NORTHERN INDUSTRIAL TRAINING, LLC






Northern Industrial Training, LLC
2019-2020 Institutional Catalog

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Certified as True and Correct in Content and Policy.

Gayle Warner 1/23/2019

Table of Contents

Northern Industrial Training, LLC (NIT) is a privately owned Alaskan company founded in 2003.
NIT was founded under the principle of providing classroom and hands-on training that provides innovative programs and curricula that lead to successful career paths for all Alaskans. NIT recognizes that a highly trained, critical thinking workforce is in demand and paramount to our economy and future.

Our programs are approved by the Alaska Commission on Post-Secondary Education (ACPE). We are a training and testing partner of the State of Alaska Division of Motor Vehicles (DMV). We are the only American Welding Society approved testing facility in Alaska.

NIT serves the public with an expansive vocational training center headquartered in Palmer, Alaska and continues to answer the changing developments of the community in their training needs.
Our training center includes a multiple classroom building, a driving/equipment range and a state of the art mechanical and welding trades' facility providing a variety of training combinations for professional truck driving, heavy equipment, hazardous materials, mine safety, OSHA courses, and safety and regulatory programs. In addition to serving the Matanuska-Susitna Valley, NIT's Anchorage location provides: safety programs, regulatory and training compliance, business support, database management, client specific training, and record keeping.

NIT is a member of the Alaska Industry Support Alliance, Alaska Marine Safety Education Association (AMSEA), Alaska Process Industry Careers Consortium (APICC), Alaska Trucking Association, Alliance of Hazardous Materials Professionals (AHMP), American International Health Alliance (AIHA), American Red Cross, American Society of Mechanical Engineers (ASME), American Society of Safety Engineers (ASSE), American Traffic Safety Services Association (ATSSA), American Welding Society (AWS), Board of Certified Safety Professionals (BCSP), Capital Safety, Anchorage/Palmer/Wasilla Alaska Chambers of Commerce, Commercial Vehicle Safety Alliance (CVSA), Crane Institute of America, Hobart, Medic First Aid, Miner Association, National Safety Council, Thinking Driver, Safety Council, PEC/Premier Safety, Plans Room, Professional Truck Driver Institute (PTDI), and National Environmental, Safety and Health Training Association (NESHTA).

NIT has professional, licensed, and certified instructors available to provide training programs throughout Alaska, from Prudhoe Bay to Juneau. We are dedicated to workforce development and business support.

A MESSAGE FROM THE CEO

Who we are as a company:

Northern Industrial Training's (NIT) mission is to be the company of choice to deliver effective and efficient training, safety and corporate services. NIT recognizes that a highly trained, critical thinking workforce is in demand and paramount to our economy and future.

To meet this demand we have office locations in Alaska and will travel on site to fulfill client needs. NIT believes that when an individual with drive and desire is presented an opportunity in a professional environment—coupled with the highest quality training-they can become a skilled and valuable member of the workforce. EVERY member of the NIT team shares the goal of providing the best possible product and services to our clients, which includes: supporting our students; customer service; self-improvement; and finding solutions.

NIT's core philosophy and vision is based on 5 Anchors of success; these Anchors are stressed in everything we do.

- *Integrity*
- *Professionalism*
- *Respect*
- *Consistency*
- *Will to Succeed*

NIT consistently strives for continuous improvement and constantly develops new methods and technologies to address the changing needs of industry.
I pledge that NIT will continue to put full faith and effort into every one of our endeavors and that you as our client will view NIT as The Company of Choice.

Sincerely,

Joey Crum JD, ASP
President/CEO
Northern Industrial Training, LLC

EQUAL OPPORTUNITY STATEMENT
Northern Industrial Training provides equal education and employment opportunities for all regardless of race, color, religion, national origin, sex, age, disability, or status as a Vietnam era or disabled Veteran.
NIT's Equal Opportunity Policy is outlined in detail on page 7 of the Student Handbook.

ADMISSION PROCEDURES

NIT courses are available to any student that meets our eligibility requirements. Potential students will be asked to complete an application. A $25 non-refundable application fee will be required. When the application is signed and returned to the Admissions Office, the staff will contact the applicant with 72 hours to discuss tuition and fees and potential funding sources that may be available.

For programs 120 hours in length or longer, students must obtain a FMCSA/DOT or a DOT Equivalent drug test and a Department of Transportation (DOT) physical or Pre-Participation physical based on applicable program. Please see specific requirements of each individual program.

NIT expects payment in full 10 days prior to the start of any program that is 120 hours in length or longer unless other arrangements have been made. Applicants who are working with the State of Alaska, Alaska Student Loan Program or Native Corporations for scholarship funds, are required to provide written notification of full funding 10 days prior to the start of class. It is the applicant's responsibility to contact their funding agencies for confirmation of funding. There are no provisions for partial payment of fees. In order to reserve a position in a training course that is 80 hours in length or less, payment in full is required at time of scheduling.

Once an applicant is enrolled into a program but prior to the beginning of that program our refund policy will apply.

If a student requests a refund after tuition and fees have been paid once a program has begun, the refund policy will apply. Refund calculations are based on the last date of recorded attendance.

A $30 non-refundable fee will be charged for all checks returned for non-sufficient funds (NSF). Before attending class, the NSF fee and the full tuition amount must be paid to NIT by cash, cashier's check, or money order.

STUDENT RESPONSIBILITY

We require our students to familiarize themselves with NIT's policies and regulations as printed in this catalog, as well as the admissions documents. Failure to read the catalog or the admissions documents does not excuse any student from the rules and procedures described herein.

Students must keep NIT informed of their current address and telephone number. The school should be notified of any change as soon as possible. Students are responsible for checking with the Administration Office to ensure all necessary information is received by NIT before the enrollment deadline for a class. It is the student's responsibility to submit all required and requested documents to admissions staff in a timely manner for attendance in their training program, failure to do so will result in termination from the program. The school cannot be responsible for students' books, materials, or other personal property. There will be an additional fee charged to the student for re-issue of books or class materials.

All students are responsible for their own medical coverage in case of injury. NIT will not cover medical expenses for injuries incurred during training.

NIT makes no guarantees, promises or offers of employment before, during and/or after attendance in any course it offers.

TUITION AND FEES

Northern Industrial Training, LLC reserves the right to change the tuition and adjust the fee schedule, but pre-paid tuition and fees will not be affected by any change. Any change in tuition and fees will be applied to the next start date for which payment has not yet been received. Programs must be taken as one complete unit. The tuition amount has been established to include all portions of the program.

Students must pay Division of Motor Vehicle (DMV) fees required to obtain their CDL permit and/or license. These fees are in addition to tuition and are non-refundable, except where stated.

Please refer to individual program pages for a detailed schedule of tuition and fees.

FUNDING SOURCES

NIT does not provide financial aid. NIT accepts: the Alaska Student Loan (for programs 6 weeks in length or longer), www. acpe.alaska.gov (on the website can be found the specific policies and terms of the Alaska Supplemental Education Loan and Family Education Loan including loan limits and interest rates; Alaska Performance Scholarship, www.aps.alaska.gov; Native Corporation and Village Council funding and scholarships; State of Alaska programs (WIA and DVR), www.labor.alaska.gov; and Department of Veteran Affairs. NIT accepts cash, check, Visa and Master Card.

"A Student's Right to Cancel:" A student may cancel enrollment until the close of business on the first day of program in-struction and receive a refund of all monies paid including the enrollment fee. To cancel, please notify the NIT admis-sions staff in writing, in person, or by a personal phone call. A student, who cancels enrollment after the close of busi-ness on the first day of program instruction is entitled to an equitable refund less the enrollment fee and cost for books and materials. All refunds to a student will be made within 30 days after receipt of notification of the student's with-drawal, or 30 days after the student's last recorded date of physical attendance, whichever is earlier. Any NIT borrowed materials must be returned to NIT in excellent condition before any certifications will be issued or if not returned, stu-dent will be charged for the cost of materials. If students' funding source, (i.e. VA Educational Benefits, Scholarship Funding, Corporate Sponsorship, etc.) does not fulfill their portion of the obligated funds, the student is responsible for these fees and any certifications and/or licenses may be held until payment is received. *In accordance to Title 38 section 3679, students using VA Education Benefits will not be penalized due to delays in VA payments.

- Refunds calculated from the last date of physical attendance are as follows:
- Within the first day of class, the institution shall refund 100% of the tuition (subject to $100 withdrawal fee).
- 2-10% of Program Completion, the institution shall refund 90% of the tuition;
- 11-20% of Program Completion, the institution shall refund 80% of the tuition;
- 21-25% of Program Completion, the institution shall refund 55% of the tuition;
- 26-50% of Program Completion, the institution shall refund 30% of the tuition;
- 51-100% of Program Completion, the institution shall refund 0% of the tuition

Retention of tuition and fees collected in advanced for a student that does not commence class will be $100.00.

FAILURE TO MEET FINANCIAL OBLIGATIONS

Northern Industrial Training, LLC policy requires a financial hold be placed on student record if there is a failure to meet financial obligations. This hold will prevent any enrollment, transcript, or graduation activity. Interest, late fees, or collection costs may be added to the student's account.

REFUND POLICY FOR STUDENT RECEIVING VA BENEFITS

Students using VA Educational Benefits for tuition will have refunds processed at a pro-rated portion of the charges of tuition and fees based on the percentage of contact hours attended. NIT will refund in full for the amount of the charge for unissued books, supplies and equipment if the student withdraws or is discontinued before completing the course. If students funding source i.e. Scholarship Funding, Corporate Sponsorship, etc., does not fulfill their portion of the obligated funds, the student is responsible for these fees and any certifications and/or licenses may be held until payment is received. "In accordance to Title 38 section 3679, students using VA Educational Benefits will not be penalized due to delays in VA payments.

Refunds calculated from the last date of physical attendance are as follows:

- 10% of Program Completed, the institution shall refund 90% of the tuition
- 20% of Program Completed, the institution shall refund 80% of the tuition
- 30% of Program Completed, the institution shall refund 70% of the tuition
- 40% of Program Completed, the institution shall refund 60% of the tuition
- 50% of Program Completed, the institution shall refund 50% of the tuition
- 60% of Program Completed, the institution shall refund 40% of the tuition
- 70% of Program Completed, the institution shall refund 30% of the tuition
- 80% of Program Completed, the institution shall refund 20% of the tuition
- 90% of Program Completed, the institution shall refund 10% of the tuition
- 100% of Program Completed, the institution shall refund 0% of the tuition

CLASS ADD/DROP POLICY

Students are allowed to add or drop classes up to 72 hours after the start of class and still receive a full refund. If withdrawals are made after the start of class, then the tuition refund policy must be observed.

PROGRAM CHANGES AND/OR CANCELLATIONS
NIT reserves the right to change or cancel programs and to change the policies and procedures regarding the academic regulations affecting the student body, at any time with appropriate notice to the students. Students will be notified as soon as any changes are made that may effect their enrollment.

ELIGIBILITY REQUIREMENTS
NIT courses and programs are available to all that meet the eligibility requirements. Please see program description for specific prerequisites and requirements.

AGENCY SPONSORED STUDENTS
Students that are sponsored by an agency (Native Corp, WIA, DVR, VA, etc.) must contact that agency for details on how to obtain funding and the procedures required to register for classes. This must be done for each class that a student wishes to attend. Agency sponsored students are required to have all appropriate paperwork processed through Northern Industrial Training, LLC admissions.

DISCIPLINARY ACTION
Disciplinary action including up to suspension or termination from one of NIT's training programs will occur under circumstances including but not limited to:

- Open defiance of an instructor's authority
- Use of profane or obscene language or gestures
- Refusal to follow instruction of an NIT staff member
- Insubordination to persons in authority
- Theft or deliberate destruction of supplies and/or equipment
- Violating Threat of Violence Policy
- Operating equipment in a manner that threatens life or property
- Willful or unnecessary abuse of school property
- Violating Drug & Alcohol Policy
- Harassement on any basis; race, sex, age, disability, etc.
- Violating Tardiness & Absence Policy
- Verbal misconduct of making or using derogatory comments, epithets, slurs, or jokes
- Violating Student Weapons Policy

CLASS PROCEDURES

Scheduled Training Days:
CDL Programs: Monday - Thursday (4/10's)
Mechanics Programs: Tuesday – Friday (4/10s)
Welding Programs: Tuesday - Friday (4/10s)
HSET & Project Management Programs: Monday - Friday (4/8s)
Heavy Equipment Programs: Monday – Thursday (4/10s)

Training days are subject to change in the case of unavoidable circumstances.

Lunch Breaks: From ½ hour to 1 hour depending on class schedule.

Break times: Five minutes per hour or 15 minutes every two hours when driving. All breaks are regulated.

Classroom Maintenance: The classroom shall be kept clean at all times. Please dispose of all trash in receptacles each day. The equipment/trucks are to be cleaned by each student at the end of shift. Refusal to clean will result in termination.

Personal Messages: NIT does not provide a locating service for students and will not interrupt classes for personal messages. The Family Education Rights and Privacy Act (FERPA) (http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html) prevents the school from releasing a student's schedule. Messages will be taken at the reception area. Emergencies are an exception. Instructors will have cell phones on remote sites to receive calls and or messages (for students) from the main facility.

Cell Phones: Cell phone use (initiating or answering calls, sending and receiving messages and/or emails and use of the internet) is not appropriate during class hours. Cell phones must be turned off while training is being conducted. Cell phones may be used during authorized breaks and lunch periods and before and after class hours. Students who disregard this policy are subject to disciplinary action. Continued disregard of this policy could result in dismissal from the training program.

Parking Areas: NIT has limited parking for staff and students. Students may park in any designated parking area. Please observe all "No Parking" signs. NIT is not responsible for damage to students' personal vehicles. Vehicles parked on NIT school property or NIT school training sites are parked there at the owner's risk. NIT assumes no liability for damage to personal vehicles by other individuals or due to conditions caused by snow, ice or snow removal equipment. Improperly parked or non-operational vehicles will be towed away at the vehicle owner's expense. Overnight parking is not allowed.

Dress and Hygiene: *As outlined in detail in the Student Handbook (pg 6-7),* all students are expected to maintain good hygiene and suitable clothing for class is required (i.e. work gloves, work boots, clothing, winter clothing, and rain gear). Tennis shoes, open toed shoes, and sandals are not allowed on heavy equipment. Clothing worn in public view must be free from obscene, profane or offensive language, gestures, pictures or symbols. PPE (Personal Protective Equipment) must be worn at all times while on training sites. Students who do not bring their PPE to the training site will not be allowed to participate in training.

Visitors: Only students, faculty and staff are to be in the classrooms, shop areas or at any remote NIT training site. Students are not permitted to bring children to class. All visitors are required to check with the Administration Office before visiting any of the NIT locations.

CONDUCT

Good conduct is expected of all students enrolled and attending class at NIT. Misconduct reflecting negatively upon the reputation and welfare of the school or its students will result in immediate dismissal. The communication between instructors and students shall be professional and clear. Private consultations between instructors and students are done in confidentiality and a student counseling form will be completed.

TOBACCO-FREE ENVIRONMENT

Northern Industrial Training, LLC is committed to providing faculty, staff and students with a safe and healthy environment for working and learning. Use of tobacco in any form is not permitted in the NIT facilities or in NIT trucks and equipment, to incldue the smoking of any tabacco product, the use of oral tobacco products or "spit" tabacco, and E-cigareet products. Smoking on NIT property is allowed in designated smoking areas only. All of these areas are outside of the school buildings and at least 30 feet away from entrances and exits. Cigarette remains must be property extinguished and placed into the proper receptacle. Smoking in a prohibited area will be subject to discipline or dismissal.

TARDINESS AND ABSENCES

Regular attendance is crucial to successful completion and personal development. Due to the intensity of the training, and the personal development taught in our school, all students must maintain regular class attendance. Failure to meet required attendance will result in non-issuance of certifications.

All students are required to contact NIT if they are unable to attend class for any reason. Unexcused, consistent tardiness or absences will result in dismissal. All absences are unexcused unless prior arrangements were made with NIT staff. Students who have an illness during class, which prevents his/her attendance, may be subject to a refund in accordance with the Enrollment Contract. Additionally, the student may be rescheduled into another class, providing an opening exists. These two conditions will be considered only if the student can provide written documentation from an attending physician that justifies a continued absence.

NIT reserves the right to further investigate any claims of illness. In the event the documentation is not received within one day of absence or the documentation does not satisfy NIT's administration, the student will be expelled. Our policy pertaining to tardiness and absences is as follows:

8 Weeks or Less Training Programs

Programs that are 8 weeks or less in length have an allowable combined tardy/absence policy of 4. At the first absence/tardy, students are reminded of this policy:

1. The second tardy/absence will result in a verbal warning.
2. The third tardy/absence will result in a written counseling.
3. The fourth tardy/absence will result in termination from programs eight (8) weeks or less in length.

