1 ON 1 TRUCK ACADEMY

Nirups University of Skills, doing business as 1 on 1 Truck Academy

SCHOOL CATALOG

Catalog Period: January 1, 2026 through December 31, 2026

Revised August 2026 · English Proficiency Supplement effective September 2026 · Supersedes all prior editions

PROFICIENCY-BASED TRAINING

Class A Commercial Driver License Program — 120 Clock Hours
Class B Commercial Driver License Program — 90 Clock Hours

APPROVED TO OPERATE	REGISTERED TRAINING PROVIDER	LICENSURE AUTHORITY
BPPE • SC95475858	**FMCSA • TPR**	**California DMV**
California Bureau for Private Postsecondary Education *CEC § 94909 ·5 CCR Div. 7.5*	*Entry-Level Driver Training* *49 CFR Part 380, Subparts F & G*	*Commercial Driver License Standards* *49 CFR Parts 383 & 384 ·CVC § 15250.1*

3602 West Capitol Avenue • West Sacramento, CA 95691
(916) 380-1218 · office@1on1truckacademy.com · www.1on1truckacademy.com
BPPE School Code SC95475858 · Registered, FMCSA Training Provider Registry

THE STANDARD THIS SCHOOL TRAINS TO

Proficiency, not hours.

Federal law sets no minimum number of instruction hours for Entry-Level Driver Training. What it requires is that an instructor **evaluate and document** that a student has demonstrated proficiency in every element of the curriculum. That is the standard 1 on 1 Truck Academy is built on. A student advances when the work is proficient — not when the clock says so.

Training is delivered 1 on 1 and evaluated at six gates. Each gate is scored, dated, signed, and entered in the student's permanent training record. A gate that is not passed does not open, and no student is recommended to the California DMV until every gate is closed.

1 ELDT Theory Evaluation

Written examination covering the five required theory areas. Federal minimum passing score 80 percent — **this institution requires 90 percent**. *49 CFR § 380.715(a); Appendices A and B to Part 380.*

2 Pre-Trip Inspection Evaluation

Air brake check, in-cab, and exterior inspection, performed on the truck from memory. Skills training does not begin until this is proficient. *49 CFR §§ 392.7, 396.11; § 383.113.*

3 Basic Control Skills Evaluation

Four exercises evaluated and documented individually — forward stop, straight-line backing, forward offset tracking, reverse offset backing. All four must be proficient. *California DMV OLIN 2023-06; Appendix A, Units A2.1–A2.7.*

4 Public Road Driving Evaluation

Ten hours, student and instructor alone in the truck. Documented proficiency required in vehicle controls, shifting, communications, visual search, speed and space management, safe driver behavior, and hours of service. *49 CFR § 380.715(b).*

5 Final Practical Evaluation

Administered in the format the California DMV uses for the CDL Skills Test — and **never by the instructor who trained the student**. Administered by the Chief Academic Officer, who signs the student off. *5 CCR § 71810(b)(8).*

6 Graduation Record Review

Final review of hours, evaluations, attendance, and Training Provider Registry entries before the DMV examination is scheduled. Certification is transmitted only on successful completion. *49 CFR §§ 380.717, 380.725.*

90%	4×	20 yrs
THEORY PASSING SCORE	**BEHIND-THE-WHEEL HOURS**	**MINIMUM INSTRUCTOR EXPERIENCE**
Federal floor is 80 percent 49 CFR § 380.715(a)	60 BTW hours, Class A, against a California minimum of 15 · CVC § 15250.1(b)	Federal minimum is two years 49 CFR § 380.605

What happens if proficiency is not demonstrated

A student whose program hours are exhausted without demonstrated proficiency receives a **Certificate of Attendance** rather than a Certificate of Graduation. No ELDT certification is transmitted to the Training Provider Registry, and without that certification the California DMV cannot administer the skills test or issue a commercial driver license. The institution does not certify training it has not evaluated, and does not recommend a student for examination who is not prepared to operate safely. See Section 09.

Specimen copies of the evaluation record used at each gate are reproduced in **Appendix A**, so a prospective student can see what will be assessed and recorded before enrolling. Full policy: Sections 08 and 09.

Table of Contents

01 The Institution & Required Notices · 4	16 Financial Aid & Financial Disclosures · 19
02 Mission, Purposes & Objectives · 5	17 Cancellation, Withdrawal & Refunds · 20
03 Facilities, Equipment & Learning Resources · 5	18 Attendance Policy · 22
04 Regulatory Oversight · 6	19 Enrollment Validity & Leave of Absence · 22
05 Programs of Instruction · 7	20 Progress, Probation & Dismissal · 23
06 ELDT Theory Curriculum · 9	21 Safety Rules & Zero Tolerance · 23
07 Endorsements · 10	22 Conduct & Harassment · 25
08 Behind-the-Wheel Training · 10	23 Student Services, Housing & Grievances · 25
09 Standards for Student Achievement & Graduation · 11	24 Student Records & Retention · 27
10 Licensure & DMV Requirements · 12	25 Faculty & Administration · 28
11 Admissions Policies · 13	26 Accreditation · 28
12 English Proficiency, Comprehension & Language Services · 14	27 Catalog Certification · 29
13 Transferability of Credits & Credentials · 16	A Appendix A — Specimen Student Evaluation Records · 30
14 Tuition, Fees & Total Charges · 16	B Appendix B — Regulatory Compliance Index · 34
15 Student Tuition Recovery Fund · 18	

CATALOG REVIEW NOTICE

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

How this catalog is provided

This catalog is provided to every prospective student prior to enrollment, in writing or electronically, together with the School Performance Fact Sheet for the program selected. It is delivered electronically with the enrollment documents, is available in print at the school office, and is published on the institution's website at www.1on1truckacademy.com. A printed or electronic copy is provided free of charge to any member of the public on request, by telephone at (916) 380-1218 or by email to office@1on1truckacademy.com.

Annual update

This catalog is updated annually. If changes in educational programs, educational services, procedures, or policies required to be included in this catalog by statute or regulation are implemented before the annually updated catalog is issued, those changes are reflected at the time they are made in a supplement or insert accompanying this catalog.

AUTHORITY California Education Code § 94909(a), (c) — Provision of the school catalog. 5 CCR § 71810(a) — Annual update. § 71810(b)(1) — Catalog period. CEC § 94910 — School Performance Fact Sheet.

01 The Institution & Required Notices

Institution	1 on 1 Truck Academy
Legal name	Nirups University of Skills
Address — all class sessions	3602 West Capitol Avenue, West Sacramento, CA 95691
Telephone	(916) 380-1218
Email	office@1on1truckacademy.com
Website	www.1on1truckacademy.com
BPPE School Code	SC95475858
Catalog period	January 1, 2026 through December 31, 2026

Approval to operate

1 on 1 Truck Academy is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Approval to operate does not imply any endorsement or recommendation by the State of California or by the Bureau, and does not mean the institution exceeds minimum state standards.

QUESTIONS REGARDING THIS CATALOG

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897, or (916) 574-8900 or by fax (916) 263-1897.

FILING A COMPLAINT

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

OFFICE OF STUDENT ASSISTANCE AND RELIEF

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, Option #5, or by visiting osar.bppe.ca.gov.

Bankruptcy disclosure

1 on 1 Truck Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Ownership

1 on 1 Truck Academy is owned and operated by Nirups University of Skills, a privately held California business organization. The institution is not owned by a publicly traded corporation and is not a nonprofit corporation. The school opened in 2020.

Hours of operation

The institution operates by appointment, seven days a week, from 7:00 AM to 7:00 PM. Training is scheduled individually for each student based on the availability the student provides. Appointments are arranged through the school office at (916) 380-1218.

Nondiscrimination

1 on 1 Truck Academy is committed to equal opportunity in education and training and complies with 29 CFR Part 38, Title VI of the Civil Rights Act, Title IX of the Education Amendments, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the California Fair Employment and Housing Act. The institution does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, political affiliation, citizenship, marital status, gender identity, gender expression, sexual orientation, genetic information, medical condition, veteran status, or participation in workforce-funded programs.

Students who may need reasonable accommodations to participate in training or administrative processes are encouraged to discuss their needs with school staff before enrollment. The institution will make reasonable efforts to provide accommodations that allow qualified individuals to participate, where those accommodations do not fundamentally alter the nature of the program or create an undue hardship. Students should be aware that commercial motor vehicle drivers must meet medical and safety standards established by the U.S. Department of Transportation and the FMCSA, which are required for CDL licensing and may affect eligibility to operate a commercial motor vehicle. Requests for accommodation in connection with the English Language Proficiency and Comprehension Assessment described in Section 12 are made to the Chief Academic Officer before the assessment is scheduled.

The Chief Academic Officer is designated as the institution's Equal Opportunity Officer. An individual who believes they have been subjected to discrimination may file a complaint with the institution under Section 23, with the Bureau, or with their local workforce development board.

> **AUTHORITY** CEC § 94909(a)(1) — Name, address, telephone, website. § 94909(a)(2) and § 94897(l) — Approval to operate. § 94909(a)(3)(A),(B),(C),(D) — Required notices. § 94909(a)(4) — Address where class sessions are held. § 94909(a)(12) — Bankruptcy disclosure. 29 CFR Part 38 — Equal opportunity.

02 Mission, Purposes & Objectives

The mission of 1 on 1 Truck Academy is to provide hands-on commercial driver training focused on safety, practicality, and career success. The institution trains to demonstrated proficiency rather than to a clock, delivers instruction 1 on 1, and prepares students to work safely as professional commercial drivers.

The objectives underlying each educational program offered by the institution are:

- To deliver the complete federal Entry-Level Driver Training curriculum and to document proficiency in every required element.
- To prepare each student to obtain a Commercial Learner's Permit and to pass the California DMV Commercial Driver License examination.
- To establish safe operating habits — inspection discipline, hazard awareness, and regulatory compliance — that meet the standards a motor carrier will hold the graduate to on the job.

Graduates of both programs may seek employment under Standard Occupational Classification code **53-3032, Heavy and Tractor-Trailer Truck Drivers**. Graduates of the Class B program may additionally seek employment under SOC code **53-3052, Bus Drivers, Transit and Intercity**, where the position's endorsement requirements are met.

> **AUTHORITY** 5 CCR § 70000(q),(r) and § 71810(b)(2) — Mission, purposes and objectives. 5 CCR § 74112(d)(3) — Standard Occupational Classification codes at the six-digit level.

03 Facilities, Equipment & Learning Resources

Where instruction is held

All class sessions are held at **3602 West Capitol Avenue, West Sacramento, CA 95691**. This single address is the institution's main campus and comprises the administrative office, the classroom, and the training yard and range, maintained as separate spaces at that address. Public road driving instruction is conducted on public roadways in and around West Sacramento and Sacramento, including routes used by the West Sacramento DMV. The institution has no branch campuses and no satellite locations.

Classroom

The classroom is equipped for group and individual instruction in the ELDT theory curriculum, with seating, presentation and display equipment, and the printed and digital instructional materials described below. Theory instruction is delivered as a combination of in-person classroom sessions and online coursework accessed through the institution's student portal.

Training yard and range

The training yard is a working commercial vehicle yard used for behind-the-wheel range instruction. It is laid out to accommodate the exercises tested under the California DMV modernized Basic Control Skills test — forward stop, straight-line backing, forward offset tracking, and reverse offset backing — and provides space for pre-trip inspection instruction and for coupling and uncoupling practice on live equipment.

Training vehicles

The institution provides all training vehicles. Students are not required to supply a vehicle.

- **Class A instruction** is conducted in combination vehicles — a truck tractor coupled to a semi-trailer — of the class and configuration required for the California Class A skills examination.
- **Class B instruction** is conducted in heavy straight vehicles of the class required for the California Class B skills examination.
- Training vehicles are equipped with **air brake systems**, so that students perform the full air brake check — applied air leakage test, governor cut-out, low air warning, spring brake pop-out, and tug tests — on live equipment.
- **Manual transmission** instruction is provided so that students may test for an unrestricted CDL where appropriate to their goals. Automatic transmission training is also available. A student who tests in a vehicle equipped with an automatic transmission will receive a restriction limiting them to automatic transmission vehicles.
- All range and public road training is conducted in an actual commercial motor vehicle. The institution does **not** use simulation devices to conduct behind-the-wheel training or to demonstrate proficiency, as federal law does not permit it.

