



Student Handbook



Student Handbook

Northern Industrial Training, LLC

WELCOME TO NIT

(Revised: January 2020)

This Student Handbook provides important information with regards to our student policies while you are attending a training program at NIT. *It is the student's responsibility to read this Handbook in its entirety.* Failure to read this Handbook or the admissions documents does not excuse any student from the rules and procedures herein.

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A Message from the CEO

Who we are as a company:

Northern Industrial Training, LLC's (NIT) mission is to be the company of choice to deliver effective and efficient training, safety and corporate services. NIT recognized 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 Anchorage, Alaska and Palmer, Alaska and will travel onsite 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 products and services to our clients, which includes: supporting our students; customer service; self-improvement and finding solutions.

NIT' core philosophy and vision is based on our 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

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STUDENT RESPONSIBILITY

NIT requires our students to familiarize themselves with our policies and regulations as printed in this handbook, as well as the admissions documents. Failure to read the handbook 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 changes 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 matter 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. Students who fail to bring books, materials, and (Personal Protective Equipment) PPE to class will not be able to participate in the day’s activities. Books, materials, and PPE are available at the administrative office for purchase in case of lost training 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.

STUDENT EVALUATION/GRADING METHOD

Students are required to maintain a minimum point average of 70% in order to graduate from all programs. Anything below this minimum is a fail; anything above is a pass. This standard applies to all classroom, lab, and practical instruction. NOTE: For PTDI (Professional Truck Driver Institute) Programs –TD108 and TD110—student must maintain a minimum point average of 80%.

A minimum of a 70% GPA is required to be obtained during the classroom segment before a student will be allowed to continue to the hands-on portions of a program. During hands-on training, students are expected to gain daily proficiency in the scheduled tasks. Students falling below the acceptable minimum standard for a course are counseled and tutoring is provided where possible. Students that fail to maintain a 70% GPA, or otherwise fail to meet minimum expected standards for proficiency, will be removed. All programs are offered under strict guidelines as outlined by programmatically accredited and federal agencies; therefore, NIT is very limited by the parameters established by these agencies.

OFFICE OBSERVED HOLIDAYS 2020

Palmer Office Hours: the office is open Monday through Friday, 7:00am to 5:00pm.

Anchorage Office Hours: the office is open Monday through Friday 8:00am to 5:00pm.

All NIT office locations are closed:

May 25 th	Memorial Day
July 4 th	Independence Day
September 7 th	Labor Day
November 26 th and 27 th	Thanksgiving
December 25 th	Christmas
January 1 st	New Year's Day

CLASS PROCEDURES

Scheduled Training Days:

Pro Truck Driver Programs: Monday – Thursday (4/10's)

Welding Programs: Tuesday – Friday (4/10's)

Mechanics Programs: Tuesday – Friday (4/10's)

HSET & Project Management Programs: Monday – Thursday (4/8's)

Construction Equipment Programs: Monday – Thursday (4/10's)

Scheduled training days are subject to change as needed for program delivery and holiday schedules. In the event of a schedule change, all students will be notified of the revised training schedule by their instructor. Program curriculum may include independent study. Lunch break will be from ½ hour to 1 hour depending on class schedule. Break times are 5 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 kept clean, and are cleaned by each student at the end of shift. Refusal to clean will result in termination from the program.

Emergency Exit and First Aid: Emergency evacuation plans are posted in each classroom, range trailer, and in each area of the maintenance and welding shop. First aid materials are also located in each classroom, range trailer, on-road vehicle and shop area. In the event of an emergency, please notify your instructor and call emergency services as necessary. Please see page 17 for a list of emergency contact phone numbers.

Personal Messages: NIT does not provide a messaging service for students and will not interrupt class 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 from 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 will 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, and are required to back into parking spots. Please observe all "No Parking" signs. NIT is not responsible for damage to student's personal vehicles or personal items within. 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.

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 in with office staff before visiting any NIT facilities.

