



WORKFORCE TRAINING ACADEMY

School catalog

Puerto Rico - 2025 - 2026

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CATALOG DISCLOSURES

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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 an accredited training provider through the National Center for Construction Education and Research (NCCER) and is licensed and regulated by the Negociado de Transportación y Otros Servicios Públicos (NTSP) of Puerto Rico.

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

Ramon Serrato	Chief Executive Officer
Greg Taylor	Executive Director
Brenda Castro	Director of Workforce Education East
Charles Aragon	Director of Workforce Education West

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 Absorb LMS, which includes online training for the program.

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

Programs Offered

The Academy offers the following programs:

CDL PROGRAMS

Commercial Driver License (CDL)/w Category 9 Heavy License

160 clock hours

Hazardous Materials and Cargo Transport Endorsement

20 clock hours

CONSTRUCTION PROGRAMS

Brick and Block Masonry

288 clock hours

Concrete Construction

288 clock hours

Carpentry

288 clock hours

Craft Laborer

144 clock hours

Crew Leadership

22 hours

OSHA Construction

10 hours

OSHA Construction

30 Hours

CDL PROGRAMS

Commercial Driver License (CDL)/w Category 9 Heavy License

160 clock hours

Hazardous Materials and Cargo Transportation

20 clock hours

Commercial Driver License (CDL)

Program Overview

This program is designed to provide comprehensive theoretical training for individuals seeking to obtain a Commercial Driver's License (CDL) Category 9 in Puerto Rico. The curriculum is structured to ensure compliance with local, state, and federal regulations, including Regulation #9358 of the Bureau of Transportation and Other Public Utilities of Puerto Rico, Puerto Rico Vehicle and Traffic Law #22, and FMCSA Title 49 CFR.

Occupational Objective

The objective of this program is to prepare students for the CDL Category 9 theoretical and practical examination. It equips students with the necessary knowledge and skills to comply with safety, operational, and efficiency standards in commercial driving.

Program Outline

Section / Chapter	Hours
WEEK 1 Theory	
Section-1 Introduction/ Chapter 26, The Log Book	2
Section-2 Driving Safely	14
Section-3 Transporting Commercial Cargo	4
Section-4 Transporting Passengers Safely	4
Section-5 Air Brakes	4
Section-6 Combination Vehicles	4
Section-7 Doubles and Triples	4
REVIEW/TEST SECTION 1-7	4
WEEK 2 Theory	
Manual Federal Motor Carrier Safety Regulations Pocketbook Español FMCSA	2
Maps/GPS – Trip Planning	2
Cargo Documentation/Roadside Inspection/Whistle Blower Training	2
Pre-trip Inspection List	2
Section-8 Tank Vehicles	2
Section-9 Hazardous Materials	16
Section-10 School Buses	4
Review Specialization	2
Review PR Heavy License Category 9	4
Final Exam/Coordinate CESCO testing Category 9 Licensing	4
WEEK 3 & 4 Practical	
Pre-trip Inspection	10
Straight Line Backing Maneuver	12
Off Set Back Left Maneuver	12
Parallel Parking Maneuver	12
Couple and Uncouple Trailer	4
Shifting, Seeing, Stopping and Turning	20
Practice in the testing area	10
Total Hours	160

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
 - 21 years of age if interested in Hazardous Materials and Cargo Transport Certification
- 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.

Information on Practical Training

This training program focuses on essential commercial driving skills, covering key maneuvers and safety procedures. It includes Pre-trip Inspection (10 hours) to ensure vehicle readiness, Straight Line Backing (12 hours) for precise control, and Off-Set Back Left (12 hours) and Parallel Parking (12 hours) for advanced maneuvering. Drivers will also practice Coupling and Uncoupling Trailers (4 hours), Shifting, Seeing, Stopping, and Turning (20 hours) to enhance road awareness and control, and Testing Area Practice (10 hours) to prepare for the CDL exam.

Class Schedules

- Friday-Saturday 8:00am – 5:00pm

Graduation Requirements

- Maintain a minimum attendance rate of 85% of classroom hours;
- Pass all required courses and exams with 80%; and
- Fulfill all financial obligations to the school.

Requirements for Graduates to Practice

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

Graduate Employment Opportunities

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

WEEK 1: THEORY

Section 1: Introduction/The Logbook. Two (2) clock hours. Participants will learn the fundamental purpose and requirements of logbooks, including how to accurately record hours of service and comply with legal regulations. Classroom instruction will provide essential knowledge on maintaining accurate and complete logs for safe and lawful operation.

Section 2: Driving Safely. Fourteen (14) clock hours. Participants will be introduced to safe driving techniques, including defensive driving, hazard awareness, vehicle inspection, and handling emergencies. Classroom learning will ensure participants gain a comprehensive understanding of safe driving practices essential for commercial vehicle operation.

Section 3: Transporting Commercial Cargo. Four (4) clock hours. This course focuses on the proper methods of transporting commercial cargo, including securing loads, weight distribution, and handling hazardous materials. Participants will learn key principles for safe and efficient cargo transport in compliance with federal regulations.

Section 4: Transporting Passengers Safely. Four (4) clock hours. Participants will learn safety protocols for transporting

passengers, including loading and unloading procedures, emergency evacuation techniques, and communication requirements. Classroom instruction will emphasize safety and comfort for passengers during transit.

