



School catalog

Arizona - 2024

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CATALOG DISCLOSURES

Publication date: March 13, 2024

The information contained in this catalog was accurate at the time of publication. Following publication, any catalog information may change without notice, including without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program. New courses as well as course changes are included in this edition of the catalog. Students pursuing a Certificate under a previous edition of the catalog should refer to that edition to determine course requirements for their program.

This catalog is published to inform students and others of Workforce Training Academy USA LLC' academic programs, policies, calendar, tuition, fees, administration, and faculty. The information provided is current and accurate as of the date of publication. Workforce Training Academy USA LLC cannot ensure that changes will not occur that will affect this information.

Workforce Training Academy USA LLC reserves the right to make changes within the term of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which should be regarded as an integral part of this catalog.

In this Catalog, the words "Student", "I", "me", and "my" means the person who has applied, has been accepted, and/or who is attending Workforce Training Academy USA LLC in one of the education programs described in this Catalog. The words "Academy" and "school" means Workforce Training Academy USA LLC.

Workforce Training Academy USA LLC expects its students to read and understand the information published in this document and in any subsequent addenda identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his/her program.

Workforce Training Academy USA LLC makes all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex or sexual orientation, gender identity, genetic information, national origin, age, physical or mental disadvantage, or other factors, which cannot lawfully be the basis for an employment decision.

Workforce Training Academy USA LLC affirms its policy of administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, gender identity, genetic information, national origin, age, physical handicap, or any other characteristic.

Reservation of Rights

The Academy reserves the right to:

- Modify existing or new programs by addition, deletion, or variation.
- Re-schedule or consolidate classes.
- Change faculty members by replacement or substitution.
- Relocate facility, within reasonable distance.

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ABOUT WORKFORCE TRAINING ACADEMY USA LLC

Mission

Provide quality education and training to help you advance in your career or get the career you want.

Workforce Training Academy USA LLC (“Academy”) exists to provide quality career education, in multiple employment industries, that is relevant to both the current and prospective needs of the community. The entire team of the Academy is dedicated to student success.

Objectives

- To help students achieve a superior level of basic skills in program areas.
- To provide variable and accessible training opportunities that remain current with today’s needs.
- To hire faculty members who are industry experts that have demonstrated professional and academic expertise in their respective fields.
- To deliver educational support services that meet student life demands and schedules.

About Us

Workforce Training Academy USA LLC is a professional vocational training Academy based in Arizona, locally owned and operated since 2008. The owner partners of the Academy have the necessary experience to ensure students receive the right training to get their career started. Faculty members are appropriately licensed and have multiple certifications and many years of experience in their respective fields of instruction.

Workforce Training Academy USA LLC is a licensed testing facility for various software programs. Students are not required to take their certification exams at the Academy.

Ownership & Board of Trustees

Workforce Training Academy USA LLC is owned by Serrato Corporation, which is wholly owned by Ramon Serrato.

Statement of Licensing

Workforce Training Academy USA LLC is licensed and regulated by the Arizona State Board for Private Postsecondary Education.

Arizona State Board of Private Postsecondary Education
1740 W. Adams, Suite 3008, Phoenix, AZ 85007
Phone: 602-542-5709
<http://ppse.az.gov>

Statement of Non-Accreditation

Workforce Training Academy USA LLC is not accredited by a nationally recognized accrediting association or any accrediting body.

Facilities and Equipment

The facilities and equipment are in compliance with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

Institution Management

Greg Taylor	Site Administrator
Charles Aragon	Administrator
Ramon Serrato	Chief Executive Officer

Delivery Methods

The Academy offers Microsoft Teams, online training, hybrid, and in class training. Classes are instructed by certified professionals. All classes include demonstration, study, and practice in an environment appropriate for the field of training.

The instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks. The method of instruction includes lecture, discussion, audiovisuals, return demonstration, group and individual conferences, group and paired activity and practical/lab experience.

Students enrolled in programs identified as “hybrid” are required to complete part of their instruction online and the hands-on component of the program in either a virtual reality setting or in-class at one of our training locations.

For online programs, training begins with Matrix LMS, which includes online training for the program. Program may advance to Certiport’s GMetrix online training, which includes online training for computer software (QuickBooks or Microsoft Office Specialist).

Matrix LMS online training can be taken on any computer, tablet, or smart phone. High speed internet or Wi-Fi is suggested.

QuickBooks Desktop Pro 2023 Software requires Windows or Apple based software. Google computers will not work with QuickBooks Desktop Pro 2023 Software.

Programs Offered

The Academy offers the following programs:

BUSINESS PROGRAMS

Accounting & Bookkeeping with QuickBooks & Payroll Management

160 clock hours

Payroll Clerk with Microsoft Office Specialist Training

320 clock hours

Administrative Assistant with Microsoft Office Specialist Training

320 clock hours

CONSTRUCTION AND LANDSCAPE PROGRAMS

Forklift Operator

6 clock hours

Landscape Chemical Applicator

120 clock hours

Pest Control Technician

160 clock hours

HEAVY EQUIPMENT PROGRAMS

Heavy Equipment Operator

256 clock hours

BUSINESS PROGRAMS

**Accounting & Bookkeeping
with QuickBooks & Payroll Management**
160 clock hours

**Payroll Clerk
with Microsoft Office Specialist Training**
320 clock hours

**Administrative Assistant
with Microsoft Office Specialist Training**
320 clock hours

Accounting & Bookkeeping with QuickBooks & Payroll Management

Program Description

This program provides a thorough foundation in accounting and bookkeeping and enables students to perform basic and intermediate accounting and bookkeeping duties.

After orientation, students receive training in an online, self-paced format and complete the program with additional training and skills practice in a simulated real-world setting.

Occupational Objective

Graduates will be prepared to obtain an entry-level accounting and bookkeeping position, such as Accounting Assistant, Financial Clerk, Bill and Account Collector, Billing and Posting Clerk, Bookkeeping, Accounting and Auditing Clerk, or Payroll & Timekeeping Clerk.

Program Overview

- 160 clock hour program.
- Course **does not** include QuickBooks Certification exam. The student may purchase QuickBooks Certification exam directly from any Certiport Testing Facility.
- Graduates receive a ***Certificate of Completion*** from Workforce Training Academy USA LLC and a ***Certificate of Qualification*** in QuickBooks Software from Workforce Training Academy USA LLC.

QuickBooks Certification Exam

- Passing the Certiport QuickBooks exam is not required to graduate from the program.
- At the conclusion of their coursework, students may take the QuickBooks exam at any Certiport authorized testing facility, including Workforce Training Academy USA LLC.
- A student who passes the Certiport QuickBooks Exam receives a ***Certificate of Qualification*** in QuickBooks Software from Workforce Training Academy USA LLC.