Instructional materials and learning resources

Every student receives the materials required to complete the program at no additional charge. The institution sources instructional content from official government publications so that students learn from the same law and the same standard they will work under in the industry.

Resource	Description and access
California Commercial Driver Handbook	Published by the California DMV. Issued in print to each student at enrollment. Primary study reference for the knowledge tests and the skills examination.
1 on 1 Truck Academy Inspection & Skills Handbook	The institution's own handbook covering air brakes, in-cab inspection, exterior inspection, basic control skills, and public road driving. One printed copy issued to each student at the start of the relevant phase.
Federal Motor Carrier Safety Regulations	Provided as an official online reference at eCFR.gov and GovInfo.gov rather than as a printed third-party book, so students are always reading the current text.
Online ELDT course and question database	The institution's in-house theory course and practice question bank, delivered through the student portal. Accessed with credentials issued at enrollment, available at any time during enrollment.

Instructors are available during scheduled training appointments to assist students with any of these materials. Students do not need to purchase an outside study book or preparation application; everything a student is tested on comes from these materials and from their instructor. Each student receives one Inspection & Skills Handbook; replacement copies are $25.00.

> **AUTHORITY** CEC § 94909(a)(4) — Addresses where class sessions will be held. 5 CCR §§ 71735, 71810(b)(9) — Facilities, equipment and materials. 5 CCR §§ 71740, 71810(b)(10) — Library and other learning resources and student access. 49 CFR § 380.605 — Behind-the-wheel training conducted in a commercial motor vehicle. § 383.153 — Automatic transmission restriction.

04 Regulatory Oversight

Three agencies oversee this institution, and each does a different job. Every one of them can be checked independently and free of charge, without contacting the school.

California Bureau for Private Postsecondary Education

The state agency that approves this institution to operate, approves its programs and their length, and inspects it. The institution is Nirups University of Skills, doing business as 1 on 1 Truck Academy, BPPE School Code SC95475858. Verify at www.bppe.ca.gov.

Federal Motor Carrier Safety Administration

FMCSA sets the Entry-Level Driver Training curriculum every CDL school in the country must teach, and maintains the Training Provider Registry. A training provider must meet federal standards and be listed on the Registry before it trains anyone, and the DMV checks the Registry electronically before it will test a student. To be listed, a provider self-certifies under penalty of perjury that it complies with the federal training rules covering curriculum, facilities, vehicles, instructors, and applicable state requirements.

FMCSA does not accredit or certify training providers; it approves applications to be listed on the Registry, and asks that no provider describe itself as FMCSA approved or certified. The accurate term is **registered**, and that is the term this institution uses. The Registry is public and searchable at tpr.fmcsa.dot.gov/Search.

Yolo County Local Workforce Development Board

This school is located in Yolo County, and the Yolo County Local Workforce Development Board is the local authority that reviews and nominates training providers for California's Eligible Training Provider List. The list is maintained by the California Employment Development Department and administered through CalJOBS. Eligibility is judged on reported performance and must be renewed annually.

> **AUTHORITY** 49 CFR § 380.609 — Training must be obtained from a provider listed on the Training Provider Registry. WIOA Section 122 — Eligible Training Provider List operated in partnership with Local Workforce Development Boards.

05 Programs of Instruction

The institution offers two educational programs. Both are complete Entry-Level Driver Training programs delivered and evaluated by this institution. Both are proficiency-based: at every stage the student must demonstrate proficiency before advancing, and an instructor must evaluate and document that proficiency. Federal law sets no minimum number of instruction hours; the program lengths below are approved by the Bureau for Private Postsecondary Education.

Which class do you need?

Federal law divides commercial motor vehicles into three groups. The group a student intends to drive determines which CDL must be held, and therefore which program to enroll in.

- **Class A — Combination Vehicle (Group A).** Any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more, provided the gross vehicle weight rating (GVWR) of the vehicle or vehicles being towed is more than 10,000 pounds. Both parts of the test must be met. Typical vehicles: tractor-trailers, big rigs, and multi-trailer freight combinations.
- **Class B — Heavy Straight Vehicle (Group B).** Any single vehicle with a GVWR of 26,001 pounds or more, or any such vehicle towing a vehicle not exceeding 10,000 pounds GVWR. Typical vehicles: straight trucks, box trucks, dump trucks, concrete mixers, buses, and delivery vehicles.
- **Class C — Small Vehicle (Group C).** Any single vehicle, or combination of vehicles, meeting neither the Group A nor the Group B definition, but designed to transport 16 or more passengers including the driver, or used in the transportation of hazardous materials as defined in 49 CFR § 383.5. **This institution does not offer a Class C program.**

A Class A licence permits operation of Class B and Class C vehicles, and a Class B licence permits operation of Class C vehicles, in each case provided the driver holds any endorsement those vehicles require. A driver who holds a Class B and later wishes to drive combination vehicles must retake and pass all related knowledge and skills tests for Group A.

	Class A Commercial Driver License Program	Class B Commercial Driver License Program
Federal vehicle group	Group A — Combination Vehicle	Group B — Heavy Straight Vehicle
Weight test	GCWR 26,001 lbs or more, towed unit over 10,000 lbs GVWR	Single vehicle GVWR 26,001 lbs or more, towing not more than 10,000 lbs
Typical vehicles	Tractor-trailers, big rigs, multi-trailer freight	Straight trucks, box trucks, dump trucks, buses, delivery vehicles
ELDT theory, permit preparation and endorsement training	60 clock hours	40 clock hours

Range and yard skills — inspection, backing, maneuvers	50 clock hours	40 clock hours
Public road driving	10 clock hours	10 clock hours
Total program length	**120 clock hours**	**90 clock hours**
Estimated completion time	Approximately 4 weeks	Approximately 4 weeks
Credential awarded	Certificate of Graduation / Certificate of Attendance, and transcript	Certificate of Graduation / Certificate of Attendance, and transcript
Total charges	$7,500.00	$7,500.00

Estimated completion time is an estimate only. Calendar duration varies with the student's scheduled availability, rate of demonstrated proficiency, attendance, and California DMV examination availability, which the institution does not control.

Requirements for completion

To complete either program and graduate, a student must:

1. Complete the full ELDT theory curriculum and pass the **Final ELDT Theory Examination**. Federal law sets the passing score at a minimum of 80 percent; **this institution requires 90 percent**.
2. Complete the endorsement decision — either endorsement training, or a signed waiver on file — before skills training begins.
3. Demonstrate and have documented proficiency in the pre-trip inspection, in each of the four basic control skills exercises, and in public road driving.
4. Pass the **Final Practical Evaluation**, administered by the Chief Academic Officer.
5. Complete the total clock hours for the program: 120 hours for Class A, 90 hours for Class B.

Licence restrictions — read before choosing a test vehicle

The vehicle a student takes the DMV skills examination in determines the restrictions printed on the licence. A student who tests in a vehicle with an **automatic transmission** receives a restriction limiting them to automatic transmission vehicles. A Class A student who tests in a combination vehicle connected by a pintle hook or other non-fifth-wheel connection receives a **fifth-wheel restriction**. A student who tests in a vehicle not equipped with **air brakes** receives an air brake restriction; this institution's training vehicles are air-brake equipped. Restrictions remain on the licence until the driver retests in an unrestricted vehicle. Discuss your goals with your instructor before your examination is scheduled.

Refresher and supplemental training

Refresher training is **supplemental instruction delivered within the institution's approved Class A and Class B programs**. It is not a separate educational program and does not lead to an initial Commercial Driver License. It is available to a driver who already holds a valid CDL and wants to rebuild confidence or update to current California DMV testing standards; to a student who has taken the California DMV skills examination and did not pass; and to a graduate preparing for a carrier road test as part of a job interview.

Refresher option	What it covers	Charge
Skills refresher — range	Pre-trip inspection, air brake check, and the four California basic control skills exercises.	$2,500.00
Driving refresher — behind the wheel	Public road driving: turns, lane changes, curves at highway speeds, interstate entry and exit, shifting, visual search, speed and space management.	$1,200.00
DMV truck rental	Use of an institution training vehicle for the student's California DMV skills examination appointment. Includes two hours of preparation.	$600.00

Refresher options may be taken individually or in combination. Hours are agreed in advance and documented in the student's training record, and charges are stated in the student's enrollment agreement. **Refresher training does not include ELDT theory and does not result in an Entry-Level Driver Training certification**, because a driver who already holds a CDL has already satisfied that requirement. A student who has never held a CDL must enroll in the full Class A or Class B program.

Behind-the-wheel hours compared with the California minimum

Program	Behind-the-wheel hours	California minimum	Multiple of minimum
Class A — range 50 + public road 10	60	15	4.0×
Class B — range 40 + public road 10	50	15	3.3×

California requires a minimum of 15 hours behind the wheel, at least 10 of them on a public road.

AUTHORITY CEC § 94909(a)(5) — Description of programs and instruction, requirements for completion, total clock hours. § 94837 — Definition of educational program. 49 CFR § 383.91 — Commercial motor vehicle groups. § 383.95 — Air brake restriction. § 383.153 — Licence restrictions. § 380.603 — Applicability of ELDT. Appendices A and B to Part 380 — Required curriculum; no minimum instruction hours. California Vehicle Code § 15250.1(b), adopted by SB 1236 (Ch. 984, Statutes of 2018). California DMV OLIN 2023-06 — CDL Skills Test Modernization.

06 ELDT Theory Curriculum

Theory instruction is delivered as a combination of online and in-person instruction, as federal law permits, so students may work through material at their own pace. Behind-the-wheel training is different, and the rule is strict: range and public road training must be conducted in an actual commercial motor vehicle, may not be delivered online, and may not use a simulator to complete training or to demonstrate proficiency. The following is the complete theory curriculum, in the five required areas.

Basic Operation

- **Orientation** — safety fundamentals, the Federal Motor Carrier Safety Regulations and Hazardous Materials Regulations, cargo securement responsibilities, disqualification and fine provisions, weigh stations and scales, size and weight limits, low-clearance awareness, bridge formulas
- **Control systems and dashboard** — gauges, instruments, safety belts, mirrors, primary and secondary controls, steering, accelerating, shifting, braking systems (ABS, hydraulic, air), parking
- **Pre-trip and post-trip inspections** — including appropriate inspection locations and enroute inspections
- **Basic control** — sharp left and right turns, vehicle centering, restricted-area maneuvering, interstate entry and exit
- **Shifting and operating transmissions**
- **Backing and docking** — Get Out And Look (GOAL), facility evaluation, backing setups, use of spotters
- **Coupling and uncoupling**

Safe Operating Procedures

- Visual search; communication; distracted driving
- Speed management; space management
- Night operation; extreme driving conditions, including proper tire chaining procedures

Advanced Operating Practices

- **Hazard perception** — including construction and work zones
- **Skid control and recovery, jackknifing and other emergencies** — evasive steering, emergency braking, off-road recovery, brake failure, tire blowouts, hydroplaning, rollovers
- **Railroad-highway grade crossings** — including Emergency Notification Systems

Vehicle Systems and Reporting Malfunctions

- Identification and diagnosis of malfunctions
- **Roadside inspections** — out-of-service violations and penalties for operating under an out-of-service order
- Maintenance

Non-Driving Activities

- Handling and documenting cargo; environmental compliance issues
- **Hours of service** — Driver's Daily Log (electronic and paper), timesheets, logbook recap
- Fatigue and wellness awareness
- **Post-crash procedures** — including post-crash controlled substances and alcohol testing requirements
- **External communications** — including FMCSA English language proficiency requirements

- **Whistleblower protections and FMCSA coercion reporting procedures**
- Trip planning; drugs and alcohol; medical requirements

Class A applicants who already hold a valid Class B CDL may complete the Theory Instruction Upgrade Curriculum instead of the standard curriculum, as Appendix A permits.