Section 5: Air Brakes. Four (4) clock hours. This course provides comprehensive training on air brake systems, including their function, inspection, operation, and troubleshooting. Participants will gain essential skills to safely operate and maintain air brake systems in commercial vehicles.

Section 6: Combination Vehicles. Four (4) clock hours. Participants will learn how to operate combination vehicles, including coupling and uncoupling procedures, turning, backing, and handling the unique challenges posed by multiple trailers. The classroom instruction will focus on practical skills and safety requirements.

Section 7: Doubles and Triples. Four (4) clock hours. This course covers the techniques and safety measures for operating double and triple trailers. Participants will learn about coupling systems, proper handling, and responding to emergencies involving these complex vehicle configurations.

WEEK 2: THEORY

Federal Motor Carrier Safety Regulations (FMCSA)/Pocketbook (Español). Two (2) clock hours. This course offers an overview of essential FMCSA regulations, focusing on compliance, driver responsibilities, and safety standards. Instruction is provided in Spanish to enhance understanding and accessibility.

Maps/GPS – Trip Planning. Two (2) clock hours. Participants will learn effective trip planning techniques using maps and GPS systems. The course covers route selection, avoiding restricted areas, and optimizing driving efficiency while ensuring compliance with transportation regulations.

Cargo Documentation/Roadside Inspection/Whistle Blower Training. Two (2) clock hours. This course addresses essential documentation requirements, roadside inspection procedures, and whistleblower protections. Participants will learn to maintain accurate records, prepare for inspections, and understand their rights and responsibilities.

Pre-Trip Inspection List. Two (2) clock hours. Participants will be trained to conduct thorough pre-trip inspections, identifying potential issues, verifying safety requirements, and ensuring vehicles are in proper operating condition before travel.

Section 8: Tank Vehicles. Two (2) clock hours. Participants will learn the safe operation of tank vehicles, focusing on loading, unloading, and handling liquid cargo. The course emphasizes preventing surges, maintaining stability, and complying with federal safety standards.

Section 9: Hazardous Materials. Sixteen (16) clock hours. This comprehensive course provides training on the regulations and requirements for transporting hazardous materials. Participants will learn about proper marking, labeling, loading, documentation, communication, and emergency response procedures to ensure safety during transportation.

Section 10: School Buses. Four (4) clock hours. This course covers the specific requirements and safety procedures for operating school buses. Participants will learn about passenger safety, pre-trip inspections, emergency response, and complying with school bus regulations.

Review Specialization. Two (2) clock hours. A comprehensive review session focusing on specialized knowledge areas to prepare participants for the final exam.

Review PR Heavy License Category 9. Four (4) clock hours. Review and practice focused on preparing participants for the PR Heavy License Category 9 requirements.

Final Exam / Coordinate CESCO Testing (Category 9 Licensing). Four (4) clock hours. Participants will complete the final exam and prepare for CESCO testing to obtain the Category 9 License.

WEEK 3 & 4: PRACTICAL TRAINING

Pre-Trip Inspection. Ten (10) clock hours. Hands-on training focused on conducting thorough pre-trip inspections, ensuring vehicle readiness, and identifying potential safety hazards.

Straight Line Backing Maneuver. Twelve (12) clock hours. Practical training to master straight-line backing, improving control, precision, and safety when reversing large vehicles.

Off-Set Back Left Maneuver. Twelve (12) clock hours. Instruction and practice on off-set backing to the left, enhancing maneuverability and spatial awareness.

Parallel Parking Maneuver. Twelve (12) clock hours. Practical experience in safely parking commercial vehicles in parallel spaces, emphasizing control and precision.

Couple and Uncouple Trailer. Four (4) clock hours. Training focused on safely coupling and uncoupling trailers, ensuring secure connections and following safety protocols.

Shifting, Seeing, Stopping, and Turning. Twenty (20) clock hours. Comprehensive training on gear shifting, visual awareness, stopping techniques, and making safe turns.

Practice in the Testing Area. Ten (10) clock hours. Simulation of testing conditions, giving participants the opportunity to practice all skills required for the licensing exam.

Hazardous Material and Cargo Transport

Program Overview

The Hazardous Material and Cargo Transport program is designed to equip commercial drivers with the specialized knowledge and skills necessary to safely transport hazardous materials and general cargo in compliance with local, federal, and industry regulations.

This training covers key topics such as proper identification, labeling, documentation, and securement of hazardous loads. Emphasis is placed on understanding regulatory frameworks, including FMCSA Title 49 CFR, and on applying best practices for cargo handling, weight distribution, and emergency response procedures. Participants will also learn how to mitigate risks during transportation and how to communicate effectively in the event of an incident.

Upon successful completion of the program, students will be prepared to pursue an endorsement in hazardous materials transport and demonstrate proficiency in safe cargo management techniques that meet national standards.

Occupational Objective

- Interpretation and enforcement of hazardous materials regulations.
- Identification of risks and prevention of incidents in transport.
- Handling of shipping documents and labeling in accordance with current regulations.
- Effective action in emergency situations involving hazardous materials.
- Awareness and commitment to road and environmental safety.

Program Outline

Course Titles	Classroom Hours
Purpose of Hazardous Materials Regulations	2
Marking, Loading and Unloading Bulk Packages	2
Driver's Responsibilities	2
Driving and Parking Regulations	2
Communication Requirements	2
Emergency Procedures	2
Loading and Unloading Procedures	2
Load Inspection, Weight and Balance, Securing and Special Attention Load	4
Total Hours	20

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 21 years of age.
- 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.