Program Outline

Course Title	Classroom Hours	Lab / Independent Study Hours	Total Hours
Orientation	1	0	1
Fundamentals of Accounting and Bookkeeping	32	7	39
QuickBooks 1	20	20	40
QuickBooks 2	20	20	40
Payroll Management	22	14	36
Resume Building	2	2	4
Total	97	63	160

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Academy.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Book and Supplies

- WTA USA Manual or online seat fee
- QuickBooks Study Guide by Certiport
- (Downloadable) QuickBooks Desktop Pro 2023 Software

Tools, Equipment and Technology Requirements

Tools, equipment, and technology needed for training are provided by the Academy and are available in the program classrooms and computer lab. This includes desks, chairs, computers, large screen TV, dry erase board, Microsoft PowerPoint. The Supply Fee includes all required learning materials and access to QuickBooks Training Software for the duration of the program.

Information on Practical Training

Practical training takes place online virtually.

Tuition and Fees

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

Graduation Requirements

- In-person format: maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses and exams; and
- Fulfill all financial obligations to the school.

Requirements for Graduates to Practice

There are no local, state, or national requirements for graduates to practice.

Graduate Employment Opportunities

Graduates will be prepared to obtain entry-level employment in any business office that requires the performance of accounting, bookkeeping and/or payroll duties. Example companies include

- property management and real estate
- retail
- business services
- charter and public schools
- hotels and resorts.

Workforce Training Academy USA LLC does not guarantee job placement.

Tuition and Fees

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

COURSE DESCRIPTIONS

Orientation

One (1) clock hour. Students are welcomed to the program and informed of the program format, content, schedule, and expectations.

Fundamentals of Accounting and Bookkeeping

39 clock hours. Students learn the foundations of accounting, including how to read and prepare Balance Sheets, Profit & Loss Statements, Corrections & Adjustments, Accounts Payable, Accounts Receivable, Costing, Coding, Bank Reconciliation, Credit Card Entries, and much more.

QuickBooks 1

40 clock hours. Students learn QuickBooks hands-on by utilizing the QuickBooks Desktop Pro 2023 Software. Students will become familiar with QuickBooks and learn how to set up a new company and enter and manage employees, salaries, benefits, etc.

QuickBooks 2

40 clock hours. Building on skills and knowledge gained in QuickBooks 1, students learn how to manage Direct Deposit, Expense Accounts, and Liability Accounts utilizing the QuickBooks Desktop Pro 2023 Software.

Payroll Management

36 clock hours. Students learn Payroll Management, which includes Employee Cost, Set Up, Payroll Processing, Issuing Checks, Billable Labor Costing, Non-Billable Labor Costing, Employers Quarterly Taxes, Annual Year End Employers Taxes, Processing Tax Forms, and W-2s.

Resume Building

Four (4) clock hours. Students learn how to create an effective and powerful resume. The course covers the purpose, standard sections, and formats of resumes in the accounting and bookkeeping field. Students learn how to decide what to include on their resume, how to best highlight their strengths and potential, and how to avoid common resume mistakes.

Payroll Clerk with Microsoft Office Specialist Training

Program Description

This program trains students in the essential terms, skills and duties commonly required of a Payroll Clerk. These include professional phone etiquette, gathering payroll information, payroll processing, QuickBooks Desktop Pro 2023 Software, tax forms, basic payroll laws, end of year forms, and 2016 Microsoft Office Specialist training.

After orientation, students receive training in an online, self-paced format and complete the program with additional training and skills practice in a simulated real-world setting. Throughout the program, students will learn through a variety of instruction methods, including direct instruction, class discussion, white-board demonstrations, watching instructional videos, reading course materials, and completing homework assignments. Students have up to 6 months to complete the program.

Program Overview

- 320 clock hour program
- Students have up to 6 months to complete the program.
- Graduates receive a *Certificate of Completion* from Workforce Training Academy USA LLC, as well as a *Certificate of Qualification* in Microsoft Office Software from Workforce Training Academy USA LLC.

Microsoft Office Specialist (MOS) Exam

- Passing the Certiport MOS exam is not required to graduate from the program.
- Course does not include Microsoft Office Specialist (MOS) Certification exam, student may purchase Certification exam directly from any Certiport Testing Facility.
- At the conclusion of their coursework, students may take the 2016 Microsoft Office Specialist (MOS) exam at any Certiport authorized testing facility, including Workforce Training Academy USA LLC.
- Microsoft Office Specialist certification will be awarded only after passing the Certiport certification exam.

Occupational Objective

Graduates of this 320-clock hour program area prepared to seek employment as an entry-level Payroll Clerk.

Program Outline

Course Title	Clock Hours
Orientation	2
Introduction	1
Payroll Clerk Vocabulary	12
Payroll Clerk Essentials	40
Contract Labor and QuickBooks Payroll Essentials	25
2016 Microsoft Office Specialist (MOS) Training	120
Payroll Clerk Administration	120
Total Program Clock Hours	320

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Academy.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance

requirements.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Books/Supplies

WTA USA course manual and workbook
Microsoft Office Specialist (MOS) book by Pearson
USB Drive

Tools, Equipment and Technology Requirements

Tools, equipment, and technology needed for training are provided by Workforce Training Academy USA LLC and are available in the program classrooms and lab spaces.

Coursework must be completed on a PC or Apple computer with up to date, fully supported operating systems, high-speed internet access, email and the following programs installed: Adobe Reader, Google Chrome, Microsoft Edge, Safari, Firefox or newer web browser, Microsoft Office 2016 or newer with Word, PowerPoint, Excel, Outlook. Students without access to these requirements may use the School's computer lab to complete their coursework during normal school hours.

Graduation Requirements

- Maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses with cumulative grade of 70%; and
- Fulfill all financial obligations to the school.

Requirements for Graduates to Practice

There are no local, state, or national requirements for graduates to practice.

Graduate Employment Opportunities

Graduates will be prepared for employment as a Payroll Clerk in any business office that requires the performance of payroll duties.

Workforce Training Academy USA LLC does not guarantee job placement.

Tuition and Fees

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

COURSE DESCRIPTIONS

Orientation

Two (2) clock hours. In this campus-based course, students are welcomed to the program and informed of the program format, content, schedule, and expectations. Students receive their course books and study guides and receive a tour of the school and resources facilities.

Prerequisites: Admission to the program

Introduction

One (1) clock hour. This course introduces students to the role of the Payroll Clerk in a modern corporate, nonprofit or government office environment. Course outlines expectations for the program and outcomes for graduates.

Prerequisites: Completion of Orientation

Payroll Clerk Vocabulary

12 clock hours. This course teaches students vocabulary words, terms and definitions that are critical to a career as a Payroll Clerk.