> **AUTHORITY** Appendices A and B to 49 CFR Part 380 — Theory curriculum. § 380.605 — Definitions of theory instruction and behind-the-wheel training. §§ 392.80, 392.82 — Distracted driving. § 392.16 — Seat belt rule. 29 CFR Part 1978 — Whistleblower protections. 49 CFR Parts 40 and 382 — Controlled substances and alcohol. Part 391, Subparts B and E — Medical requirements.

07 Endorsements

Endorsements are optional and are not required to earn a CDL. The institution offers HazMat (H), Tanker (N), and Doubles and Triples (T). Endorsement training is part of classroom work, so the decision is made before skills training begins. A student either completes endorsement training as part of the current enrollment, or signs a waiver which is kept on file. This institution delivers endorsement training itself and transmits the certification under its own registration; students are not sent to an outside vendor.

HazMat — two additional steps

HazMat endorsement training is theory only, with no behind-the-wheel portion. The institution must submit the HazMat training certification to the Training Provider Registry before the DMV is permitted to test the student, so the student must notify the school when ready to test. Separately, a HazMat endorsement requires a Transportation Security Administration security threat assessment — fingerprinting and a background check — which is separate from this school and from the DMV, carries its own cost payable directly to that agency, and can take several weeks. Students should begin it early.

Waiving an endorsement

A student who waives endorsements and later changes their mind returns as a new enrollment with a separate charge. Federal law requires endorsement training to be its own course from a registered provider; it cannot be added to a completed file after the fact.

> **AUTHORITY** 49 CFR § 380.609(b) — Endorsement training must be obtained from a provider listed on the Training Provider Registry. Appendix E to Part 380 — Hazardous Materials Endorsement Training Curriculum. § 380.717 — Training certification submitted to the Registry.

08 Behind-the-Wheel Training

Under the federal curriculum, inspection and skills are both behind-the-wheel range training, so this institution runs them as a single phase with a single hour budget — 50 hours for Class A, 40 hours for Class B. Every hour spent on inspection comes out of that budget; the sooner a student is proficient on inspection, the more skills time remains.

Pre-trip inspection

The pre-trip inspection is its own course with its own evaluation. A student does not begin skills until proficient on it, and the inspection is performed from memory. It has three parts:

- **Air brakes** — applied air leakage test, governor cut-out, low air warning, spring brake pop-out, and tug tests, with every pressure reading called out.
- **In-cab** — gauges and instruments, warning lights and buzzers, safety belt, mirrors, steering play, horn, wipers and washers, heater and defroster, lighting indicators, emergency equipment.
- **Exterior** — engine compartment, steering and suspension, brakes, wheels and tires, lights and reflectors, coupling system, frame and body, cargo securement.

Basic control skills

The institution trains to California's modernized Basic Control Skills test, introduced by the DMV in July 2023. It is four exercises, and each is its own proficiency gate:

- **Forward stop** — bring the vehicle to a precise stop inside a three-foot box.
- **Straight-line backing** — back between boundaries without touching or crossing them.
- **Forward offset tracking** — maneuver forward around objects, scored on clearance.
- **Reverse offset backing** — offset back and park at the end of the alley, rear bumper inside the box.

Under the modernized test, reverse offset tracking replaced the former parallel park and alley dock exercises. The Vehicle Inspection test changed at the same time: every applicant now performs a full inspection, with fewer items, focus on what is critical to safety, revised coupling system criteria, and a checklist available during the examination. Scoring criteria and automatic failures did not change, and there were no changes to the road test. The DMV identifies which testing locations use the modernized test and which follow the 2005 model, and the institution trains each student for the test they will actually sit.

Training alongside another student

During inspection and skills, sessions run two hours and a second student may be on the range. This is by design and remains 1 on 1 instruction: when a student is not in the seat, the student is standing beside the instructor being taught. Watching a maneuver from outside the truck and performing it from the seat are two different lessons, and students need both. This is Get Out And Look (GOAL), which the training provider is required to teach as it applies to every backing unit. Both students are training the entire time.

Public road driving

Public road driving is 10 hours, 1 on 1 — the student and the instructor alone in the truck, with active two-way communication throughout. Documented proficiency is required in vehicle controls (left turns, right turns, lane changes, curves at highway speeds, interstate entry and exit, controlled stopping), shifting and transmission operation, communications and signaling, visual search, speed and space management, safe driver behavior, and hours of service. Hazard perception, railroad-highway grade crossings, night operation, extreme driving conditions, and skid control and recovery are covered and discussed during road training as the federal curriculum directs, though federal law does not require a proficiency demonstration for them. Completing 10 hours does not by itself complete this phase; the student must also demonstrate driving proficiency and pass the institution's driving evaluation.

> **AUTHORITY** Appendix A, Units A2.1–A2.7 and Appendix B, Unit B2.1 to 49 CFR Part 380 — Behind-the-wheel range and public road curriculum. §§ 392.7, 396.11 — Pre-trip, enroute and post-trip inspections. §§ 383.111, 383.113 — Required skills. § 380.605 — Definition of behind-the-wheel range training. California DMV OLIN 2023-06 — CDL Skills Test Modernization, effective July 2023.

09 Standards for Student Achievement & Graduation

Students are evaluated at every gate — theory, inspection, each range maneuver, and road driving — and proficiency must be demonstrated and documented at each one before the next opens. Pass/fail standards apply to all examinations and evaluations.

Evaluation	Standard
Final ELDT Theory Examination	Written examination taken in the classroom, drawn from this institution's training materials. Federal law sets the passing score at a minimum of 80 percent. **This institution requires 90 percent.**
Inspection Evaluation	Hands-on, performed on the truck, from memory. Proficient / not proficient.
Skills Evaluation	Every maneuver evaluated and documented individually; all four must be proficient.
Driving Evaluation	Documented proficiency on public road driving.
Final Practical Evaluation	Follows the format the California DMV uses for the CDL Skills Test. Administered by the Chief Academic Officer and **never by the instructor who trained the student**.

Specimen copies of every evaluation record listed above are reproduced in **Appendix A** of this catalog. A student who does not demonstrate proficiency on the first Final Practical Evaluation may be permitted another attempt before the DMV appointment if training hours remain. A student who does not achieve 90 percent on the Final ELDT Theory Examination may retake it; retaking is at the discretion of the Chief Academic Officer, and instruction is provided on the material missed before a retake is scheduled.

What is entered in the Training Provider Registry

Training is entered in the Registry in three parts — theory, range, and public road — and each is entered only as the student demonstrates proficiency in it, never before. Only complete training is submitted. Until all three parts are in the Registry, the DMV is not permitted to test the student.

Credentials awarded

A student who meets all completion requirements receives a **Certificate of Graduation** naming the program completed, together with a transcript showing hours completed, evaluations passed, and endorsements earned, and the institution transmits the ELDT completion to the Training Provider Registry.

If hours are exhausted without demonstrated proficiency

The student receives a **Certificate of Attendance** showing the hours completed. A Certificate of Graduation is not issued, no ELDT certification is transmitted to the Training Provider Registry, and without that certification the DMV cannot administer the skills test or issue a CDL. The institution will not recommend a student for the California DMV Skills Examination until the required proficiency is demonstrated, and reserves the right to withhold DMV test authorization where a student is not adequately prepared to operate safely.

AUTHORITY 5 CCR § 71810(b)(8) — Standards for student achievement. 49 CFR § 380.715(a) — Minimum overall score of 80 percent on the theory assessment. § 380.715(b) — Instructor must evaluate and document proficiency. § 380.717 — Certification transmitted only on successful completion.

10 Licensure & DMV Requirements

These programs are designed to lead to positions in a career field requiring licensure in California: operation of a commercial motor vehicle, which requires a California Commercial Driver License. **The California Department of Motor Vehicles, not this institution, issues the CDL.** Completion of training does not guarantee issuance of a CDL; licensing eligibility is determined solely by the DMV. The scheduling of California DMV commercial drive tests is controlled exclusively by the DMV, and testing availability or delays may affect a student's projected completion date.

Requirements for eligibility for licensure

- Be at least 18 years of age for intrastate operation, or 21 for interstate operation and for a HazMat endorsement.
- Hold a valid California driver license.
- Obtain a Commercial Learner's Permit by passing the required DMV knowledge tests.
- Pass a DOT medical examination and hold a valid Medical Examiner's Certificate.
- Complete Entry-Level Driver Training with a registered provider, with completion transmitted to the FMCSA Training Provider Registry.
- Pass the California DMV Commercial Driver License skills examination.
- Submit a completed Form DL 1236 to the DMV.

Documents the DMV requires from the student

- **Proof of identity** — original or certified: a valid, unexpired U.S. passport or passport card; a certified copy of a U.S. birth certificate issued by a city, county or state vital statistics office; a Certificate of Naturalization or Certificate of U.S. Citizenship; or a valid, unexpired Permanent Resident Card. Photocopies are not accepted.
- **Social Security number** — the original Social Security card.
- **California residency** — proof of California address matching the application.
- **Commercial Driver License Application** — Form DL 44C, which may be started online as an eDL 44C.

Students must bring all four of the following to the DMV examination: the commercial learner's permit; a copy of the driver license; a copy of the DOT physical; and the DL 1236.

DOT physical

A medical examination by an examiner listed on FMCSA's National Registry of Certified Medical Examiners. The student submits a Medical Examination Report (MCSA-5875) and a Medical Examiner's Certificate (MCSA-5876). This is separate from this school and from the DMV, is at the student's cost, and the certificate expires.

Form DL 1236

California requires a minimum of 15 hours behind the wheel, at least 10 of them on a public road. Form DL 1236 is the State of California document certifying those hours. The institution completes and signs Section 2; the student completes and signs the student's section, under penalty of perjury under the laws of the State of California. **The student submits it to the DMV — the institution does not.** The DMV will not issue a CDL until it has the form.

Non-domiciled commercial driver licenses

The California DMV is the sole authority responsible for issuing Commercial Learner's Permits and Commercial Driver Licenses in California, and must comply with FMCSA regulations when issuing, renewing, suspending, or canceling them. In September 2025, FMCSA published an interim final rule, *Restoring Integrity to the Issuance of Non-Domiciled Commercial Driver's Licenses* (90 Fed. Reg. 47627; RIN 2126-AC98),

intended to strengthen oversight of non-domiciled CDLs. Federal guidance issued in the same period placed new restrictions on CDL issuance to applicants with limited-term legal presence. Requirements in this area have changed more than once and remain subject to further federal action and to litigation.

This institution does not provide legal advice, does not make immigration determinations, and has no authority over CDL issuance. Eligibility for a CLP or CDL is determined only by the California DMV. Students to whom this may apply should confirm current requirements directly with the California DMV before enrolling, and should raise the matter with the institution early.

> **AUTHORITY** CEC § 94909(a)(6) — Licensure notice and list of eligibility requirements. 49 CFR Part 383 — Commercial Driver License Standards. Part 384 — State compliance with CDL requirements. Part 391, Subparts B and E — Medical qualification. Parts 40 and 382 — Controlled substances and alcohol testing (employer program). § 380.707(a) — Applicant self-certification. California Vehicle Code, commercial driver licensing provisions; Form DL 1236; CVC § 15250.1(b). 90 Fed. Reg. 47627 (Sept. 29, 2025).

Drug and Alcohol Testing

1 on 1 Truck Academy is a training provider. It is not an employer of commercial motor vehicle drivers, does not employ its students, and does not operate an employer drug and alcohol testing program under 49 CFR Part 382. No drug or alcohol test is required for admission.

Drug and alcohol program violations under 49 CFR Part 382, Subpart B are reported to the FMCSA Drug and Alcohol Clearinghouse. A driver whose Clearinghouse status is "prohibited" may not operate a commercial motor vehicle. Since November 18, 2024, State driver licensing agencies must query the Clearinghouse before issuing, renewing, or upgrading a commercial learner's permit or commercial driver license, must not issue the credential to an applicant in prohibited status, and must begin removing existing commercial driving privileges within 60 days of notification. A prohibited status prevents issuance of a CLP or CDL regardless of training completed, and remains in place until the return-to-duty process under 49 CFR Part 40, Subpart O is completed and a negative return-to-duty test result is reported. Students are responsible for registering with the Clearinghouse and for knowing their own status.