Class Schedules

- Friday-Saturday 8:00am – 5:00pm

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.

Graduate Employment Opportunities

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

Load Inspection

Before transporting hazardous materials, a thorough inspection of the load must be conducted. This involves verifying that all materials are correctly classified, packaged, labeled, marked, and documented in compliance with the Hazardous Materials Regulations (HMR). The inspection ensures that all containers are intact, secured properly, and free of leaks or damage. Additionally, drivers must confirm that the shipping papers are accurate, accessible, and readily available in case of an emergency or inspection by authorities.

Load Weight and Balance

Proper weight distribution is crucial when transporting hazardous materials to maintain vehicle stability and prevent accidents. Drivers must ensure that the total weight of the load does not exceed legal limits and that it is evenly distributed across the vehicle. Special attention should be paid to liquid hazardous materials, which can cause load shift due to liquid movement (surge) during transit. Proper balancing reduces the risk of rollover, loss of control, and cargo damage.

Load Securing and Special Attention Load

Securing hazardous materials appropriately is essential to prevent shifting, spills, or leaks during transportation. Load securing involves using approved tie-downs, straps, blocking, bracing, and other methods to keep containers stationary and stable. The driver must ensure that all securing devices are in good condition and properly applied. Additionally, bulk packages, including portable tanks and cylinders, must be fastened securely to avoid accidents caused by sudden braking, sharp turns, or uneven road conditions.

CONSTRUCTION PROGRAMS

Brick and Block Masonry

288 clock hours

Concrete Construction

288 clock hours

Carpentry

288 clock hours

Craft Laborer

144 clock hours

Crew Leadership

22 hours

Brick and Block Masonry

Program Description

The Brick and Block Masonry Program prepares students for skilled work in residential, commercial, and industrial masonry construction. Through NCCER Core and Level 1 certification modules, students gain knowledge in safety practices, tools, drawings, materials, and techniques specific to masonry. The program blends classroom instruction with hands-on training in block, brick, and concrete construction, aligned with industry standards.

Program Overview

- Total Program Hours: 288
- Instructional Format: Classroom and hands-on lab/fieldwork
- Students will learn basic masonry safety, tools, math, layout, blueprint reading, and proper handling of materials.
- The curriculum emphasizes professional skills, safety, and compliance with construction codes.
- Program is structured so students may obtain NCCER Core Curriculum and Level 1 credentials.

Occupational Objective

Graduates will be qualified for entry-level positions as bricklayers, block masons, or masonry laborers in construction companies, contractors, or apprenticeship programs.

Program Outline

Course Titles	Classroom Hours
MASONRY 100 – Build Your Future in Construction	1
MASONRY 101 – Basic Safety	12.5
MASONRY 102 – Construction Math	10
MASONRY 103 – Intro to Hand and Power Tools	12
MASONRY 104 – Intro to Construction Drawings	10
MASONRY 105 – Basic Rigging (Elective)	7.5
MASONRY 106 – Communication & Employability Skills	6
MASONRY 107 – Introduction to Material Handling	5
MASONRY 108 – Intro to Masonry	6
MASONRY 109 – Masonry Safety	6

MASONRY 110 – Fall Protection	8
MASONRY 111 – Masonry Tools and Equipment	12
MASONRY 112 – Preparing for Placement	15
MASONRY 113 – Reinforcing Concrete	15
MASONRY 114 – Finishing Concrete	18
MASONRY 200 – Introduction to Masonry	12.5
MASONRY 201 – Foundations and Slabs-on-Grade	20
MASONRY 202 – Masonry Safety	15
MASONRY 203 – Masonry Tools and Equipment	15
MASONRY 204 – Measurements and Drawings	11.5
MASONRY 205 – Mortar	10
MASONRY 206 – Masonry Units and Installation Techniques	60
Total Hours	288

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- 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

Students are required to use standard masonry hand tools, safety equipment (PPE), and related supplies such as mortar, block, and layout tools. Access to job-site simulation equipment or a field lab will be provided by the Academy.

Information on Practical Training

Students perform hands-on work under supervision to reinforce classroom instruction. Hands-on field training is integrated throughout the program to reinforce classroom instruction. Practical training includes block and brick laying techniques, mixing and applying mortar, blueprint interpretation, and scaffold setup. Training also covers construction site safety, fall protection, reinforcing techniques, repair methods, and estimating concrete quantities. Each module concludes with a performance assessment aligned with NCCER standards to validate skill proficiency.

Class Schedules

Class schedules may vary based on cohort and location. Training may be scheduled in the morning, afternoon, evening, or weekend blocks.

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.

Graduate Employment Opportunities

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

Masonry Level 1 program is designed to build foundational skills in masonry through NCCER-certified modules. Students learn safe construction practices, proper use of hand and power tools, blueprint reading, mortar mixing and application, brick and block laying, and basic concrete techniques. This level provides a solid starting point for a career in the construction industry, combining classroom theory with hands-on experience in a simulated or field-based environment. Students will obtain NCCER Core Curriculum and Masonry Level 1 certifications, ensuring graduates are equipped with industry-recognized credentials and job-ready skills.