Prerequisites: Completion of Introduction

Payroll Clerk Essentials

40 clock hours. This course teaches students how to conduct Payroll Clerk duties, including phone skills, manual payroll, quarterly and annual payroll taxes, and completing payroll forms.

Prerequisites: Completion of Payroll Clerk Vocabulary

Contract Labor and QuickBooks Payroll Essentials

25 clock hours. This course teaches students more complex payroll duties, including completing contract labor forms, reporting, basic payroll laws and managing payroll using QuickBooks and Excel.

Prerequisites: Completion of Payroll Clerk Essentials

2016 Microsoft Office Specialist (MOS) Training

120 clock hours. In this course, students learn how to use Microsoft Office software programs, including Word, Excel, PowerPoint, and Access. At the conclusion of the course, students are prepared to take the 2016 Microsoft Office Specialist training with MOS Certification Exam offered through Certiport at any approved testing facility, including WTA USA.

Prerequisites: Completion of Contract Labor and QuickBooks Payroll Essentials

Payroll Clerk Administration

120 clock hours. In this course, students build upon and practice their newly acquired Payroll Clerk skills and knowledge in a simulated office setting.

Administrative Assistant with Microsoft Office Specialist Training

Program Description

This program trains students in the essential terms, skills and duties commonly required of an Administrative Assistant. These include phone etiquette, managing office calendars, customer service, filing, setting travel arrangements, and 2016 Microsoft Office Specialist training.

After orientation, students receive training in an online, self-paced format and complete the program with additional training and skills practice in a simulated real-world setting. Throughout the program, students will learn through a variety of instruction methods, including direct instruction, class discussion, white-board demonstrations, watching instructional videos, reading course materials, and completing homework assignments.

Program Overview

- 320 clock hour program
- Students have up to 6 months to complete the program.
- Graduates receive a ***Certificate of Completion*** from Workforce Training Academy USA LLC, as well as a ***Certificate of Qualification*** in Microsoft Office Software from Workforce Training Academy USA LLC.

2016 Microsoft Office Specialist (MOS) exam

- Course does not include Microsoft Office Specialist (MOS) Certification exam, student may purchase Certification exam directly from any Certiport Testing Facility.
- Passing the Certiport MOS exam is not required to graduate from the program.
- At the conclusion of their coursework, students may take the 2016 Microsoft Office Specialist (MOS) exam at any Certiport authorized testing facility, including Workforce Training Academy USA LLC.
- Microsoft Office Specialist certification will be awarded only after passing the Certiport certification exam.

Occupational Objective

Graduates of this program are prepared for entry-level positions with titles such as Administrative Assistant, Front Desk Clerk or Office Clerk.

Program Outline

Course Title	Clock Hours
Orientation	2
Introduction	1
Administrative Assistant Vocabulary	12
Front Desk Essentials	40
Office Administration Essentials	25
2016 Microsoft Office Specialist (MOS) Training	120
Office Administration	120
Total Program Clock Hours	320

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Academy.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Books & Supplies

- WTA USA course manual and workbook by Jacqueline Fisher
- Microsoft Office Specialist (MOS) book by Pearson
- USB Drive

Tools, Equipment and Technology Requirements

Tools, equipment, and technology needed for training are provided by Workforce Training Academy USA LLC and are available in the program classrooms and lab spaces. Coursework must be completed on a PC or Apple computer with up to date, fully supported operating systems, high-speed internet access, email and the following programs installed: Adobe Reader, Google Chrome, Microsoft Edge, Safari, Firefox or newer web browser, Microsoft Office 2016 or newer with Word, PowerPoint, Excel, Outlook. Students without access to these requirements may use the School's computer lab to complete their coursework during normal school hours.

Graduation Requirements

- Maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses with cumulative grade of 70%; and
- Fulfill all financial obligations to the school.

Requirements for Graduates to Practice

There are no local, state, or national requirements for graduates to practice.

Graduate Employment Opportunities

Graduates will be prepared for employment as an Administrative Assistant in any business office that requires the performance of administrative duties.

Workforce Training Academy USA LLC does not guarantee job placement.

Tuition and Fees

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

COURSE DESCRIPTIONS**Orientation**

Two (2) clock hours. In this campus-based course, students are welcomed to the program and informed of the program format, content, schedule, and expectations. Students receive their course books and study guides and receive a tour of the school and resources facilities.

Prerequisites: Admission to the program

Introduction

One (1) clock hour. This course introduces students to the role of the Administrative Assistant in a modern corporate, nonprofit or government office environment. Course outlines expectations for the program and outcomes for graduates.

Prerequisites: Completion of Orientation

Administrative Assistant Vocabulary

12 clock hours. This course teaches students vocabulary words, terms and definitions that are critical to a career as an Administrative Assistant.

Prerequisites: Completion of Introduction

Front Desk Essentials

40 clock hours. This course teaches students how to conduct Front Desk duties, including answering phones professionally, managing calendars, paper and electronic filing, time management and making professional travel arrangements.

Prerequisites: Completion of Administrative Assistant Vocabulary

Office Administration Essentials

25 clock hours. This course teaches students how to conduct the day-to-day operations of an office, including taking notes, creating, and completing business forms, writing business letters, business planning, making financial projections, providing customer service.

Prerequisites: Completion of Front Desk Essentials

2016 Microsoft Office Specialist (MOS) Training

120 clock hours. In this course, students learn how to use Microsoft Office software programs, including Word, Excel, PowerPoint, and Access. At the conclusion of the course, students are prepared to take the 2016 Microsoft Office Specialist training with MOS Certification Exam offered through Certiport at any approved testing facility, including WTA USA.

Prerequisites: Completion of Office Administration Essentials

Office Administration

120 clock hours. In this course, students build upon and practice their newly acquired Administrative Assistant skills and knowledge on campus in a computer lab setting.

CONSTRUCTION AND LANDSCAPE PROGRAMS

Forklift Operator

6 clock hours

Landscape Chemical Applicator

120 clock hours

Pest Control Technician

160 clock hours

Forklift Operator

Program Description

The purpose of this program is to help students become a safe lift truck operator. This one-day course covers the safe operation of the most common type of forklift in use today: the sit down, counterbalanced forklift. Students review construction of the lift, inspection criteria, operational characteristics, load handling, center of gravity and the stability of the lift, fueling and general forklift information.

Program Overview

- Six (6) clock hour program.
- Program meets the Federal OSHA Standard 29 CFR1910.178.
- This is a hands-on program.
- Graduates receive a Certificate of Completion from Workforce Training Academy USA LLC.

Occupational Objective

Graduates will be prepared to obtain employment as a Forklift Operator in a variety of industries.

Program Outline

Course Titles	Classroom Hours	Lab Hours	Total Hours
Safety Manual	2	0	2
Forklift Practice	0	4	4
Total	2	4	6

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Complete an interview.

