



College of Instrument Technology / Heavy Equipment Driver

17156 Bellflower Blvd., Bellflower, CA 90706 (562) 925-1785 Fax: (562) 925-5855 www.HEDcollege.com

CIT CATALOG ADDENDUM

Effective August 24, 2023

Pages: 12-13,30-31, 35, 44 and 59

4th Catalog Amendment to CIT Catalog 2023 - 2025

Page 12 – Course Descriptions

From: HED 110: Heavy Equipment Operator Truck Driver Level 1

Course hours: 240 hours; Course length: 10 weeks; Course Modules: 93 modules.

To: HED 110: Heavy Equipment Operator Truck Driver Level 1

Course hours: 285 hours; Course length: 12 weeks; Course Modules: 93 modules.

From: HED 115: Heavy Equipment Operator Truck Driver Level 1 + Bus

Course hours: 270 hours; Course length: 11 weeks; Course Modules: 100 modules.

To: HED 115: Heavy Equipment Operator Truck Driver Level 1 + Bus

Course hours: 315 hours; Course length: 13 weeks; Course Modules: 100 modules.

Page 13 – Course Descriptions

From: HED 120: Heavy Equipment Operator Truck Driver Level 2

Course hours: 276 hours; Course length: 12 weeks; Course Modules: 100 modules.

To: HED 120: Heavy Equipment Operator Truck Driver Level 2

Course hours: 300 hours; Course length: 13 weeks; Course Modules: 100 modules.

From: HED 125: Heavy Equipment Operator Truck Driver Level 2 + Bus

Course hours: 306 hours; Course length: 13 weeks; Course Modules: 107 modules.

To: HED 125: Heavy Equipment Operator Truck Driver Level 2 + Bus

Course hours: 330 hours; Course length: 14 weeks; Course Modules: 107 modules.

From: HED 130: Heavy Equipment Operator Truck Driver Level 3

Course hours: 294 hours; Course length: 13 weeks; Course Modules: 107 modules.

To: HED 130: Heavy Equipment Operator Truck Driver Level 3

Course hours: 315 hours; Course length: 14 weeks; Course Modules: 107 modules.

From: HED 135: Heavy Equipment Operator Truck Driver Level 3 + Bus

Course hours: 324 hours; Course length: 14 weeks; Course Modules: 114 modules.

To: HED 135: Heavy Equipment Operator Truck Driver Level 3 + Bus

Course hours: 345 hours; Course length: 15 weeks; Course Modules: 114 modules.



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Page 30-31

Chart to reflect changes in course hours listed on Page 12 and Page 13.

A detailed breakdown of fees charged were identified and separated from the tuition charge for each program.

Page 35 - Satisfactory Progress

From:

You must make satisfactory progress toward completion of the program in which you are enrolled. Satisfactory progress is the ongoing demonstration that you are completing training at a rate that will allow you to graduate with the approved length of the program. Progress will be monitored by your instructors.

If your progress is not satisfactory in any school measured portion of the program, you will be notified to such and placed on probation for 30 days, at which time your progress will again be evaluated. If satisfactory improvement is not made by the end of this probationary period, you may be terminated from training.

Veteran Students Using VA Education Benefits Please Note: Your academic progress will be verified by the school's VA Certifying Officer, and lack of satisfactory progress may disrupt receiving veterans' benefits. Further, the VA will only pay for standard hours in the approved program of study. Once you have completed the standard hours in this program, your benefits will cease. This is true regardless of your remaining educational benefit entitlement.

To:

You must make satisfactory progress toward completion of the program in which you are enrolled. Satisfactory progress is the ongoing demonstration that you are completing training at a rate that will allow you to graduate with the approved length of the program. Progress will be monitored by your instructors.

If your progress is not satisfactory in any school measured portion of the program, you will be notified to such and placed on probation for 30 days, at which time your progress will again be evaluated. **If satisfactory improvement is not made by the end of this probationary period, the student studies will be interrupted and the V.A. or other guarantor will be promptly notified.**

Veteran Students Using VA Education Benefits Please Note: Your academic progress will be verified by the school's VA Certifying Officer, and lack of satisfactory progress may disrupt receiving veterans' benefits. Further, the VA will only pay for standard hours in the approved program of study. Once you have completed the standard hours in this program, your benefits will cease. This is true regardless of your remaining educational benefit entitlement.