Concrete Construction

Program Description

This comprehensive program is designed to prepare students for entry-level employment in the construction industry with a specialization in cement masonry and concrete finishing. Through a combination of classroom instruction and hands-on field training, students develop foundational knowledge and practical skills aligned with NCCER Core and Concrete Construction Level 1 competencies.

Program Overview

- Total Program Hours: 288
- Instructional Format: Classroom and hands-on lab/fieldwork
- Students will learn basic masonry safety, tools, math, layout, blueprint reading, and proper handling of materials.
- The curriculum emphasizes professional skills, safety, and compliance with construction codes.
- Program is structured so students may obtain NCCER Core Curriculum and Concrete Construction Level 1 credentials.

Occupational Objective

Graduates will be qualified for an entry position as concrete laborers, cement masons, or concrete finishers in construction companies, contractors, or apprenticeship programs.

Program Outline

Course Titles	Classroom Hours
CC 100 Build Your Future in Construction	1
CC 101 Basic Safety	12.5
CC 102 Construction Math	10
CC 103 Introduction to Hand and Power Tools	12
CC 104 Introduction to Construction Drawings	10
CC 105 Basic Communications and Employability Skills	6
CC 106 Basic Rigging (Elective)	7.5
CC 107 Introduction to Material Handling	5
CC 108 Concrete Safety	6
CC 109 Intro to Concrete Construction	6
CC 110 Fall Protection Orientation	8
CC 111 Concrete Tools and Equipment	12
CC 112 Preparing for Placement	15
CC 113 Reinforcing Concrete	15
CC 114 Finishing Concrete	18

CC 201 Foundations and Slabs-on-Grade	20
CC 202 Vertical Formwork	22.5
CC 203 Horizontal Formwork	15
CC 204 Curing and Protecting	10
CC 205 Site Concrete	35
CC 206 Properties of Concrete	15
CC 207 Estimating Concrete Quantities	12
CC 208 Concrete Repairs	14.5
Total Hours	288

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- 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

Students enrolled in the program are provided with access to all necessary tools and resources, including personal protective equipment (PPE), basic hand and power tools such as hammers, trowels, floats, construction drawings, formwork models, measuring instruments, and concrete mixers. They may also be granted access to NCCER's online training portal when applicable. Students are required to always wear PPE and are responsible for the proper use and care of all school-issued equipment.

Information on Practical Training

Hands-on field training is integrated throughout the program to reinforce classroom instruction. Students engage in practical exercises such as tool handling, formwork construction, concrete mixing, pouring, finishing, and curing. Training also covers construction site safety, fall protection, reinforcing techniques, repair methods, and estimating concrete quantities. Each module concludes with a performance assessment aligned with NCCER standards to validate skill proficiency.

Class Schedules

Class schedules may vary based on cohort and location. Training may be scheduled in the morning, afternoon, evening, or weekend blocks.

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.

Graduate Employment Opportunities

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

Concrete Construction Level 1 provides comprehensive training in concrete construction, preparing students for entry-level roles in the construction industry. Through a combination of classroom instruction and hands-on fieldwork, students gain practical skills in concrete placement, finishing, safety practices, formwork, reinforcing, and repair. The curriculum follows NCCER Core and Concrete Construction Level 1 standards, ensuring graduates are equipped with industry-recognized credentials and job-ready skills.

Carpentry

Program Description

This Carpentry program provides comprehensive training in foundational and advanced carpentry skills aligned with NCCER Core and Level I & III competencies. The curriculum combines classroom instruction with hands-on fieldwork to prepare students for a variety of entry-level positions in residential, commercial, and industrial construction. Students will gain expertise in tool use, safety, layout, rigging, formwork, concrete work, and material handling.

Program Overview

- Total Program Hours: 288 hours
- Instructional Format: Classroom and hands-on lab/fieldwork
- Students will learn construction safety, hand and power tools, rigging, layout, concrete handling, formwork systems, and blueprint reading.
- The curriculum emphasizes safety, craftsmanship, and productivity aligned with industry standards and construction codes.
- Program is structured so students may obtain NCCER Core Curriculum and Carpentry Levels I & III credentials.

Occupational Objective

Graduates will be qualified for an entry-level employment as Carpenters, Construction Laborers, or Concrete Formwork Assistants in construction companies, contractors, or apprenticeship programs.

Program Outline

Course Title	Classroom Hours
Carpentry 100 Build Your Future in Construction	1
Carpentry 101 Basic Safety	12.5
Carpentry 102 Construction Math	10
Carpentry 103 Introduction to Hand and Power Tools	12
Carpentry 104 Introduction to Construction Drawings	10
Carpentry 105 Basic Communications and Employability Skills	6
Carpentry 106 Basic Rigging (Elective)	7.5
Carpentry 106 Introduction to Material Handling	5
Carpentry 106 Introduction to Carpentry	2.5
Carpentry 107 Building Materials, Fasteners and Adhesives	10
Carpentry 108 Hand and Power Tools	10
Carpentry 109 Intro to Construction Drawings, Specs, and Layouts	22.5
Carpentry 110 Properties of Concrete	10
Carpentry 111 Rigging Equipment	10
Carpentry 112 Rigging Practices	15

Carpentry 200 Trenching and Excavating	15
Carpentry 201 Reinforcing Concrete	15
Carpentry 202 Foundations and Slabs-on-Grade	20
Carpentry 203 Vertical Formwork	22
Carpentry 204 Horizontal Formwork	15
Carpentry 205 Handling and Placing Concrete	20
Carpentry 206 Tilt-Up Wall Systems	17
Carpentry 207 Properties of Concrete	10
Carpentry 208 Estimating Concrete Quantities	10
Total Hours	288

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- 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

Students enrolled in the program will be provided with all necessary tools and resources to support their training, including personal protective equipment (PPE), basic hand and power tools such as saws, hammers, and drills, as well as construction drawings, layout models, measuring tools, and leveling instruments. They will also have access to concrete mixing tools and other field training equipment. When applicable, students may utilize NCCER's online training portal for supplemental learning. All students are responsible for maintaining their PPE and tools in good condition and using them properly throughout the program.