The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative.

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Tools, Equipment and Technology Requirements

Tools and equipment needed for skills training are provided by the Academy and are available in the parking area outside of the classroom.

- One (1) front-load forklift*

- Training course traffic cones
- Wooden pallets for lifting exercises

*The Academy rents forklifts from a local equipment rental company and therefore is not responsible for the year of the forklift, condition of the equipment, etc.

Information on Practical Training

Practical training takes place outside the school facility in a coned-off area of the parking lot.

Graduation Requirements

- Maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses and exams; and
- Fulfill all financial obligations to the school.

Requirements for Graduates to Practice

There are no local or state requirements for graduates to practice.

The OSHA Federal Regulation 29CFR1910.178, paragraph L, (6), Operator Training, Powered Industrial Trucks states that it is the employer's responsibility to train and evaluate each operator regardless of previous experience or prior training.

- It is the employer's responsibility to train, test, evaluate and authorize every one of their forklift operators.
- Training and Evaluation(s) are the employer's responsibility, regardless of previous experience or prior training.

Driving evaluation tests must be conducted and filed for each forklift operator for every forklift that they operate to include loaners, rentals or any new or used forklifts acquired.

Graduate Employment Opportunities

Graduates are prepared for entry level forklift positions in the following types of industries:

- Warehousing and Storage
- Building Material and Supplies Dealers Employment Services
- Grocery and Related Product Merchant Wholesalers
- General Freight Trucking

Workforce Training Academy USA LLC does not guarantee job placement.

Tuition and Fees

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

COURSE DESCRIPTIONS

Safety Manual

Two (2) clock hours. Students watch the Forklift Operator Training video and study the safety manual which covers safety requirements relating to the design, maintenance, and safe use of forklift trucks. The manual is designed to help students learn to evaluate the workplace and determine if loads can be safely moved.

Forklift Practice

Four (4) lab clock hours. The practice hours cover inspection of the equipment, lift limitations, understanding fulcrum and center of gravity, and safe operation in all phases of using the lift. The student will be responsible for demonstrating proper lift use and inspection.

Landscape Chemical Applicator

Program Description

This program provides students with a thorough foundation in Chemical Application and enables them to sit for the Arizona Department of Agriculture CORE exam, C3 Ornamental & Turf exam, and the C4 Right of Way exam.

This program is offered in both online and in-person formats; in both formats, students learn through direct instruction, class discussion, demonstrations, watching instructional videos, reading course materials, and completing homework assignments.

Program Overview

- 120 clock hour program.
- Course work is offered in either in-class or online platform of professional training.
- Graduates receive a Certificate of Completion from Workforce Training Academy USA LLC.
- The total program cost includes Arizona Department of Agriculture application fee.
- Exam fees **are not** included in tuition cost. Students may purchase the state exams directly from an approved testing facility. Graduates receive a Certificate of Completion from Workforce Training Academy USA LLC.

Occupational Objective

Graduates of this 120-clock hour program are prepared for to seek licensure as a Certified Applicator by the Arizona Department of Agriculture and acquire an entry-level position as a Landscape Chemical Applicator.

Program Outline

Course Title	Classroom Hours	Independent Study Hours	Total Hours
Orientation	2	0	2
Federal Pesticide Laws and Regulations, PPE, Pesticide Basics	28	12	40
CORE Review	12	26	38
Chemical Applicator	15	25	40
Total	57	63	120

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Academy.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.
- Submit to a background check to ensure eligibility to be licensed by the Arizona Department of Agriculture
Please note that students who fail the background check will be dismissed from the program, as they will be unable to obtain licensure and gain employment as a Pest Control Technician.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Books

WTA USA course workbook

Tools, Equipment and Technology Requirements

Tools, equipment, and technology needed for training are provided by the Academy and are available in the program classrooms. These includes desks, chairs, computers, large screen TV, dry erase board, and Microsoft PowerPoint.

Graduation Requirements

- In-person format: maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses and exams; and
- Fulfill all financial obligations to the school.

Requirements for Graduates to Practice

The Arizona Department of Agriculture requires anyone working as a Landscape Chemical Applicator in Arizona to be licensed as a Certified Applicator through their Office of Pest Management. The Landscape Chemical Applicator program is designed to train students to pass the exams required to gain licensure as a Certified Applicator and be able to work as a Landscape Chemical Applicator in Arizona. The program is not designed for students who wish to work as a Landscape Chemical Applicator in any other state.

To maintain the state license as a Certified Applicator, graduates must complete continuing education units (CEU's) and pay a \$75 license renewal fee (subject to change) to the Arizona Department of Agriculture Office of Pest Management each year. Fees for the CEU's and license renewal are often, but not always, paid for by the Applicator's employer.

Graduate Employment Opportunities

- Charter and Public Schools
- City, County and State Governments
- Commercial Properties
- Homeowners Associations
- Hotels and Resorts
- Landscape Maintenance Companies
- Property Management Companies

Workforce Training Academy USA LLC does not guarantee job placement.

Tuition and Fees

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

COURSE DESCRIPTIONS**Orientation**

Two (2) clock hours. Students are welcomed to the program and informed of the program format, content, schedule, and expectations. Students receive their course books and study guides and receive assistance in completing their Arizona Department of Agriculture license application.

Prerequisites: Admission to the program.

Federal Pesticide Laws and Regulations, PPE, Pesticide Basics

40 clock hours. In this course, students learn the history of pests and the types of methods to control pests. Students learn 13 different control methods. Pest environment and identification. Federal Pesticide Laws and Regulations. Students learn how and why pesticides are regulated in the United States. Maintaining accurate records of pesticide applications, storage, disposal, and EPA federal laws. Students learn FIFRA dates, timeline, civil and/or criminal penalties. Registration and EPA violations and federal penalties. Students learn FFDCA statutes. Students read National Pesticide Applicator Certification CORE Manual, work out of WTA USA Workbook and PowerPoint presentation with instructor lecture. Calibrations and mathematical instruction on white board, sample chemical labels, and class discussion.

Prerequisites: Completion of Orientation.

CORE Review

38 clock hours. In this course, Instructor reviews CORE sections of the course with quiz, PowerPoint slide identification, class discussion and demonstration. Chemical label discussion and practice demonstrating mathematical calibration. Videos and workbook review. Students take pre-exams and review.

At the conclusion of the course, the student will schedule his/her state exam for CORE at an approved testing facility. Student has 3 exam tries with an exam fee for each time the exam is taken. In the event, the student fails the third time, the student may retake the exam after 6 months with an additional exam fee.