9 Weeks or More Training Programs

Programs that are 9 weeks or more in length have an allowable combined tardy/absence policy of 6. At the first absence/tardy, students are reminded of this policy:

1. The second/third tardy/absence will result in a verbal warning.
2. The fourth/fifth tardy/absence will result in a written counseling.
3. The sixth tardy/absence will result in termination from programs nine (9) weeks or more in length.

DRUG AND ALCOHOL POLICY

Northern Industrial Training, LLC (NIT) follows the guidelines set by the Department of Transportation (DOT) and the Federal Highway Administration (FHWA) for CDL programs and DOT Equivalent drug tests for all other programs.

There are five situations where testing can be done to determine the presence of alcohol and/or drugs. NIT reserves the right to implement any of these procedures to its students, in compliance with FHWA standards and regulations.

1. Pre-employment (Pre-enrollment)
2. Post-accident
3. Random
4. Reasonable suspicion
5. Return-to-duty and follow-up

Northern Industrial Training, LLC (NIT) adheres to a strict zero tolerance of drugs and alcohol, to include synthetic drugs, while students are attending training. Possession, consumption, being perceptibly under the influence, or furnishing alcoholic beverages on campus property or at any NIT facility or sponsored event, is prohibited. If a student is staying at a NIT contracted dormitory/hotel facility and evidence of drug or alcohol paraphernalia is found by NIT staff or contracted dormitory/hotel facility staff, the student will be immediately expelled. If NIT staff or contracted dormitory/hotel facility staff observe intoxicated behaviors the student will immediately be expelled. Those under the age of 21 may also be arrested and have their driver's license revoked in addition to having criminal charges filed against them. Students who are currently enrolled in a documentable drug testing program (active duty military, employer, etc.) are exempt from the pre-enrollment drug test. These students are still subject to post-accident, random, reasonable suspicion and return-to-duty and follow-up drug tests.

STUDENT WEAPONS POLICY

No student may possess a weapon on the premises of any NIT facility, or in the portion of any other building occupied by NIT. The term weapon includes firearms, knives and chemical agents such as mace and pepper spray. The unapproved use, possession, or sale of firearms, explosives (including firecrackers), dangerous chemicals or other dangerous weapons is prohibited at all NIT facilities.

HOLIDAY OBSERVATION SCHEDULE

**NIT Welding shop will be closed for one week in the summer and one week in the winter for clean up and maintenance purposes.

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day *
- Christmas Day
- New Years Day

*NIT will be closed in observation for two days

STUDENT LODGING AND DAILY TRANSPORTATION

Out of area students are responsible for making their own lodging accommodations. Students housed at the Valley Hotel must adhere to all policies and rules set by the Valley Hotel. The Valley Hotel reserves the right to remove a student from the Hotel for violation of Hotel policy and will notify Northern Industrial Training if this occurs. Northern Industrial Training reserves the right to terminate a student status if they do not have proper lodging accommodations and have violated Valley Hotel and NIT policies.

NIT can coordinate daily transportation to and from class. Arrangements must be made with Northern Industrial Training prior to the start of class. Once daily transportation arrangements have been made, it is the student's responsibility to make sure that they are ready each day for shuttle transportation. Only one shuttle will be dispatched each morning and each afternoon. Students who miss the designated shuttle time will have to make transportation arrangements on their own and pay out of pocket for this expense. Students who do not attend class that day will be marked as an unexcused absence.

Students who disregard this policy are subject to disciplinary action. Continued disregard of this policy will result in immediate dismissal from the training program.

CLASS SIZE AND ENROLLMENT LIMITATIONS

For CDL programs, maximum classroom size is 16 students. This limited number of students per class enhances the quality of instruction. Per PTDI standards, with this class size we are able to maintain a ratio of one instructor per three students during behind-the-wheel training: one student actively behind the wheel and two students visually learning, offering constructive feedback, and asking questions. For non-CDL training programs, maximum class size is 16, allowing one instructor per four students for practical skills training. While limited class size may force students to wait for available openings, increasing class size would compromise the instructor-student ratio that is key to the high success rate of instruction.

STUDENT EVALUATION/GRADING METHOD

Students are required to maintain a minimum grade point average of 70 percent in order to graduate from all programs. Anything below a 70 percent is a fail; anything 70 percent or above is a pass. This standard applies to all classroom, practical and lab instruction.

A minimum of a 70 percent GPA is required to be obtained during the classroom segment of a program before a student will be passed into the hands-on segments of the program. From this point forward, students are expected to gain daily proficiency in the training and scheduled drills. Students falling below the acceptable minimum standard for a course are counseled and tutoring or course load adjustments are made, where possible. Students unable to maintain a 70 percent GPA will be removed. All of NIT's classes are offered under strict guidelines by federal agencies; therefore, we are very limited by the parameters established by these agencies.

PROGRAM EVALUATIONS

Instructors are evaluated by students at the end of each program and course. The instructors are graded in areas such as knowledge of material, presentation of material, and the effective usage of audio/visual aids. Students assess the training manual, job sheets, and field exercises utilized in each program. This process allows for contin-uous program improvement. After responses to the questionnaires are summarized, the instructors evaluate all comments and critiques. These evaluations serve as a benchmark for the instructors to improve program content and delivery.

RELEASE OF INFORMATION

All students enrolled in vocational training will sign a release of information authorizing NIT to release relevant information to the following institutions:

- WIA Title One Training Programs
- Alaska Employment Service
- All Alaska Department of Labor Branch Division and Office Locations
- Trade Adjustment Assistance (TAA)
- Vocational Rehabilitation (DVR)
- Unemployment Insurance
- Social Security Administration
- Temporary Assistance
- Weatherization-Energy Assistance
- Workers' Compensation
- Child Support Enforcement
- National Center for Construction Education and Research (NCCER)
- Alaska Advantage Student Loan Programs
- Native Corporations/IRA/Councils/Villages involved in funding
- HireRight DAC Trucking (CDL Programs Only)
- State Training and Employment Program (STEP)
- US Department of Education (USDOE)
- Alaska Commission on Post Secondary Education (ACPE)
- Department of Veterans Affairs
- American Welding Society (AWS)
- Funding related agencies and departments of organizations who are directly affiliated with case management and authorizing funding for training
- Professional Truck Driver Institute (PTDI)

Information may be shared among these agencies, organizations, or individuals and no other without student consent unless required by the state or federal laws

RE-ENTRANCE POLICY

It is Northern Industrial Training (NIT's) policy that there will be no re-entrance to a training course for a student dismissed for unsatisfactory progress. The refund policy will apply. If the student chooses to re-enter one of NIT's programs in another scheduled class, and the student corrects the area(s) in which they were deficient, they must submit a written request for admission to the Director of Admissions and/or CEO of NIT for approval. If approval is granted the student shall provide the published tuition and associated fees for the program.

ACCEPTANCE AND TRANSFER OF CREDITS

Northern Industrial Training cannot guarantee that credits are transferable. The transfer of credits is at the discretion of the receiving school and depends on the comparability of curriculum, accreditation and/or education credits for the purpose of shortening program time. Each program requires a minimum number of hours and is strictly adhered to.

CREDIT FOR PREVIOUS TRAINING OR WORK EXPERIENCE

Appropriate previous training and work experience will be evaluated during a student's admissions interview for all programs. At that time the school and the student will discuss which program would best fit the student's needs. However credit for experience or training is not applied to hours required training. Each program requires a minimum number of hours and is strictly adhered to.

STUDENT TRANSCRIPTS AND RECORDS

All student records are kept and maintained at the main campus in Palmer. Student transcripts will be available to the student or any inquiring institution, provided a student has signed the appropriate release form. Students may also request that this information be released to other institutions or businesses. Re-issue of certificate: $25 per certificate; copy of certificate; $5 per copy; and all transcript requests are $5 per transcript.

PHOTO AND VIDEOTAPE POLICY

NIT takes photos and videotapes of students throughout the year. These photographs often include students in classrooms, study areas, lounge areas, and at special events. NIT reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at NIT do so with the understanding that these photographs might include them and might be used in publications, both printed and electronic, and for publicity purposes.

STUDENT COMPLAINTS / GRIEVANCE POLICY

- Complaints/concerns by students should be addressed initially with the instructor. If a student feels his/her concerns have not been addressed or met in this way,
- He/she is encouraged to make a written statement outlining the details of the matter and provide any relevant supporting documentation, including steps taken to resolve the issue with the instructor. The statement can be hand delivered to the office or through the student.grievance@nitalaska.com email.
  It will be sent to the Program Director.
- The Program Director will contact the student to discuss the complaint as written.
- If the student feels further consideration is warranted the student is directed to contact the Director of Administration, who will conduct a meeting/conference with the student and the Program Director.
- Further appeals may be referred to the CEO.

Written notification of the students concerns or grievance and the resolution will be placed in the student file. Every effort is made to keep all student concerns and resolutions confidential; however, fact finding interviews with other students and/or witnesses may need to be conducted. All parties involved will be informed of the confidential nature of the inquiry. Final appeals may be made to the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811 Alaskadvantage.state.ak.us

PROGRAM COMPLETION

Successful completion of all NIT programs is based on a 70% grade point average for all classroom, practical, and lab instruction. Programs with multiple certifications within, require completion of 70% of course certifications with at least a 70% average. ***Please see attachment for minimum completion requirements by program.*** Information regarding NIT's Re-Test Policy can be found in detail on page 10 of the Student Handbook.

JOB PLACEMENT ASSISTANCE

NIT informs potential employers of qualified graduates upon request. Graduates seeking placement are assisted with information regarding hiring trends, names and addresses of potential employers and recommended job search techniques. NIT does not provide job placement and does not guarantee employment for students or graduates, nor does it guarantee any wages, salary or hourly compensation rates.

CERTIFICATES

NIT presents its successful graduates with the appropriate certificates obtained while attending NIT programs. Certificates that can be earned include: Class A CDL, Class B CDL, PTDI Certificate of Attainment, NCCER, Heavy Construction Equipment certification for each piece of heavy equipment machinery a student successfully operates, AWS certification, First Aid/CPR, ATSSA, NSTC, various OSHA certifications, PEC/Premier and National Safety Council certifications. All students receive a NIT Certification of Completion upon graduation.

Northern Industrial Training

1740 N. Terrilou Ct.
Palmer, AK 99645
(907) 357-6400

-NIT is headquarter in Palmer, Alaska within an 11,000 square foot office building. This building contains three classrooms equipped with computers and projectors, a student resource lab equipped with five computers, nine restrooms, one conference room, eight offices, and multiple storage areas. Each classroom is equipped with internet, large screen TV monitors, whiteboards, an instructor computer system, and student desks and ergonomic chairs. Additionally, each classroom includes coffee service, microwave ovens and mini-fridges for student use.
-NIT's welding and maintenance shop is located next to the main facility in Palmer. The shop is 8,000 square feet and contains sixteen welding booths, three restrooms, one classroom, two offices, two large maintenance bays, and a large fabrication bay. The classroom contains internet, a large TV monitor, computer systems, and student desks and ergonomic chairs. Additionally, each classroom includes coffee service, microwave ovens and mini-fridges for student use.
-NIT's training range consists of 80 plus acres of open area, and is equipped with three office trailers for use by NIT staff and students, and three portable restroom facilities that are rented and maintained by a third party. Each office trailer contains drinking water, a microwave, and coffee service for student use.

Northern Industrial Training—Anchorage Extension

3700 Centerpoint Dr. Ste. 102
Anchorage, AK 99502
(907) 743-7700

NIT's Anchorage extension is located in a shared office building in downtown Anchorage, Alaska. The portion of the building leased by NIT is 5,814 square feet and contains three classrooms, one student lab equipped with six computers, four offices, one conference room, one kitchen, and one storage room. The classrooms are equipped with internet, large TV monitors, projectors, computer systems, student desks and ergonomic chairs. Restrooms are located in the main lobby and shared by the other tenants in the building. The building also supports a retail coffee bar/café combination.

Northern Industrial Training—JBER Extension

4986 Zuckert Ave.
JBER, AK 99506
(907) 357-6400

NIT's Joint Base Elmendorf-Richardson (JBER) extension is located on JBER, Alaska. Training facilities are made available through JBER, per the MOU between NIT and JBER.

Executives & Directors

President and CEO	Joseph (Joey) Crum III JD,	Masters in Organizational Management; BA in Phycology
Director of HR and Workforce Development	Gayle Warner	HS Diploma; Certificate in Workforce Development; SHRM-Senior Certified Professional
Director of Welding Programs	Jason Lenoir	HS Diploma; AWS Certified instructor and examiner; NCCER approved instructor and examiner
Director of Maintenance & Shop Programs	Rod Rossing	AES certified mechanic; HS Diploma
Director of CDL & Heavy Equipment Programs	Paul Carpenter	PMP; NCCER approved instructor and examiner; Medic First Aid; DMV certified examiner and instructor
Director of Business Support Services	James Dickens	CHST; NCCER approved instructor and examiner; Medic First; Lead approved instructor; NSTC approved instructor

Administrators

Finance Manager	Julia Ungrue	Undergrad Certificate in Accounting; Undergrad Certificate in Finance; BA Finance
Finance Coordinator	Ashlee Nichoalds	GED; NCCER Master Trainer
Admissions & Compliance Manager	Rachael Judd	BA Japanese Language and Literature; AS Business Management
Admissions	Candice Helm	HS Diploma
Admissions/Compliance	Chelsae Paduan	BA Communication
Training Coordinator	Mary Hass	HS Diploma
Employer Outreach	Patrick Rose	BA Accounting
Training Coordinator	Besa Lena	Masters Business Administration
Training Coordinator	Colleen Crum	BS Engineering
Training Coordinator	Heidi Miller	HS Diploma

Faculty

Name	Hire Date	Education	Experience (Lab/ Classroom)	Training Discipline
Paul Carpenter	2013	PMP, PTDI approved instructor, DMV approved instructor and examiner, Medic First Aid, NCCER approved examiner and instructor	13 years / 5 years	Project Management / TRADES615 Pro Truck Driver 160 Hour / TD107 Pro Truck Driver 240 Hour / TD108 Pro Truck Driver 320 Hour / TD110 Construction Equipment Training (CET) 240 Hour / HE204
Lawerence Smith	2013	HS Diploma, PTDI approved instructor, DMV approved instructor and examiner, Medic First Aid, OSHA certified instructor, NCCER approved examiner and instructor	14 years / 3 years	Pro Truck Driver 160 Hour / TD107 Pro Truck Driver 240 Hour / TD108 Pro Truck Driver 320 Hour / TD110
Randy Tapani	2016	HS Diploma, PTDI approved instructor, DMV approved instructor and examiner, Medic First Aid	8 years / 6 months	Pro Truck Driver 160 Hour / TD107 Pro Truck Driver 240 Hour / TD108 Pro Truck Driver 320 Hour / TD110
Phil Haley	2011	HS Diploma, PTDI approved instructor, DMV approved instructor and examiner, Medic First Aid	10 years / 5 years	Pro Truck Driver 160 Hour / TD107 Pro Truck Driver 240 Hour / TD108 Pro Truck Driver 320 Hour / TD110
Daniel Tucker	2010	AAS, PTDI approved instructor, DMV approved instructor, Medic First Aid, NCCER approved examiner and instructor, OSHA certified instructor	48 years / 10 years	Construction Equipment Training (CET) 240 Hour / HE204
Mike Shepler	2012	HS Diploma, NCCER approved examiner and instructor, OSHA certified instructor	40 years / 5 years	Construction Equipment Training (CET) 240 Hour / HE204

Faculty

Name	Hire Date	Education	Experience (Lab/ Classroom)	Training Discipline
Sierra Ralston	2017	HS Diploma, PTDI approved instructor, DMV approved instructor and examiner, OSHA approved examiner and instructor	8 years / 2years	Project Management / TRADES615 Pro Truck Driver 160 Hour / TD107 Pro Truck Driver 240 Hour / TD108 Pro Truck Driver 320 Hour / TD110 Construction Equipment Training (CET) 240 Hour / HE204
Molly Brooks	2018	HS Diploma, DMV approved instructor and examiner, OSHA certified instructor,	15 years / 6 months	Pro Truck Driver 160 Hour / TD107 Pro Truck Driver 240 Hour / TD108 Pro Truck Driver 320 Hour / TD110
Gerry Graves	2017	HS Diploma, PTDI approved instructor, DMV approved instructor and examiner, OSHA approved instructor	25 years / 15 years	Pro Truck Driver 160 Hour / TD107 Pro Truck Driver 240 Hour / TD108 Pro Truck Driver 320 Hour / TD110
Teddy Frankenberry	2019	HS Diploma, DMV approved instructor and examiner	10 years	Pro Truck Driver 160 Hour / TD107 Pro Truck Driver 240 Hour / TD108 Pro Truck Driver 320 Hour / TD110
Chris Chappel	2014	HS Diploma, AAA approved instructor and examiner, National Safety Council approved instructor and examiner, Medic First Aid, NCCER approved examiner and instructor, OSHA certified instructor, MS Office approved instructor	2 years / 2 years	Class D Instructor Safety Instructor
Todd Kitter	2018	HS Diploma, NCCER approved examiner and instructor, OSHA certified instructor, DMV approved instructor and examiner	35 years / 10 years	Construction Equipment Training (CET) 240 Hour / HE204 Pro Truck Driver 160 Hour / TD107 Pro Truck Driver 240 Hour / TD108 Pro Truck Driver 320 Hour / TD110