Before an employer may allow a driver to perform safety-sensitive functions, that employer must query the Clearinghouse and must receive a negative pre-employment controlled substances test result under 49 CFR § 382.301. That testing is arranged by the employer, not by this institution.

Before behind-the-wheel training begins, every student must sign a self-certification that they comply with the federal rules on controlled substances and alcohol testing, age, medical certification, licensing, and driving record. The institution verifies that the student holds a valid commercial learner's permit or commercial driver license. This self-certification is required under 49 CFR § 380.707(a).

If a student's training is funded or sponsored by a workforce development program or another agency, that agency may additionally require a negative controlled substances test result before behind-the-wheel training begins. Where the agency imposes that requirement, the student must provide the result before operating any vehicle owned or provided by the institution. That requirement comes from the funding agency, not from this institution. Self-pay students are not asked to provide a test result.

If a student declines to provide a test result their funding agency requires, or the result is not negative, the student may not operate an institution vehicle and behind-the-wheel training will not begin. Classroom and theory instruction already scheduled continues to be scheduled. Any refund is governed by the refund policy and calculated on scheduled hours whether or not the student attends.

AUTHORITY 49 CFR § 380.707(a) — Applicant self-certification. 49 CFR Part 382, Subpart B — Prohibitions. § 382.301 — Pre-employment testing. § 382.501 — Removal from safety-sensitive functions. 49 CFR § 383.73 — State procedures, Clearinghouse query. 49 CFR Part 40, Subpart O — Return-to-duty process.

11 Admissions Policies

Admission requirements

An applicant must be at least 18 years of age, hold a valid California driver license, and demonstrate English language proficiency and comprehension at the level required by the federal driver qualification standard, as described in Section 12. Applicants pursuing interstate operation or a HazMat endorsement must be at least 21. The institution does not require a high school diploma or its equivalent and does not enroll ability-to-benefit students. Each applicant obtains a DOT medical examination and a Commercial Learner's Permit as part of the enrollment process, and the institution provides preparation and guidance for both. The institution does not make immigration determinations or licensing eligibility decisions.

Credit earned at other institutions

1 on 1 Truck Academy **does not award credit for previous education, for credits earned at other institutions, or through challenge examinations or achievement tests.** Every student completes the full instructional hours of the program in which they are enrolled.

Credit for prior experiential learning

1 on 1 Truck Academy **does not award credit for prior experiential learning.** Because no such credit is awarded, there are no assessment policies or procedures, no provisions for appeal, and no charges associated with prior experiential learning.

Transfer and articulation agreements

1 on 1 Truck Academy **has not entered into an articulation or transfer agreement with any other college or university.**

Outside ELDT certificates are not accepted

Federal law permits theory and behind-the-wheel training to come from two different registered providers. **This institution does not do that.** ELDT training certificates issued by another provider are not accepted, and training is not split across schools. Federal law already prohibits splitting the behind-the-wheel portion; keeping theory here as well is this institution's own policy, not a federal requirement.

The reason is straightforward. A training provider may be removed from the FMCSA Training Provider Registry under 49 CFR § 380.721, and since late 2025 FMCSA has conducted the largest enforcement action in the history of the Entry-Level Driver Training rule, removing thousands of providers from the Registry and placing thousands more on notice of proposed removal. Instruction delivered by a provider after its removal date is not valid for licensing purposes, and a student may have to repeat that training with a compliant provider before the DMV will test them. This institution transmits every certification under its own registration, and will not put its name and its federal registration behind a certificate it did not issue, did not evaluate, and cannot verify.

Enrollment agreement

Every student signs a written enrollment agreement before training begins. The enrollment agreement governs the financial terms of the training, including tuition, payment terms, and refunds. This catalog does not replace, amend, or supersede the enrollment agreement. Before signing, each student is given this catalog and the School Performance Fact Sheet, and signs and dates the Fact Sheet information relating to completion rates, placement rates, license examination passage rates, and salaries or wages. A Notice of Student Rights to Cancel is provided to each student prior to enrollment.

> **AUTHORITY** CEC § 94909(a)(8)(A) — Admissions policies, acceptance of credits, ability-to-benefit, articulation agreements. 5 CCR §§ 71770, 71810(b)(7) — Admissions standards, transferred credits, prior experiential learning. CEC §§ 94902, 94911 — Enrollment agreements and required disclosures. 49 CFR §§ 380.609, 380.721 — Registry listing and removal.

12 English Proficiency, Comprehension & Language Services

All instruction, examination, and instructional materials at 1 on 1 Truck Academy are provided in English. No instruction is offered in any language other than English.

Level of English proficiency required

Federal law requires that a commercial motor vehicle operator be able to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records. Applicants must meet that standard.

All instruction, evaluation, and safety direction at this institution are delivered in spoken and written English, and a student must be able to understand instruction as it is given. The standard is therefore comprehension as well as expression.

How proficiency is determined

Every applicant satisfies this requirement in one of two ways before enrollment. The requirement applies to all applicants without exception, and is applied in the same manner to every applicant regardless of national origin, ancestry, ethnicity, accent, citizenship or immigration status, primary language, or funding source.

1. The institution's English Language Proficiency and Comprehension Assessment. Administered on campus by an institution proctor. The assessment has three parts: listening comprehension, in which the applicant follows spoken instruction; highway traffic sign recognition, using signs published in the California Manual on Uniform Traffic Control Devices and the California Commercial Driver Handbook; and reading comprehension and written response. An applicant must pass all three parts. No part of the assessment requires prior driving experience or knowledge of the trucking industry. Interpreters, translators, bilingual assistance, dictionaries, and electronic

translation are not permitted during the assessment. An applicant who does not pass may retest once, no sooner than seven calendar days after the first attempt. A different version of the assessment is used for the retest.

2. Accepted documentation, in place of the assessment. An applicant who provides any one of the following is not required to take the assessment. Documentation is verified and retained in the student's admission record.

- A CASAS Listening STEPS score at National Reporting System Level 5, High Intermediate ESL, or above, administered within the preceding 24 months by a certified test administrator. - A high school diploma from a school in the United States where English was the language of instruction, evidenced by diploma or transcript. - Completion of 12 or more semester units of postsecondary coursework delivered in English at an institution in the United States, evidenced by transcript. - A currently valid Commercial Driver License issued by any United States jurisdiction.

The institution does not accept a passing result on any assessment it has not named above, and does not waive this requirement on any basis other than the documentation listed.

Accommodations

An applicant with a disability who requires an accommodation to complete the assessment may request one from the Chief Academic Officer before the assessment is administered. Requests are handled under the nondiscrimination and reasonable accommodation policy in Section 01. An accommodation may change the manner in which the assessment is delivered. It does not change the standard, and it does not authorize interpretation or translation. An applicant who is deaf or hard of hearing and who holds a valid FMCSA hearing exemption should contact the Chief Academic Officer directly before any assessment is scheduled.

Result and record

The completed assessment record, or the documentation accepted in its place, is retained in the applicant's admission record under Section 24, whether the applicant is admitted or not. An applicant who does not meet the standard is not eligible for enrollment at that time and may reapply. The institution's referral list of independent community English programs is provided below and is offered to any applicant who requests it.

A note on the State examinations

A commercial motor vehicle operator must be able to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records. Federal law separately prohibits the use of an interpreter on the Commercial Driver License knowledge test and skills test administered by the State. The California Commercial Driver Handbook states that the basic control skills test and the road test are conducted in English. Applicants should understand before enrolling that those examinations must be taken in English without assistance.

English language services

The institution does not provide English as a Second Language instruction or any other English language instruction, and no charge exists for such services because they are not offered. The institution provides meaningful access to vital program information for individuals with Limited English Proficiency upon request and at no cost, which may include oral interpretation by a qualified interpreter or written translation of vital documents, for administrative and informational purposes such as enrollment procedures, institutional policies, grievance procedures, and student rights. Students will not be required to provide their own interpreter, and friends, relatives, or accompanying individuals may not be used as interpreters for enrollment agreements or other legal or contractual documents except in an emergency where no alternative is immediately available. Core training instruction, CDL testing preparation, and program assessments must be conducted in English.

Independent community English programs

Provider	Location and contact	Program
Washington Adult School Washington Unified School District	Yolo Education Center, 919 Westacre Road, West Sacramento, CA 95691 (916) 375-7740	Adult English language learning, beginning through advanced. Free.
Yolo County Library Yolo Reads / ESL Services	Branches countywide including West Sacramento (530) 666-8081 · yolocountylibrary.org	Beginning ESL classes and free one-to-one adult literacy and English tutoring. Free; materials included.
Woodland Community College	2300 East Gibson Road, Woodland, CA 95776 (530) 668-3682	ESOL, credit and non-credit. Non-credit enrollment fee applies.
Davis Adult & Community School	315 West 14th Street, Davis, CA 95616 (530) 757-5380	Adult ESL, beginning through advanced. Free.
Sacramento City Unified Charles A. Jones Career and Education Center	5451 Lemon Hill Avenue, Sacramento, CA 95824 (916) 433-2600	Adult ESL and citizenship preparation. Free or low cost.
Elk Grove Adult and Community Education	8401 Gerber Road, Sacramento, CA 95828 (916) 686-7717	Adult ESL, multiple levels. Free.
Capital Adult Education Regional Consortium	capitaladulted.org	Regional directory of adult education and ESL classes across the greater Sacramento area.
2-1-1 Yolo County	Dial 211 · 24 hours a day, seven days a week, with assistance in other languages	Free referral line for English classes and other community services.

The organizations listed above are independent third parties. 1 on 1 Truck Academy is not affiliated with, does not operate, does not sponsor, and does not endorse any of them, receives no compensation or referral fee of any kind in connection with them, and has no financial or business relationship with any of them. This list is provided for general information only. The institution does not evaluate, verify, or take responsibility for the quality, availability, cost, or outcome of any program listed, and none of these programs is part of, or a prerequisite administered by, any program offered by this institution. Details change; contact each provider directly.

AUTHORITY 5 CCR § 71810(b)(4)(A),(B) — Language proficiency information and English language services. § 71810(b)(5) — Instruction in languages other than English. § 71770 — Admissions standards. 49 CFR § 391.11(b)(2) — Driver qualification, English proficiency. § 383.133(b)(3),(c)(5) — No interpreter on the knowledge or skills test. 29 CFR Part 38 — Equal opportunity and language access. 28 CFR § 36.309 — Examinations; accommodations.

13 Transferability of Credits & Credentials

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at 1 on 1 Truck Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is 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 1 on 1 Truck Academy to determine if your certificate will transfer.

AUTHORITY CEC § 94909(a)(15) — Notice concerning transferability of credits and credentials.

14 Tuition, Fees & Total Charges

The institution charges the same standard tuition for both programs. The following is the schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program. A period of attendance is the entire educational program, which is measured in clock hours; because each program is completed in a single period of attendance, the two figures are the same.

Schedule of total charges — Class A (120 hours) and Class B (90 hours)

Institutional charge	Amount
Tuition	$7,250.00
Registration fee — **nonrefundable**	$250.00
Equipment	$0.00 — included
Instructional materials, handbooks and online course access	$0.00 — included
Uniforms or protective clothing	$0.00 — not charged
Student Tuition Recovery Fund assessment — state-imposed, **nonrefundable**	$0.00
Total charges — period of attendance and entire educational program	**$7,500.00**

Additional institutional charge	Amount
DMV examination vehicle and instructor fee — per scheduled appointment after the first	$600.00

Payment schedule

Instalment	Covers	Amount
Due upon enrollment	Nonrefundable registration fee of $250.00, plus $3,250.00 toward tuition covering classroom and ELDT instruction, Commercial Learner's Permit preparation, endorsement theory, instructional materials, online course access, and program administration	$3,500.00
Due at commencement of range training	Behind-the-wheel range instruction — pre-trip inspection, backing maneuvers, and skills-test preparation	$2,500.00
Due at commencement of public road training	Instructor-supervised commercial vehicle operation on public roadways	$1,500.00
Total		**$7,500.00**

The instalment schedule is a payment arrangement only. It does not change the total charges, and it does not change how a refund is calculated. Refunds are calculated on scheduled hours under Section 17, against the net tuition charged, regardless of how much has been paid or when.