Information on Practical Training

Hands-on field training is a key component of the program, allowing students to apply what they learn in the classroom to real-world scenarios. Throughout the program, students will practice safe material handling and tool usage, construct vertical and horizontal formwork systems, and mix, place, reinforce, and finish concrete. They will also execute proper rigging procedures, operate related equipment, and accurately interpret and lay out construction drawings. Each module concludes with a performance-based assessment aligned with NCCER standards to ensure students demonstrate the required skills and competencies.

Class Schedules

Class schedules may vary based on cohort and location. Training may be scheduled in the morning, afternoon, evening, or weekend blocks.

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.

Graduate Employment Opportunities

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

Carpentry Level 1 and 3 program offers a comprehensive blend of classroom instruction and hands-on training designed to prepare students for entry-level roles in the construction industry. The curriculum covers essential topics such as safety practices, hand and power tools, construction math, material handling, rigging, blueprint reading, formwork systems, and concrete work. Students will progress through NCCER Core and Carpentry Levels I & III, gaining practical experience and industry-recognized credentials. Upon completion, graduates will be equipped with the foundational knowledge and technical skills needed to contribute effectively on residential, commercial, and infrastructure job sites.

Craft Laborer

Program Description

The Craft Laborer program is designed to prepare students for entry-level positions in construction as general laborers. Aligned with NCCER Core and Concrete Construction Level 1 competencies, this hands-on program provides foundational knowledge and skills in construction safety, tools, concrete work, material handling, and communication. The program emphasizes practical training to ensure graduates are ready to contribute effectively on active job sites.

Program Overview

- Total Program Hours: 144 hours
- Instructional Format: Classroom and hands-on lab/fieldwork
- Students will learn basic construction skills including safety, tool handling, concrete mixing and finishing, material handling, and site preparation.
- The curriculum emphasizes safety, teamwork, and proper worksite procedures in line with industry standards.
- Program is structured so students may obtain NCCER Core Curriculum credentials and knowledge in Concrete Construction basics.

Occupational Objective

Graduates of this program are prepared for employment as Construction Laborers, working in a variety of roles including concrete placement, site preparation, demolition, and general assistance on residential, commercial, and infrastructure projects in construction companies, contractors, or apprenticeship programs.

Program Outline

Course Title	Classroom Hours
CCL 100 Build Your Future in Construction	1
CCL 100 Basic Safety	12.5
CCL 101 Construction Math	10
CCL 102 Introduction to Hand and Power Tools	12
CCL 103 Introduction to Construction Drawings	10
CCL 104 Basic Communications and Employability Skills	6
CCL 105 Basic Rigging (Elective)	7.5
CCL 106 Introduction to Material Handling	5
CCL 107 Introduction to Concrete Construction	6
CCL 109 Concrete Safety	6
CCL 110 Fall Protection Orientation	8
CCL 111 Concrete Tools and Equipment	12

CCL 112 Preparing for Placement	15
CCL 113 Reinforcing Concrete	15
CCL 114 Finishing Concrete	18
Total Hours	144

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- 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

Students are provided with all necessary tools and resources to support their training, including personal protective equipment (PPE), basic hand and power tools such as hammers, drills, and saws, as well as construction plans and fieldwork materials. They also have access to concrete mixing equipment and essential safety gear, ensuring a safe and practical learning environment. When applicable, students may also utilize NCCER's online training portal to supplement their learning. It is the student's responsibility to maintain and properly use all issued equipment throughout the duration of the program.

Information on Practical Training

Hands-on field training is integrated throughout the curriculum to ensure students gain practical, job-ready experience. During the program, students will practice safe lifting techniques and proper tool usage, perform concrete placement, finishing, and jointing, and interpret basic construction drawings. They will also engage in rigging activities and site preparation tasks, while learning essential formwork and reinforcement methods. Each module concludes with a performance assessment aligned with NCCER standards to verify skill competency.

Class Schedules

Class schedules may vary based on cohort and location. Training may be scheduled in the morning, afternoon, evening, or weekend blocks.

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.

Graduate Employment Opportunities

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

The Craft Laborer (Laborer) program is designed to equip students with the essential skills needed to begin a career in the

construction industry. This entry-level training focuses on core competencies such as jobsite safety, tool handling, basic construction math, blueprint reading, material handling, and concrete work. Through a combination of classroom instruction and hands-on field training, students gain practical experience that prepares them for a variety of construction roles. The program follows NCCER Core and Concrete Construction Level 1 standards, providing students with nationally recognized credentials and a strong foundation for further training or employment in the field.