Student Complaints/Grievance Policy: Student grievances and complaints 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 an appointment with the program director. If the student feels that the issue is unresolved, they should complete a Student Grievance Form and submit to the Admissions Manager either by email at student.grievance@nitalaska.com or in person at any NIT facility. Grievance forms are available on the NIT website or can be provided by office staff at any NIT location. Further appeal may be referred to the Alaska Commission on Postsecondary Education (<https://acpeseecure.alaska.gov/>).

Dress and Hygiene: All students are expected to maintain good hygiene. Expectations include: regular showers, clean fingernails, brushed teeth, and combed hair. All clothing must be clean and be free of holes, tears, and rips. Please be aware that training is often conducted in small spaces, so avoid wearing strong scents.

Presentation: Clothing worn in public view must be free from obscene, profane or offensive language, gestures, pictures or symbols. Leggings, shorts, exposed midriff, tight clothing, and open toed shoes are not appropriate. Distracting tattoos must be covered when possible, and facial piercings removed while in class. Students will be sent home if attire is inappropriate or distracting.

Safety and Weather: Suitable clothing for class is required (i.e. work gloves, work boots, winter clothing, and rain gear). Training is conducted in varied weather conditions and students are responsible for preparing for inclement weather. Tennis shoes, open toes shoes, and sandals are not allowed on heavy equipment. PPE 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.

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.

ANTI-BULLYING

NIT is committed to each student's success in learning in a safe, professional, and positive environment. Each student is expected to behave in a manner representative of NIT, and treat all students and staff with respect. Unacceptable behavior includes but is not limited to:

- Threatening, humiliating or intimidating others.
- Training interference/sabotage.
- Verbal abuse.
- Public humiliation, gossiping, or rumor spreading.
- Persistent singling out of one person.
- Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person, work area, or property.

NIT will not tolerate in any instance bullying behavior. Students found in violation of this policy will be immediately terminated from training.

EQUAL OPPORTUNITY

Northern Industrial Training, LLC is an equal opportunity training facility. No applicant will be refused on the basis of race, age, color, religion, sex, national or ethnic origin, disability, marital status, creed, genetic predisposition, sexual orientation, or any other characteristics protected by law. NIT prohibits and will not tolerate any such discrimination or harassment.

Northern Industrial Training, LLC provides every opportunity for training for all students that fulfill training program prerequisites.

Disabled students are provided every accommodation necessary for successful program completion. This includes ground floor classroom access and desks/tables that accommodate wheelchairs, at every training location (main campus, JBER extension campus, Anchorage extension campus). For students with learning disabilities, additional counseling and tutoring services are available, including but not limited to verbal test proctoring, one-on-one evaluations, and application and enrollment assistance.

TABACOO-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 NIT facilities or in NIT trucks and equipment, to include the smoking of any tobacco product, the use of oral tobacco products or "spit" tobacco, and E-cigarette products. Smoking on NIT property is only in areas designated for smoking. All of these areas are outside of the school buildings and at least 30 feet away from entrances and exits. Cigarette remains must be properly extinguished and placed in receptacles provided. Smoking in a prohibited area will be subject to discipline or dismissal.

STUDENT LODGING/DAILY TRANSPORTATION

Out-of-area students are responsible for making their own lodging and transportation accommodations.

Students housed at an NIT contracted hotel must adhere to all policies and rules set by the hotel. The hotel reserves the right to remove a student from the hotel for violation of hotel policy and will notify NIT if this occurs. Northern Industrial Training reserves the right to terminate a student if they do not have proper lodging accommodations and have violated hotel and NIT school policies.

NIT can coordinate daily transportation to and from class, at the student's expense. Arrangements must be made with Northern Industrial training prior to the start of class.

If NIT makes transportation arrangements, 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 due to missed transportation 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 dismissal from the training program.

DRUG AND ALCOHOL POLICY

Northern Industrial Training, LLC follows the guidelines set by the Department of Transportation (DOT) and the Federal Highway Administration (FHWA) for CDL programs and requires 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

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 events is prohibited.

If a student is staying at a NIT contracted dormitory/hotel facility and evidence of drug or alcohol paraphernalia are found by NIT staff or contracted hotel facility staff the student will be immediately terminated from the program. If NIT staff or contracted hotel facility staff observes

intoxicating behaviors students will also be terminated from the program. 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.