What tuition covers

The $7,500 total is the full institutional charge for the program. It includes enrollment and program administration; ELDT classroom instruction; CLP permit preparation; endorsement theory instruction for HazMat, Tanker and Doubles/Triples; all instructional materials and online training access; instructor-supervised range training including pre-trip inspection, backing maneuvers and skills-test preparation; instructor-supervised public road driving instruction; and use of a school training vehicle for the student's first scheduled California DMV commercial drive test appointment.

The English Language Proficiency and Comprehension Assessment is administered before enrollment at no charge, and no fee is charged for a retest. The first scheduled DMV commercial drive test appointment is included in tuition.

Institutional tuition adjustments and promotional pricing

The institution may apply an institutional tuition adjustment at its discretion, and offers promotional pricing from time to time, including reduced pay-in-full cash pricing. Promotional pricing is limited to a set number of seats, is offered for a limited time, and is subject to availability, conditions, and change at any time without notice. Credit card payments, financing, invoicing, deferred payment arrangements, and third-party or workforce-sponsored programs may not qualify. **The charges that apply to any individual student are those stated in that student's signed enrollment agreement, which governs.** Where a student receives promotional or adjusted pricing, refunds are calculated on the net tuition charged as stated in that student's enrollment agreement.

Ways to pay

- **Self-pay** — payment directly to the institution, in full or under the instalment schedule above.

- **Workforce development funding** — the institution accepts students approved for training through workforce development programs. Eligibility is determined by the local workforce development board, not by the institution. Apply through your local America's Job Center before training begins. Where applicable, the institution provides attendance verification, progress updates, and completion documentation to the sponsoring agency.
- **Employer and third-party sponsorship** — the institution bills the sponsor directly where a written third-party payer agreement is in place. Approval of any funding assistance is determined by the sponsoring organization and is not guaranteed by the institution.

Students remain responsible for any portion of tuition or fees not covered by an external funding source.

Charges paid to entities other than the institution

The following are required for licensure, are set by a government agency or third party, and are not institutional charges: California DMV knowledge-test, permit, license and retest fees; the DOT medical examination; and, for a HazMat endorsement, the Transportation Security Administration security threat assessment. The student pays these directly to that agency, except that the institution collects the DMV drive test fee for each scheduled examination appointment after the first and remits it to the DMV on the student's behalf. The institution retains no part of that amount and adds nothing to it. If the DMV changes its fee, the amount collected changes to match.

Charge	Amount
California DMV drive test fee — per scheduled appointment after the first, collected by the institution and remitted to the DMV	$45.00

DMV examination appointments

The California DMV, not the institution, schedules and conducts the commercial drive test. The institution's role is to provide the training vehicle and a qualified instructor at the appointed time and place, and to submit the information the DMV requires in advance. Students are responsible for the accuracy of the information they provide and confirm for that submission, including legal name, date of birth, driver license and Commercial Learner's Permit numbers, and medical certificate information.

The first scheduled DMV commercial drive test appointment is included in tuition. Each scheduled appointment after the first is $645.00, made up of the institution's DMV examination vehicle and instructor fee of $600.00 and the California DMV drive test fee of $45.00. The institution collects the $45.00 and remits it to the DMV on the student's behalf, retains no part of it, and adds nothing to it. If the DMV changes its fee, the amount collected changes to match.

The institutional portion pays for the vehicle, the instructor, and the reserved block of time. It is earned when the institution provides the vehicle and the instructor at the scheduled appointment, and does not depend on what the DMV records as the result. It applies whether the examination is completed, not completed, or never begun, including where the examination is continued by the DMV to a later date, stopped, terminated, or left incomplete, and where the student does not appear, cancels with less than 24 hours notice, arrives without a required document, or is declined by the DMV for a reason attributable to the student. Where an examination is continued to a later date, that later date is a separate scheduled appointment and carries the fee on its own.

The fee is not charged when an appointment is called off before the institution provides the vehicle and instructor for a reason not attributable to the student, including advance cancellation by the DMV, mechanical failure of the institution's vehicle, institutional error, documented medical emergency, road closure, or severe weather. The Chief Academic Officer decides these cases, and the decision is documented in the student's file. A student who disagrees may use the grievance procedure in Section 23 at no cost.

The institutional portion is a charge for a service delivered on a specific date. It is not tuition, is not included in the pro rata refund calculation in Section 17, is not charged in advance, and is not owed unless an appointment after the first has been serviced. The DMV portion is refundable to the student only to the extent the DMV refunds it.

> **AUTHORITY** CEC § 94909(a)(9) and § 94870 — Schedule of total charges for a period of attendance and for the entire educational program. 5 CCR § 71800(e) — Itemization of institutional charges. § 71800(f) — Charges paid to entities other than the institution.

15 Student Tuition Recovery Fund

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. Effective April 1, 2024, the STRF assessment rate is **zero dollars ($0.00) per one thousand dollars ($1,000) of institutional charges**, so no STRF amount is charged at this time. It remains a separate, state-imposed, nonrefundable assessment. The following are the disclosures required by the State of California.

STRF DISCLOSURE — 5 CCR § 76215(A)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

STRF DISCLOSURE — 5 CCR § 76215(B)

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

AUTHORITY CEC § 94909(a)(14) — Student rights and responsibilities with respect to the STRF. 5 CCR § 76215(a),(b) — Required disclosure language. § 76120 — Assessment rate.

16 Financial Aid & Financial Disclosures

Financial aid

1 on 1 Truck Academy **does not participate in federal student financial aid programs under Title IV of the Higher Education Act** and does not participate in state financial aid programs. The institution does not offer, arrange, originate, or service federal or private student loans or grants, and does not have a financial aid office. Because the institution does not participate in federal or state financial aid programs, no federal or state financial aid consumer information disclosures apply. Students fund their training through self-payment, workforce development funding, or approved third-party sponsorship, as described in Section 14.

Loan repayment responsibility

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) the federal or state government or a loan guarantee agency may 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 (2) the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

AUTHORITY CEC § 94909(a)(10) — Participation in federal and state financial aid programs. § 94909(a)(11) — Loan repayment and refund of moneys not paid from federal financial aid funds. 5 CCR § 71810(b)(6) — Institutional policies and practices regarding any form of financial aid.

17 Cancellation, Withdrawal & Refunds

STUDENT'S RIGHT TO CANCEL

"You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.

Cancellation shall occur when you give written notice of cancellation to the school at 1 on 1 Truck Academy, 3602 West Capitol Avenue, West Sacramento, CA 95691. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this enrollment agreement.

If you cancel this agreement, the school will refund any money you paid, less a registration or application fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days after your notice of cancellation is received.

If you withdraw from the program after the cancellation period, you will receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the program. The refund will be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction you have not yet received but for which you paid, and the denominator of which is the total number of hours of instruction for which you paid. If you have completed more than 60 percent of the scheduled hours, the tuition is considered earned and you will receive no refund."

How to cancel or withdraw

Deliver written notice to 1 on 1 Truck Academy, 3602 West Capitol Avenue, West Sacramento, CA 95691, or by email to office@1on1truckacademy.com. The notice need not take any particular form. A student is considered to have withdrawn when the student gives notice of withdrawal, or is deemed withdrawn under the administrative withdrawal policy in Section 19. The withdrawal date for refund purposes is the last date of recorded attendance.

The 60 percent point

The 60 percent point is **72 hours for the 120-hour Class A program** and **54 hours for the 90-hour Class B program**. Because classroom hours are credited on demonstrated proficiency, a student may reach the 60 percent point early in the inspection and skills phase — earlier than many students expect.

Nonrefundable registration fee

The registration fee of $250.00 is nonrefundable. It is identified as nonrefundable in the enrollment agreement and in this refund policy. It is retained by the institution on cancellation or withdrawal and is not included in any refund calculation.

How a pro rata refund is calculated

The nonrefundable registration fee is excluded from the calculation before it begins. It is retained in full and is not part of the pro rata figures.

The amount owed to the institution equals the hourly charge for the program, which is the net tuition charged divided by the number of hours in the program, multiplied by the number of hours the student attended or was scheduled to attend prior to withdrawal. The refund

is the net tuition paid, less that amount owed. Where a discount or promotional rate was applied, the calculation uses the net tuition charged stated in that student's enrollment agreement, not the standard rate.

Worked example, Class A. Net tuition charged $7,250.00 plus a $250.00 nonrefundable registration fee. The student withdraws after 60 of the 120 scheduled hours. Hourly charge is $7,250.00 divided by 120, which is $60.42. Amount owed is $60.42 multiplied by 60, which is $3,625.00. Refund is $7,250.00 less $3,625.00, which is $3,625.00. The $250.00 registration fee is retained.

Hours completed	Class A, of 120	Class B, of 90	Refund of net tuition charged
Within cancellation period	—	—	100% of tuition paid
10%	12	9	90%
20%	24	18	80%
30%	36	27	70%
40%	48	36	60%
50%	60	45	50%
60%	72	54	40%
More than 60%	73 or more	55 or more	No refund

Percentages apply to net tuition charged only. The nonrefundable registration fee is retained in every case and is not included in these figures. This table is provided for illustration; the calculation above governs. The complete cancellation, withdrawal, and refund policy is stated in this section.

Definition of institutional charges

Institutional charges are any tuition or fees paid directly to 1 on 1 Truck Academy for an educational program, including Entry-Level Driver Training theory instruction, range and skills training, behind-the-wheel training, examinations, materials, and other program-related fees.

Refunds to third-party payers

Where training was paid for by a workforce development agency, a rehabilitation agency, an employer, or another third-party sponsor, refunds are calculated on the same basis and issued to the source of payment in accordance with applicable federal, state, and local regulations and the applicable contract. Where multiple sources of funding were used, refunds are allocated proportionally. If the institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, license, application, or examination fee, and has not paid that money to the third party at the time of withdrawal or cancellation, the amount is refunded to the student.

Timing of refunds

Refunds due are paid within 45 days after the notice of cancellation is received or, in the case of withdrawal, within 45 days after the date of the student's withdrawal from the program. The institution refunds any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program. Students remain responsible for any outstanding balance not covered by aid or refunds.

Scheduled time is charged time

Instruction is delivered 1 on 1 and by appointment, and each instructor hour is reserved for one student. Scheduled training time is deducted from the student's available hours whether the student arrives on time, arrives late, or does not arrive at all, because that time was held for that student and could not be used by anyone else. Refunds are calculated on scheduled hours.

The financial terms of enrollment, including tuition, payment terms, and refunds, are governed by the student's signed enrollment agreement. This catalog summarizes those terms and does not replace, amend, or supersede the agreement.

AUTHORITY CEC § 94909(a)(8)(B) — Cancellation, withdrawal and refund policies. Article 13, §§ 94919–94922; § 94919(c) — Right to cancel; § 94920(b),(d) — Pro rata refund; § 94927 — Refund of credit balances. 5 CCR § 71750 — Cancellations and refunds. § 71751 — Withdrawals and refunds.

18 Attendance Policy

The institution operates entirely by appointment. Nothing is scheduled until the student provides availability. Students are asked to text their availability for the next 14 days to (916) 380-1218; longer availability allows a better schedule to be built. Classes are typically held in two-hour blocks. Attendance is part of the student's permanent training record and is evaluated throughout the program.

- A student is marked **absent** for a scheduled appointment not attended, or for arriving more than 30 minutes late and receiving no training that day.
- **48 hours advance notice is required** to cancel or change an appointment. Less than 48 hours notice is recorded as an attendance write-up in the training record.
- A student arriving within 30 minutes is trained wherever possible. A student arriving more than 30 minutes late joins the session already in progress.
- Scheduled time reserved for a student is logged as used whether or not the student attends. Inspection and skills time is deducted from that phase's hours; driving time is deducted from the 10 public road hours.
- Students must attend scheduled sessions and notify the school in advance if they will be absent.
- Repeated absence without notice may result in probation under Section 20 or administrative withdrawal under Section 19.