Faculty

Name	Hire Date	Education	Experience (Lab/ Classroom)	Training Discipline
Kevin Worrell	2012	BFA Jazz Studies, CHST, OSHA approved instructor, NSTC approved instructor, Medic First,	10 years / 5 years	Project Management / TRADES615 Health, Safety, and Environmental (HSET) 240 Hour / 064 Safety
Jim Dickens	2015	BS / BA Business Management	30 years / 5 years	Project Management / TRADES615 Health, Safety, and Environmental (HSET) 240 Hour / 064 Safety
Rod Rossing	2017	AES certified mechanic, HS Diploma, OSHA approved instructor, Medic First	31 years / 11 years	Service Oiler 320 Hour Outboard Mechanics ATV Mechanics
Jason Lenoir	2013	HS Diploma, NCCER approved examiner and instructor, Medic First, AWS approved instructor and examiner, Welding / NDT / Code / Metallurgy	19 years / 5 years	Advanced Welding / W403 Structural Welding Level One / W400 Ultimate Welding / W404 Pipe Welding / W414 Aluminum Welding / W413 Fabrication Welding / W415
Mark Easter	2013	HS Diploma, NCCER approved examiner and instructor, Medic First, AWS approved instructor and examiner	5 years / 3 years	Advanced Welding / W403 Structural Welding Level One / W400 Ultimate Welding / W404 Pipe Welding / W414 Aluminum Welding / W413 Fabrication Welding / W415

About Environmental, Health, and Safety

Environmental, Health, and Safety (EHS) is a cross disciplinary area concerned with protecting the safety, health and welfare of employees. The goal of EHS professionals is to foster a safe and healthy work environment not just for employees, but for customers, family members and others that might be affected.

Environmental, Heath and Safety can be important for moral, legal, and financial reasons. Moral obligations would involve the protection of employee's lives and health. Legal reasons for EHS practices relate to the preventative, punitive and compensatory effects of laws that protect worker's safety and health. EHS can also reduce employee injury and illness related costs, including medical care, sick leave and disability benefit costs.

EHS may involve interactions among many subject areas, including occupational medicine, occupational hygiene, public health, safety engineering, industrial engineering, chemistry, health physics, ergonomics and occupational health psychology.

The roles and responsibilities of EHS professionals vary regionally, but may include: evaluation of work environments; development, implementation and endorsing measures that might prevent injuries and illnesses; researching and providing of EHS information to employers, employees and the public; providing medical examinations; and assessing the success of worker health and safety programs.

The research and regulation of occupational safety and health are a relatively recent phenomenon. As labor movements arose in response to worker concerns in the wake of the industrial revolution, worker's health entered consideration as a labor-related issue.

Specific occupational safety and health concerns vary greatly by sector and industry. Construction workers might be particularly at risk of falls, for instance, whereas fishermen might be particularly at risk of drowning. The United States Bureau of Labor Statistics identifies the fishing, aviation, lumber, metalworking, agriculture, mining and transportation industries as among some of the more dangerous for workers.

Construction is one of the most dangerous occupations in the world, incurring more occupational fatalities than any other sector in both the United States and in the European Union. In 2009, the fatal occupational injury rate among construction workers in the United States was nearly three times that for all workers. Falls are the number one most common cause of fatal and non-fatal injuries among construction workers. Proper safety equipment such as harnesses and guardrails and procedures such as securing ladders and inspecting scaffolding can curtail the risk of occupational injuries in the construction industry.

As the number of service sector jobs has risen in developed countries, more and more jobs have become sedentary, presenting a different array of health problems than those associated with manufacturing and the primary sector. Contemporary problems such as the growing rate of obesity and issues relating to stress and overwork in many countries have further complicated the interaction between work and health.

These issues have increased the prominence of EHS topics such as ergonomics, safety psychology and health awareness programs.

About Construction Trades

Population growth, deteriorating infrastructure, and aging buildings will generate employment growth in the construction industry. Job opportunities are expected to be good for those construction workers with the most experience and skill.

Employment in this industry depends primarily on the level of new construction as well as reno-vation activity on older buildings, which is expected to in-crease modestly over the coming decade.

Persons can enter the construction industry through a vari-ety of educational and training backgrounds. Those enter-ing construction out of high school usually start as labor-ers, helpers, or apprentices. While some laborers and help-ers can learn their job in a few days, the skills required for many trades workers' jobs take years to learn and are usu-ally learned through some combination of classroom in-struction and on-the-job training. In a few cases, skills can be learned entirely through informal on-the-job training, but the more education a worker receives, generally the more skilled that worker becomes. Depending on the occupation, there may be technical or vocational schools that train students to perform a given occupation's tasks.

Those who enter construction from technical or vocational schools also may complete apprenticeship training; technical or vocational school graduates progress at a somewhat faster pace because they already have had courses such as mathematics, mechanical drawing, and woodworking.

Construction, with 7.2 million wage and salary jobs and 1.8 million self-employed and unpaid family workers in 2008, was one of the Nation's largest industries. About 64 percent of wage and salary jobs in construction were in the specialty trade contractors sector, primarily plumbing, heating, and air-conditioning; electrical; and masonry. Around 23 percent of jobs were in residential and non-residential building construction. The remaining were in heavy and civil engineering construction.

Most construction trades workers are classified as either structural, finishing, or mechanical workers, with some performing activities of more than one type. Structural workers build the main internal and external framework of a structure and can include carpenters; construction equipment operators; brick masons, block masons, and stone-masons; cement masons and concrete finishers; and structural and reinforcing iron and metal workers. Finishing workers perform the tasks that give a structure its final appearance and may include carpenters; drywall installers; ceiling tile installers; plasterers and stucco masons; segmental pavers; terrazzo workers; painters and paperhangers; glaziers; roofers; carpet, floor, and tile installers and finishers; and insulation workers. Mechanical workers install the equipment and material for basic building operations and may include pipe layers, plumbers, pipefitters, and steamfitters; electricians; sheet metal workers; and heating, air-conditioning, and refrigeration mechanics and installers.

About Welding

Welding is a very dynamic industry with a substantial future. Welding careers are highly desired in the Oil & Gas industries as well as Manufacturing, Marine, Fabrication and Construction fields.
According to the State of Alaska Department of Labor and Workforce Development* the average salary for these positions in somewhere between $20.00 and $46.00 per hour. Around 22% of the workforce employed within these positions is over the age of 50, suggesting that they will soon be retiring and the positions will be opening for new talent.
Welding requires good hand-eye coordination and eyesight corrected to 20/20 with excellent depth perception. Standard Industry requirements of this occupation are the ability to lift 100 pounds, carry 50 pounds, stoop, kneel, crawl, walk, and stand. Successful welders must have the ability to maneuver various types of welding equipment and welding techniques, and also needs the ability to manipulate welding fixtures above your head and weld in various positions for extended periods of time.
Welders use a variety of tools such as grinders, strikers, wire brushes, files and welding machines and have to wear PPE to ensure their safety at all times. Welders work in many different environments such as underwater, outdoors in inclement weather conditions, or in a controlled shop environment.
There are many different processes when it comes to welding, such as Gas Tungsten Arc Welding (GMAW), Shielded Metal Arc Welding (SMAW), and Flux-cored Arc Welding (FCAW). Within these processes, there are multiple different positions that can be welded, such as 1F or 1G (flat), 2F or 2G (horizontal), 3F or 3G (vertical), and 4F or 4G (overhead).

*
http://live.laborstats.alaska.gov/occ/occ.cfm?o=514121

Professional Truck Driving

About Professional Truck Driving

The outlook for trucking jobs is one of positive and continued growth. Trucking is usually one of the first industries to emerge from a recession, and especially with the rise of E-commerce, more and more firms are using trucking services to get their goods across town and across the world. Truck driver jobs are constantly being created by small local owner-operators as well as by major trucking companies and container trucking providers, as there is a constant shortage of truckers due to high demand. Salaries for truckers are consistently rising, and trucking has always provided a respectable and steady income especially for experienced truckers who are willing to handle long haul jobs.

With more and more people using online commerce for even large purchases, trucking companies have seen a surge in business, as trucks are used to ship merchandise ordered online either directly or to a distribution and fulfillment center from which they are shipped directly to consumers. Some of the largest online stores now offer trucking jobs either themselves or via their dedicated trucking company or truck leasing company, which may either be in-house or outsourced. These truck driver jobs offer competitive starting salaries and benefits, and their stability is backed by the promise of constant growth of the online commerce sector.

New truck drivers will be necessary to replace drivers who will be forced to retire under the upcoming tougher safety standards that will force dismissal of drivers who do not have satisfactory driving records.

Therefore, success as a trucker will depend more and more on safety. In addition, cutbacks on the number of hours any truck-er can drive will open up opportunities for new truck driver jobs.

Typically, new drivers in truck driving jobs start as an OTR (Over the Road) truck driver until they have experience. OTR truck drivers are out over the road for long periods of time. Many truck drivers prefer this type of trucking job, but may also prefer more home time that is common with regional or local routes. The specific opportunities are often dictated by trucking companies.

Local – Local truck driving jobs involve local deliveries within a short distance. Local drivers spend most time loading and unloading. Pay is hourly and local drivers are home every night. Customer interaction is also frequent.

Regional – Regional drivers deliver a wide range of goods over a set geographic area. An example would be the area of Southeast Alaska. Regional drivers are often home more than OTR drivers.

Dedicated – Dedicated OTR drivers run the same routes day after day. There is more consistency in schedule for dedicated route drivers.

Over the Road (OTR) – OTR truck drivers deliver freight to US and Canadian destinations nationwide.

Pay for these truck driving positions is by the mile, with an average of around 2500 miles per week. On average, OTR drivers are away from home for weeks at a time.

Northern Industrial Training's (NIT) fleet currently consists of Freightliner and Kenworth tractors ranging from 2004-2018 ensuring a multitude of opportunity for students to train in a variety of vehicles. Trailers include vans, flatbeds, and lowboys, all of which are available to students to ensure proper hauling procedures in a variety of situations.

About Mechanics

The need for new, skilled entry level mechanics is increasing. The number of people retiring from the industry will lead to future growth in employment opportunities. "Employment of Mechanics" is projected to grow by nine (9) percent through 2022, according to the Bureau of Labor and Statistics. This increase is due in response to the purchase of new equipment, and the much needed repair and maintenance of older equipment. Mechanics will be needed to work on equipment from major infrastructure projects to consumer owned outboard engines.

Alaska's demand for mechanics is growing faster than the national average because of where and how we use our equipment. In rural areas, residents use ATV's for personal transportation and to help support their subsistence lifestyles.

ATV and outboard engines have become more sophisticated, efficient and release far fewer emissions into the atmosphere than previous models; however, the ability to diagnosis and troubleshoot equipment has become more difficult. Thus there will be a continual demand for repair services since less people are able to work on their own equipment.

ATV sales have increased every year for the last three years, creating a larger need for mechanics. Mechanics will typically work on many different types of equipment. The ability to adapt to new equipment has made it more difficult for individuals to walk into mechanics positions like they used to in the past.

With an expected rise in mining, oil and gas production, the demand for mechanics will continue to rise. Mechanics will need to be able to work in remote locations and able to problem solve and troubleshoot mechanical issues.

The amount of freight moved by truck across the country is increasing, which means the demand to repair the nations truck fleet will increase significantly. Many trucks will need ungrades and need to be retrofitted to meet regular changing environmental regulations.

Service Oilers are typically the first individuals on-site before work commences to inspect, repair, and make adjustments to equipment while conducting regular maintenance. Equipment is becoming more advanced and the need for a knowledgeable entry level technician is in high demand.

About Construction Equipment

The need to fill jobs and replace workers who leave the occupation should result in good job opportunities for construction equipment operators.

The likelihood of increased spending by the Federal Government on infrastructure to improve roads and bridges, railroads, the electric transmission system, and water and sewer systems, which are in great need of repair across the country, will generate numerous jobs for construction equipment opera-tors who work primarily in these areas. In addition, population increases and the need for construction projects, such as new roads and sewer lines to service the increased population, will generate more jobs.

Job opportunities for construction equipment operators are expected to be good because the occupation often does not attract enough qualified candidates to fill jobs. Some workers' reluctance to work in construction makes it easier for willing workers to get operator jobs.

Construction equipment operators use machinery to move construction materials, earth, and other heavy materials at construction sites and mines. Operators clear and grade land to prepare it for construction of roads, buildings, and bridges, as well as airport runways, power generation facilities, dams, levees, and other structures. They use heavy equipment to dig trenches to lay or repair sewer and other utilities, and hoist heavy construction materials. Construction equipment operators also operate machinery that spreads asphalt and concrete on roads and other structures.

Construction equipment operators work with one or several types of power construction equipment. They may operate excavation and loading machines equipped with scoops, shovels, or buckets that dig sand, gravel, or similar materials and load it into trucks or conveyors. In addition to the familiar bulldozers, they operate trench excavators, road graders, and similar equipment.

Operators may drive and control industrial trucks or tractors equipped with forklifts, booms for lifting materials, or hitches for pulling trailers.

Northern Industrial Training's Vocational Programs are designed and conducted within the parameters of our mission.
Our programs are reviewed bi-annually by leaders in the industry and evaluated for their effectiveness in gaining employment or advancing students in their current employment field. Programs are generally held in a 40 hour per week format to mirror industry employment requirements. Students are held to performance and attendance standards that also mirror those of the industries.
NIT partners with nationally recognized certifying agencies for many of the vocational programs, such as Professional Truck Driver Institute (PTDI) and National Center for Construction Education and Research (NCCER). NIT is also an American Welding Society (AWS) Accredited Testing Facility (ATF) in the state of Alaska. With these certifications, students can not only find gainful employment within Alaska, but anywhere within the United States.

Health, Safety, and Environmental Techn

Length of Program:

240 Clock Hours (homework required)

Format of Program:
6 weeks (5/8's Mon.-Fri.)

Instructional Delivery: Theory Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License or Photo ID Card
- Social Security Card
- Pre-Participation Physical
- DOT Equivalent Drug Test

Industry Certifications & Qualifications:

- 40 Hour HAZWOPER
- Fall Protection Authorized User
- First Aid/CPR/AED
- NCCER Safety Technology
- NIT Certificate of Completion
- NSTC-Unescorted with H2S, Confined Space, Energy Isolation, Respiratory Protection
- OSHA 30 Hour General Industry
- Professional Workforce Communication and Training Development

Standard Industry Physical Requirements:

- Considerable mount of walking
- Lift and carry 50 lbs.
- Bend
- Kneel
- Stoop
- Work at heights and in extreme weather

Program Description:

The goal of this program is to produce competent HSE technicians that possess the effective communication skills and working knowledge necessary to develop and maintain a safe worksite. This is an in-depth course that instructs beyond the regulations to explore how they apply to the job; how to use the tools of the trade (e.g. direct reading instruments); and the essential role safety documents play in communication among worksites and crews. Participants will acquire the skills and knowledge needed to protect workers while on the job and to ensure that their company meets occupational safety and health requirements. This program is based on the NCCER curriculum, and is taught in a modular format.