Exemptions: 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.

2020 Federal Clearinghouse: Beginning January 6, 2020, all DOT drug and alcohol test violations are submitted into the Federal Drug and Alcohol Clearinghouse. Information reported includes:

- Positive drug tests
- Positive alcohol tests
- Refusal to take drug or alcohol tests
- Completion of required return-to-duty process

CDL permit and license holders in violation are immediately removed from duty; drug and alcohol violations are recorded in Clearinghouse and stay on record for at least 5 years once return-to-duty process is completed. Return-to-duty processes may vary depending on company requirements, but at minimum will involve completion of a substance abuse program. All NIT students are entered into a random drug testing program. Any positive drug test or refusal to test will result in immediate termination from training. Individuals will not be allowed back into a CDL training program until the federal Clearinghouse requirements for return-to-duty have been completed, and a negative drug test if provided.

Refusal to Test: Once an individual has arrived at their scheduled drug test appointment, leaving before providing a viable sample is considered a refusal to test. All NIT students are advised to make appropriate plans to ensure that they are able to take the time necessary to complete a drug test. Any student that refuses to test will be terminated from training.

Note: Everyday Items That Can Result in a Positive Drug Test. To avoid a positive result, please avoid these items when possible before taking a drug test:

- Most cold remedies
- Hemp seeds
- AzO
- Sudafed
- Tonic water
- Vitamin B supplements
- Ibuprofen
- Poppy seeds
- Some snack bars
- CBD oil or products

Any student who violates these drug and alcohol policies will be immediately removed from the training program. Students who are removed for drug and alcohol policy violation will be required to obtain additional professional alcohol/drug counseling before re-entrance into NIT program is permitted. For CDL Programs, federal Clearinghouse requirement also apply.

TARDINESS AND ABSENCES POLICY

Regular attendance is crucial to successful completion and personal development. Due to the intensity of the training, and the personal development taught at NIT, 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 or documented proof (i.e. doctor's note) were made with/given to NIT staff. A tardy can be counted at either the beginning of the day or returning from lunch.

Students who have an illness during class, which prevent 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 on day of absence or the documentation does not satisfy NIT's administration, the student will be terminated from the program. NIT policy pertaining to tardiness and absences is as follows:

8 Weeks or Less Training Programs

Programs that are 320 hours (8 weeks) or less in length have an allowable combined tardy/absence policy of 4. At the first absence, the student is verbally 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 320 hours (8 weeks) or less in length.

9 Weeks or Longer Training Programs

Programs that are 360 hours (9 weeks) or longer in length have an allowable combined tardy/absence policy of 6. At the first absence, the student is verbally 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 360 hours (9 weeks) or longer in length.

VOCATIONAL STUDENT RETEST AND MAKE-UP POLICY

Students must maintain regular attendance and work towards program completion. All students are required to adhere to the NIT attendance policy throughout every program. Students who are absent are given time to make up any missed assignments, written exam, or practical exams as time permits and at the discretion of their primary instructor.

Students are authorized to schedule to retest written and practical exams within one hundred and fifty percent (150%) of the length of their program. Students that wish to reschedule within this time frame must contact the administrative office. A fee may be charged for exams. If completed during this timeframe, exams will still count toward the successful completion of the program. Students may contact the administrative office to return at any point after program completion to retake written or practical exams for licensure or third party certification submission. Additional fees may apply.

Students completing program requirements after the allotted 150% time frame will not earn an NIT Certificate of Completion. Written exams can be scheduled and administered by the administrative staff if scheduling does not allow the instructor to be present.

Example: a student enrolled in a six (6) week program has nine (9) consecutive weeks from the program start date to complete all exams (written and practical). No additional training will be provided after the initial six weeks of the program.