Hour logging and the student portal

The student's schedule is posted to the student portal and also texted to the student. Training hours are logged on the portal, and the daily log in and log out is the institution's electronic logbook. **Students are responsible for confirming with the instructor at the end of every training day that the day's hours are logged correctly, before leaving.**

Entered is not the same as approved. All training hours require approval, and that approval rests solely with the Chief Academic Officer. These hours are what the institution certifies to the California DMV on Form DL 1236 and to the federal Training Provider Registry. If hours are wrong on the portal, they are wrong everywhere, and errors should be raised the same day.

The student portal is the institution's training record. It records instruction delivered and proficiency assessed, and it is the source of the behind-the-wheel hours the institution certifies. Federal law requires the training provider to maintain individual student records — including each student's assessment records and behind-the-wheel training documentation — and to produce them to FMCSA within 48 hours of a request. It is **not** a driver's record of duty status under the federal hours-of-service rules; a record of duty status is kept by a driver working for a motor carrier, which this institution is not.

DMV testing wait period

After obtaining a Commercial Learner's Permit, a student may not take the DMV skills examination until the federally required waiting period has elapsed. During that period the student remains actively enrolled, there is no recess, and training continues — additional practice sessions, mock tests, and evaluations are provided to maintain proficiency. This wait period may extend the calendar duration of the program but does not alter the 120-hour or 90-hour instructional requirement.

One-year completion requirement

Theory and behind-the-wheel training must both be completed within one year of completing the first portion. The one-year clock starts the day the student finishes the first portion.

> **AUTHORITY** CEC § 94909(a)(8)(D) — Attendance policies. 49 CFR § 380.603(c)(3) — Theory and behind-the-wheel training completed within one year. § 383.25(e) — Commercial learner's permit waiting period. §§ 380.725, 380.719(a)(6) — Recordkeeping and production to FMCSA within 48 hours. Appendices A and B to Part 380, Non-Driving Activities — Hours of service, Driver's Daily Log, timesheets and logbook recap. 49 CFR Part 395 — Hours of Service of Drivers.

19 Enrollment Validity & Leave of Absence

- **Enrollment validity.** Enrollment is valid for six months from the date of the enrollment agreement. After six months, the enrollment expires.
- **Inactivity and administrative withdrawal.** Thirty or more consecutive days with no attendance and no communication from the student results in administrative withdrawal. The withdrawal date for refund purposes is the last date of recorded attendance.
- **Re-enrollment.** A student whose enrollment has expired or who has been administratively withdrawn must re-enroll as a new student at the pricing in effect at the time of re-enrollment. Re-enrollment is at the institution's discretion.

- **Training restart.** A student who returns after an extended interruption may be required to restart training or repeat portions of it. Prior progress is not guaranteed to carry forward, because proficiency must be current at the time of certification.
- **Promotional pricing.** Promotional rates are time-sensitive. Delay or inactivity may result in loss of a discounted rate.

Leave of absence and postponement

The institution does not offer a formal leave of absence. A student who must interrupt training may request a postponement, and **all such requests must be submitted in writing** to office@1on1truckacademy.com. A telephone call is not a written request and a text message is not a written request. Nothing is postponed until the institution has received the written request and responded to it. A postponement does not extend the six-month enrollment validity period and does not extend the federal one-year period within which theory and behind-the-wheel training must both be completed. Scheduled appointments not canceled with 48 hours notice remain subject to the attendance policy. A student who is unable to attend and does not obtain a written postponement may be withdrawn from the program.

AUTHORITY CEC § 94909(a)(8)(E) — Leave-of-absence policies. 49 CFR § 380.603(c)(3) — One-year completion requirement.

20 Progress, Probation & Dismissal

Standards of satisfactory progress

The institution is proficiency-based rather than clock-based. Satisfactory progress means demonstrating and documenting proficiency at each stage — theory, inspection, each range maneuver, and road driving — and maintaining satisfactory attendance. Completion of hours alone does not constitute satisfactory progress and does not entitle a student to be recommended for the DMV examination. Students must demonstrate competency at each stage before proceeding to the next; a student who does not demonstrate competency within the allocated hours may have training discontinued.

Classroom hours and proficiency credit

Once a student completes the Final ELDT Theory Examination, the endorsement decision or signed waiver, and all other classroom requirements, the student is credited the full classroom hours for the program — 60 hours for Class A, 40 hours for Class B — whether the student sat for fewer hours or the full amount. Demonstrating knowledge of the material is the standard; time in a chair is not.

Probation

A student who is not making satisfactory progress or is not meeting attendance requirements may be placed on probation and advised in writing of the conditions required to return to good standing and the time allowed to meet them. A student on probation who meets those conditions is returned to good standing; a student who does not may be dismissed.

Dismissal

A student may be dismissed from training for a safety violation under Section 21, for conduct under Section 22, for failure to meet the conditions of probation, for failure to meet competency standards, or for nonpayment under the enrollment agreement. Dismissal is documented in the training record. Where a student is dismissed, the refund policy in Section 17 applies and the financial terms of the enrollment agreement continue to apply. A student who is dismissed will not be recommended to the California DMV for the licensing examination.

AUTHORITY CEC § 94909(a)(8)(C) — Probation and dismissal policies. 5 CCR § 71810(b)(8) — Standards for student achievement. 49 CFR § 380.715 and Appendices A and B to Part 380 — Documented proficiency in every element.

21 Safety Rules & Zero Tolerance

Safety is the institution's highest priority, and this school has **zero tolerance** for safety violations. Every violation is written up, goes in the student's training record, and stays there.

This is an active truck yard

Training does not happen in an empty lot. Other trucks are moving, other students are training, instructors are working with them, and equipment is going in and out. Students are expected to be vigilant about other truck activity and other students at all times — not only during their own turn. Keep your head up whenever you are outside a vehicle, know where every truck and every person is, assume a stopped truck is about to move, and assume the driver cannot see you.

No visitors in the yard

A training session is the student and the instructor. Students may not bring family, friends, or other guests to observe. An active truck yard is not a spectator area: a person who has not been trained and briefed is a hazard to themselves and a distraction to the student, and the instructor's attention belongs on the student and the truck. Anyone who wishes to see the school may call the office to arrange a proper visit, which the institution welcomes.

Yard rules

- High-visibility safety vest at all times; closed-toe shoes required.
- Maintain three points of contact entering or exiting the truck and when opening the hood. Never let the hood drop.
- A truck is never moved unless an instructor is present.
- Students work independently; student teaching student is not permitted.
- No two students inside the truck while it is moving.
- Both truck windows stay down and air conditioning stays off during yard training.
- Phones stay on silent or put away in the yard. The only permitted use is a phone timer during inspection. Emergencies excepted.
- Do not leave books, sunglasses, trash, or personal belongings in the trucks or the yard.
- Bring your own drinking water. Tap water and a cooling spray bottle are available in hot weather.

Safety violations

Each rule below is tied to the Federal Motor Carrier Safety Regulations the student will work under as a professional driver, or to the required federal curriculum. These are not house rules invented by this school.

Safety violation	Federal basis
Using a phone while driving — including calling or texting this school	49 CFR Part 392, Subpart H; §§ 392.80, 392.82
Unnecessary cell phone use in the yard	Appendices A and B to Part 380 — Distracted Driving, required curriculum
Moving a truck without an instructor present	49 CFR § 380.605 — Behind-the-wheel training under the direct supervision of a qualified instructor
Failing to perform, or falsifying, any part of the inspection	49 CFR §§ 392.7, 396.11, 396.13
No high-visibility vest; no closed-toe shoes	Appendices A and B to Part 380 — Orientation and safety fundamentals; 23 CFR § 634.3
Failing to maintain three points of contact; letting the hood drop	Appendices A and B to Part 380 — Basic operation and vehicle inspection units
Student teaching student; two students in a truck while it is moving	49 CFR §§ 380.605, 380.703 — Instruction delivered by a qualified instructor
Operating while impaired, or refusing required self-certification	49 CFR Parts 40 and 382; § 380.707(a)

Why this matters

When a student applies for a driving job, that company's human resources department or its verification service calls this school. The first question is whether the student had any safety violations; the next is about attendance. **The institution answers honestly, every time.** A safety violation on a record can cost a job offer before an interview begins.

The phone rule is federal law

No driver may use a hand-held mobile telephone or send a text while driving a commercial motor vehicle. Under the federal definition, driving includes sitting in stopped traffic and waiting at a red light; it stops being driving only when the vehicle has moved off the highway and halted somewhere it can safely remain. The one exception is communicating with law enforcement officials or other emergency services.

FMCSA states that penalties for texting or using a hand-held mobile telephone can reach **$2,750 for the driver** and **$11,000 for the employer** who allows or requires it, each as adjusted for inflation. A conviction for texting or hand-held phone use while driving a commercial motor vehicle is a **serious traffic violation**. Two convictions in separate incidents within a three-year period disqualify a driver for **60 days**; three or more within three years disqualify for **120 days**. These violations also carry the maximum severity weight in FMCSA's Safety Measurement System.

If a student is ever unsure whether something is allowed, the student should stop and ask the instructor. Asking costs nothing.

> **AUTHORITY** 49 CFR Part 392, Subpart H — Limiting the Use of Electronic Devices. § 392.80 — Prohibition against texting. § 392.82 — Using a hand-held mobile telephone. § 392.82(c) — Emergency exception. § 390.5 — Definition of texting. §§ 383.51, 383.5 — Disqualification of drivers; serious traffic violations. Appendices A and B to Part 380 — Distracted driving as required curriculum.

22 Conduct & Harassment

Everyone in this yard paid to learn a trade. Every student is entitled to train here without being harassed, propositioned, insulted, or intimidated, and so is every member of staff.

What is not tolerated

- **Sexual advances, comments, or contact** toward another student or a member of staff. Unwanted means unwanted the first time. There is no second warning.
- **Slurs and abuse of any kind** — including on the basis of sexual orientation, race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, age, or disability.
- **Threatening, aggressive, or confrontational behavior** toward anyone at this school.
- **Intimidation, bullying, or hazing**, however it is dressed up.
- **Unsafe or disruptive behavior** that interferes with instruction or with another student's training.
- Being under the influence of alcohol or a controlled substance on school premises or in a training vehicle.

Consequences

Conduct of this kind results in **removal from training**. It is written up, it goes in the training record, and the financial terms of the enrollment agreement continue to apply. The person who has to leave is the person who did it — not the person it was done to.

Reporting

A student who experiences or witnesses such conduct should tell their instructor or come to the office. **A report does not have to be in writing and the student does not have to be certain.** The Chief Academic Officer keeps an open door for exactly this. Written reports are welcome at office@1on1truckacademy.com but are not a condition of being heard.

Every report is documented. Where two people are involved, each gives an individual statement, the statements are verified and signed, the student is given a copy, and a copy is kept in the institution's records. Retaliation against any individual for making a report, participating in an investigation, or exercising rights under this policy is strictly prohibited and is treated as a separate violation. Reporting will not cost a student their place at this school.

23 Student Services, Housing & Grievances

Student services

The institution provides the following services to enrolled students, at no additional charge:

- **Commercial Learner's Permit preparation** — instruction and guidance for the DMV knowledge tests, the DOT medical examination, and the DMV application.
- **Instructional materials** — all materials required to complete the program, issued at no additional charge.
- **Student portal access** — schedule, training hour log, and the online ELDT course and question database.
- **Scheduling of the California DMV Skills Examination** on the student's behalf once the student is cleared.
- **Graduation record review** — a final review of hours, evaluations, attendance, and Registry entries with the student before the DMV examination.
- **Career placement assistance**, including job-readiness assistance, resume guidance, and interview preparation, as described below.

The institution does not provide transportation services, childcare, tutoring beyond scheduled instruction, or personal counseling services.

Career placement assistance

The commercial trucking industry continues to have demand for qualified drivers; however, employment opportunities vary based on individual qualifications and market conditions. The institution provides career placement assistance to students who successfully complete their training program, intended to help graduates prepare for entry-level employment. Assistance may include information about trucking companies and employers that may be hiring entry-level commercial drivers; sharing job leads and industry contacts when available; assistance understanding employer application processes and how to present a training record; resume guidance and interview preparation; and, where an interview includes a carrier road test, preparation in the truck. The institution may maintain relationships with regional and national employers and may provide referrals when opportunities become available.