Fundamentals of Crew Leadership

Program Description

The NCCER Crew Leadership module can be included as an additional component of the training for students interested in advancing to supervisory roles, such as foreman positions. This module focuses on essential leadership skills including effective communication, problem-solving, conflict resolution, and team coordination on the jobsite. It prepares trainees to manage small crews by introducing concepts of planning, delegation, and productivity tracking. Integrating Crew Leadership into the training provides a pathway for motivated individuals to transition from laborer to leadership roles within the construction industry.

Program Overview

- Course Hours: 20 hours
- Format: Classroom-based with practical leadership exercises
- Credential: NCCER Certificate of Completion (upon passing module assessment)
- Focus Areas: Communication, supervision, safety oversight, productivity, and team coordination
- Purpose: To prepare experienced craft professionals for leadership roles such as crew leader or foreman on construction sites

Occupational Objective

The Fundamentals of Crew Leadership course prepares graduates to take on entry-level supervisory roles in the construction industry, such as Crew Leader, Foreman, or Lead Hand. Upon completion, students will be equipped to manage small teams, oversee daily worksite operations, enforce safety protocols, and ensure tasks are completed on time and according to project specifications. This training supports advancement from craft worker to first-line leadership within construction trades.

Program Outline

Course Title	Classroom Hours
Fundamentals of Crew Leadership	22
Total Hours	22

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- 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

Fundamentals of Crew Leadership course does not require the use of heavy tools or equipment but instead focuses on leadership development and project planning resources. Students are provided with the NCCER Fundamentals of Crew Leadership trainee guide, along with access to planning templates, productivity tracking forms, and classroom materials such as charts and case study exercises. When applicable, digital platforms or learning management systems may be used for assignments and communication. Participants are expected to actively engage in discussions, simulations, and leadership

exercises using these tools throughout the course.

Information on Practical Training

The Fundamentals of Crew Leadership course incorporates practical training through interactive classroom activities that simulate real-world leadership scenarios. Students will engage in group discussions, role-playing exercises, and problem-solving tasks that reflect common challenges faced by crew leaders on construction sites. These activities are designed to develop communication, delegation, conflict resolution, and decision-making skills. While the course does not include physical labor or fieldwork, the hands-on leadership simulations provide practical experience in managing teams and overseeing jobsite operations.

Class Schedules

Class schedules may vary based on cohort and location. Training may be scheduled in the morning, afternoon, evening, or weekend blocks.

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.

Graduate Employment Opportunities

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

Fundamentals of Crew Leadership is designed for craft professionals who are preparing to take on leadership roles within the construction industry. Based on NCCER's *Fundamentals of Crew Leadership* module, the course introduces essential skills and responsibilities required of a crew leader or foreman. Students will learn how to effectively communicate with team members, resolve conflicts, delegate tasks, and lead by example on the jobsite. The curriculum covers leadership principles, jobsite safety management, scheduling, resource planning, and methods for motivating and evaluating team performance.

OSHA CONSTRUCTION 10 HOURS

Program Description

The OSHA 10-Hour Construction Safety course is designed to provide entry-level construction workers with essential awareness of jobsite safety and health hazards. This federally recognized training, developed by the Occupational Safety and Health Administration (OSHA), focuses on identifying, avoiding, and preventing workplace hazards. The course serves as a foundation for promoting a culture of safety within the construction industry and is a common requirement for employment on federally funded and private construction projects.

Program Overview

- Course Hours: 10 hours
- Format: Classroom-based
- Credential: OSHA 10-Hour Construction Safety Card (issued by the U.S. Department of Labor)
- Focus Areas: Introduction to OSHA, fall protection, personal protective equipment (PPE), electrical safety, hazard communication, and other key construction safety topics
- Purpose: To equip workers with the knowledge needed to recognize and prevent common construction site hazards, and

to promote a safer work environment

Occupational Objective

The OSHA 10-Hour Construction course prepares graduates to enter the workforce with a foundational understanding of construction site safety. It is intended for entry-level workers and supports compliance with federal and local safety regulations. Upon completion, students will be able to identify unsafe work conditions, understand their rights and responsibilities under OSHA, and contribute to maintaining a safe and healthy worksite.

Program Outline

Course Title	Classroom Hours
OSHA 10-Hours Construction Safety	10
Total Hours	10

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- 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 must complete a general questionnaire and an interview with an admissions representative, during which program details, tuition, and schedule are reviewed.

Tools, Equipment, Supplies and Technology Requirements

No special tools or equipment are required. Students will receive a printed OSHA training manual and handouts. When applicable, online versions of training content or assessments may be used. Active participation in class discussions and exercises is expected.

Information on Practical Training

The OSHA 10-Hour course does not include physical hands-on practice, but students will participate in interactive case studies, group discussions, and scenario-based learning to apply safety principles in realistic contexts.

Class Schedules

Class schedules may vary depending on cohort and location. Training may be scheduled during mornings, afternoons, evenings, or weekends. The 10 hours are typically delivered over 1 to 2 days.

Graduation Requirements

- Attend 100% of class hours
- Fulfill all financial obligations to the school.

Requirements for Graduates to Practice

There are no licensing or certification requirements beyond successful course completion to receive the OSHA 10 card.