STUDENT CANCELLATION AND REFUND POLICY

“Student’s Right to Cancel:” a student may cancel enrollment until the close of business on the first day of program instruction and receive a refund of all monies paid including the enrollment fee. To cancel, please notify the NIT admissions staff in writing, in person, or by personal phone call. A student who cancels enrollment after the close of business 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 withdrawal, 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 certification will be issued. If not returned, student will be charged for the cost of materials. 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 certification 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.

The refund is based on the last date of physical attendance as follows:

- Within the first day of class, the institution shall refund 100% of the tuition.
- 2-10% Completion the institution shall refund 90% of the tuition;
- 11-20% Completion the institution shall refund 80% of the tuition;
- 21-25% Completion the institution shall refund 55% of the tuition;
- 26-50% Completion the institution shall refund 30% of the tuition;
- 51-100% Completion the institution shall refund 0% of the tuition.

STUDENT TRANSFER POLICY

Transfer between NIT's programs requires a withdrawal from current program and reapplication to alternate selected program as availability permits. NIT programs require a specific number of program hours and late entrance during a program is prohibited unless admittance by exception criteria applies.

Acceptance and Transfer of Credits: NIT 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 NIT training 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 programs four weeks (160 hours) or longer. At that time, the school and the student will agree on the programs that need to be completed. However credit for experience or training is not applied to hours required for training. Evaluating a student's experience will allow NIT to properly place the student in the correct level of the program they have selected with NIT. Each program requires a minimum number of hours and is strictly adhered to.

STUDENT WEAPONS POLICY

No student may possess a weapon on the premises of any NIT facility, training area, 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 use, possession, or sale of firearms, explosives (including firecrackers), dangerous chemicals, or other dangerous weapons is prohibited at all NIT facilities.

THREAT OF VIOLENCE POLICY

Any threats of violence towards other students, instructors, staff members, or NIT will result in immediate notification to the authorities and removal from training.

DISCIPLINARY ACTION

Disciplinary action including suspension or termination from one of NIT's training courses will occur under the following circumstances but is not inclusive:

- Open defiance of faculty/staff authority
- Refusal to follow instruction of an NIT staff member
- Insubordination to a person in authority
- Harassment on any basis: race, sex, age, disability, etc.
- Use of profane or obscene language or gestures
- Verbal misconduct of making or using derogatory comments, epithets, slurs or jokes
- Theft or instigating arguments with peers or instructors
- Operating equipment in a manner that threatens life or property
- Willful or unnecessary abuse of school property
- Violating Tardiness & Absence Policy
- Violating Drug & Alcohol Policy
- Violating Student Weapons Policy
- Violating Threat of Violence Policy
- Violating Training Rules

FAILURE TO MEET FINANCIAL OBLIGATIONS

NIT policy requires a financial hold to be placed on a student's record if the student fails to meet his/her 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. If student's funding source, i.e. Scholarship Funding, Corporate Sponsorship, etc., does not fulfill their portion of the obligated funds, the student is responsible for these funds and any certifications and/or license will 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.

AGENCY SPONSORED STUDENTS

Students sponsored by an agency (native corporation, WIA, DVR, VA, etc.) must contact that agency for details on how to obtain funding and the procedures the agency requires for funding approval. This must be done for each class he/she wishes to attend. NIT staff will not contact funders on a student's behalf to secure funding for tuition, training, or training related costs. Agency sponsored students are required to have all appropriate paperwork processed through NIT's admissions office.

STUDENTS WITH DISABILITIES

NIT believes in providing training for the skills necessary for entry level positions within the transportation, construction, health and safety, and oil and gas industries. This is a goal for all students, regardless of any special needs. NIT does not discriminate or turn away students based on ability or disability, and makes every effort possible to accommodate students with disclosed special needs. However, prospective student must be able to perform duties required, as outlined in program objectives and by state and federal regulations. For all programs offered, prerequisites for enrollment require students to obtain medical clearance. American with Disabilities Act Standard (ADA) compliant classrooms are available at all NIT locations. For student enrolled in commercial truck driving programs, administrative personnel are available daily to assist students with language barriers or reading disabilities by reading in class written and DMV digital exams. Students are encouraged to ask questions and speak with their instructors during instructor hours if they need additional help.