Placement disclosure

1 on 1 Truck Academy does not guarantee employment, job placement, or starting wages upon completion of the training program. Employment opportunities depend on many factors including the student's qualifications, driving record, background screening, and employer hiring requirements. Hiring decisions are made by individual employers. Students are encouraged to actively participate in their own job search.

Housing

1 on 1 Truck Academy **does not have dormitory facilities under its control** and does not provide student housing. **The institution has no responsibility to find or assist a student in finding housing.** Students are responsible for arranging their own housing and transportation while attending training.

Rental housing is available in West Sacramento and the surrounding Sacramento area, within a short distance of the institution. Based on published rental market data for West Sacramento as of mid-2026, monthly rents generally range from approximately **$1,550 to $2,100 for a studio apartment**, approximately **$1,500 to $2,050 for a one-bedroom apartment**, and approximately **$1,800 to $2,200 for a two-bedroom apartment**. These figures are estimates drawn from publicly available market sources, are provided for general information only, and are subject to change. The institution does not endorse, inspect, or take responsibility for any housing provider.

Visa services

The institution does not admit students from other countries on student visas, **does not provide visa services, and will not vouch for student status**. There are no charges associated with visa services because no such services are provided.

Student rights and grievance procedure

Any student, applicant, or participant who believes they have experienced discrimination, harassment, retaliation, or a violation of equal opportunity or language access rights, or who has any other complaint about the institution, has the right to file a complaint. Filing a complaint will not result in retaliation.

A student with a complaint should first bring it to their instructor or to the school office at (916) 380-1218 or office@1on1truckacademy.com. **A complaint does not need to be in writing to start, and the Chief Academic Officer keeps an open door.** Anything concerning safety, another student, or a member of staff can be raised in person without an appointment. Complaints may be submitted in the individual's preferred language, and language assistance for the complaint process is provided on request at no cost.

What follows is not informal. Every complaint is documented. Where two students are involved, an individual statement is taken from each, the statements are verified and signed, the student is given a copy, and a copy is kept in the institution's records. The institution acknowledges receipt, conducts an impartial review, and issues a written determination within a reasonable timeframe. If a violation is found, appropriate corrective action is taken. If the matter is not resolved at that level, the student may submit the complaint in writing to the Chief Academic Officer, who will respond in writing.

A student is **not** required to exhaust this procedure before contacting the Bureau or any other agency, and does not need the institution's permission to do so.

REQUIRED NOTICE

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov."

Students participating in workforce-funded programs may also contact their local workforce development board, or the Civil Rights Center, U.S. Department of Labor, for assistance with filing a complaint.

School Performance Fact Sheet

The School Performance Fact Sheet reports this institution's completion, placement, licensure examination passage, and salary data. It is provided to every prospective student before an enrollment agreement is signed, is filed annually with the Bureau, and is posted on the institution's website. Prospective students are encouraged to review it alongside this catalog.

> **AUTHORITY** 5 CCR § 71810(b)(12) — Description of all student services. § 71810(b)(13)(A),(B),(C) — Housing information. § 71810(b)(3) — Visa services. § 71810(b)(14) — Student rights and grievance procedure. CEC § 94909(a)(13) — Nature and extent of placement services. § 94910 — School Performance Fact Sheet. 29 CFR Part 38 — Equal opportunity and complaint procedures.

24 Student Records & Retention

The institution maintains a permanent record for every student, containing enrollment documentation, the English Language Proficiency and Comprehension Assessment record or the documentation accepted in its place, attendance, training hours, proficiency evaluations, examination results, endorsement records, safety and conduct records, financial records, and the credential awarded.

• Admission records, including the completed English Language Proficiency and Comprehension Assessment, are retained whether or not the applicant is admitted.

- **Transcripts are maintained permanently.**
- All other student records are maintained for **a minimum of five years** at the institution's principal place of business in California.
- Federal training records — including the student's self-certification, CLP or CDL copies, instructor qualification records, theory and behind-the-wheel lesson plans, and individual student assessment records — are maintained for **a minimum of three years** and produced to FMCSA within 48 hours of request.
- Records are maintained in a manner that protects them from damage or loss, and student records are available to the student on request.

• The institution does not release student records to a third party without the student's written authorization, except as required by law or by FMCSA or the Bureau. Releases to sponsoring agencies follow the authorization policy below.

• The institution does not alter, remove, or soften a student's record. Attendance, proficiency evaluations, and safety violations are recorded as they occurred. Any disclosure to a prospective employer is subject to the release policy above.

Release of Student Records to a Sponsoring Agency

This policy applies only to students whose training is funded or sponsored by a public agency, including the California Department of Rehabilitation or a Workforce Innovation and Opportunity Act program, or by an employer. It does not apply to self-pay students.

Through Section 13 of the enrollment agreement, the student authorizes 1 on 1 Truck Academy to release the following records to the counselor or case manager assigned by the agency named in Section 4 of that agreement, and to that agency, for the purpose of administering funding and monitoring progress:

• Enrollment status, program, start date and scheduled completion date

• Attendance and training hours completed

• Results of proficiency evaluations, including behind-the-wheel and vehicle inspection

• Commercial Learner's Permit and DMV examination status and results

• Completion, graduation, or withdrawal, and the date of it

• Invoices and payments made on the student's behalf by the agency

This authorization does not extend to any other record. The institution will not release information about a disability, a request for or the details of an accommodation, medical or health information, or the content of a complaint or grievance, unless the student signs a separate authorization specifically covering it.

The institution may make these records available through a secure online portal accessible only to the assigned counselor, or by direct communication. Access is limited to that student's own record.

The authorization takes effect when the student signs the enrollment agreement and remains in effect until training ends or the student revokes it. The student may revoke it at any time by giving written notice to the Chief Academic Officer. Revocation applies going forward and does not affect records already released. Revocation may affect funding because the agency may require this information to continue paying for training. That is a matter between the student and the agency, not the institution.

AUTHORITY 5 CCR § 71810(b)(15) — Policies on the retention of student records. CEC §§ 94900, 94900.5 — Required student and institutional records. 5 CCR §§ 71920, 71930 — Student records and maintenance of records. 49 CFR §§ 380.725, 380.719(a)(6) — Federal recordkeeping and 48-hour production.

25 Faculty & Administration

Instructor qualification standard

Every instructor at 1 on 1 Truck Academy holds a valid Commercial Driver License of the class in which they instruct, together with the endorsements required for the instruction they deliver, and meets the federal definition of a qualified behind-the-wheel or theory instructor. Individual instructor qualification records — including licence, endorsements, and documented driving experience — are maintained by the institution and are available to the Bureau for Private Postsecondary Education and to FMCSA on request.

This institution sets its hiring standard **above the federal minimum**. Federal law requires only that a behind-the-wheel instructor hold the applicable CDL and have **two years** of experience operating a commercial motor vehicle of that class. **1 on 1 Truck Academy requires a minimum of 20 years of commercial driving experience of every instructor it employs** — ten times the federal floor. Instructional experience across the staff ranges from local delivery in major U.S. cities to long-distance over-the-road operation, and the senior instructional staff includes an instructor with more than 50 years of commercial driving experience.

Position	Minimum qualification	Responsibilities and experience
Founder and Chief Academic Officer Nirup Dave	Institutional and academic leadership	More than 25 years in the transportation industry. Career began in automobile sales, followed by ownership and operation of a Sacramento taxi company from the late 1990s, and subsequently commercial trucking. Founded 1 on 1 Truck Academy in 2020. Holds institutional responsibility for academic standards, curriculum, instructor qualification, and student records. Administers the Final Practical Evaluation and is the sole approver of all training hours. Serves as the institution's Equal Opportunity Officer. Reviews and approves the result of every English Language Proficiency and Comprehension Assessment and decides all requests for accommodation.
Behind-the-Wheel Instructor	Valid CDL of the class instructed, applicable endorsements, and a minimum of 20 years of commercial driving experience	Delivers behind-the-wheel range instruction — pre-trip inspection, backing, and basic control skills — and public road driving instruction. Evaluates and documents student proficiency at each required element of the federal curriculum.
Theory Instructor	Valid CDL of the class instructed, applicable endorsements, and a minimum of 20 years of commercial driving experience	Delivers the ELDT theory curriculum, Commercial Learner's Permit preparation, and endorsement theory instruction. Administers and scores the Final ELDT Theory Examination.

The **Final Practical Evaluation is administered by the Chief Academic Officer only**, and is never administered by the instructor who trained the student. Approval of all training hours also rests solely with the Chief Academic Officer. This separation is deliberate: the person who trained a student does not clear that student for the California DMV examination. A prospective or enrolled student who wishes to know the qualifications of the specific instructor assigned to them may request that information from the school office at any time.

AUTHORITY CEC § 94909(a)(7) — Information regarding the faculty and their qualifications. 5 CCR § 71720 — Faculty qualifications. 49 CFR § 380.605 — Definitions of theory instructor and behind-the-wheel instructor; federal minimum of two years' experience operating a commercial motor vehicle of the applicable class. § 380.703 — Instructor requirements. § 380.725 — Instructor qualification records.

26 Accreditation

1 on 1 Truck Academy is **not accredited** by an accrediting agency recognized by the United States Department of Education. The institution does not advertise or represent itself as accredited.

The institution is a private institution **approved to operate** by the California Bureau for Private Postsecondary Education, and is a **registered** training provider on the FMCSA Training Provider Registry. These are distinct statuses, and none of them is accreditation.

The institution awards a certificate on completion and **does not offer degree programs**. Because the institution does not offer degrees and does not participate in federal student financial aid programs, the additional degree-program disclosures required of unaccredited degree-granting institutions do not apply. The institution has not received provisional approval to offer an unaccredited degree program.

AUTHORITY CEC § 94909(a)(16) — Accreditation statement and known limitations. § 94897(e) — Advertising accreditation. § 94897(l) — Use of "approved to operate." 5 CCR §§ 71775, 71775.5 — Notice to prospective degree program students (not applicable).

27 Catalog Certification

The information contained in this catalog is true and correct in content and policy as of the effective date shown, to the best of my knowledge.

This catalog covers the period **January 1, 2026 through December 31, 2026** and is reviewed and updated annually. If changes in educational programs, educational services, procedures, or policies required to be included in this catalog by statute or regulation are implemented before the annually updated catalog is issued, those changes will be reflected at the time they are made in a supplement or insert accompanying this catalog.

Regulatory citations in this catalog reflect 49 CFR Part 380 and related Parts as published in the Electronic Code of Federal Regulations; the California Private Postsecondary Education Act of 2009 as amended, and Title 5, Division 7.5 of the California Code of Regulations, as published by the Bureau for Private Postsecondary Education; and the California Vehicle Code as published by California Legislative Information.

Nirup Dave · Chief Academic Officer

1 on 1 Truck Academy — Nirups University of Skills 3602 West Capitol Avenue, West Sacramento, CA 95691 · (916) 380-1218 · office@1on1truckacademy.com BPPE School Code SC95475858 · Catalog Period January 1, 2026 – December 31, 2026 · Revised August 2026 · English Proficiency Supplement effective September 2026 · Supersedes all prior editions

A Appendix A — Specimen Student Evaluation Records

These are the evaluation records used at each proficiency gate described in Section 09. They are reproduced here so that a prospective student can see, before enrolling, exactly what will be assessed, how it will be scored, and what will be entered in their permanent training record.

These pages are specimens for information only and are not usable forms. The live records are issued by the institution, completed by the evaluating instructor at the time of evaluation, and retained under 49 CFR § 380.725 (minimum three years, produced to FMCSA within 48 hours of request) and 5 CCR § 71920 (minimum five years; transcripts permanently). A student may request a copy of their own evaluation records at any time.