Health, Safety, and Environmental Techn

Modules Trained

NCCER Safety Technology 43 Clock Hours	Trenching & Shoring 8 Clock Hours	Technical Writing 8 Clock Hours
40 Hour HAZWOPER 40 Clock Hours	Fall Protection Competent Person 16 Clock Hours	First Aid / CPR / AED 8 Clock Hours
NSTC Confined Space 8 Clock Hours	NSTC Energy Isolation 8 Clock Hours	NSTC Respiratory Protection 8 Clock Hours
NSTC Unescorted w/ H2S 8 Clock Hours	OSHA 30 Hour General Industry 30 Clock Hours	Design and Deliver Effective Training 47 Clock Hours
Introduction to Basic Rigging and Signal Person 8 Clock Hours		

Tuition Breakdown:

1. Mandatory Student Toolkit: $1,025

- Design and Deliver Effective Training Workbook
- NCCER Safety Technology Student Guide
- HSET Student Workbook
- Medic First Aid Student Kit
- ASH Handbook
- BP ASH Handbook
- Environmental Field Handbook
- OSHA 30 Hour General Industry Student Kit
- 40 Hour HAZWOPER Student Workbook
- 40 Hour HAZWOPER Homework
- NIOSH Workbook
- Fall Protection Competent Person Manual
- Qualified Rigger/Signalperson Workbook
- Rigging Handbook
- Rigging Safety Reference Card
- Rigger's Capacity Card

2. Application Fee: $25.00

3. Tuition: $4,950

Total Program Cost: $6,000

Project Management

Length of Program:
160 Clock Hours (homework required)

Format of Program:
4 weeks (5/8's Mon.-Fri.)

Instructional Delivery: Theory Predominate

Industry Certifications & Qualifications:

- NIT Certificate of Microsoft Project
- NCCER Project Management
- NIT Certificate of Completion

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License or Photo ID Card
- Social Security Card
- Pre-Participation Physical
- DOT Equivalent Drug Test

Standard Industry Physical Requirements:

- Considerable mount of walking
- Lift and carry 50 lbs.
- Bending
- Kneeling
- Stooping
- Sitting for long periods
- Work at heights and in extreme weather

Program Description:

Students will receive the training necessary for entry level employment in the Project Management field. Project management has been proven to be the most effective method of delivering products and services within cost, schedule and resource constraints. This intensive program gives students the skills to ensure their projects are completed on time and on budget while providing the user the product or service they expect. Individuals who complete this course of instruction will gain a strong working knowledge of the basics of project management. In addition, the program provides the classroom requirement for those who are interested in becoming a Certified Associate in Project Management (CAPM).

Project Management

Modules Trained

NCCER Project Management 68 Clock Hours	Microsoft Project 24 Clock Hours	Contemporary Project Management 68 Clock Hours

Tuition Breakdown:

1. Mandatory Student Toolkit: $725

- NCCER Project Management Trainee Guide
- Microsoft Project Student Manual
- Contemporary Project Management 3rd Edition

3. Application fee: $25

3. Tuition: $4,250

Total Program Cost: $5,000

Structural Welding Level 1

Length of Program:
320 Clock Hours (homework required)

Format of Program:
8 weeks (4/10's Tues.-Fri.)

Instructional Delivery: Practical Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License or Photo ID Card
- Social Security Card
- Pre-Participation Physical
- DOT Equivalent Drug Test

Industry Certifications & Qualifications:

- 3G & 4G SMAW limited or unlimited thickness qualification
- NIT Certificate of Completion
- NCCER Module Completion Submissions
- AWS certification test available for additional fee

Standard Industry Physical Requirements:

- Walk
- Bend
- Kneel
- Stoop
- Work from heights
- Relocation
- Lift and carry minimum of 50 lbs.

Program Description:

This program, structured on NCCER curriculum, provides training for code quality welding on plate in all positions needed to become a welder's helper. An introduction is given into many different codes, specifications, and industrial standards. Students will prepare for entry-level construction work, fab shops and other entry level positions. Instruction will start with SMAW in the 3G position at 3/8" thickness and progress to SMAW 3G/4G 1". Students will be instructed in a technically proficient method in order to prepare them for an NIT qualification or AWS certification test. Over 50% of this program is spent on practical application.

Structural Welding Level 1

Modules Trained

Welding Safety 20 Clock Hours	Oxyfuel Cutting 57 Clock Hours	SMAW Electrodes 19 Clock Hours
SMAW—Equipment and Setup 19 Clock Hours	Base Metal Preparation 30 Clock Hours	SMAW—Beads and Fillet Welds 60 Clock Hours
Joint Fit-Up and Alignment 19 Clock Hours	SMAW—Groove Welds with Backing 69 Clock Hours	Air-Carbon Arc Cutting and Gouging 3 Clock Hours
Weld Quality 24 Clock Hours		

Tuition Breakdown:

1. Mandatory Student Toolkit: $600

- Welding Hood (auto darkening)
- Leather Welding Jacket
- Welding Gloves
- Leather Work Gloves
- 3M Commercial Safety Glasses
- Face Shield
- Welding Symbols Quick-Card
- Northern Industrial Training, LLC – Structural Welding Level One Trainee Guide (NCCER Standardized Curriculum)

2. Consumables (gas, rods, flux, welding materials, grinding disks): $1,000

3. Application Fee: $25

4. Tuition: $7,375

Total Program Cost: $9,000

Advanced Welding

Length of Program:
320 Clock Hours (homework required)

Format of Program:
8 weeks (4/10's Tues.-Fri.)

Instructional Delivery: Practical Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License or Photo ID Card
- Social Security Card
- Pre-Participation Physical
- DOT Equivalent Drug Test
- Prerequisite: current SMAW AWS D1.1-latest edition 3G & 4G, or 6G. With, or without backing. Or successfully qualify before start of class.

Industry Certifications & Qualifications:

- 3G & 4G FCAW-G limited or unlimited thickness
- 3G & 4G 1/2" GMAW
- NIT Certificate of Completion
- NCCER Module Completion Submissions
- AWS certification test available for additional fee

Standard Industry Physical Requirements:

- Walk
- Bend
- Kneel
- Stoop
- Work from heights
- Relocation
- Lift and carry minimum of 50 lbs.

Program Description:

This program, based on NCCER curriculum, provides advanced training on stick welding procedures needed to become an entry level welder. An introduction is given into flux-core procedures. Trainee will be instructed on how to interpret a WPS and how to identify the codes or standards that apply. Students will be instructed in the safe and efficient method of completing a welder qualification or certification test, under AWS code. Students will be introduced to detailed blueprint reading. Students' weld coupons will be subject to destructive or non-destructive testing. Over 70% of this program is spent on practical application.

Advanced Welding

Modules Trained

Welding Safety 20 Clock Hours	Physical Characteristics and Mechanical Properties of Metals 67 Clock Hours	Preheating and Post-heating of Metals 67 Clock Hours
GTAW—Equipment and Filler Metals 67 Clock Hours	Welding Symbols 16 Clock Hours	GMAW and FCAW—Equipment and Filler Metals 67 Clock Hours
Reading Welding Detail Drawings 16 Clock Hours		

Tuition .ℕŜl·ʅŘƨøyϒ

1. Mandatory Student Toolkit: $500

- Welding Hood (auto darkening)
- Leather Welding Jacket
- Welding Gloves
- Leather Work Gloves
- 3 M Commercial Safety Glasses
- Face Shield
- Northern Industrial Training, LLC – Structural Welding Level One Trainee Guide (NCCER Standardized Curriculum)

2. Consumables (gas, rods, flux, welding metal, grinding disks): $1,750

3. Application Fee: $25

4. Tuition: $7,475

Program Tuition $9,750

Ultimate Welding

Length of Program:
640 Clock Hours (homework required)

Format of Program:
16 weeks (4/10's Tues.-Fri.)

Instructional Delivery: Practical Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License or Photo ID Card
- Social Security Card
- Pre-Participation Physical
- DOT Equivalent Drug Test

Standard Industry Physical Requirements:

- Walk
- Bend
- Kneel
- Stoop
- Work from heights
- Relocation
- Lift and carry minimum of 50 lbs.

Industry Certifications & Qualifications:

- 3G & 4G SMAW limited or unlimited thickness
- 3G & 4G FCAW-G limited or unlimited thickness
- 3G & 4G 1/2" GMAW
- NIT Certificate of Completion
- NCCER Module Completion Submissions
- AWS certification test available for additional fee

Program Description:

This program is a combination of W400 and W403 and is structured on NCCER curriculum. NIT provides the training for code quality welding on plate in all positions (SMAW, FCAW-G, and GMAW) needed to become an entry level welder. An introduction is given into many different codes, specifications, and industrial standards. Students will prepare for entry level construction work, fab shops and other entry level positions. Instruction will start with SMAW in the 3G position at 3/8" thickness and progress to SMAW 3G/4G 1". Students will be instructed in a technically proficient method in order to prepare them for an NIT qualification or AWS certification test. This program provides advanced training on stick welding procedures. An introduction is given into flux-core procedures. Trainee will be instructed on how to interpret a WPS and how to identify the codes or standards that apply. Students will be instructed in the safe and efficient method of completing a welder qualification or certification test, under AWS code. Students will be introduced to detailed blueprint reading. Students' weld coupons will be subject to destructive or non-destructive testing. Over 60% of this program is spent on practical application.

Ultimate Welding

Modules Trained

Welding Safety 40 Clock Hours	Oxyfuel Cutting 57 Clock Hours	SMAW Electrodes 19 Clock Hours
SMAW—Equipment and Setup 19 Clock Hours	Base Metal Preparation 30 Clock Hours	SMAW—Beads and Fillet Welds 60 Clock Hours
Joint Fit-Up and Alignment 19 Clock Hours	SMAW—Groove Welds with Backing 69 Clock Hours	Air-Carbon Arc Cutting and Gouging 3 Clock Hours
Weld Quality 24 Clock Hours	Physical Characteristics and Mechanical Properties of Metals 67 Clock hours	Preheating and Post-heating of Metals 67 Clock Hours
GMAW and FCAW—Equipment and Filler Metals 67 Clock Hours	GTAW—Equipment and Filler Metals 67 Clock Hours	Welding Symbols 16 Clock Hours
Reading Detail Drawings 16 Clock Hours		

Tuition Breakdown:

1. Mandatory Student Toolkit: $650

- Welding Hood (auto darkening)
- Leather Welding Jacket
- Welding Gloves
- Leather Work Gloves
- 3M Commercial Safety Glasses
- Face Shield
- Northern Industrial Training, LLC – Structural Welding Level One Trainee Guide (NCCER Standardized Curriculum)
- Northern Industrial Training, LLC – Structural Welding Level One Trainee Guide (NCCER Standardized Curriculum)
- Welding Symbols Quick-Card

2. Consumables (gas, rods, flux, welding metal, grinding disks): $2,725

3. Application Fee: $25

4. Tuition: $14,850

Total Program Cost: $18,250

Pipe Welding (8 Week)

Length of Program:
320 Clock Hours (homework required)

Format of Program:
8 weeks (4/10's Tues. - Fri.)
Instructional Delivery: Practical Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License or Photo ID Card
- Social Security Card
- Pre-Participation Physical
- DOT Equivalent Drug Test
- Prerequisite: current SMAW AWS D1.1-latest edition 3G & 4G, or 6G. With, or without backing. Or successfully qualify before start of class.

Industry Certifications & Qualifications:

- 2G or 5G or 2G/5G combo or 6G or 6Gr on 8" sch.80
- NIT Certificate of Completion
- NCCER Module Completion Submissions
- AWS certification test available for additional fee

Standard Industry Physical Requirements:

- Walk
- Bend
- Kneel
- Stoop
- Work from heights
- Relocation
- Lift and carry minimum of 50 lbs.

Program Description:

Students will receive the training necessary to become employed in the pipe welding field. Students attending the NIT Pipe Welding program are required to have a current D1.1 certification or qualification and instructor approval prior to attending in order to ensure they have the basic skills and knowledge to complete the program. Pipe Welding / W414 is based on NCCER curriculum and is taught in a modular format. Students will be introduced to joint preparation, proper fit-up, tacking and electrode selection. Students will also be given an in depth instruction and demonstration on process reading and interpretation.
Students will embrace welding fundamentals, governed under pipe's American Petroleum Institute (API 1104), to include such processes as SMAW, GMAW, and GTAW. NIT's students are trained in the 2G, 5G, and 6G positions, in their pursuit of qualifications and certifications with each of these processes. Students will be introduced to a multitude of different welding techniques and equipment during this 8 week program, as different techniques and equipment can be used in different industries. All students will be issued a set of tools that they will get to keep upon program completion.

Pipe Welding (8 Week)

Modules Trained

SMAW—Open-Root Pipe Welds 106 Clock Hours	GTAW—Carbon Steel Pipe 107 Clock Hours	FCAW—Pipe 107 Clock Hours

Tuition Breakdown:

1. Mandatory Student Toolkit: $1,050

- Welding Hood (auto darkening)
- Leather Welding Jacket
- Welding Gloves
- Leather Work Gloves
- 3M Commercial Safety Glasses
- Face Shield
- 4-1/2" Grinder
- Files (Round and Flat)
- 10" Adjustable Wrench
- Fire Proof Knee Pads
- Slip Joint Pliers
- Soap Stone
- Strong Hand 4-in-1 Clamp Kit 6-12"
- Pipe Wrap
- Tape Measure
- Northern Industrial Training, LLC -- Welding Level 3 Trainee Guide (NCCER Standardized Curriculum)

2. Consumables (gas, rods, flux, welding metal, grinding disks): $2,000

3. Application Fee: $25

4. Tuition: $6,925

Total Program Cost: $10,000

Fabrication Welding

Length of Program:
160 Clock Hours (homework required)

Format of Program:
4 weeks (4/10's Tues.-Fri.)

Instructional Delivery: Practical Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License or Photo ID Card
- Social Security Card
- Pre-Participation Physical
- DOT Equivalent Drug Test
- Current SMAW and FCAW D1.1 3G & 4G or 6G with or without backing or successfully qualify before the start of class

Industry Certifications & Qualifications:

- NIT Certificate of Completion

Standard Industry Physical Requirements:

- Walk
- Bend
- Kneel
- Stoop
- Work from heights
- Relocation
- Lift and carry minimum of 50 lbs.

Program Description:

Students with prior welding experience and certification learn to fabricate metal by cutting, altering and shaping steel or other materials through the use of different tools, techniques and processes. Students will use their welding skills to fuse or join the metal parts together. A heavy emphasis will be placed on welding techniques and joining methods. This training provides the skills and knowledge necessary for entry level employment as a fabricator.

Fabrication Welding

Fabrication Safety 40 Clock Hours	Process Review 40 Clock Hours
Blueprint Reading 40 Clock Hours	Finishing & Grinding 40 Clock Hours

Tuition Breakdown:

1. Mandatory Student Toolkit: $1,000

- Welding Hood (auto darkening)
- Leather Welding Jacket
- Welding Gloves
- Leather Work Gloves
- 3M Commercial Safety Glasses
- Face Shield
- 25" Tape Measure
- Speed Square 8.5"
- Framing Square 24"
- Combination Square
- Magnetic Torpedo Level
- T-Bevel
- Magnetic Welding Square
- Assortment of C Clamps Automatic Center Punch
- Scriber (pocket/pen)

2. Consumables (gas, rods, flux, welding metal, grinding disks): $500

3. Application Fee: $25

4. Tuition: $3,475

Total Program Cost: $5,000

Aluminum Welding

Length of Program:
160 Clock Hours (homework required)

Format of Program:
4 weeks (4/10's Tues.-Fri.)

Instructional Delivery:
Practical Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License or Photo ID Card
- Social Security Card
- Pre-Participation Physical
- DOT Equivalent Drug Test
- Current SMAW and FCAW D1.1 3G & 4G or 6G with or without backing or successfully qualify before the start of class

Industry Certifications & Qualifications:

- GMAW and GTAW Aluminum Structural -All Positions
- NIT Certificate of Completion
- NCCER Module Completion Submissions
- AWS certification test available for additional fee

Standard Industry Physical Requirements:

- Walk
- Bend
- Kneel
- Stoop
- Work from heights
- Relocation
- Lift and carry minimum of 50 lbs.

Program Description:

Students with prior welding experience and certification will be instructed in the technically proficient method of completing a welder qualification test, under AWS code. This program focuses on Aluminum welding and provides the knowledge and skills necessary for entry level employment as a welder. Welding aluminum is an especially challenging process that greatly differs from welding steel. Aluminum comes from heat treatable and non-heat treatable alloys. Both metals are widely used in welding fabrication and have somewhat different characteristics associated with their chemical and metallurgical structure and their reactions during the arc welding process. The program will cover mechanical means of cutting aluminum, base metal preparation, joint fit-up, beads and fillet welds, groove welds, and weld quality. Student's weld coupons will be subject to destructive examinations.