Service Animals: students with service animals are required to disclose with admissions staff during enrollment. Service animals may accompany students with disabilities in all classroom based training. Service animals are not permitted in the shop, range, or pit including all training vehicles, welding booths, or heavy equipment. Service animals must be harnessed, leashed, or tethered unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In this instance, the service animal must be controlled through voice or signal controls.

PHOTO AND VIDEOTAPE POLICY

NIT takes photos and videotapes of students throughout the year. These photographs often include students in classrooms, study areas, practical training 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.

ENROLLMENT REQUIREMENTS & PREREQUISITES

It is the responsibility of the student to ensure NIT administrative staff has all required documents prior to the start of training. If any required document has not been submitted within 10 business days prior to the program start date, final enrollment will be denied.

Prerequisites include:

- DOT/DOT Equivalent Drug Test (Pre-enrollment)
- DOT/Pre-Participation Physical
- Signed Social Security Card
- State Issued Photo ID/Driver's License
- Driver's History Report

Some prerequisites are not required for all programs. Some programs require documented previous experience. Some funding resources external to NIT may require more documentation.

Real ID: For all Pro Truck Driver programs and any student in training for a CDL, Real ID is required. To obtain a Real ID, specific documentation must be turned into the Department of Motor Vehicles (DMV):

- Birth Certificate or Passport
- Current State ID or Driver's License
- Social Security Card or W2 or W9
- Two pieces of mail that reference physical address

For more information on documentation requirements:

<https://online.dmv.alaska.gov/RealIDChecklist/Home/Checklist#/>

RELEASE OF INFORMATION / CONFIDENTIALITY POLICY

By signing the orientation and enrollment paperwork, students give NIT permission to share student information between NIT and the following agencies, organizations, and/or individuals:

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

- US Department of Education (US DOE)

Information may be shared among these agencies, organizations, or individuals and **no other** -- this includes family members, friends, spouses, children and employers -- without written consent by the student, unless required by state or federal agencies.

STUDENT RESOURCE LAB

NIT has a student resource lab available to all current students and graduates of NIT programs. The lab consists of a library of reference books relating to current training being offered by NIT and 5 computers equipped with internet and Microsoft Office® which students can use to research job openings, write cover letters and resumes, and apply for open positions. Students are encouraged to ask for assistance if needed with resume and cover letter editing.

The rules for the Student Resource Lab are as follows:

- Please CHECK-IN upstairs before use between 8:00am – 4:00pm, Monday-Friday
- Please remain at assigned station
- No food or drink allowed
- Computers are to be used for resume building/editing, job search and application
- Inappropriate sites will result in immediate shut down of computer and loss of privileges
- Library books are for references only and are not to leave this room, please DO NOT write in books
- Must use personal headphones for audio
- Do not save anything to lab computers. Use personal thumb drive if necessary.
- Printing is available for a charge of \$0.25/page. Email anything you need printed to info@nitalaska.com with a note requesting printing and proceed to the front desk.
- Please leave the room the way you found it (pick up all trash, personal belongings, put away books, chairs, etc.).
- Anything left in the resource center after 5pm will be thrown away.
- When finished, logout of computer and return username & password sheet to the front desk.

EXIT COMMUNICATION

Upon completion of any training program 160 hours or longer, all students are required to attend an Exit Communication. Exit Communication is conducted by a member of the administrative staff, and takes place during the last week of training. This briefing is mandatory; students that do not attend will not receive certifications/licenses until it is rescheduled.

