/5/13	11/6/13	3/5/14
<b>30-59 day \$625.00</b>	8/5/13	12/6/13	4/4/14

29 days or fewer no discount

**ATTACH**  
*Check or money order*



## Final Signature

**Please use the following checklist to ensure that you have completed all necessary requirements:**

- Step 1: Personal Information Sections
- Step 2: Verification of high school graduation – You must be a high school graduate or hold a GED
- Step 3: Copy of Driver’s License – You must possess a valid driver’s license
- Step 4A: Medical Coverage Disclosure
- Step 4B: Veteran Funding Information (complete only if using GI Bill)
- Step 5: Medical Release
- Step 6A & 6B: Legal Documents (2 pages)
- Step 7: Application & Lab Fee
- Step 8: Final Signature

**Please submit your completed enrollment application, application fee and lab fee to:**

Northwest Lineman College, Admissions Department  
2009 Challenger Ave, Oroville, CA 95965

*Your complete application will be accepted in the order in which it is received as space is available. Your Enrollment Agreement package will be mailed to you within 7-10 business days after receiving and processing your complete application.*

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## Final Signature - Required for application processing

*Applicant signature validating information made within this application*



Student Signature

Date