Graduate Employment Opportunities

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

OSHA 10-Hour Construction Safety is designed for entry-level construction workers seeking foundational knowledge of workplace safety and health practices. Based on the standards and training guidelines established by the Occupational Safety and Health Administration (OSHA), this course introduces key concepts related to jobsite hazard recognition, prevention, and worker rights. Students will explore topics such as fall protection, personal protective equipment (PPE), electrical hazards, and hazard communication. The course also includes an overview of OSHA's mission and structure. Upon successful completion, participants will receive an OSHA 10-Hour Construction Safety card issued by the U.S. Department of Labor, a credential widely recognized across the construction industry.

The curriculum emphasizes safety awareness and compliance with federal regulations, helping students develop a safety-first mindset essential for working on construction sites. While this course does not involve physical skill training, it supports entry into the workforce by satisfying common safety requirements for employment.

OSHA CONSTRUCTION 30 HOURS

Program Description

The OSHA 30-Hour Construction Safety course is designed for supervisors, foremen, safety coordinators, and workers with some safety responsibilities on construction sites. This comprehensive training, developed by the Occupational Safety and Health Administration (OSHA), provides in-depth coverage of hazard recognition, prevention strategies, and regulatory compliance. The course goes beyond basic awareness to ensure that those overseeing work crews understand how to identify unsafe conditions, enforce safety protocols, and manage jobsite safety culture. The OSHA 30-hour credential is often required for supervisory positions and for working on large-scale or federally funded construction projects.

Program Overview

- Course Hours: 30 hours
- Format: Classroom-based
- Credential: OSHA 30-Hour Construction Safety Card (issued by the U.S. Department of Labor)
- Focus Areas: OSHA standards, managing safety and health, fall protection, PPE, electrical safety, scaffolding, excavation, hazard communication, cranes, ladders, health hazards in construction, and more
- Purpose: To prepare construction leaders and workers with safety responsibilities to implement and maintain effective health and safety practices on the jobsite

Occupational Objective

The OSHA 30-Hour Construction course prepares participants to oversee safety compliance and hazard management on construction projects. Ideal for crew leaders and entry-level supervisors, this training equips graduates with the knowledge to reduce accidents, enforce site-specific safety plans, and promote regulatory compliance. Upon completion, students will be able to assess risk, train workers on safety procedures, and serve as a resource for maintaining a safe workplace.

Program Outline

Course Title	Classroom Hours
OSHA 30-Hours Construction Safety	30
Total Hours	30

Admission Requirements

A prospective student must meet the following requirements:

- Be at least 18 years of age.
- 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 must complete a general questionnaire and an interview with an admissions representative, during which program details, tuition, and schedule are reviewed.

Tools, Equipment, Supplies and Technology Requirements

No special tools or equipment are required. Students will receive a printed OSHA training manual and handouts. When applicable, online versions of training content or assessments may be used. Active participation in class discussions and exercises is expected.

Information on Practical Training

Although the course does not include hands-on technical training, practical understanding is developed through group discussion, real-life case studies, and scenario-based analysis. The training emphasizes leadership in safety compliance and application of OSHA standards in construction environments.

Class Schedules

Class schedules may vary depending on cohort and location. The 30 hours may be delivered over multiple days, including weekdays, evenings, or weekends, depending on program scheduling.

Graduation Requirements

- Attend 100% of class hours
- Fulfill all financial obligations to the school.

Requirements for Graduates to Practice

There are no licensing or certification requirements beyond successful course completion to receive the OSHA 30 card.

Graduate Employment Opportunities

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 OSHA 30-Hour Construction Safety is designed for construction professionals who have safety responsibilities or are preparing for supervisory roles. The curriculum is based on OSHA's detailed construction safety standards and includes hazard identification, accident prevention, and worker protections. Students will explore a wide range of topics including fall protection, PPE, electrical safety, scaffolding, confined spaces, and health hazards.

Through interactive sessions and case-based discussions, participants will develop the ability to recognize unsafe conditions, implement safety procedures, and promote a strong safety culture on the jobsite. Graduates will receive an OSHA 30-Hour Construction Safety card issued by the U.S. Department of Labor—a widely recognized credential that supports advancement in construction safety careers.

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 Spanish.
- Provide proof of High School Diploma or G.E.D or equivalent (if applicable)
- 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.

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 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

Workforce Training Academy USA LLC is committed to providing an educational environment that is free from discrimination, harassment, and retaliation. We ensure equal opportunity for all students, faculty, and staff in all aspects of education. The academy does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local laws. Workforce Training Academy USA LLC seeks to foster an inclusive, respectful, and supportive environment for all members of our community.

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% and 80% for CDL/Category 9 license.

The Grading Scale is as follows:

Pass/Fail	ALPHA	NUMERIC
Pass	A	90-100
Pass	B	80-89
Pass	C	70-79
Fail	D	60-69
Fail	F	0-59

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 numbers 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.

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

CDL Programs

Instructor: Gerald Ramos

Constructions Programs and OSHA 10 and 30 Hours

Instructor: Nelson Hernández

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

Non-Acceptance by the Academy

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

Course Cancellation by the Academy

If a course is cancelled due to low enrollment or other institutional reasons, all registered participants will receive a full refund.

Voluntary Withdrawal (Non-Apprenticeship Programs)

If a participant voluntarily withdraws prior to the first day of training, the following refund schedule applies:

Cancellation Request	Refund Due
Cancellation submitted 7 or more days before start date	100%
Cancellation submitted 1 day before start date	80%
Cancellation submitted on first day of course	50%

No refunds will be issued after the course has begun, regardless of attendance. Refund eligibility is based on the date and time of the cancellation request relative to the start date of the course. All refund requests must be submitted in writing, email is accepted.