RULES OF THE RANGE AND ON STREET DRIVING

- Operate vehicles and equipment only with the permission of an instructor and when an instructor is supervising you.
- Follow all directions of the instructor. If you do not understand an exercise, ask an instructor for clarification before proceeding
- Only one vehicle may be operated within an exercise layout.
- Alert the instructor to any malfunction or potential malfunction indicated by gauges, warning lights, etc. In the case of an emergency, or problem, stop and alert an instructor **immediately**.
- Always check all sides of the vehicle and equipment before moving. Before backing, always use emergency flashers and horn.
- Check your path carefully before moving vehicles and equipment.
- Maintain a safe distance between other vehicles and equipment.
- If you run over or move a cone, replace it.
- No student may drive after drinking any alcoholic beverage, when taking drugs or other medication that may affect their ability to drive safely or operate equipment, or if deemed unfit by the instructor.
- When watching other students, always stand clear of the path of all vehicles and equipment. Never stand where the driver or operator cannot see you.
- Obey all traffic laws (CDL programs).
- Carry your driver's license, instructional commercial permit, DOT medical certificate, and logbook at all times (CDL programs).
- When "blind side" backing, always get out of the vehicle and check the area (CDL programs).
- Students in the vehicle, who are not driving, must observe the driver and the road ahead. They may not carry on conversations that will distract the driver (CDL programs).

- At no time are student cell phones to be used while in training on the range operating equipment or in vehicles – except by prior arrangement with the instructor(s). Cell phones should be left in your vehicle or at home.
- Service animals are not permitted on the training range or in training equipment
- If wildlife is spotted in the training area, avoid the animal and inform your instructor

HEAVY EQUIPMENT SITE SAFETY RULES & RULES OF THE PIT

- Operate vehicles and equipment only with the permission of an instructor and when an instructor is supervising you.
- Follow all directions of the instructor. If you do not understand an exercise, ask an instructor for clarification before proceeding.
- Only one vehicle may be operated within an exercise layout. When working on a coordinated task maintain a safe clearance from other equipment.
- Alert an instructor to any malfunction or potential malfunction indicated by gauges, warning lights, etc. In the case of an emergency or problem, stop and alert an instructor **immediately**.
- Always check all sides of the vehicle and equipment before moving. Before backing, always use emergency flashers and horn.
- Check your path carefully before moving vehicles and equipment.
- Maintain a safe distance between other vehicles and equipment.
- NIT has a zero tolerance policy for alcohol and drug use. Any use or incident will result in termination from the program.
- When watching other students, always stand clear of the path of all vehicles and equipment.

- **Never stand where the driver or operator cannot see you.**
- When “blind side” backing, always get out the vehicle and check the area. If not sure what is behind you, get out and look.
- Student cell phones are not to be used while in training on the range, operating equipment, or in vehicles – except by prior arrangement with the instructor(s). Cell phones should be left in your vehicle or at home.
- Hard hats must be worn at all times on the project site. The bill of the hard hat will be worn in the front at all times. Alterations or modifications to hard hats are prohibited.
- Safety glasses will be available for eye protection, as will hearing protection.
- Reflective safety vests must be worn on the outside of all clothing at all times.
- Clothing must provide adequate protection to the body. Shirts with at least a “tee” sleeve and long pants must be worn at all times. Sturdy work boots with ridged, slip-resistant soles are required. No clogs, tennis shoes or loafers are permitted. Visible “loose” hanging jewelry (necklace/chain, earrings) are prohibited.
- Horse play on the job site is strictly prohibited. Running on the job site is allowed only in extreme emergencies.
- The job site speed limit is 5 mph. No one is allowed to ride in the bed of a truck. Riders must be seated inside the truck while the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
- In any event of an accident on any piece of equipment all equipment will be grounded and shut down. No equipment will be restarted until the range supervisor has given clearance to resume operations.
- Service animals are not permitted on the pit or in training equipment.
- If wildlife is spotted in the training area, avoid the animal and inform your instructor.

RULES OF THE OFFICE

- NIT Palmer office doors open at 7:00am; Anchorage office doors open at 8:00am.
- Please make sure your footwear is clean and remove any winter spikes when entering the buildings.
- No cell phone calls in the office suite, please step out into the main exit hallway.
- Offices, office supply room, gym, kitchen, and break room are for NIT employees only.
- Smoking is to be done in designated smoking areas.
- Use of Tabaco products is prohibited in the office building, shop, and classrooms. This includes smokeless tobacco and e-cigarettes.

- Follow all instructor and NIT employee directions – if there are any questions please locate an NIT employee.
- Inappropriate language will not be tolerated, this is a professional environment.
- Follow all faculty and staff directions. If you do not understand as for clarification before proceeding.