SPECIMEN · REPRODUCED FOR INFORMATION ONLY · NOT A USABLE FORM

Form A-1 · ELDT Theory Evaluation Record

Entry-Level Driver Training — Theory Instruction · 49 CFR Part 380, Subpart F; Appendix A (Class A) / Appendix B (Class B)

STUDENT NAME	STUDENT ID	PROGRAM	DATE OF EVALUATION

Required theory area — 49 CFR Part 380, Appendix A / Appendix B	Items	Correct	Assessed
1 Basic Operation — orientation, control systems and dashboard, pre-trip and post-trip inspections, basic control, shifting, backing and docking, coupling and uncoupling			☐
2 Safe Operating Procedures — visual search, communication, distracted driving, speed management, space management, night operation, extreme driving conditions			☐
3 Advanced Operating Practices — hazard perception, skid control and recovery, jackknifing and other emergencies, railroad-highway grade crossings			☐
4 Vehicle Systems and Reporting Malfunctions — identification and diagnosis of malfunctions, roadside inspections, maintenance			☐
5 Non-Driving Activities — cargo handling and documentation, environmental compliance, hours of service and daily log, fatigue and wellness, post-crash procedures, external communications and English language proficiency, whistleblower and coercion reporting, trip planning, drugs and alcohol, medical requirements			☐
ENDORSEMENT THEORY — WHERE ELECTED; WAIVER ON FILE WHERE DECLINED			
Hazardous Materials (H) — Appendix E to Part 380 · Tanker (N) · Doubles and Triples (T)			☐

Overall score	Federal minimum	Institutional standard	Result
_____ %	80% — 49 CFR § 380.715(a)	**90%** — 1 on 1 Truck Academy	☐ Pass ☐ Retake required

THEORY INSTRUCTOR — NAME AND SIGNATURE	CHIEF ACADEMIC OFFICER — APPROVAL AND DATE

Recordkeeping. Theory instruction and assessment are entered in the FMCSA Training Provider Registry only upon successful completion (49 CFR § 380.717). Assessment records are retained a minimum of three years and produced to FMCSA within 48 hours of request (§§ 380.725, 380.719(a)(6)), and a minimum of five years under 5 CCR § 71920.

SPECIMEN · REPRODUCED FOR INFORMATION ONLY · NOT A USABLE FORM

Form A-2 · Behind-the-Wheel Range — Inspection & Basic Control Skills Proficiency Evaluation Record

49 CFR § 380.715(b) · Appendix A, Units A2.1–A2.7 / Appendix B, Unit B2.1 · California DMV OLIN 2023-06

STUDENT NAME	STUDENT ID	PROGRAM	VEHICLE / UNIT NO.	RANGE HOURS TO DATE

Element evaluated	Proficient	Not yet proficient	Date / Instructor initials
PRE-TRIP INSPECTION — PERFORMED FROM MEMORY · 49 CFR §§ 392.7, 396.11, 396.13; § 383.113			
Air brake check — applied air leakage, governor cut-out, low air warning, spring brake pop-out, tug tests, pressure readings called out	☐	☐	
In-cab — gauges and instruments, warning lights and buzzers, safety belt, mirrors, steering play, horn, wipers and washers, heater and defroster, lighting indicators, emergency equipment	☐	☐	
Exterior — engine compartment, steering and suspension, brakes, wheels and tires, lights and reflectors, coupling system, frame and body, cargo securement	☐	☐	
Coupling and uncoupling (Class A)	☐	☐	
BASIC CONTROL SKILLS — CALIFORNIA MODERNIZED BASIC CONTROL SKILLS TEST			
Forward stop — vehicle brought to a stop inside the marked box	☐	☐	
Straight-line backing — between boundaries, without touching or crossing	☐	☐	
Forward offset tracking — scored on clearance	☐	☐	
Reverse offset backing — parked at the end of the alley, rear bumper inside the box	☐	☐	
Get Out And Look (GOAL) applied through every backing unit	☐	☐	
Yard safety compliance — high-visibility vest, closed-toe shoes, three points of contact, instructor present	☐	☐	

PHASE RESULT	BEHIND-THE-WHEEL INSTRUCTOR — SIGNATURE AND DATE	CHIEF ACADEMIC OFFICER — HOUR APPROVAL

Advancement rule. Skills training does not begin until the pre-trip inspection is proficient, and public road training does not begin until every element above is proficient. Range training is entered in the Training Provider Registry only when the phase is complete. All training hours require the approval of the Chief Academic Officer and are certified to the California DMV on Form DL 1236.

SPECIMEN · REPRODUCED FOR INFORMATION ONLY · NOT A USABLE FORM

Form A-3 · Behind-the-Wheel Public Road — Driving Proficiency Evaluation Record

49 CFR § 380.715(b) · Appendix A / Appendix B to Part 380, Behind-the-Wheel Public Road units · California DMV driving standards

STUDENT NAME	STUDENT ID	CLP NUMBER	ROUTE / CONDITIONS	ROAD HOURS TO DATE

Element evaluated — proficiency demonstration required	Proficient	Not yet proficient	Date / Instructor initials
Vehicle controls — left turns, right turns, lane changes, curves at highway speeds, interstate entry and exit, controlled stopping	☐	☐	
Shifting and transmission operation	☐	☐	
Communications and signaling	☐	☐	
Visual search	☐	☐	
Speed management	☐	☐	
Space management	☐	☐	
Safe driver behavior	☐	☐	
Hours of service compliance	☐	☐	
COVERED AND DISCUSSED DURING ROAD INSTRUCTION — NO FEDERAL PROFICIENCY DEMONSTRATION REQUIRED			
Hazard perception · railroad-highway grade crossings · night operation · extreme driving conditions · skid control and recovery		☐ Instruction delivered	

PHASE RESULT	BEHIND-THE-WHEEL INSTRUCTOR — SIGNATURE AND DATE	CHIEF ACADEMIC OFFICER — HOUR APPROVAL

Advancement rule. Completion of the ten public road hours does not by itself complete this phase. The student must also demonstrate driving proficiency in every element above. Public road training is entered in the Training Provider Registry only when the phase is complete.

SPECIMEN · REPRODUCED FOR INFORMATION ONLY · NOT A USABLE FORM

Form A-4 · Final Practical Evaluation Record

Administered by the Chief Academic Officer — never by the instructor who trained the student · 5 CCR § 71810(b)(8)

STUDENT NAME	STUDENT ID	PROGRAM / TOTAL HOURS	DATE OF EVALUATION

Administered in the format used by the California DMV for the CDL Skills Test	Pass	Repeat required
Vehicle inspection test — air brakes, in-cab, exterior, from memory	☐	☐
Basic control skills test — all four exercises	☐	☐
Road test — controls, turns, intersections, lane changes, freeway, railroad crossings, traffic signs and signals, hazard perception	☐	☐

GRADUATION RECORD REVIEW — COMPLETED BEFORE DMV EXAMINATION IS SCHEDULED

Total program hours completed and approved · all evaluations proficient · attendance record reviewed · endorsement decision or waiver on file · theory, range and public road entered in the FMCSA Training Provider Registry · Form DL 1236 Section 2 completed and signed	☐	☐

Determination	Credential issued
☐ Graduated — recommended for the California DMV Skills Examination ☐ Course completed — not graduated; proficiency not demonstrated	☐ Certificate of Graduation and transcript · ELDT certification transmitted ☐ Certificate of Attendance · no ELDT certification transmitted

NIRUP DAVE · CHIEF ACADEMIC OFFICER — SIGNATURE	DATE

Effect. A determination of "course completed — not graduated" means no ELDT certification is transmitted to the FMCSA Training Provider Registry. Without that certification the California DMV is not permitted to administer the skills test or issue a commercial driver license. The institution reserves the right to withhold DMV test authorization where a student is not adequately prepared to operate safely. See Sections 09 and 20.

B Appendix B — Regulatory Compliance Index

This index maps each numbered item on the Bureau for Private Postsecondary Education Catalog Checklist (effective March 2025) to the section and page of this catalog where the requirement is satisfied. Item 1 is a formatting requirement and does not require a location response. Items marked N/A do not apply to this institution.

Item	Catalog minimum requirement	Section	Page
1	Font size of required information (CEC §94908)	Throughout	—
2	Catalog updated annually (5 CCR §71810(a))	Table of Contents; §27	29
3	How the catalog is provided (CEC §94909(a),(c))	Table of Contents page	3
4	Name, address, telephone, website (CEC §94909(a)(1))	Cover; §01	4
5	Address where class sessions are held (CEC §94909(a)(4))	§01; §03	4
6	Beginning and ending dates of catalog period (5 CCR §71810(b)(1))	Cover; §01; §27	1
7	Private institution / approved to operate statement (CEC §94909(a)(2); §94897(l))	§01 — Approval to operate	4
8	Bankruptcy statement (CEC §94909(a)(12))	§01 — Bankruptcy disclosure	4
9	Catalog / SPFS review notice (CEC §94909(a)(3)(B))	Table of Contents page	3
10	Mission, purposes and objectives (5 CCR §70000(q),(r); §71810(b)(2))	§02	5
11	Facilities, equipment and materials (5 CCR §§71735, 71810(b)(9))	§03	5
12	Learning resources and student access (5 CCR §§71740, 71810(b)(10))	§03 — Instructional materials	6
13	Bureau contact statement (CEC §94909(a)(3)(A))	§01 — Questions regarding this catalog	4
14	Complaint statement (CEC §94909(a)(3)(C))	§01 — Filing a complaint; §23	4
15	Office of Student Assistance and Relief (CEC §94909(a)(3)(D))	§01 — Office of Student Assistance and Relief	4
16	Transferability of credits and credentials (CEC §94909(a)(15))	§13	16
17	Notice to prospective degree program students (5 CCR §§71775, 71775.5)	N/A — no degree programs (§26)	28
18	Admissions policies, transfer credit, ability-to-benefit, articulation agreements (CEC §94909(a)(8)(A); 5 CCR §71770)	§11	13
19	Credit for prior experiential learning (5 CCR §§71810(b)(7), 71770(c))	§11 — Credit for prior experiential learning	14
20	Visa services; English proficiency and language services; instruction in other languages (5 CCR §71810(b)(3),(4),(5))	§12 — English Proficiency, Comprehension & Language Services; §23 — Visa services	14; 26
21	Program descriptions, completion requirements, total clock hours (CEC §94909(a)(5))	§05; §06; §07; §08; §09	7
22	Licensure notice and eligibility requirements (CEC §94909(a)(6))	§10	12
23	Accreditation statement (CEC §94909(a)(16); §94897(p))	§26	28
24	Schedule of total charges — period of attendance and entire program (CEC §§94870, 94909(a)(9))	§14	16
25	Student Tuition Recovery Fund (CEC §94909(a)(14); 5 CCR §76215(a),(b))	§15	18
26	Cancellation, withdrawal and refund policies (CEC §§94909(a)(8)(B), 94919, 94920; 5 CCR §71750)	§17	20

Item	Catalog minimum requirement	Section	Page
27	Faculty and their qualifications (CEC §94909(a)(7); 5 CCR §71720)	§25	28
28	Participation in federal and state financial aid programs (CEC §94909(a)(10))	§16	19
29	Loan repayment and federal aid refund statement (CEC §94909(a)(11))	§16	19
30	Policies regarding any form of financial aid (5 CCR §71810(b)(6))	§14 — Ways to pay; §16	17
31	Standards for student achievement (5 CCR §71810(b)(8))	§09	11
32	Attendance policies (CEC §94909(a)(8)(D))	§18	22
33	Probation and dismissal policies (CEC §94909(a)(8)(C))	§20	23
34	Leave-of-absence policies (CEC §94909(a)(8)(E))	§19	22
35	Student rights and grievance procedure (5 CCR §71810(b)(14))	§23 — Student rights and grievance procedure	26
36	Description of all student services (5 CCR §71810(b)(12))	§23 — Student services	25
37	Nature and extent of placement services (CEC §94909(a)(13))	§23 — Career placement assistance	26
38	Housing information (5 CCR §71810(b)(13)(A),(B),(C))	§23 — Housing	26
39	Retention of student records (CEC §94900; 5 CCR §§71810(b)(15), 71920)	§24	27
40	Standard Occupational Classification codes, six-digit level (5 CCR §74112(d)(3))	§02	5
41	Distance education response times (5 CCR §71810(b)(11))	N/A — no distance education programs offered	—
42	Website links: catalog, SPFS, brochures, Bureau site, annual report (CEC §94913; 5 CCR §74117)	Maintained on www.1on1truckacademy.com	—

The School Performance Fact Sheet required under CEC §94910 and 5 CCR §74112 is a separate document, provided to each prospective student prior to signing an enrollment agreement and published on the institution's website.