Prerequisites: Completion of Federal Pesticide Laws and Regulations, PPE, Pesticide Basics Chemical

Applicator Exams Preparation

40 clock hours. In this course, students learn C3 Ornamental & Turf and C4 Right of Way for the Arizona Department of Agriculture. Topics covered include maintenance of weeds near and on public roads, power lines and pipe lines, maintenance of ornamental trees, shrubs, flowers, and turf by a means other than use of the fumigant, how to identify common weeds in the southwest, how to prepare an integrated pest management system (IPM), how to read and understand the Material Safety Data Sheets, and how to safely apply chemicals per the manufacturer's label.

At the conclusion of the course, the student will schedule his/her state exam for Weed and Right of Way at an approved testing facility. Student has 3 exam tries with an exam fee for each time the exam is taken. In the event, the student fails the third time, the student may retake the exam after 6 months with an additional exam fee.

Prerequisite: Successful completion of the CORE exam.

Pest Control Technician**Program Description**

This program provides students a thorough foundation in Chemical Application and enables graduates to sit for the Arizona Department of Agriculture CORE exam and basic pest control exam.

Program Overview

- 120 clock hour program.
- Course work is offered in a hybrid learning format. Students may choose online learning with hands-on training in the classroom OR hybrid learning with virtual reality for the hands-on portion.
- Graduates receive a Certificate of Completion from Workforce Training Academy USA LLC.

Occupational Objective

Graduates of this 160 clock hour program are prepared to seek licensure as a Certified Applicator by the Arizona Department of Agriculture and acquire an entry-level position as a Pest Control Technician.

Program Outline

Course Title	Classroom Hours	Independent Study Hours	Total Hours
Orientation	2	0	2
Federal Pesticide Laws and Regulations, PPE, Pesticide Basics	28	12	40
CORE Review	12	26	38
Basic Pest Control	30	50	80
Total	72	88	160

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Academy.
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.
- Submit to a background check to ensure eligibility to be licensed by the Arizona Department of Agriculture Please note that students who fail the background check will be dismissed from the program, as they will be unable to obtain licensure and gain employment as a Pest Control Technician.
- Complete an interview.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Books

- WTA USA course workbook

Tools, Equipment and Technology Requirements

Tools, equipment, and technology needed for training are provided by the Academy and are available in the program classrooms. These includes desks, chairs, computers, large screen TV, dry erase board, Microsoft and PowerPoint.

Graduation Requirements

- In-person format: maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses and exams; and
- Fulfill all financial obligations to the school.

Requirements for Graduates to Practice

The Arizona Department of Agriculture requires anyone working as a Pest Control Technician in Arizona to be licensed as a Certified Applicator through their Office of Pest Management. The Pest Control Technician program is designed to train students to pass the exams required to gain licensure as a Certified Applicator and be able to work as a Pest Control Technician in Arizona.

The program is not designed for students who wish to work as a Pest Control Technician in any other state.

To maintain the state license as a Certified Applicator, graduates must complete continuing education units (CEU's) and pay a \$75 license renewal fee (subject to change) to the Arizona Department of Agriculture Office of Pest Management each year. Fees for the CEU's and license renewal are often, but not always, paid for by the Applicator's employer.

Graduate Employment Opportunities

- Charter and Public Schools
- City, County and State Governments
- Commercial Properties
- Extermination Companies
- Homeowners Associations
- Hotels and Resorts
- Property Management Companies

Workforce Training Academy USA LLC does not guarantee job placement.

Tuition and Fees

Please see the tuition and fee schedule* of this catalog for complete details on the tuition and fees for this program. Also,

please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

*Includes fees for the state-required background check, and Arizona Department of Agriculture license application.

COURSE DESCRIPTIONS

Orientation

Two (2) clock hours. Students are welcomed to the program and informed of the program format, content, schedule, and expectations. Students receive their course books and study guides and receive assistance in completing their Arizona Department of Agriculture license application.

Prerequisites: Admission to the program.

Federal Pesticide Laws and Regulations, PPE, Pesticide Basics

40 clock hours. In this course, students learn the history of pests and the types of methods to control pests. Students learn 13 different control methods. Pest environment and identification. Federal Pesticide Laws and Regulations. Students learn how and why pesticides are regulated in the United States. Maintaining accurate records of pesticide applications, storage, disposal, and EPA federal laws. Students learn FIFRA dates, timeline, civil and/or criminal penalties. Registration and EPA violations and federal penalties. Students learn FFDCA statutes. Students read National Pesticide Applicator Certification CORE Manual, work out of WTA USA Workbook and PowerPoint presentation with instructor lecture. Calibrations and mathematical instruction on white board, sample chemical labels, and class discussion.

Prerequisites: Completion of Orientation.

CORE Review

38 clock hours. In this course, Instructor reviews CORE sections of the course with quiz, PowerPoint slide identification, class discussion and demonstration. Chemical label discussion and practice demonstrating mathematical calibration. Videos and workbook review. Students take pre-exams and review.

At the conclusion of the course, the student will schedule his/her state exam for CORE at an approved testing facility. Student has 3 exam tries with an exam fee for each time the exam is taken. In the event, the student fails the third time, the student may retake the exam after 6 months with an additional exam fee.

Prerequisites: Completion of Federal Pesticide Laws and Regulations, PPE, Pesticide Basics

Basic Pest Control

80 clock hours. Course covers Arizona General Pest Management, OPM laws and administrative rules, public health pest control, calibrations with mathematics, and prepares students to take the basic pest control exam for the National Pesticide Applicator Certification License. Instructor demonstration, PowerPoint presentations, training videos, group discussions are applied to the course. Topics include how to identify pests, anatomy of pests, how to remove pests, and pre-treatment of pest-infested areas. Students learn how to mix chemicals, use equipment, application process, storage of chemicals and proper disposal of containers.

At the conclusion of the course, the student will schedule his/her state exam for Industrial and Institutional Pest Management at an approved testing facility. Student has 3 exam tries with an exam fee for each time the exam is taken. In the event, the student fails the third time, the student may retake the exam after 6 months with an additional exam fee.

Prerequisites: Successful completion of the CORE exam.

Heavy Equipment Operator

Program Description

The Heavy Equipment Operator training program covers the foundational skills of safety, pre- and post-operation checks, site planning and layout, and operations for a range of light-duty and heavy equipment.

Heavy Equipment Operations supports multiple unique training pathways and credentials for Utility Tractors, Forklift, Loader, Dozer, Motor Graders, and more.

The three-level Heavy Equipment Operations curriculum is designed to be used flexibly in conjunction with other craft training material. It also complies with the U.S. Department of Labor's standards for apprenticeship programs.