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Page 44 – Attendance, Absences, Tardiness, Withdrawals, Re-Entry

From:

DISMISSAL - Students are subject to dismissal if, after they have been on probation for 1-2 consecutive months, their attendance/unexcused absences do not improve.

To:

DISMISSAL - Students are subject to dismissal if, after they have been on probation for 1 month, their attendance/unexcused absences do not improve.

Page 44 – Attendance, Absences, Tardiness, Withdrawals, Re-Entry

From:

LEAVE OF ABSENCE requested in writing will be considered, and such leave may be granted to students at the discretion of the School Director.

Students receiving VA educational benefits may take a school approved LOA, but this will interrupt VA Educational benefits during the leave.

To:

LEAVE OF ABSENCE requested in writing will be considered, and such leave may be granted to students at the discretion of the School Director. Enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces. No negative marks or grades will apply. Further, CIT accommodates short absences for such services in the Armed Forces. Service members shall supply a copy of their "Military orders" to CIT for proper accommodations.

Page 44 – Attendance, Absences, Tardiness, Withdrawals, Re-Entry

The following verbiage was added to the catalog:

CLASSROOM BREAKS - A 10 minute school scheduled break will be available to students for every hour of classroom instruction.

Page 59 – Transfer of Credit Experiential Learning Credit

The following paragraph was added to page 59 in bold font, between paragraphs 3 and 5:

All Title 38 beneficiaries must submit all prior transcripts and JSTs for credit evaluation by CIT.



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Pages 10, 11 and 14 – Course Descriptions

The following course schedules will be added to their respective course descriptions in the next published catalog:

Student Course Schedule for HED100:

Week 1 and Week 2 Schedule: (33 hours per week)

- Monday -Friday 8:00am–4:00pm;
 - Location: Bellflower Classroom;
 - Course Modules
 - Entry Level Driver theory

Breaks: one 10-minute break per hour of training; 30-minute lunch.

Week 3 and Week 4 Schedule: (33 hours per week)

- Monday-Thursday 7:00am–3:30 pm
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on Trucking Modules
- Friday 8:00am –4:00pm;
 - Location: Bellflower Classroom;
 - Course Modules
 - OSHA Modules

All Locations: Breaks: one 10-minute break per hour of training; 30-minute lunch.

Week 5 – Week 10: 18 hours per week

- Students will be assigned either schedule A or Schedule B (see details below) depending on their start date, and may be subject to change with advanced notice by school. Both schedules A and B require students to end training 18 hours per week for weeks 5-20.
- Friday schedule will be for the Bellflower L2 Fridays of the 20 week program will be at the training yard for specialized training: Dump truck Training, Load & Tie Down Training, Doubles Training, etc. Time of the training will not change, students will be notified of the location change, a minimum of one week prior to the scheduled specialized training (depending on equipment availability and weather).
- Students will receive one 10-minute break every hour of training.



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SCHEDULE A

Weeks 5 – 10: 18 hours per week

- Monday-Thursday: 7:00am –11:30am
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on trucking
- Friday: 8:00am-2:00pm
 - Location: Bellflower Classroom;
 - Course Modules
 - OSHA Modules

SCHEDULE B

Weeks 5 – 10: 18 hours per week

- Monday-Thursday: 11:00am –3:30pm
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on trucking
- Friday: 8:00am-2:00pm
 - Location: Bellflower Classroom;
 - Course Modules
 - OSHA Modules

Student Course Schedule for HED105:

Follows the exact course schedule as HED100 with the addition of the following hours:

Week 1 thru Week 4:

- Friday 2:00pm –5:00pm;
 - Location: Bellflower Classroom;
 - Course Modules
 - Passenger ELDT Theory
 - Passenger safety

Week 11:

- Monday-Thursday: 7:00am –12:30pm
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on Bus Training



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Student Course Schedule for HED150:

Week 1 and Week 2 Schedule: (33 hours per week)

- Monday -Friday 8:00am –4:00pm;
 - Location: Bellflower Classroom;
 - Course Modules
 - Entry Level Driver theory

Breaks: 1-10 minute break per hour of training; 30 minute lunch.