Aluminum Welding

GMAW—Aluminum Plate 40 Clock Hours	GTAW—Aluminum Plate 40 Clock Hours
GMAW—Aluminum Pipe 40 Clock Hours	GTAW—Aluminum Pipe 40 Clock Hours

Tuition Breakdown:

1. Mandatory Student Toolkit: $800

- Welding Hood (auto darkening)
- Leather Welding Jacket
- Welding Gloves
- Leather Work Gloves
- 3M Commercial Safety Glasses
- Face Shield
- Tape Measure
- 4-1/2" Grinder
- Files (Round and Flat)
- Soap Stone

2. Consumables (gas, rods, flux, welding metal, grinding disks): $1,500

3. Application Fee: $25

4. Tuition: $5,675

Total Program Cost: $8,000

Pro Truck Driver 4

Length of Program:
160 Clock Hours (homework required)

Format of Program:
4 weeks (4/10s-Mon.-Thurs.)
40 Clock Hours Classroom-120 Clock Hours Range/Lab

Instructional Delivery: Practical Predominate

Industry Certifications & Qualifications:

- Entry Level Driver Qualification
- State of Alaska Commercial Driver's License Class A
- NIT Certificate of Completion

Standard Industry Physical Requirements:

- Frequent night travel
- Working holidays and weekends
- Long hours
- Loading and unloading cargo
- Lifting
- Carrying
- Walking
- Sitting for long periods

Enrollment Requirements:

- 19 years of age or older
- Valid Alaska Driver's License
- DOT Physical Card
- DMV Driver's History Report
- FMCSA/DOT Drug Test
- Social Security Card

DMV Requirement: One of the following

- Valid U.S. Passport or Passport Card
- U.S. State or Territory Issued Birth Certificate
- Certificate of Naturalization
- Valid Permanent Resident Card
- Consular Report of Birth Abroad
- Certificate of Citizenship

Program Description:

Students will receive the training necessary to be successful as an entry level truck driver. The program begins with permit preparation during which students are prepared to test for their CLP. Once students have gained a CLP, they will continue to the driving range, street, and highway practical exercises. Every student will practice all of the skills necessary to safely operate a tractor trailer and successfully complete the CDL Class A road exam.
Students learn and master turning, backing and shifting skills on an 80+ acre driving range. Once student drivers have gained experience and confidence on the driving range, the training continues with street and highway driving.
All training is conducted in preparation of the Class A CDL road exam where students must demonstrate their knowledge of the truck's condition through a pre-trip inspection and successfully complete a set of driving skills administered by a certified CDL examiner.

Pro Truck Driver 4

Modules Trained

General Knowledge 5 Clock Hours	Airbrakes 5 Clock Hours	Combination Vehicle 5 Clock Hours
Hours of Service 5 Clock Hours	Public Relations and Job Search 5 Clock Hours	Driver Health, Safety, and Security 5 Clock Hours
Whistleblower Protections for Professional Drivers 5 Clock Hours	Compliance, Safety, Accountability (CSA) 5 Clock Hours	All practical knowledge needed to successfully complete the Class A CDL Road Exam 120 Clock Hours

Tuition Breakdown:

1. Mandatory Student Toolkit: $125

- Driver's Qualification Manual
- DVIR

2. Consumables (diesel fuel/ fluids, cones): $1,500

3. Application Fee: $25

4. Tuition: $5,175

Total Program Cost: $6,825

Professional Truck Driving Institute

Length of Program:
246 Clock Hours (homework required)

Format of Program:
6 weeks (4/10s-Mon.-Thurs.)
80 Clock Hours Classroom-166 Clock Hours Range/Lab

Instructional Delivery: Practical Predominate

Enrollment Requirements:

- 19 years of age or older
- Valid Alaska Driver's License
- DOT Physical Card
- DMV Driver's History Report
- FMCSA/DOT Drug Test
- Social Security Card

DMV Requirement: One of the following

- Valid U.S. Passport or Passport Card
- U.S. State or Territory Issued Birth Certificate
- Certificate of Naturalization
- Valid Permanent Resident Card
- Consular Report of Birth Abroad
- Certificate of Citizenship

Industry Certifications & Qualifications:

- Entry Level Driver Qualification
- State of Alaska Commercial Driver's License Class A or B
- Professional Truck Driver Institute (PTDI) Certificate of Attainment
- OSHA Forklift Safety
- NIT Certificate of Completion

Standard Industry Physical Requirements:

- Frequent night travel
- Working holidays and weekends
- Long hours
- Loading and unloading cargo
- Lifting
- Carrying
- Walking
- Sitting for long periods

Program Description:

This program is recognized based on the nationally recognized Professional Truck Driver Institute (PTDI) standards. Students will receive the training necessary for PTDI certification and CDL A licensure. Successful graduates will be immediately eligible for entry into the workforce as a Class A commercial truck driver.
The program begins with permit preparation to prepare students to test for their CLP. During the second week of the program, students will receive an in depth presentation on the roles and responsibilities of a professional truck driver. Once students have gained a CLP and completed the PTDI classroom requirements, they will continue to the driving range, street, and highway practical exercises. Every student will practice all of the skills necessary to safely operate a tractor trailer and successfully complete the CDL Class A road exam. Students learn and master turning, backing and shifting skills on an 80+ acre driving range. Once student drivers have gained experience and confidence on the driving range, training proceeds to street and highway driving. All training is conducted in preparation of the Class A road exam and required demonstration of classroom, practical, and behind the wheel hour/knowledge requirements for PTDI certification.

Professional Truck Driving Institute

Modules Trained

General Knowledge 4 Clock Hours	Airbrakes 4 Clock Hours
Combination Vehicle 4 Clock Hours	Hours of Service 4 Clock Hours
Public Relations and Job Search 4 Clock Hours	Control Systems 4 Clock Hours
Driver Health, Safety, and Security 4 Clock Hours	Whistle Blower Protections for Drivers 4 Clock Hours
Compliance, Safety, Accountability (CSA) 4 Clock Hours	Vehicle Systems 4 Clock Hours
Transportation Technology 4 Clock Hours	Vehicle Inspections 4 Clock Hours
Basic Control 4 Clock Hours	Shifting 4 Clock Hours
Preventative Maintenance and Servicing 4 Clock Hours	Visual Search 4 Clock Hours
Space Management 4 Clock Hours	Accident Procedures 4 Clock Hours
OSHA Forklift Safety 8 Clock Hours	Backing and Docking 4 Clock Hours
All practical knowledge needed to successfully complete a Class A CDL Road Exam 162 Clock Hours	

Tuition Breakdown:

1. **Mandatory Student Toolkit: $225**
   - PTDI Book (4th Edition)
   - NIT Forklift Manual
   - DVIR
   - Driver's Qualification Manual
2. **Consumables (diesel fuel/fluids, cones): $2,250**
3. **Application Fee: $25**
4. **Tuition: $6,500**

Total Program Cost: $9,000

Pro Truck Driver 8 Week

Length of Program:
320 Clock Hours (homework required)

Format of Program:
8 weeks (4/10s-Mon.-Thurs.)
80 Clock Hours Classroom-240 Clock Hours Range/Lab

Instructional Delivery: Practical Predominate

Industry Certifications & Qualifications:

- Entry Level Driver Qualification
- State of Alaska Commercial Driver's License Class A or B
- Professional Truck Driver Institute (PTDI) Certificate of Attainment
- OSHA Forklift Safety
- NIT Certificate of Completion

Enrollment Requirements:

- 19 years of age or older
- Valid Alaska Driver's License
- DOT Physical Card
- DMV Driver's History Report
- FMCSA/DOT Drug Test
- Social Security Card

DMV Requirement: One of the following

- Valid U.S. Passport or Passport Card
- U.S. State or Territory Issued Birth Certificate
- Certificate of Naturalization
- Valid Permanent Resident Card
- Consular Report of Birth Abroad
- Certificate of Citizenship

Standard Industry Physical Requirements:

- Frequent night travel
- Working holidays and weekends
- Long hours
- Loading and unloading cargo
- Lifting
- Carrying
- Walking
- Sitting for long periods

Program Description:

Students will receive the training necessary to be a successful entry level Class A or Class B commercial truck driver. This program is recognized based on the nationally recognized Professional Truck Driver Institute (PTDI) standards.
The program begins with permit preparation to prepare students to test for their CLP. During the second week of the program, students are given an in depth presentation on the roles and responsibilities of a professional truck driver. Once students have gained a CLP and completed the PTDI classroom requirements, they will continue to the driving range, street, and highway practical exercises. Every student will practice all of the skills necessary to safely operate a tractor trailer and successfully complete the CDL Class A road exam. Students learn and master turning, backing, and shifting skills on an 80+ acre driving range. Once student drivers have gained experience and confidence on the driving range, training proceeds to street and highway driving. All training is conducted in preparation of: the Class A CDL road exam, where students must demonstrate their knowledge of the truck's condition through a pre-trip inspection and successfully complete a set of driv-ing skills administered by a certified CDL examiner; required demonstration of classroom, practical, and behind the wheel hour/knowledge for PTDI certification; and driver finishing to include advanced driving techniques, city driving and truck routes, Class B Passenger, and long haul operations.

Pro Truck Driver 8 Week

Modules Trained

General Knowledge 4 Clock Hours	Airbrakes 4 Clocks Hours
Hours of Service 4 Clock Hours	Public Relations and Job Search 4 Clock Hours
Whistleblower Protections for Professional Drivers 4 Clock Hours	Compliance, Safety, Accountability (CSA) 4 Clock Hours
Vehicle Systems 4 Clock Hours	Transportation Technology 4 Clock Hours
Basic Control 4 Clock Hours	Shifting 4 Clock Hours
Accident Procedures 4 Clock Hours	Visual Search 4 Clock Hours
Preventative Maintenance and Servicing 4 Clock Hours	Space Management 4 Clock Hours
Combination Vehicle 4 Clock Hours	Driver, Health, Safety, and Security 4 Clock Hours
Control Systems 4 Clock Hours	Vehicle Inspections 4 Clock Hours
Backing and Docking 4 Clock Hours	OSHA Forklift Safety 8 Clock Hours
All practical knowledge needed to successfully complete a CDL Class B Passenger Road Exam 30 Clock Hours	All practical knowledge needed to successfully complete a CDL Class A Road Exam 206 Clock Hours

Tuition Breakdown:

1. Mandatory Student Toolkit: $225

- PTDI Book (4th Edition)
- NIT Forklift Manual
- DVIR
- Driver's Qualification Manual

2. Consumables (diesel fuel/fluids, cones): $3,375

3. Application Fee: $25

4. Tuition: $9,875

Total Program Cost: $13,500

Service Oiler (8WKS)

Length of Program:
320 Clock Hours (homework required)

Format of Program:
8 weeks (4/10s-Tues.-Fri.)

Instructional Delivery: Practical Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License of Photo ID Card
- Pre-Participation Physical
- DOT Equivalent Drug Test
- Social Security Card

Industry Certifications & Qualifications:

- OSHA 30 Hour General Industry
- 40 Hour HAZWOPER
- Qualified Rigger & Signal Person
- First Aid/CPR/AED
- OSHA Forklift Safety
- NIT Certificate of Completion

Standard Industry Physical Requirements:

- Frequent night travel
- Working holidays and weekends
- Long hours
- Loading and unloading cargo
- Lifting
- Carrying
- Walking
- Sitting for long periods

Program Description:

Students will receive training to fulfill the primary duties of a service oiler which include checking fluid levels and performing preventive maintenance for equipment on the job site. Students will learn the proper procedures on how to document, identify, adjust and in some cases repair malfunctioning equipment in a safe, compliant and effective manner. Instruction will include safety, air systems/brakes, tires, hydraulic systems, electrical systems, handling hazardous materials, DOT inspection requirements, and basic welding. Over 50% of this program is spent on practical application. Students will be issued a tool kit to keep upon successful completion.

Service Oiler (8WKS)

Modules Trained

SMAW Basic Welding 45 Clock Hours	Introduction to Servicing Heavy Trucks 8 Clock Hours	Tools and Fasteners 8 Clock Hours
Maintenance Program 10 Clock Hours	Batteries 8 Clock Hours	Charging Systems 8 Clock Hours
Cranking Systems 8 Clock Hours	Chassis Electrical Circuits 8 Clock Hours	Suspension Systems 8 Clock Hours
Hydraulics 8 Clock Hours	Clutches 8 Clock Hours	Standard Transmissions 10 Clock Hours
Standard Transmission Service 12 Clock Hours	Driveshaft Assemblies 8 Clock Hours	Heavy Duty Truck Axels 8 Clock Hours
Heavy Duty Truck Axel Service and Repair 12 Clock Hours	Steering and Alignment 8 Clock Hours	Diagnosis and Repair of Electrical Circuits 8 Clock Hours
Wheels and Tires 8 Clock Hours	Air Brake Servicing 9 Clock Hours	Vehicle Chassis Frame 8 Clock Hours
OSHA 30 Hour General Industry 30 Clock Hours	1st Aid / CPR / AED 8 Clock Hours	OSHA Forklift Safety 8 Clock Hours
Qualified Rigger & Signal Person 16 Clock Hours	40 Hour HAZWOPER 40 Clock Hours	

Tuition Breakdown:

1. Mandatory Student Toolkit: $1,625

- ½" 6" Extension
- SAE Combination Wrench Set
- Metric Combination Wrench Set
- 3M Commercial Safety Glasses
- Leather Work Gloves
- 16oz Ball Peen Hammer
- Torx Key Set
- SAE & Metric Hex Key Set
- Screw Driver Set
- Vise Grip Pliers
- 3pc Plier Set
- 8" Adjustable Wrench
- Tire Gauge
- 3pc Electrical Plier Set
- ¼" Drive Socket Set
- ¼" Ratchet
- 3/8" Drive SAE 12pt Socket Set
- 3/8" Drive Metric 12pt Socket Set
- 3/8" Ratchet
- 3/8" 3" Extension
- 3/8" 6" Extension
- 3/8" Drive SAE 12pt Deep Socket Set
- ½" Drive SAE 12pt Socket Set
- ½" Drive Metric 12pt Socket Set
- ½" Drive Ratchet
- ½" 3" Extension
- Heavy Duty Truck Systems (Sixth Edition)
- Rigging Handbook
- Rigging Workbook
- OSHA 30 Student Kit
- Forklift Student Manual
- Rigging Safety Reference Card
- Rigging Card
- 3 Drawer Tool Box
- Low Voltage Tester
- Digital Mulitmeter
- 18" Pry Bar

2. Consumables (welding metal, gas, flux, rods, gaskets, wire, grinding disks, hoses): $800

3. Application Fee: $25

4. Tuition: $6,350

Tuition Program Cost: $8,800

ATV Mechanics

Length of Program:
240 Hours Clock Hours
(homework required)

Format of Program:
6 weeks (4/10s-Mon.-Thurs.)

Instructional Delivery: Practical Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License of Photo ID Card
- Pre-Participation Physical
- DOT Equivalent Drug Test
- Social Security Card

Industry Certifications & Qualifications:

- First Aid / CPR / AED
- OSHA Forklift Safety
- NIT Certificate of Completion

Standard Industry Physical Requirements:

- Considerable Walking
- Lift and Carry 50lbs.
- Bend
- Kneel
- Stoop
- Work from heights
- Sometimes required to work outdoors in inclement weather conditions

Program Description:

This program will give students hands-on training in all aspects of ATV's consisting of 4 Wheelers, Snow Machines and Side By Sides to facilitate repairing personal equipment. Our students will be introduced to test equipment, diagnostics equipment, information resources, and repair procedures for many different ATV manufacturers. Students primary focuses will be on engine operations, engine servicing/troubleshooting, transmissions, CVT transmissions, 4 wheel drive, differentials, drive shafts, chains and sprockets, suspension systems, tire/track/ski replacement, fuel systems, ignition systems, steering and alignment, pumps, fan belts, electrical systems, driveline, chain case, parts and general servicing.