Program Overview

- 256 two-hundred fifty-six (256) clock hour program.
- Program falls under Infrastructure, Construction.
- Students will have a combination of Online with a virtual instructor & in class hands on training.
- Competencies to be achieved: Orientation to the trade; heavy equipment safety; identification of heavy equipment; basic operational techniques; utility tractors; introduction to earthmoving; grades; and vertical mast sit down counterbalance forklifts.
- Graduates receive a NCCER and Caterpillar Certification, Occupational Skills Gain

Occupational Objective

Graduates will be prepared to obtain employment as a Heavy Equipment Operator in a variety of industries.

Program Outline

Course Titles	Classroom Hours	Total Hours
Online Training & Virtual Instructor	80	80
Hand-on Training with Heavy Equipment	176	176
Total	256	256

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Complete an interview.

The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative.

All applicants are required to have a personal interview with an admissions representative. The admission representative will discuss the various aspects of the training program offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Tools, Equipment, Supplies and Technology Requirements

Tools and equipment needed for skills training are provided by Workforce Training Academy USA

- Books, Hard Hat, Safety Boots, Safety Vest, Safety Glasses, Tape Measure, Calculator, Architect Scale, Earmuffs, Gloves.
- Heavy Equipment provided by EMPIRE CATERPILLAR

Information on Practical Training

Practical training takes place at Empire CAT.

Graduation Requirements

- Maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses and exams; and
- Fulfill all financial obligations to the school.

Requirements for Graduates to Practice

There are no local or state requirements for graduates to practice.

Nationally Recognized Industry Association or Organization: NCCER - National Center for Construction Education & Research.

Stackable: After completing NCCER's Level 1 & Level 2 students can work with employers in an apprenticeship program to be able to move up & become a NCCER Level 3 operator.

Graduate Employment Opportunities

- Construction, Heavy Equipment Operation
- Portable: NCCER certification is an Industry Recognized credential
- Caterpillar certification is recognized globally by industry.
- NCCER Accredited Curriculum

Workforce Training Academy USA LLC does not guarantee job placement.

Tuition and Fees

Please see the tuition and fee schedule of this catalog for complete details on the tuition and fees for this program. Also, please see the Refund Policy for more information on which fees are refundable in the event that there is an interruption in enrollment.

COURSE DESCRIPTIONS

Online Training with a Virtual Instructor

Eighty (80) clock hours. The first 80 hours of training in online training & also has a live virtual instructor to help students. Classroom Discussion, Computer based training, machine simulator. Skills evaluations, comprehensive and NCCER modules, pre and post Evaluations.

Hands-on Heavy Equipment Training

One hundred seventy-six (176) clock hours. Hands on training includes hand tools, power tools, basic rigging, construction drawings, material handling, utility tractor, Forklifts, skid steer, loaders, scrappers, dump trucks, dozers, compaction equipment, backhoe.

SCHOOL POLICIES

Admissions Policies

Application Process

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- Be able to read, write, speak, and understand English.
- Provide proof of High School Diploma or G.E.D or equivalent - OR - Pass the Wonderlic ATB test with a score of 12 or more administered by the Academy. (does not apply to Forklift)
- Complete a general questionnaire.
- Complete a personal interview with an admission representative to discuss entrance requirements for the training program and various aspects of the program including, but not limited to tuition and fees, financing options, and entrance requirements.

In addition to the above, individuals seeking admission to the **Pest Control Technician** and **Landscape Chemical Applicator** programs must also submit to a background check to ensure eligibility to be licensed by the Arizona Department of Agriculture. Please note that students who fail the background check will be dismissed from the program, as they will be unable to obtain licensure and gain employment as a Pest Control Technician.

If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date.

Enrollment Process

Prospective students may enroll anytime. Late enrollments will be accepted on a case-by-case basis and may require extended study hours/days.

To complete the enrollment process, the prospective student must receive, read, and sign all required pre-enrollment disclosures:

- School Catalog.
- Enrollment Agreement.
- Financial arrangement to cover tuition and fees.

Admission Exam

The Academy utilizes the nationally recognized Wonderlic exam. The Wonderlic test measures students' ability to acquire and use knowledge and skills. Student's cognitive ability is also measured. The test provides the best support to interpret student capabilities across both school and work environments.

Admission Decision

The program director has the responsibility to review and approve each enrollment agreement and to ensure that the applicant has met the proper criteria in accordance with admission standards. Applicants who are denied admission are notified promptly and any fees paid are refunded.

The final determination for admission is based on motivation, appropriate attitude, ability-to-benefit, employment potential and general attitude for the chosen field. Applicants are assessed on an individual basis to determine their ability to successfully complete the course of study.

Re-Enrollment and Re-Admission

Students wishing to re-enroll after a period of non-attendance will be required to submit a new application. Students who were terminated due to unsatisfactory attendance, unsatisfactory academic progress or breach of the Code of Conduct may be re-admitted only at the discretion of the Academy.

Previous Training

The Academy does not award credit for acquired life experience, prior experiential learning or education or training from other institutions, nor does it consider these factors in admissions decisions.

Statement of Non-Discrimination

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination based on sex, race, age, creed, religion, national origin, or physical disability.

Academic Policies

Attendance Policy

If a student must be tardy or absent, he/she should inform the Academy via phone no later than 30 minutes prior to class. Attendance requirements for graduation are listed in the catalog under each individual program.

Please note: The Academy's attendance policy approximates the expectations found in a work situation. It is essential that each student learn the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of the Academy consider each moment in class imperative for success.

Course Incompletes

An "incomplete" cannot be given as a final grade. However, at the end of the program a student may, with Management's approval, be granted an extension of no more than ten (10) days of class in order to complete all the required course work, assignments, and tests. The extension cannot be used to make up accrued absences from class. If the student does not complete the required course work, assignments, and tests within the extension period, he/she will receive a grade of "F" or "zero", which will be averaged with the students other grades to determine the grade point average.

Grading System

Grades are based on assignments, tests, and examinations given with each unit of learning. The minimum acceptable passing grade for exams is 70%.

The Grading Scale is as follows:

Pass/Fail	ALPHA	NUMERIC
Pass	A	92-100
Pass	B	83-91
Pass	C	75-82
Pass	D	70-74
Fail	F	0-69

Make-Up Work

Assignments and projects not completed on schedule during a course must be made-up within the time frame of that course (by the last day of the course). Arrangements to submit makeup work **MUST** be made with the instructor. There is no charge for make-up work.

Probation

The Academy does not place students on probation. Students should closely monitor their academic performance and contact the Program Director for assistance if they are in danger of making unsatisfactory academic progress.

Satisfactory Academic Progress

A 70% passing grade will apply for all examinations. For all skills evaluations, grading will be based on a pass or fail system. Students who do not pass a lab skill may repeat the evaluation twice, for a total of three tries. If a student fails to meet the standard after three attempts, or if their cumulative grade drops below 70%, they will be considered not making satisfactory academic progress and will be terminated from the program. The Academy shall refund the student according to the Cancellation and Refund Policy.