EMERGENCY CONTACT INFORMATION

In the event of an emergency on NIT property or training locations, please notify an instructor or staff member and call the appropriate agency from the following list:

Emergencies ONLY.....	911
Palmer Police Department.....	(907) 745-4811
Wasilla Police Department.....	(907) 352-5401
Alaska State Troopers.....	(907) 745-2131
Forestry Department.....	(907) 761-2161
Valley Hospital	(907) 746-8600
Anchorage Police Department.....	(907) 786-8900 (ext 0)



MENINGITIS: Know Your Risk Learn About Vaccination

Important Notice:

Information in this handout has been gathered from the Alaska Postsecondary Student Immunization Act (HB185), signed into law effective May 18, 2005. Additional information was gathered from the Alaska Department of Health and Social Services' Division of Public

Health and the Web site of the American College Health Association at http://www.acha.org/projects_programs/meningitis. The Alaska Commission on Postsecondary Education (ACPE) cannot provide medical information and is not responsible for any medical information provided to schools or to students. For questions specific to meningitis, immunization, and related diseases, please consult a qualified medical professional.

Did you know?

Meningococcal disease is a contagious but largely preventable bacterial infection that most often leads to meningitis, an inflammation of the membranes surrounding the brain and spinal cord, or a condition called meningococcal septicemia, which is an infection of the blood.

Meningococcal disease is caused by bacteria called *Neisseria meningitides* that are spread person-to-person through the air (usually by sneezing or coughing), through direct contact with an infected person, such as oral contact with shared items like cigarettes or drinking glasses, or through intimate contact, such as kissing. This disease is not as contagious as things like the common cold or the flu, and it is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

Meningococcal disease is a serious illness that can lead to death within a few hours of onset; one out of ten cases is fatal, and in one out of seven survivors it can lead to severe and permanent disabilities, such as brain damage, hearing loss, seizures, or limb amputation.

What are the symptoms of meningococcal disease?

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. A rash may also develop over parts of the body, or the entire body. Other symptoms include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. These symptoms can develop over several hours, or they may take 1 to 2 days. As the disease progresses, seizures may develop. If you notice these symptoms – in yourself, friends, or others – you should contact your college health service or local hospital immediately.

Who is at risk for meningococcal disease?

Anyone can get meningococcal meningitis, but scientific evidence suggests that college freshmen living in campus housing are at moderately increased risk to get this disease when compared to the general college population. The reasons for this increased risk are still not known for certain, but factors may include such things as crowded living situations, bar patronage, active or passive smoking, irregular sleep patterns, and sharing personal items.

Other risk groups include infants and young children, household contacts to a person with meningococcal disease, refugees from parts of the world with high rates of meningococcal disease, laboratory workers who work with this bacteria, and military recruits.

Are there vaccines against meningococcal disease?

Yes, there are two safe and effective vaccines that protect against four strains of the bacteria that cause meningococcal disease – serogroups A, C, Y, and W135. Immunization against meningococcal disease will decrease the risk of contracting the illness from these meningococcal strains.

How can meningococcal disease be prevented?

Many cases of meningococcal disease can be prevented. The Centers for Disease Control and Prevention and the American College Health Association recommend that all first-year students living in residence halls be vaccinated against meningococcal disease. All other college students under the age of 25 years who wish to reduce their risk for the disease may choose to be vaccinated.

Vaccination is safe and effective. It protects against four of the five most common strains (or types) of bacteria that cause meningitis. Approximately 70 to 80 percent of cases in the college age group are caused by strains that are potentially vaccine-preventable. The most commonly reported adverse reactions among adolescents and adults in clinical studies were pain at the injection site, headache, and fatigue. These respond to simple measures (ibuprofen or acetaminophen) and resolve spontaneously within a few days.

For More Information

To learn more about meningitis and immunization, visit the websites of the American College Health Association, www.acha.org/meningitis, and the Centers for Disease Control and Prevention, www.cdc.gov/ncidod/diseases/submenus/sub_meningitis.htm.