ATV Mechanics

Curriculum

Basic Shop Safety 20 Clock Hours	Engine Operations 10 Clock Hours	Engine Servicing/Troubleshooting 10 Clock Hours
Transmissions 10 Clock Hours	CVT Transmissions 10 Clock Hours	4 Wheel Drive 10 Clock Hours
Differentials 10 Clock Hours	OSHA Forklift Safety 8 Clock Hours	First Aid / CPR / AED 8 Clock Hours
Drive Shafts 10 Clock Hours	Chains and Sprockets 10 Clock Hours	Suspension Systems 10 Clock Hours
Tire/Track/Ski Replacement 10 Clock Hours	Fuel Systems 10 Clock Hours	Ignition Systems 10 Clock Hours
Steering and Alignment 10 Clock Hours	Pumps 10 Clock Hours	Fan Belts 10 Clock Hours
Electrical Systems 10 Clock Hours	Driveline 10 Clock Hours	Chain Case 10 Clock Hours
Parts 10 Clock Hours	General Servicing 14 Clock Hoursl	

Tuition Breakdown:

1. **Consumables (fluids, grinding disks, hoses, gaskets, rubber stoppers, grease, fuel): $1,500**
2. **Application Fee: $25**
3. **Tuition: $3,475**
4. **Mandatory Student Toolkit: $1,000**

Total Program Cost: $6,000

Mandatory Student Toolkit:

- 3M Commercial Safety Glasses
- Metric Combination Wrench Set
- 16oz Ball Peen Hammer
- 3/8” Drive Universal Joint
- 3/8” 10” Extension
- 3/8” 6” Extension
- 3/8” 3” Extension
- 3/8” Driver Ratchet
- 3/8” Drive Flex Ratchet
- 3/8” Drive Metric 6pt Deep Socket Set
- 3/8” Drive SAE 12pt Socket Set
- ¼” Drive 6pt Metric Socket Set
- ¼” 2” Extension
- ¼” 6” Extension
- ¼” Driver Ratchet
- ¼” Drive SAE 6pt Socket Set
- 3/8” Drive 5/8” Spark Plug Set
- 3/8” Drive 13/16” Spark Plug Set
- Screw Driver Set
- Forklift Student Manual
- 3 Drawer Tool Box
- Vise Grip Pliers
- Feeler Gauge
- Snap Ring Pliers
- Spark Plug Gauge
- Gasket Scraper
- Punch & Chisel Set
- Digital Multimeter
- Hook & Pick Set
- 12” Prybar
- Torx Key Set
- SAE & Metric Hex Key Set
- Electrical Pliers
- 3pc Plier Set
- 8” Adjustable Wrench
- SAE Combination Wrench Set

Outboard Mechanics

Length of Program:
240 Hours Clock Hours
(homework required)

Format of Program:
6 weeks (4/10s-Mon.-Thur.)

Instructional Delivery: Practical Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License of Photo ID Card
- Pre-Participation Physical
- DOT Equivalent Drug Test
- Social Security Card

Industry Certifications & Qualifications:

- First Aid / CPR / AED
- OSHA Forklift Safety
- NIT Certificate of Completion

Standard Industry Physical Requirements:

- Considerable Walking
- Lift and Carry 50lbs.
- Bend
- Kneel
- Stoop
- Work from heights
- Sometimes required to work outdoors in inclement weather conditions

Program Description:

This program will give students hands-on training in all aspects of outboard engines in order to work on their personal equipment. Our students will be introduced to test equipment, diagnostics equipment, information resources, and repair procedures for many different outboard engine manufacturers. Students primary focuses will be on electrical systems, lower units and powerheads. Students will learn proper procedures on engine operations, engine servicing/ troubleshooting, fuel systems, ignition systems, two stroke and four stroke engines, propulsion systems, propeller shafts, water pumps, gear boxes, rigging, steering, engine mounting, and electrical systems.

Outboard Mechanics

Curriculum

Basic Shop Safety 20 Clock Hours	Engine Operations 15 Clock Hours	Engine Servicing/Troubleshooting 20 Clock Hours
Fuel Systems 15 Clock Hours	Ignition Systems 15 Clock Hours	Two Stroke and Four Stroke Engines 15 Clock Hours
Propulsion Systems 15 Clock Hours	Propeller Shafts 15 Clock Hours	Water Pumps 15 Clock Hours
Gear Boxes 17 Clock Hours	Rigging 16 Clock Hours	Steering 15 Clock Hours
Engine Mounting 15 Clock Hours	Electrical Systems 16 Clock Hours	OSHA Forklift Safety 8 Clock Hours
First Aid / CPR / AED 8 Clock Hours		

Tuition Breakdown

1. **Consumables (fluids, grinding disks, hoses, gaskets, rubber stoppers, grease, fuel): $800**
2. **Application Fee: $25**
3. **Tuition: $4,175**
4. **Mandatory Student Toolkit: $1,000**

Total Program Cost: $6,000

Mandatory Student Toolkit:

- 12" Prybar
- Torx Key Set
- SAE & Metric Hex Key Set
- Electrical Pliers
- 3pc Plier Set
- 8” Adjustable Wrench
- SAE Combination Wrench Set
- Metric Combination Wrench Set
- 16oz Ball Peen Hammer
- 3/8” Drive Universal Joint
- 3/8” 10” Extension
- 3/8” 6” Extension
- 3/8” 3” Extension
- 3/8” Driver Ratchet
- Forklift Student Manual
- Vise Grip Pliers
- Feeler Gauge
- Snap Ring Pliers
- Spark Plug Gauge
- Gasket Scraper
- Punch & Chisel Set
- Digital Multimeter
- Hook & Pick Set
- 3M Commercial Safety Glasses
- 3/8” Drive Flex Ratchet
- 3/8” Drive Metric 6pt Deep Socket Set
- 3/8” Drive SAE 12pt Socket Set
- ¼” Drive 6pt Metric Socket Set
- ¼” 2” Extension
- ¼” 6” Extension
- ¼” Driver Ratchet
- ¼” Drive SAE 6pt Socket Set
- 3/8” Drive 5/8” Spark Plug Set
- 3/8” Drive 13/16” Spark Plug Set
- Screw Driver Set

Construction Equipment Training (CET)

Length of Program:
240 Clock Hours
(homework required)

Format of Program: 6 weeks
(4/10's Mon-Thurs.)

Instructional Delivery: Practical Predominate

Industry Certifications & Qualifications:

- NIT Heavy Equipment Certificates for Loader, Dozer, Excavator, Skid Steer, Backhoe, End Dump (includes NCCER submission)
- Front End Loader with Forks
- Trenching & Shoring
- NIT Certificate of Completion

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License of Photo ID Card
- Pre-Participation Physical
- DOT Equivalent Drug Test
- Social Security Card

Standard Industry Physical Requirements:

- Working holidays and weekends
- Long hours
- Lifting
- Carrying
- Walking
- Sitting for long periods
- Working outdoors in inclement weather conditions

Program Description:

Students will receive the training necessary to become an entry level heavy equipment operator. Students will be trained on various pieces of equipment and ancillary subjects (listed below). A written test and practical evaluation will be conducted for each piece of equipment. Students will have up to 120 hours on equipment prior to testing. Training equipment includes but is not limited to: loader (with various attachments), dozer, excavator, skid steer, backhoe, and end dump. Training consists of both classroom and outside lab instruction. A large portion of this program is devoted to practical, real world application.

Construction Equipment Training (CET)

Modules Trained

Front End Loader with Forks 12 Clock Hours	Grades & Site Layout 32 Clock Hours	Trenching & Shoring 16 Clock Hours
Loader 36 Clock Hours	Dozer 36 Clock Hours	Excavator 36 Clock Hours
End Dump 36 Clock Hours	Backhoe 36 Clock Hours	

Tuition Breakdown:

1. Mandatory Student Toolkit: $350

- 3M Commercial Safety Glasses
- NIT Hard Hat
- NCCER Core Curriculum Trainee Guide
- NCCER / NIT Construction Equipment Training Trainee Guide
- Front End Loader with Forks Student Manual
- OSHA Forklift Safety Student Manual

2. Consumables (paint, fuel, fluids, cones, stakes, grease): $3,500

3. Application Fee: $25

4. Tuition: $6,125

Total Program Cost: $10,000

NCCER Core

Length of Program: 40 Clock Hours

Format of Program: 1 week

Instructional Delivery: Theory Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License or Photo ID Card
- Social Security Card
- High School Diploma or GED preferred

Industry Certifications & Qualifications:

- NCCER Core Curriculum
- NCCER Construction Site Safety Orientation
- NIT Certificate of Completion

Standard Industry Physical Requirements:

- Considerable mount of walking
- Lift and carry 50 lbs.
- Bend
- Kneel
- Stoop
- Work at heights and in extreme weather
- Strong reading and math skills

Program Description:

This 40 hour program provides students with the basic knowledge needed for entry level employment in any of the industrial trades. Students learn basic safety, introduction to construction math and an introduction to hand tools. NCCER Core Curriculum is the base of all NCCER Programs.

NCCER Core

Curriculum

Basic Safety 4 Clock Hours	Introduction to Construction Math 8 Clock Hours	Introduction to Hand Tools 4 Clock Hours
Introduction to Power Tools 4 Clock Hours	Introduction to Construction Drawings 5 Clock Hours	Introduction to Basic Rigging 7 Clock Hours
Basic Communication Skill 4 Clock Hours	Basic Employability Skills 2 Clock Hours	Introduction to Material Handling 2 Clock Hours

Tuition Breakdown:

1. Mandatory Student Toolkit: $150

- 3m Commercial Safety Glasses
- NIT Hard Hat
- NCCER Core Curriculum Trainee Guide

2. Application Fee: $25

3. Tuition: $825

Total Program Cost: $1,000

Mobile Crane Operator Certification

Length of Program:
40 Clock Hours

Format of Program:
1 week

Instructional Delivery: Theory Predominate

Industry Certifications & Qualifications:

- CIC Mobile Crane Certification
- NIT Certificate of Completion

Enrollment Requirements:

- 18 years of age
- Valid Driver's License or Photo ID
- Signed Medical Verification Form or DOT Physical
- Prerequisite: Documented crane and/or heavy equipment experience through transcript or employer letter/documentation

Standard Industry Physical Requirements:

- Physically able to operate cranes as required by ASME B30.5 -3.12 (a)
- Sometimes required to work outdoors in inclement weather conditions

Tuition Breakdown:

1. Mandatory Student Toolkit: $100

- 3M Commercial Safety Glasses
- NIT Hard Hat

2. Application Fee: $25

Tuition $875

Total Program Cost: $1,000

Program Description:

This program is designed for the experienced operator, seeking certification required for entry level employment as a crane operator. Students will receive focused CIC training for the six authorized written exams. Training consists of a three day intensive classroom curriculum followed by two days of exams, written and practical. Classroom instruction will provide students with a solid knowledge base for the six national certification written exams. One practical exam will be provided to qualify the student for all eligible written exams.

Curriculum

Basic Rigging 6 Clock Hours	Center of Gravity 4 Clock Hours	Crane Components 3 Clock Hours
Crane Set-Up 3 Clock Hours	Dynamic Loading 3 Clock Hours	Hand and Voice Signals 3 Clock Hours
Interpreting Load Charts 3 Clock Hours	OSHA Standards 3 Clock Hours	Pre-Operation Inspections 6 Clock Hours
Safe Operating Practices 6 Clock Hours		

Mobile Crane Operator Certification

Length of Program:
78 Clock Hours

Format of Program:
2 week

Instructional Delivery: Practical Predominate

Enrollment Requirements:

- 18 years of age
- Valid Driver's License or Photo ID
- Signed Medical Verification Form or DOT Physical
- DOT Equivalent Drug Test
- Social Security Card

Industry Certifications & Qualifications:

- CIC Mobile Crane Certification
- Qualified Rigger & Signal Person
- NIT Certificate of Completion

Standard Industry Physical Requirements:

- Physically able to operate cranes as required by ASME B30.5 -3.12 (a)
- Sometimes required to work outdoors in inclement weather conditions

Program Description:

This program is designed for a person with little or no experience with mobile crane operation and teaches the skills necessary for entry level employment as a crane operator. The course teaches safe operating practices while gaining seat-time and real-life operating experience for the operator. Operators will conduct pre-operational inspections of hydraulic and conventional cranes. Operators will be given individual instruction with experienced and certified crane operators regarding crane operating basics, and will gain seat-time while handling materials in a safe and controlled environment. Operators will have two days of written and practical exams.

Mobile Crane Operator Certification

Curriculum

Boom Length/Angle 3 Clock Hours	Calculating Capacities 3 Clock Hours	Center of Gravity 3 Clock Hours
Counterweights 3 Clock Hours	Crane Set-Up 3 Clock Hour	Daily Inspection 3 Clock Hours
Dynamic Loading 3 Clock Hours	Gross/Net Loads 3 Clock Hours	High Voltage 4 Clock Hours
Jibs/Boom Extensions 3 Clock Hours	Load Charts 3 Clock Hours	Load Weight Calculation 3 Clock Hours
Multi-Crane Lifts 3 Clock Hours	Operating Practices 3 Clock Hours	OSHA/ASME 3 Clock Hours
Outrigger Position 4 Clock Hours	Radius 3 Clock Hours	Reeving 3 Clock Hours
Stability Range Diagram 3 Clock Hours	Tipping Axis 3 Clock Hours	Qualified Rigger & Signal Person 16 Clock Hours

Tuition Breakdown:

1. Mandatory Student Toolkit: $100

- 3M Commercial Safety Glasses
- NIT Hard Hat

2. Application Fee: $25

3. Consumables (stakes, weights, fluids, cones): $500

4. Tuition $2,175

Total Program Cost: $2,800

Grader Training

Length of Program:
40 Clock Hours

Format of Program:
1 week

Instructional Delivery: Practical Predominate

Enrollment Requirements:

- 18 years of age or older
- Valid Driver's License of Photo ID Card

Industry Certifications & Qualifications:

- NIT Certificate of Completion
- NCCER Submission Optional

Standard Industry Physical Requirements:

- Long, Irregular Hours
- Required to work out-doors in inclement weather conditions

Program Description:

This program provides required certification and hours behind the wheel for entry level employment. Classroom instruction will teach students how to identify and describes the common uses and types of motor graders. Safety guidelines, pre-start inspection procedures, and preventive maintenance requirements are presented. Instruction is given on basic startup, operation, and common work activities associated with motor graders. Field training will provide students with the opportunity to operate the equipment and practice what they have learned.

Grader Training

Curriculum

Equipment Overview 4 Clock Hours	Equipment Safety 8 Clock Hours	Preventative Maintenance & Servicing 4 Clock Hours
Basic Start Up 4 Clock Hour	Basic Operation 12 Clock Hours	Road Maintenance Practices 8 Clock Hours

Tuition Breakdown:

1. **Mandatory Student Toolkit: $300**

- 3M Commercial Safety Glasses
- NIT Hard Hat
- NCCER Grader Student Guide
- Front End Loader with Forks Student Manual
- OSHA Forklift Safety Student Manual

2. Consumables (fuel, fluids, stakes, cones): $1,500

3. Application Fee: $25

4. Tuition: $2,375

Total Program Cost: $4,200

The programs listed in this section are *Continued Education* training programs and courses.

In addition to Vocational Programs, NIT also offers Continued Education programs. These programs are directed toward honing in your skills or expanding your knowledge in your current field.

Some of the programs included here require pre-requisites or previous experience in the field of training.

CDL Road Exam / 058

Length of Exam:
2 Clock Hours

Format of Exam:
2 Clock Hours

Enrollment Requirements:

- 19 years of age or older
- Valid Alaska Driver's License
- DOT Physical Card
- Alaska Instructional Commercial Learners Permit (IA or IB) held for 14 days
- Driving experience highly recommended

Industry Certifications & Qualifications:

- State of Alaska CDL issued by Alaska Division of Motor Vehicles

Standard Industry Physical Requirements:

- Frequent night travel
- Working holidays and weekends
- Long hours
- Loading and unloading cargo
- Lifting
- Carrying
- Walking
- Sitting for long periods

Exam Description:

NIT is an approved third party test provider for the state of Alaska Division of Motor Vehicles (DMV). For class A or B the student has the option to bring their own vehicle or to use one of the vehicles provided by NIT. For class C road exams, students are required to bring their own vehicles.
Sections 11, 12, and 13 of the Alaska CDL Manual describe all of the skills required to pass the road exam and it is recommended that students review these sections before taking an exam. All three areas of the road exam must be successfully completed in order to earn an Alaska CDL. All road exams will be administered by a licensed DMV approved CDL examiner.

Exam Topics

Pre-Trip Inspection	3-Step Airbrake Check	Backing Maneuvers
Road Skills		

Basic Skills Evaluation 1/2 Day / TD101

Length of Program:
4 Clock Hours

Format of Program:
1/2 day

Enrollment Requirements:

- 19 years of age or older
- Valid Alaska Driver's License
- DOT Physical Card
- Alaska Instructional Commercial Learners Permit (IA or IB) held for 14 days

Industry Certifications & Qualifications:

- Training prescription will be provided to the student upon completion of the refresher course

Standard Industry Physical Requirements:

- Frequent night travel
- Working holidays and weekends
- Long hours
- Loading and unloading cargo
- Lifting
- Carrying
- Walking
- Sitting for long periods

Program Description:

This skills review is considered a basic brush up on knowledge and designed for an extremely experienced truck driver. Drivers will review general awareness of the performance requirements for the State of Alaska.

All of this is conducted in preparation of the driver's CDL skills evaluation where the truck driver must demonstrate knowledge of the truck's condition through a pre-trip inspection and complete a set of driving skills administered by a certified CDL examiner. An optional DMV CDL Road Skills Exam is available in place of the Skills Evaluation.