Student Policies

Change of Address

When students have a change of address, they must notify the Management immediately. It is very important that the Academy has the correct address and phone number of students.

Class Schedules

Class schedules are set by the discretion of Workforce Training Academy USA LLC. Therefore, classes may be combined, and times changed. The Academy will make every effort to provide notice to students by phone in advance of class schedule changes. Classes can be scheduled on holidays and off hours for your convenience.

The Academy reserves the right to cancel a class due to insufficient registration. If we cancel a class due to low enrollment or other reasons, you will be notified by phone before the class start date, and we will automatically issue a school credit to the student's account or refund any monies paid toward to the class.

Customer Service

All students may contact customer service about any question or issue by emailing info@wta4usa.com.

Dress Code

Hair must be clean and neat. All facial hair must be clean and trimmed. Students must always be properly attired, which means wearing shirts with sleeves (no tank tops), long pants, and rubber- soled tennis / work shoes (no bare feet, sandals, canvas-type, or slick-soled shoes are allowed for safety purposes). No excessively loose clothing is allowed.

Grievance Procedure

Students seeking to resolve problems or complaints should first contact the school's faculty and/or staff orally to see if the problem or complaint can be resolved informally.

Informal Process

The student will be asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps:

- an effort to define the problem,
- an effort to identify acceptable options for resolution, and
- an attempt to resolve the conflict through the application of one or more of those options for resolution.

Formal Process

Only after the informal process is exhausted and the student remains unsatisfied should the student submit their complaint through the formal process. To do so, the student must submit a written complaint to the School Administrator or designee. Any formal complaints shall include a description of the specific allegations and the desired remedy, accompanied by any available documentary evidence and statements from other parties and witnesses.

- 1) The School Administrator or designee shall respond in writing that a complaint has been received within two (2) business days of receipt, acknowledging receipt of the complaint and either responding to the complaint immediately or requesting two (2) business days to investigate and respond to the complaint.
- 2) All formal (written) complaints will be recorded into the institution's official log. After the investigation is complete, but no later than ten (10) business days after receipt of the complaint, the institution shall respond to the complaint.

If the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board address is:
 Arizona State Board of Private Postsecondary Education 1740 W. Adams, Suite 3008
 Phoenix, AZ 85007
 Phone: 602-542-5709
<http://ppse.az.gov>

Inclement Weather

The Academy may cancel classes when inclement weather conditions occur. Students should listen to local radio stations for announcements as to public and private school closings. Students will not be considered absent on these days.

Leave of Absence

At the discretion of the Academy, a Leave of Absence (LOA) may be granted if the student is unable to complete the program due to personal circumstances or illness. At the discretion of the Academy, a student may take one leave of absence for a maximum of 60 days. In the case of a student's prolonged illness or injury, or other circumstances that make it impractical to complete the program, the Academy shall refund the student according to the Cancellation and Refund Policy.

Student Code of Conduct

Students must adhere to the rules and regulations of the training center. Those students whose conduct reflects discredit upon him or herself or the Academy may be subject to termination. Each student must adhere to conduct that will not interfere with the learning process of other students, the classroom presentation by the instructor, presentations by visitors, or the progress of the class or the Academy in general.

The Academy's administration reserves the right of judgment to terminate a student on any of the following grounds:

- Non-conformity of the rules of the Academy
- Conduct that is unsatisfactory to the Academy, its staff, faculty, and/or its students.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due and/or to make available required documents.
- Cheating on tests or exams.
- Falsifying Academy records.
- Breach of the Enrollment Agreement.
- Demonstrating poor judgment or inability to perform properly and/or professionally.
- Entering the Academy's premises while under the influence of alcohol, drugs, or narcotics.
- Carrying a concealed or potentially dangerous weapon
- Using, selling, buying, distributing, or offering for sale any illegal substance.
- Aiding, abetting, or inciting others to commit an act that would detract from the normal operation of the Academy.
- Theft.

Student Records

The Academy will maintain student records as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration.

Transcript Request

A student may obtain a permanent transcript of your grades from the School Administrator. Educational records will not be released to students until all financial obligations to the Academy are fulfilled.

Termination Policy

Students to be terminated will be notified in writing and may appeal to the School Administrator, or in the School Administrator's absence to the Program Director, within 2 business days of receiving their Notice of Termination.

Withdrawal after Commencement of Classes

The Academy's policy for determining the effective date of termination is the date on which the Academy receives written notice of the student's intent to discontinue training or the date on which the student violates an Academy policy which results in a decision of termination.

STUDENT SERVICES

The Academy offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. These include student advisement, payment advising and academic counseling.

The school does not offer placement assistance. While the school may assist in job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

The school has a small reference library on campus open to students. Students have access to wireless internet, reference texts and materials useful in completing their program of study. Materials are to be used on campus and are available during normal class hours.

FACULTY

Industry Professionals - Business Programs

Greg Taylor – Heavy Equipment Programs

Ron Morris - Heavy Equipment Programs

Jaime Godinez – Construction Trades Programs

FINANCIAL INFORMATION

Payment Options. All students may pay the total charges for their program by cash, credit card or check. The Academy does not offer scholarships.

Please see the Tuition & Fees Section for program-specific information.

Military Discount. Eligible members of the military veterans and service members may receive 10% military discount. Veterans, service members and their spouses qualify for 10% discount.

Federal Financial Aid. The Academy **does not** offer state or federal financial aid programs.

Cancellation & Refund Policy

If for any reason an applicant is not accepted by the Academy, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an Enrollment Agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations. An applicant requesting cancellation more than three days after signing an Enrollment Agreement and making an initial payment, but prior to entering the Academy, is entitled to a refund of all monies paid, less the registration fee of \$200.00.

Refund After the Commencement of Classes:

1. Procedure for withdrawal/withdrawal date:

- A. A student choosing to withdraw from the Academy after the commencement of classes is to provide written notice to the School Administrator. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

- B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days. The last date of attendance is the last date the student posted attendance either online or in-seat.
- D. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges/refunds:

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (less the registration fee of \$200.00).
- B. After the commencement of classes, the in-class tuition refund (less the registration fee of \$200.00) amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Forklift Program Only: As a short-term program consisting of six hours of coursework, the Academy will follow the above published pro-rata refund policy for a student who starts the program and who notifies the school that he/she does not wish to complete all the scheduled hours. In this case, a student's start date and last date of attendance are the same, and the number of hours attended will be divided by six (6) to determine the percentage of clock hours attempted and the corresponding tuition refund amount.

Books, supplies, and fees. Books, materials, or supplies are not refundable once the student has taken possession of the materials due to current the 2021 COVID precautions. Students who cancel will be responsible for the full cost of any books, materials, or supplies received.

