

College of Instrument Technology / Heavy Equipment Driver

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
- 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 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 at:
 - a. Fax: 562/925-5855
 - b. Email: 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



Date ____/___

4 DIGIT VIDEO CODE:

Name			General Background Info
Т			Class: TR□ HED□ Other□
			High School Diploma GED Graduation Year:
			High School/GED Name:
	Address		Location:
	71841.000		Medical History: Diabetes□ Insulin-dependent □ MS□
			Seizures Sleep Apnea Fainting Other:
			None□ Taking Prescription Meds?□ (May need doctor's clearance)
	City, State, Zip		Can You Pass: DOT Drug Test□ Physical□
			Working: □No □Fulltime □Part-time Hours:
			Laid Off: No Lay Off Letter
			Unemployment: Applied Collecting Exhausted N/A
	E-mail		Military Information
			Are you a Veteran: No□ Chapter 31□ Chapter 33□ DD214□ COE□
			Branch of service: Marines□ Air Force□ Navy□ Army□ Coast Guard□
			Honorably Discharged□ Dates of Service:
	Cell Phone Number	Home Phone Number	DMV Record
			Drivers License A□ B□ C□ How long have you had it?years
			Tickets: Suspended□
			None□
	Most Recent Employer		Accidents:
			None□
اپ			DUI's: How many Dates:
LASI NAME			None□
2	Type of Work	How did you hear about CIT?	Stick Shift□ HAZ□ TWIC□ RSO□
≤			Felonies□: Misdemeanors□:
			Conviction Dates:
			Prison Dates:
	Funding Source/City	Post Ed. Goals?	Citizenship/Immigration
			Citizenship/Immigration Docs (Birth/Naturalization, Passport, etc)□
			Proof of CA Residency (utility bill, insur.docs, etc. w/ name/address)□
			Can vou locate Social Security Card? Yes□No□
	Case Worker/Phone Number	lah Laada2	
	Case Worker/Friorie Number	Job Leads?	Fact Sheet HED: □Catalog □ Illegal Substances Rules
			EE Score: / Staff Initials: Staff Initials:
			Staff Initials: Staff Initials:
	Additional Comments:		
Additional Comments.			
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