Curriculum

Pre-Trip Inspection	3-Step Airbrake Check	Backing Maneuvers
Road Skills		

Basic Skills Evaluation 1 Day / TD102

Length of Program:
8 Clock Hours

Format of Program:
1 day

Enrollment Requirements:

- 19 years of age or older
- Valid Alaska Driver's License
- DOT Physical Card
- Alaska Instructional Commercial Learners Permit (IA or IB) held for 14 days

Industry Certifications & Qualifications:

- Training prescription will be provided to the student upon completion of the refresher course

Standard Industry Physical Requirements:

- Frequent night travel
- Working holidays and weekends
- Long hours
- Loading and unloading cargo
- Lifting
- Carrying
- Walking
- Sitting for long periods

Program Description:

This course is geared for a very experienced truck driver and is conducted in preparation of the driver's CDL skills evaluation. During the evaluation the truck driver must demonstrate knowledge of the truck's condition through a pre-trip inspection and complete a set of driving skills administered by a certified CDL examiner. Practicing safe vehicle maneuvers along with familiarization of the vehicle are reviewed.

An optional DMV CDL Road Skills Exam is available in place of the Skills Evaluation.

Curriculum

Pre-Trip Inspection	3-Step Airbrake Check	Backing Maneuvers
Road Skills		

Basic Skills Evaluation 2 Day / TD103

Length of Program:
16 Clock Hours

Format of Program:
2 days

Enrollment Requirements:

- 19 years of age or older
- Valid Alaska Driver's License
- DOT Physical Card
- Alaska Instructional Commercial Learners Permit (IA or IB) held for 14 days

Industry Certifications & Qualifications:

- Training prescription will be provided to the student upon completion of the refresher course.

Standard Industry Physical Requirements:

- Frequent night travel
- Working holidays and weekends
- Long hours
- Loading and unloading cargo
- Lifting
- Carrying
- Walking
- Sitting for long periods

Program Description:

Behind-the-wheel time consists of observational and operational time practicing safe driving skills in a tractor trailer. Drivers brush up on turning, backing and shifting skills on a large driving range. Once a driver has gained the experience and confidence of the driving range skills, the driver and driving instructor proceed with street to polish and hone the skills in real world situations. This course is focused towards the experienced truck driver. This would be an individual who has general knowledge of a commercial vehicle. Vehicle review takes you through the pre-trip inspection, air brakes and backing maneuvers. All of this review is conducted in preparation of the CDL skills evaluation where the truck driver must demonstrate knowledge of the truck's condition through a pre-trip inspection and complete a set of driving skills administered by a certified CDL examiner.
A DMV CDL Road Skills Exam is also available in place of the Skills Evaluation.

Curriculum

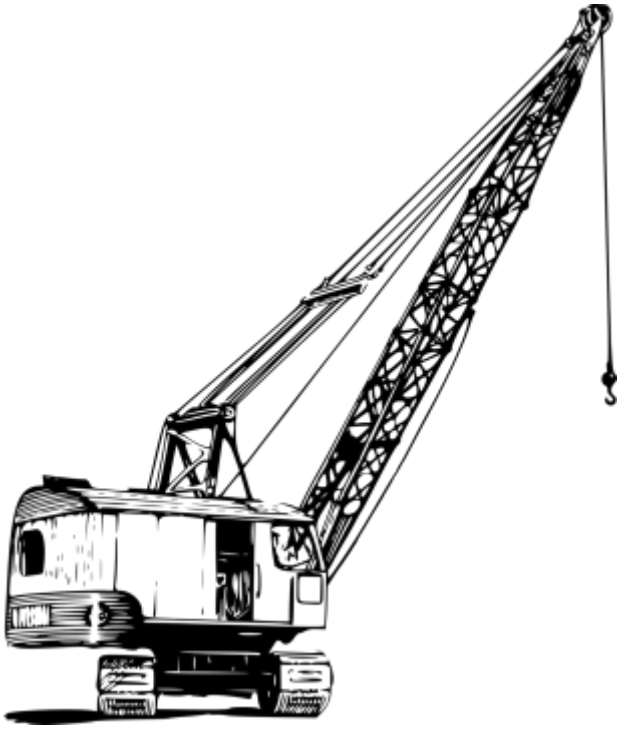
Pre-Trip Inspection	3-Step Airbrake Check	Backing Maneuvers
Road Skills		

Client Specific Training

NIT offers client specific training that is scheduled on an as needed basis. Please call NIT for additional information and scheduling of these programs.

Some of the programs included here require pre-requisites or previous experience in the field of training.

For more information, or to schedule a client specific program, please contact the NIT office.



2 Clock Hour Hazard Communication Awareness (HAZCOM) / 030

Hazard Communication Training under 29CFR 1910.1200 is required by the Occupational Safety and Health Administration (OSHA) for all employees that have the potential to be exposed to, or work with, hazardous materials in the workplace.- **2 Clock Hours**

4 Clock Hour Emergency Response Awareness / 031

This course is designed for all employees who respond to a hazardous materials emergency. OSHA 29 CFR 1910.120 indicates that all employees who respond to a hazardous materials emergency must receive training based on their level of activities at the incident. - **4 Clock Hours**

4 Clock Hour General Hazard Awareness / 032

This 4-hour course required since October 1, 1993 (49 CFR 172.700) is for all employees working with hazardous materials.- **4 Clock Hours**

8 Clock Hour HAZWOPER Operations Level / 033

For First responders who respond to releases or potential releases of hazardous substances as part of the initial response to the site for purpose of protecting nearby persons, property or environment.- **8 Clock Hours**

8 Clock Hour Hazardous Waste Supervisor / 034

Topics include the additional responsibilities of a hazardous waste operations supervisor, paperwork requirements, logistics of directing crews, etc. - **8 Clock Hours**

Blood Borne Pathogen / 045

This training course meets and exceeds the requirements for OSHA's Blood borne Pathogens training established by the federal OSHA Blood borne Pathogens Standard (29 CFR 1910.1030) which prescribes safeguards to protect workers against the health hazards from exposure to blood and other potentially infectious materials, and to reduce their risk from this exposure. - **1 Hour**

Cold Water Survival Training / 046

In this 1-day course, students will learn critical techniques and methods to increase chances of survival in a cold water emergency. Classroom topics include: hypothermia mitigation & treatment, recognition & utilization of survival equipment. Hands-on training includes: proper donning of survival suits & utilization in a water setting as well as righting & boarding an inverted life raft. - **8 Clock Hours**

Gas Detector Use / 049

This course has been developed to provide Participants with a sound understanding of alarms, detection and different monitoring devices should you be required to detect a hazardous gas such as H2S. Participants will also learn the common operating guidelines for detector usage, how to zero, functionally test and reset peak values, as well as how to test a space with a detector tube device.- **4 Clock Hours**

Fire Extinguisher Training / 047

This fire extinguisher training covers all aspects of safely using a fire extinguisher. You will learn the five classes of fires and how to match the right extinguisher to differ-ent types of fires. In fire extinguisher training, you will learn how to identify the proper fire class from various sources of material. You will also learn the PASS method for extinguishing a fire. In this fire extinguisher training, you will learn how to inspect an extinguisher and under-stand the importance of knowing the locations of extin-guishers at your location as well as the steps to take if a fire occurs.- **4 Clock Hours**

Certified Rigging Gear Inspector / 010

The Certified Rigging Gear Inspector Course is designed to build or enhance the skills of the student to become a qualified, in-house rigging gear inspector. Training includes classroom workshops and multiple hands-on inspection activities. - **24 Clock Hours**

Boom Truck Safety Training / 009

The Boom Truck Safety Training course is specifically designed to upgrade the existing knowledge and skill levels of experienced operators, trainees, safety personnel, inspectors, maintenance personnel, managers and supervisors. The information provided in the classroom is reinforced with hands-on application sessions on a boom truck crane. All personnel attending this course will gain significant and useful skills and will leave with a stronger understanding and appreciation of the requirements and responsibilities of Boom Truck Operators.– **24 Clock Hours**

Helicopter Underwater Egress Training (HUET) / 050

NIT's HUET course is specifically designed to prepare participants for helicopter travel over Alaska's frigid waters. This course is a combined classroom and lab instruction course that shows participants how, in a simulated environment, they can use the safety equipment and follow procedures in preparing for, and during helicopter emergencies – with particular focus on escaping from a helicopter following ditching, as well as boarding a life raft. Students will learn about personal and inflatable life support devices, and the skills necessary for safe egress on land and in water, how-to overcome disorientation in confined space, and exposure to the elements. Upon completion, students will be trained in Marine, Aviation, and Land Survival theories and techniques, procedures and protocols for emergencies, how-to escape a submerged and/or inverted aircraft or marine vessel and first aid basic post incident survival strategies in the harsh Arctic climate. **- 8 Clock Hours**

PEC/Premier Basic Orientation / 051

Petroleum Education Council (PEC) Basic was designed to take the place of multiple operator orientations and to give each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day course meets API RP 75 & API RP T-1 requirements and provides a basic awareness level understanding of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties. **– 8-10 Clock Hours**

PEC/Premier Core Compliance / 052

PEC Core Compliance is SafeGulf and SafeLand accredited and is accepted by every major and most mid-major operators in the USA, Canada and Qatar. This in depth training will ensure your employees are compliant with your customers', OSHA safety training requirements. Material presentation is structured to build on common content in a high intensity three day format. The instructor led interactive training will certify you in training levels beyond awareness level. **– 24 Clock Hours**

Professional Workforce Communication and Training Development / 053

This course is designed for anyone that must speak or present in a group setting. Participants will learn and practice effective communication techniques, gauge target audience, and facilitate learning in this setting. Other topics include adult education, documentation, and validation.

Professions that will benefit from this course are presenters, instructors, teachers, team leaders, supervisors and anyone that would like to improve communication skills. This course is also used as a preparation course for the Instructional Technology test portion for obtaining your CET/CIT credentials. **– 40 Clock Hours**

Mine Safety & Health Administration (MSHA) SURFACE Inexperienced Miner / 054

The Surface Inexperienced Miner training is Designed to prepare the new employees under 30 CFR, Part 48, Subpart B for employment at a metal/non-metal mine site. Students receive 16 hours of training in statutory rights of miners and their representatives under the Act, authority and responsibility of supervisors, transportation controls, and communications systems. Students will address proper escape and evacuation plans to escape emergency water hazards, pits and spoil banks, and how to recognize health hazards, electrical hazards, and explosive materials or substances. Upon completion students will receive certification in First Aid/CPR. An additional 8 hours is required by MSHA of on site instruction training. **- 16 Clock Hours**

Lead Risk Assessor Refresher / 062

This course will train those individuals who will be conducting risk assessments in public and private housing, large multi-family complexes, and childcare facilities using the EPA's model risk-assessment curriculum. This risk assessment course will focus on issues related to detecting lead hazards in paint, dust, and soil, and integrating interim controls of lead hazards into owner's and/or landlord's ongoing management and maintenance operations. Individuals completing this course will also be able to recommend various abatement and interim control options. This course includes hands-on activities. The refresher course is offered to persons who have successfully completed an accredited lead-based paint risk assessment initial course. The course is designed to meet requirements under EPA lead regulations as outlined in the Model State Plan. This course will focus on recent developments in assessment techniques, sampling methodologies, and lead hazard control which may affect risk assessors. The EPA requires that all lead certified personnel take an accredited refresher training course for each discipline in which they are certified. **- 8 Clock Hours**

Lead Abatement Supervisor / 059

The 4 day training class provides information on lead-based paint abatement and regulatory guidelines. The class meets the Environmental Protection Agency training requirements for individuals that will plan and/or oversee lead abatement work. The course focuses on proper donning and doffing of personal protection equipment (PPE), essential abatement procedures including site preparation, contract planning, project management, abatement implementation and record-keeping.

The class prepares you to immediately apply your knowledge to the field, with extensive hands-on training and real-world examples from experienced instructors. **– 32 Clock Hours**

Lead Inspector Refresher / 061

This course will train individuals to conduct inspections in both single- and multi-family housing for lead-based paint. This class meets the requirements for EPA and HUD regulations mandated by Title X. The course will focus primarily on state-of-the-art methods for determining lead in paint, soil, and settled dust, and includes hands-on activities as required by the governing agency. The EPA requires that all lead certified personnel take an accredited refresher training course for each discipline in which they are certified. **- 8 Clock Hours**

Health, Safety, and Environmental

NIT offers a variety of health, safety, and environmental courses that are 40 hours or less. In this section we will describe all of these courses.

These courses are scheduled on a regular basis at both the NIT main facility in Palmer and the Anchorage extension.

All courses require a minimum attendance and may need to be scheduled off of a waitlist.

Please visit www.nitalaska.com or contact our office for more information on upcoming courses.

NSTC- North Slope Training Cooperative Unescorted / 001

The NSTC training is a collaborative effort between the North Slope unit owners and their contractors. Any company or contract employee who works unescorted at the various field-operating areas or is permanently assigned to an operating areas such as the North Slope must complete, at a minimum, the "Unescorted" program or an NSTC approved equivalent training consisting of: General Camps & Safety Orientation, Alaska Safety Handbook, Environmental Excellence, HAZWOPER First Responder Awareness (Level 1), Personal Protective Equipment, Hazard Communication (HAZCOM). On completion of this course, personnel will be issued an NSTC card. **- 8 Clock hours**

NSTC Hydrogen Sulfide (H2S) Module / 002

This course provides information on the hazards of the gas, as well as ways to prevent and respond to exposure. This course has been designed as an awareness course only. It is not intended to be used as the only source of H2S information for workers that will be or are likely to come into contact with H2S. **- 1 Clock Hour**

NSTC ASH Update / 003

NSTC requires an update when a new Alaska Safety Handbook (ASH) is issued. This 1 hour training can be combined with any of NIT's regularly scheduled NSTC training courses. **- 1 Clock Hour**

NSTC Confined Space / 004

The course covers equipment requirements and personnel requirements for developing compliant and safe confined space entry operations. This is for Non- Permit Confined Space Entry. **- 6-8 Clock Hours**

NSTC Energy Isolation / 005

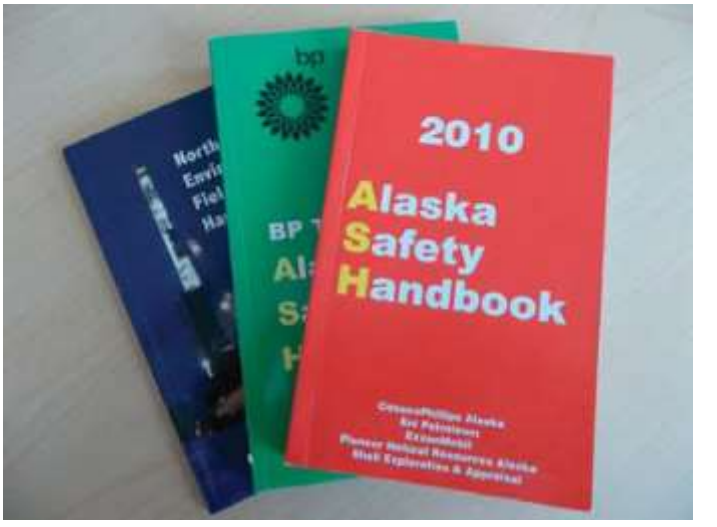
The course covers recognition of hazardous energy sources, procedures and methods of isolation and specific standards and practices for electrical and mechanical energy isolation in North Slope operations. **- 6-8 Clock Hours**

NSTC Fall Protection / 006

This course provides the introduction to the skills needed to inspect, wear, anchor and use various personal fall protection system components. Detail is provided about anchorages, body harnesses, connectors and anchorages with required demonstration of proficiency. Recommended for All individuals who are working at heights. **- 6-8 Clock Hours**

NSTC Respiratory Protection / 007

This course is provided to ensure that employees working in areas requiring respiratory protection can identify and protect themselves against Airborne respiratory hazards. The course includes identification of conditions requiring respiratory protection, selection and utilization of air-purifying respirators, self-contained and supplied-air respirators and the care and maintenance of such equipment. The course requires that a person must be medically cleared to wear a respirator. The course does not provide fit-testing, which must be done prior to utilizing the respirators on the job. **- 6-8 Clock Hours**



Aerial Lift / 008

This class is designed to increase the operators knowledge of aerial lifts, safe operating principals, practices and regulations. This class can serve as refresher training also. Class covers the following: Introduction to Aerial Lifts, Anatomy and Terminology, Frequent Inspection Checklist, Balance and Stability, and Hazards. - **4 Clock Hours**

Confined Space Entry / 011

This course is structured to furnish individuals with a short introduction to confined spaces. The student will learn the permit/non-permit requirements of confined space, potential hazards found in a confined space and an introduction to air monitors and lowering and retrieval systems. This class is designed to comply with OSHA 29, CFR 1910.146 and MIOSHA Rule 90. - **8 Clock Hours**