Apprenticeship Programs

In the event an apprentice withdraws from any program after enrollment, no refunds will be issued directly by the Academy. Instead, the refund and credit policy will be applied according to the terms outlined in the contract with the Registered Apprenticeship Sponsor (employer).

Books, Materials, and Supplies

All books, materials, and supplies are non-refundable.

Tuition and Fees: CDL Programs

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

PROGRAM INFORMATION

Program Title Each program awards a “Certificate of Completion”	Commercial Driver License (CDL) Category 9 License	Commercial Driver License (CDL) Hazardous Material Transport		
Program Clock Hours	160	20		
Registration Fee (Non-refundable after 3-day cancellation period.)	\$200.00	N/A		
Cost of Books	\$110.00	N/A		
Cost of Students Supplies	\$100.00	N/A		
Testing/Exam Fees	\$40.00	N/A		
State Application Fees, Background Check, Other	N/A	N/A		
Tuition Fees	<u>\$3,050.00</u>	<u>\$300.00</u>		
Total Charges for the Program Selected	\$3,500.00	\$300.00		

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	Commercial Driver License (CDL) Category 9 License	Commercial Driver License (CDL) Hazardous Material Transport		
1. Full Payment Option <i>Full payment due after the payment of the \$200 Registration Fee</i>	\$3,500.00	\$300.00		
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 Programs

Program Title -Regular Program Each program awards a “Certificate of Completion”	Concrete Construction	Carpentry	Brick Masonry	Craft Laborer	Fund. of Crew Leadership	OSHA Construction	OSHA Construction
Program Clock Hours	288	288	288	288	22	10	30
Registration Fee	\$200.00	\$200.00	\$200.00	\$200.00	n/a	n/a	n/a
Cost of Books	\$400.00	\$400.00	\$300.00	\$300.00	\$125.00	n/a	n/a
Tuition Fees	<u>\$5,798.00</u>	<u>\$5,798.00</u>	<u>\$6,008.00</u>	<u>\$5,798.00</u>	<u>\$482.00</u>	<u>\$160.00</u>	<u>n/a</u>
Total Charges for the Program Selected	\$6,398.00	\$6,398.00	\$6,508.00	6,298.00	\$607.00	\$160.00	\$350.00

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	Concrete Construction (288 hours)	Carpentry (288 hours)	Brick Masonry (288 hours)	Craft Laborer W Carpentry	Fundamentals of Crew Leadership	OSHA Construction	OSHA Construction
1. Full Payment Option <i>Full payment due after the payment of the \$200 Registration Fee</i>	\$6,398.00	\$6,398.00	\$6,508.00	6,298.00	\$607.00	\$160.00	\$350.00
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: Apprenticeship Programs

The Tuition and Fees for the Academy’s Aviation Programs are as follows.

PROGRAM INFORMATION

Program Title – Apprenticeship Program Each program awards a “Certificate of Completion”	Cement Masonry Apprenticeship (2 Years)	Carpentry Apprenticeship (2 Years)	Brick Masonry Apprenticeship (2 Years)	Craft Laborer (1 Year)
Program Clock Hours	288	288	288	144
Cost of Books	\$400.00	\$400.00	\$300.00	\$300.00
Tuition Fees	<u>\$11,800.00</u>	<u>\$11,000.00</u>	<u>\$11,400.00</u>	<u>\$5,300.00</u>
Total Charges for the Program Selected	\$12,200.00	\$11,400.00	11,700.00	\$5,600.00

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	Concrete Construction Apprenticeship (2 Years)	Carpentry Apprenticeship (2 Years)	Brick Masonry Apprenticeship (2 Years)	Craft Laborer (1 Year)
1. Full Payment Option <i>Full payment due after the payment of the \$200 Registration Fee</i>	\$12,200.00	\$11,400.00	\$11,700.00	\$5,600.00
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 **2025 holidays**:

New Year's Day	January 1
Three Kings Day	January 6
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: Puerto Rico Location

Open Enrollment: Students in Puerto Rico may begin the online portion of the program at any time. Live instruction will be offered in person at our Arecibo training center or virtually via Microsoft Teams, depending on program and cohort schedule.

Online Program: Instruction is delivered in a self-paced online format, allowing students to progress through the material independently. Access is provided through our learning management system, available from any computer, tablet, or smartphone with internet access. Students must complete all components of the program within six months of enrollment of online programs.

Blended Format: This format combines self-paced online learning with scheduled live instruction. Live sessions are held either on-site in Arecibo or virtually via Microsoft Teams, depending on program requirements.

On-Campus Instruction: For programs requiring hands-on training, students must attend in-person sessions at the Arecibo campus. Dates and schedules for these sessions are determined based on enrollment and instructor availability.

CDL PROGRAMS	
Commercial Driver License (CDL) Category 9 License	Starts on the 1 st day of each month
Commercial Driver License (CDL) Hazardous Material Transport	
CONSTRUCTION PROGRAMS	
Concrete Construction	Starts on the 1 st day of each month or dates will be announced
Brick and Block Masonry	
Carpentry	
Craft Laborer	
Fundamentals of Crew Leadership	
OSHA Construction 10 Hours	
OSHA Construction 30 Hours	



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

Puerto Rico - 2025 - 2026

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