Refunds. Refunds will be issued within 30 days of the date of student notification, or date of Academy determination (withdrawn due to absences or other criteria as specified in the Academy catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any agencies from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student.

Tuition and Fees: Business Programs

The Tuition and Fees for the Academy's Business programs are as follows.

Program Title	Accounting & Bookkeeping With QuickBooks® & Payroll Management	Payroll Clerk with Microsoft® Office Specialist Training	Administrative Assistant with Microsoft® Office Specialist Training
Each program awards a "Certificate of Completion"			
Program Clock Hours	160	400	320
Registration Fee (Non-refundable after 3-day cancellation period.)	\$200.00	\$200.00	\$200.00
Workforce Training Academy USA LLC Manual or Online Seat Fee	\$450.00	\$450.00	\$450.00
Books and Supplies	\$800.00	\$300.00	\$300.00
Tuition for the entire program	\$4,545.00	\$3,550.00	\$4,045.00
Total Charges for the Program of Study Selected	\$5,995.00	\$4,500.00	\$4,995.00

Each of the following payment options is available to all students. This information is provided on each student's Enrollment Agreement. Students may pay the total charges for their program by cash, credit card or check.

PAYMENT OPTIONS	Accounting & Bookkeeping With QuickBooks® & Payroll Management	Payroll Clerk with Microsoft® Office Specialist Training	Administrative Assistant with Microsoft® Office Specialist Training
1. Full Payment Option. <i>Full payment due after the payment of the \$200 Registration Fee</i>	\$5,795.00	\$4,300.00	\$4,795.00
2. Other Payment Arrangements Option. <i>You may make payment arrangements with other financing; this option is available to those who qualify.</i>			

HOLDER IN DUE COURSE STATEMENT: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

Tuition and Fees: Construction & Landscaping Programs

The Tuition and Fees for the Academy's Construction and Landscaping programs are as follows.

PROGRAM INFORMATION

Program Title	Forklift Operator	Landscape Chemical Applicator	Pest Control Technician
Each program awards a "Certificate of Completion"			
	6	120	160
Registration Fee (Non-refundable after 3-day cancellation period.)	\$200.00	\$200.00	\$200.00
Book Fee/Online Seat Fee	\$50.00	\$450.00	\$450.00
Books & Supplies	N/A	N/A	N/A
Study Manuals, Books, Cut Sheets	N/A	\$300.00	\$300.00
State Application Fees, Background Check, Other	N/A	\$400.00	\$400.00
Tuition for the entire program	<u>\$250.00</u>	<u>\$3,645.00</u>	<u>\$3,645.00</u>
Total Charges for the Program Selected	\$500.00	\$4,995.00	\$4,995.00

Each of the following payment options is available to all students. This information is provided on each student's Enrollment Agreement. Students may pay the total charges for their program by cash, credit card or check.

PAYMENT OPTIONS	Forklift Operator	Landscape Chemical Applicator	Pest Control Technician
1. Full Payment Option <i>Full payment due after the payment of the \$200 Registration Fee</i>	\$300.00	\$4,795.00	\$4,795.00
2. Other Payment Arrangements Option. <i>You may make payment arrangements with other financing; this option is available to those who qualify.</i>			

HOLDER IN DUE COURSE STATEMENT: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

Tuition and Fees: Heavy Equipment Operator Programs

The Tuition and Fees for the Academy's Heavy Equipment Operator programs are as follows.

PROGRAM INFORMATION

Program Title	Heavy Equipment Operator
Each program awards a "Certificate of Completion"	
Registration Fee (Non-refundable after 3-day cancellation period.)	\$200.00
Cost of Books	\$500.00
Cost of Students Supplies	\$350.00
Testing/Exam Fees	\$750.00
State Application Fees, Background Check, Other	N/A
Tuition Fees	<u>\$13,200.00</u>
Total Charges for the Program Selected	\$15,000.00

Each of the following payment options is available to all students. This information is provided on each student's Enrollment Agreement. Students may pay the total charges for their program by cash, credit card or check.

PAYMENT OPTIONS	Heavy Equipment Operator
1. Full Payment Option <i>Full payment due after the payment of the \$200 Registration Fee</i>	\$15,000.00
2. Other Payment Arrangements Option. <i>You may make payment arrangements with other financing; this option is available to those who qualify.</i>	

HOLDER IN DUE COURSE STATEMENT: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

SCHOOL CALENDAR

Holidays

The Academy observes the following **2024 holidays**:

New Year's Day	January 1
Martin Luther King Jr. Day	January 15
President's Day	February 19
Good Friday	March 29
Memorial Day	May 27
Juneteenth	June 19
Independence Day	July 4
Labor Day	September 2
Columbus Day	October 9
Veterans Day	November 11
Thanksgiving Holiday	November 27-29

Christmas Holiday

December 24-25

Enrollment Start/End Dates: Tucson and Chandler Locations

All programs are blended delivery format except the Forklift Operator program.

Open Enrollment: Students can begin the online portion of the course at any time. The live instruction can be completed on-site or via Microsoft Teams on the days scheduled at either campus; schedules are based on program enrollment. The student must complete the program within six months of enrollment.

Online program: Instruction is offered online in a self-paced format;

Blended: A blend of online, self-paced instruction and required LIVE instruction on campus or via Microsoft Teams on the dates specified.

Live instruction/on-campus: The dates listed are for the start and end dates of the on-site, in-seat coursework. In-person instruction is required.

BUSINESS PROGRAMS	
Accounting & Bookkeeping with QuickBooks & Payroll Management	Starts on the 1 st day of each month
Payroll Clerk with Microsoft Office Specialist Training	
Administrative Assistant with Microsoft Office Specialist Training	

CONSTRUCTION AND LANDSCAPE PROGRAMS	
Forklift Operator On-Site only, one day*	Starts on the 1 st day of each month
Landscape Chemical Applicator Pest Control Technician	

**On-site class dates are subject to change based upon the number of students enrolled.*

HEAVY EQUIPMENT PROGRAMS	
Heavy Equipment Operator	January 8, 2024
	March 4, 2024
	May 6, 2024
	July 8, 2024
	September 9, 2024
	November 4, 2024

WTA

WORKFORCE TRAINING ACADEMY

Workforce Training Academy USA LLC is an Equal Opportunity Employer/Program and auxiliary aids and services are available upon request.

29 CFR38.31

Training Locations:

Chandler, Arizona

3029 North Alma School Road, Ste 111, Chandler, AZ 85224

Eloy, Arizona

3501 W. Houser Road, Eloy, AZ 85131

Tucson, Arizona

3820 S. Palo Verde Road, Ste 113, Tucson, AZ 85714

Workforce Training Academy USA

Main Address: 3820 S. Palo Verde Road, Ste 113, Tucson, AZ 85714

Phone: (520) 777-6462

Email: info@wta4usa.com

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