Fall Protection Authorized User / 013

This course offers an awareness of the issues involved with fall protection. A focus on the theory of fall protection and the need to protect workers at height highlights this informative seminar. Participants are introduced to the legislation governing fall protection as well as the components of a fall protection system including body holding devices, anchorages, connectors and rescue. - **8 Clock Hours**

Fall Protection Introduction to Industrial Rescue / 014

This training course is designed for any Supervisor or personnel who work at heights in construction or general industry. This course teaches the basics of self rescue as well as assisting a fall victim. Participants will expand their rescue skills as well as better understand the requirements of OSHA, ANSI and CSA with regard to rescue. Participants will be involved in practical hands-on work and should dress accordingly. - **8 Clock Hours**

Fall Protection Competent Person / 015

This Competent person training is a pass/fail Program incorporating both written and practical examinations and is based on the requirements of the US OSHA Regulations, ANSI Z359.2 as well as local legislation that will be discussed and reinforced. Attendees will learn practical solutions to difficult fall protection problems using appropriate tools and equipment. - **16 Clock Hours**

Forklift Safety / 016

This course includes both classroom and hands-on training and testing for the safe operation of industrial powered forklifts, to meet OSHA standards. All participants will be required to prove proficiency in pre-op inspection, control knowledge, machine handling, load retrieval and placement, working on inclines and parking. Completion of the course will provide a 3-year OSHA Forklift Safety certification. - **8 Clock Hours**

Energy Isolation - Lockout / Tag out / 018

The course focuses on how to identify energy sources and required procedures to avoid life threatening situations. Also covered is how to ensure a "Zero Energy State", when to use tags and the rules to follow for using multiple locks. This course meets Lockout Training requirements under OSHA 29 CFR Section 1910.47. - **8 Clock Hours**

Manlift / 019

The training will provide participants a general understanding of the safe and efficient operation of "Power Operated Mobile Work Platforms." Participants will be able to identify specific health and safety hazards associated with operating manlifts. - **4 Clock Hours**

OSHA 10 Hour - Construction / 020

The 10 Hour course is intended to provide an entry level construction worker's general awareness on recognizing and preventing hazards on a construction site. The course is an orientation to occupational safety and health for workers covered by OSHA's requirements. Workers must receive additional training, when required by OSHA standards, on the specific hazards of the job. Upon successful completion of the course, participants will receive an OSHA 10-Hour course completion card. The course is conducted in 1.5 days.
- **10 Clock Hours**

OSHA 10 Hour - General Industry / 021

The 10 Hour general training course is for entry level workers and provides general awareness on recognizing and preventing hazards in a general industry setting. The course is recommended as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910.
Workers must receive additional training, when required by OSHA standards, on the specific hazards of the job. The course is conducted in 1.5 days.
- **10 Clock Hours**

OSHA 30 Hour - Construction / 022

The 30 Hour construction industry training course is a comprehensive safety course designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors, the course provides complete information on OSHA compliance issues. NIT recommends this training course as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. The course is conducted in 3.5 days. - **30 Clock Hours**

OSHA 30 Hour - General Industry / 023

The 30 Hour general industry training course is a comprehensive safety course designed for general industry workers and supervisors. Specifically devised for safety directors, foremen, and field supervisors; the course provides complete information on OSHA compliance issues. OSHA 29 CFR 1910. The course is conducted in 3.5 days. - **30 Clock Hours**

Overhead Crane Safety Training / 024

This course covers the safe operation and usage of overhead cranes. Topics include: machine components, machine inspections, operation, inspection safety, log books, OH&S rules for cranes and hoists, rules & responsibilities, signals & communication, wire rope, proper use of sling capacity charts, sling types & usage, rigging inspection, rigging hardware, and hazard assessment.– **16 Clock Hours**

Qualified Rigger Training / 025
Training addresses the standard by providing "hands on" instruction to students in the proper use of slings, straps, chokes and wire rope rigging as well as shackles, hooks and clasps. This course also covers the selection of the proper rigging gear to be used and the inspection and replacement process of all types of rigging gear and how to read load charts and the formulas used to determine the "Load Angle Factor (LAF)", tension factors, load Center of Gravity and D/d ratios "Angle of Choke". Utilizing a rigging chart, students will learn how to make calculations for proper rigging of a load. Basic safety considerations are also reviewed such as wind speed and weather conditions, ground conditions and fall protection required for rigging operations. The training meets the requirements based on the OSHA 1926.1400 rule. - **24 Clock Hours**

Qualified Signal Person / 026
This signal person training course focuses on the role and responsibility that signal persons have performing proper hand signals and an understanding voice commands. Signal persons are required to have knowledge of crane operations and an understanding of how a signal affects the crane's capability and capacity. Rigging fundamentals are also covered with an emphasis on rigging inspection and load handling. Also discussed are how factors such as wind, load and boom deflection, and swing can impact load handling and crane operations. The training meets the requirements based on the OSHA 1926.1400 rule. - **8 Clock Hours**

Qualified Rigger/Signal Person / 027
Combination of the Qualified Rigger Training-025 and Qualified Signal Person Training-026. - **24 Clock Hours**

40 Hour HAZWOPER - General Site Worker / 028
Is designed to meet the requirements in OSHA 29 CFR 1910.120 for workers at hazardous waste sites and general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards. Topics include HAZWOPER regulations, safety and health plans, hazardous chemicals, safety hazards, air monitoring, medical surveillance, site control, decontamination, personal protective equipment, and respiratory equipment. **- 40 Clock Clock Hours**

24 Hour HAZWOPER / 029
This course fulfills your requirements for certification under 29 CFR, Part 1910.120 (e), or other applicable state regulations for certification to the 24-hour Occasional Site Worker level. OSHA has developed the HAZWOPER program to protect the workers working at hazardous sites and devised extensive regulations to ensure their safety and health.
- 24 Clock Hours

8 Hour HAZWOPER Refresher / 035
Students will learn of new practices and regulations as well as demonstrate competencies. Must be completed annually.
- 8 Clock Hours

ATSSA Traffic Control Flagging / 044
This course was developed by American Traffic Safety Services Association (ATSSA). The goal of the ATSSA program is to provide trained and responsible flaggers to the nation's roadways, thus enhancing traffic safety for workers and road users. Certification is valid for three years. **- 4-6 Clock Hours**

Thinking Driver Classroom / 038
The Thinking Driver Course™ is the only course that addresses driver attitude in an effective and respectful way. The course is fully interactive with drivers discussing driving challenges and solutions based on personal motivation. The course utilizes advanced psychological and counseling techniques to change the way drivers see the actions of others and develop more effective responses. Anger management tools are a key component of the course content. **- 4 Clock Hours**

Thinking Driver Practical / 039
Recognize and understand the RISK, know the DEFENSE and ACT is the key process in accident and incident avoidance. Preventable incidents occur when drivers fail to practice this. Identifying and managing risk while driving is critical to accident avoidance. This course targets the most common risks drivers take that can result in incidents and the underlying factors that may encourage drivers to take these chances. **- 1 Clock Hour**

Thinking Driver Winter Emphasis / 040
Winter Driving Fundamentals explores the main risks associated with winter driving and offer simple solutions on how to reduce winter driving risk. This course introduces the six conditions that affect winter driving, traction and control, and the elements.
- 1 Clock Hour

Alive @ 25 / 041
This highly interactive program encourages young drivers between the ages of 16 and 24 to take responsibility for their driving behavior. By learning effective thinking skills, drivers are able to shift attitudinal gears, take responsibility for their emotional reactions while driving, choose positive actions to avoid confrontation, and stay safe and out of harm's way. **- 4 Clock Hours**

National Safety Council Defensive Driving 6/8 / 042
DDC-8/6 is a comprehensive driver improvement program with a basic 8- or 6- hour curriculum offering practical knowledge and techniques to avoid crashes, and to choose safe, responsible and lawful driving behaviors.
- 6/8 Clock Hours

Rough Terrain Forklift / 055

As a Class 7 Forklift, Rough Terrain Forklifts require specialized training, practicum and performance evaluation separate from a forklift/powered industrial truck course.
Operating Instructions, Warnings, and Precautions Variations of Class 7 Forklifts Telescopic Boom, Modified Pivot, Vertical Lift Mast, Truck Mount, Controls and Operation, Load Manage-ment and Stability, Steering and Braking. **- 8 Clock Hours**

Front End Loader w/ Forks / 056

This course includes both classroom and hands-on training and testing for the safe operation of front end loaders, to meet OSHA standards. All participants will be required to prove proficiency in pre-op inspection, control knowledge, machine handling, load retrieval and placement, working on inclines and parking. Completion of the course will provide a 3-year Front End Loader with Forks certification. **- 8 Clock Hours**

Infant First Aid / 057

Training in basic lifesaving for children and infants with em-phasis on checking an unconscious child or infant, cardiopul-monary resuscitation (CPR) and choking. **– 8 Clock Hours**

First Aid/CPR/AED / 048

The CPR/ AED component of this class includes conscious and unconscious choking, rescue breathing and CPR/ AED for adults. First Aid includes caring for sudden ill-nesses, bleeding control, caring for burns, etc. First Aid/CPR/ AED certificate is valid for two years. **- 8 Clock Hours**

Trenching & Shoring / 060

Excavation is the most dangerous of all construction op-erations. More workers are killed or seriously injured in or around excavations than in any other phases or con-struction work, and that is why the Occupational Safety and Health Administration (OSHA) requires a competent person to oversee all excavation and trenching job sites. The competent person must have specific training in, and be knowledgeable about, soil analysis, the use of protective systems, and the requirements of OSHA Sub-part P. Although the responsibility for designating a com-petent person is the sole responsibility of the employer, this programs is designed to simplify the task by provid-ing participants with the information and training need-ed to become a competent person. **- 8 Clock Hours**

MEDIC First Aid APPROVED TRAINING CENTER

NIT offers a variety of computer skills courses that are 40 hours or less. In this section we will describe all of the Computer Skills courses.

These courses are usually scheduled on a regular basis at the Anchorage extension, but can also be conducted at the main facility in Palmer.

All courses require a minimum attendance and may need to be scheduled off of a waitlist.

Please visit www.nitalaska.com for more information on upcoming courses.

Computer Skills Training

COMP001– Microsoft Access– 24 Clock hours
(Offered as individual day classes also)
Part 1 - Database Theory, Terminology, Table Creation
Part 2 - Queries, Junction Tables, Table Relationships
Part 3 - Form and Report Creation
Part 4 - Security, Interface Development

COMP002– Microsoft Excel– 24 Clock hours
(Offered as individual day classes also)
Part 1 - Excel Basics, Intro to Formulas, Tips/Keyboard shortcuts
Part 2 - Data Tables, Charts, Advanced Formulas
Part 3 - File Protection, Import/Export, Data Analysis
Part 4 - Pivot Tables/Charts, Workbook Auditing, Macros

COMP003– Microsoft Office Introduction– 24 Clock hours
(Offered as individual day classes also)
Part 1 - Microsoft Excel®: You will understand the basics of a working spreadsheet. Why, Excel functions like it does and how to create the best formulas and worksheets. "Tips, Tricks and Keyboard Shortcuts" are covered and explained.
Part 2 - Microsoft Word®: You will learn what features and tools Microsoft's Word Processing Application has to offer. You will create, edit, and format a word document. Controlling and editing text/paragraph formatting are key components to this course.
Part 3 - Microsoft Outlook®: You will learn the most efficient methods of communicating, using Microsoft Outlook. Organizing, formatting, and filtering messages are covered, as well as creating Contacts, Appointments, Meetings and Notes.
Part 4 - Microsoft PowerPoint®: You will learn how to create effective PowerPoint Presentations that will capture your audience's attention and make your information delivery dynamic.

COMP004– Microsoft Outlook– 12 Clock hours
(Offered as individual day classes also)
Part 1 - Introduction to All Outlook Features: Email Messages, Calendar, Contacts, and Tasks
Part 2 - Customizing Outlook Features: Filter, Sort and Customize Messages Options, Advanced Meeting, Appt. Options

COMP005– Microsoft Project– 18 Clock hours
- Review Project Management as it pertains to the Task Scheduling within MS Project.
- Tasks, calendars, resources, costs and reports are covered in this class.
- Review advanced project features such resource pools, master projects and custom elements.

COMP006– Microsoft Publisher– 6 Clock hours
- Getting Started with Publisher 2010
- Modifying the Layout and Structure of a Publication
- Formatting Text in a Publication
- Editing Content in a Publication
- Formatting Graphics in a Publication
- Preparing a Publication for Distribution

COMP007– Microsoft Word– 24 Clock hours
Part 1 - Creating, Editing, Modifying the Appearance of Documents
Part 2 - Tables, Charts, Lists, Quick Parts, Text Flow Part 3 - Working with Graphics, Mail Merges and Macros Part 4 - Reference Tables, Security, Reviewing/Tracking Changes

Preparatory/Introductory Training

NIT offers a variety of preparatory/introductory courses that are 40 hours or less. In this section we will describe all of the preparatory courses.

These courses are scheduled on a regular basis at the main facility in Palmer, but can also be conducted at the Anchorage extension.

All courses require a minimum attendance and may need to be scheduled off of a waitlist.

Please visit www.nitalaska.com or contact NIT for more information on upcoming courses.

CDL Permit Preparation / 063

Length of Program:
24 Clock Hours

Format of Program:
3 Days

Enrollment Requirements:

- 19 years of age or older
- Valid Alaska Driver's License
- DOT Physical Card

Industry Certifications & Qualifications:

- State of Alaska DMV Issued CDL Permit

Standard Industry Physical Requirements:

- Frequent night travel
- Working holidays and weekends
- Long hours
- Loading and unloading cargo
- Lifting
- Carrying
- Walking
- Sitting for long periods

Program Description:

This CDL Permit Preparation course gives students the basic knowledge needed to pass the DMV Class A CDL Permit testing. In order to earn a CDL Permit in the State of Alaska, you must pass the General Knowledge test, along with the Airbrakes and Combination Vehicle exams. Other endorsements covered in the course consist of Tankers and Hazardous Materials (HAZMAT). A HAZMAT endorsement requires a federal background check and fingerprinting (see https://www.tsa.gov/for-industry/hazmat-endorsement for more details on eligibility requirements). In order to receive a CDL permit, you must also hold a valid Alaska Driver's License and DOT medical card.

Curriculum

General Knowledge	Airbrakes	Combination Vehicle
Tankers	Hazardous Materials	

Driver Qualification / 065

Length of Program:
16 Clock Hours

Format of Program:
2 Days

Enrollment Requirements:

- 19 years of age or older
- Valid Alaska Driver's License
- DOT Physical Card

Industry Certifications & Qualifications:

- NIT Driver Qualification Certificate

Standard Industry Physical Requirements:

- Frequent night travel
- Working holidays and weekends
- Long hours
- Loading and unloading cargo
- Lifting
- Carrying
- Walking
- Sitting for long periods

Program Description:

This Driver Qualification course covers the basic knowledge that every CDL driver needs to know. Modules trained include Hours of Service, Public Relations and Job Search, Driver Health, Safety, and Security, Whistleblower Protections for Professional Drivers, and Compliance, Safety, Accountability (CSA). This training will include daily and monthly logs (digital and hardcopy) and penalties and prevention for non-compliance.

Curriculum

Hours of Service	Public Relations and Job Search	Driver Health, Safety, and Security
Compliance, Safety, Accountability (CSA)	Whistle Blower Protections for Professional Drivers	

Corporate Services

NIT offers a variety of Corporate Services. See below for a list of Corporate Services that are offered.

- **Training Coordination and Logistics**
  - Scheduling, Calendar Maintenance
  - Enrollment Management
  - Instructor Travel Arrangements
  - Shipping Equipment and Course Materials
  - Security Clearance and Visitor Access
- **Database and Record Keeping**
  - New Database Construction
  - Database Cleanup
  - Data Entry
  - Records Management and Filing
- **Corporate Meeting Space / Room Rental**
  - Anchorage—3 Classrooms, 1 Conference Room
  - Palmer—3 Classrooms, Student Resource Lab w/ 5 workstations
  - Catering Arrangement
  - Audio / Visual Rental
- **Regulatory**
  - NCCER Testing, Certification, Recordkeeping
  - FMCSA Driver Qualifications
  - DOT Operator Qualifications
  - CSA Compliance Consultation
- **3rd Party Vendor Coordination**
  - Subcontracts
  - Work Orders
- **Billing Services**
  - Invoicing
  - Payroll
- **Productivity Training**
  - 7 Habits of Highly Effective People
  - Time Management in the Workplace
  - Effective Business Writing
- **Employment Preparation Training**
  - Resume Writing
  - Interview Preparation
- **Safety Audits**
  - Audit Preparation
  - Compliance Review

Please contact NIT for more information about Corporate Services offerings.

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