



## College of Instrument Technology / Heavy Equipment Driver

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

### ONLINE ORIENTATION INSTRUCTIONS (9/29/20)

1. Please visit our website: **www.HEDcollege.com**
2. Click on **ORIENTATION ONLINE** and follow instructions.
3. **ORIENTATION ONLINE** page displays:
  - a. Orientation Video;
  - b. 3 EASY STEPS TO GET STARTED;
  - c. Email address and fax number for submitting the orientation form;
  - d. CIT-HED Orientation book (flyers with information regarding our training programs and drug policy);
  - e. CIT-HED Orientation Sheet to be downloaded, filled, and submitted to CIT;
  - f. **Link** to tuition funding sources: [www.careeronestop.org](http://www.careeronestop.org)
4. View the Orientation Video for information regarding our school training programs. Watch for and write down the 4-digit VIDEO CODE provided.
5. Download and fill out the Orientation Sheet, answering all questions thoroughly. Include the VIDEO CODE. If something does not apply to you, You may write N/A.
6. Click on the funding information link: [www.careeronestop.org](http://www.careeronestop.org) and enter your zip code in the search box.
  - a. You will see a list of local work sources to contact. Call several of them and ask if tuition funding is available before making an appointment with them. If you qualify, the work source may pay for your entire training program.
7. You can either print & handwrite your info, take a picture with your phone and email it back or you can use a free text editing program such as “Adobe Fill and Sign Form Filler” and then fax or email it to us:
  - a. Fax: 562/925-5855
  - b. Email: [Office@HEDCollege.com](mailto:Office@HEDCollege.com)
8. Upon receipt, we will contact you to schedule an in-person orientation and a 12-minute entrance exam to determine your eligibility for acceptance into one of our training programs that might benefit you.

**Good Luck and hope to see you soon!**

CIT/HED has successfully placed 90%-100% of our graduates in training related jobs since 2010