Week 3 and Week 4 Schedule: (33 hours per week)

- Monday-Thursday 7:00am–3:30 pm
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on Trucking Modules
 - Hands-on Heavy Equipment Orientation and Safety Briefing
- Friday 8:00am–4:00pm;
 - Location: Bellflower Classroom;
 - Course Modules
 - Heavy Equipment Safety Modules

All Locations: Breaks: one 10-minute break per hour of training; 30-minute lunch.

Week 5 – Week 20: 18 hours per week

- Students will be assigned either schedule A or Schedule B (see details below) depending on their start date, and may be subject to change with advanced notice by school. Both schedules A and B require students to attend training 18 hours per week for weeks 5-20.
- Friday schedule will be for the Bellflower Location – except 5 Fridays of the 20 week program will be at the training yard for specialized training: Dump truck Training, Load & Tie Down Training, Doubles Training, etc. Time of the training will not change, students will be notified of the location change, a minimum of one week prior to the scheduled specialized training (depending on equipment availability and weather).
- Students will receive one 10-minute break every hour of training.



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HED150 SCHEDULE A

Weeks 5 – 10: 18 hours per week

- Monday-Tuesday: 7:00am –11:30am
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on Heavy Equipment
- Wednesday-Thursday: 7:00am-11:30am
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on trucking
- Friday: 8:00am-2:00pm
 - Location: Bellflower Classroom;
 - Course Modules
 - OSHA Modules
- Weeks 11-20:
 - Monday- 7:00am –11:30am
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on Heavy Equipment
 - Tuesday- 7:00am –11:30am
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on Trucking
 - Wednesday-Thursday: 7:00am-11:30am
 - Location: Cherry Hands-on Yard
 - Course Modules
 - Hands-on Crane
 - Crane Safety, Crane Theory
 - Friday: 8:00am-2:00pm
 - Location: Bellflower Classroom;
 - Course Modules
 - OSHA Modules



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HED150 SCHEDULE B

Weeks 5 – 10: 18 hours per week

- Monday-Tuesday: 11:00am –3:30pm
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on Heavy Equipment
- Wednesday-Thursday: 11:00am –3:30pm
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on trucking
- Friday: 8:00am-2:00pm
 - Location: Bellflower Classroom;
 - Course Modules
 - OSHA Modules
- Weeks 11-20:
 - Monday- 11:00am –3:30pm
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on Heavy Equipment
 - Tuesday- 11:00am –3:30pm
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on Trucking
 - Wednesday-Thursday: 11:00am –3:30pm
 - Location: Cherry Hands-on Yard
 - Course Modules
 - Hands-on Crane
 - Crane Safety, Crane Theory
 - Friday: 8:00am-2:00pm
 - Location: Bellflower Classroom;
 - Course Modules
 - OSHA Modules



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Student Course Schedule for HED155:

Follows the exact course schedule as HED150 with the addition of the following hours:

Week 1 thru Week 4:

- Friday 2:00pm–5:00pm;
 - Location: Bellflower Classroom;
 - Course Modules
 - Passenger ELDT Theory
 - Passenger safety

Week 21:

- Monday-Thursday: 7:00am–12:30pm
 - Location: St Louis Hands-on Yard
 - Course Modules
 - Hands-on Bus Training

Pages 12-14

The following location addresses will be added to the course descriptions, as applicable:

Location Addresses:

- Bellflower Classroom: 17156 Bellflower Blvd, Bellflower, CA 90706
- St Louis Hands-on Yard: 3199 St. Louis Ave, Long Beach, CA 90806
- Cherry Hands-on Yard: 6701 Cherry Ave, Long Beach, CA 90805