

VOCATIONAL OUTSIDE LINE



2019 Catalog

Effective 1/1/19 to 12/13/19

Classroom Location:
91670 Rilea Mc Carter Road
Warrenton, OR 97146

Administrative Offices:
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VOLTA is licensed through the State of Oregon's Department of Education as a private, non-profit vocational training school. VOLTA encourages female and minorities to apply. VOLTA, or its parent Company NW Line JATC, does not discriminate on the basis of sex, age, race color, region, ethnic origin or sexual orientation.

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VOLTA's Objectives/Mission Statement

VOLTA is a non-profit association designed to systematically train workers for the outside electrical construction industry and is supported by the IBEW and NECA, preparing workers to enter the Outside Line industry with the basic knowledge of electrical systems, equipment, and safety to satisfy initial employment requirements. Job skills learned will prepare students for positions as: Power line construction, power line clearance, tree trimming and apprenticeship positions. VOLTA has a balanced mixture of hands-on outside skills and classroom time over a ten week, four hundred-hour, fast paced course. The students take weekly tests over course material covered plus trimester tests and a final exam. The minimum passing score is an 80% overall average. VOLTA is an Equal Opportunity Affirmative Action Training Program.

PROGRAM INFORMATION

What's in It for Me?

The Outside Electrical Industry is experiencing many changes: deregulation, utility and contractor consolidation, new utility workforce strategies, skilled labor shortages, and required federal and state OSHA safety training. Contractors and Unions faced with new market challenges need to supply a more mobile, flexible, and highly trained workforce. Contractors are also feeling the need to provide more rigorous on-the-job training for their apprentices and journeymen. They are also demanding entry level employees who are better prepared to be immediately safe, productive workers and who are capable to move into apprenticeship programs.

To meet new demands of a skilled workforce, IBEW / NECA has established itself as a training and educational leader in the electrical industry. Starting with an entry level program at Camp Rilea, students can work toward a career progression to higher levels of skill, responsibility and income.

VOLTA offers students a solid, initial career step with multiple opportunities to pursue in the Outside Electrical Industry. Class content addresses both the need for electrical line workers and the need for related and ancillary workers. This includes such skilled and semi-skilled positions as:

- Equipment Operators for Digger/Derricks, Cranes, Backhoes
- Apprentice Line Workers
- Line and Tree Crew Helpers
- Apprentice Tree Trimmers
- Meter Reader/Locators/Flagger

As graduates seek employment and develop advanced skills on the job, successful VOLTA students will know what to expect from a registered apprenticeship program that is sponsored by a professional contractor. Graduates will understand the requirements of legitimate sponsors and be able to draw on the resources and support of the IBEW / NECA to address exploitation.

Course Content:

Using their extensive industry knowledge, the NW Line staff designed the VOLTA course to meet the needs and standards of the industry. Emulating a common work week, students participate in classroom and lab instruction for 400 hours, using a "4 10" model, reporting for instruction four days a week, 10 hours each day. The course is designed to last ten weeks without interruption. The training syllabus includes following industry knowledge, skills and expectations as well as apprenticeship and job search tools. Safety is foremost in every area.

Industry Knowledge & Expectations

Personal protective equipment
Shock-Arc-Blast
Crane load chart and safety
Circuit maps, specs & prints
Math
Electrical theory
Terms and Nomenclature
Working around helicopters
Substation operations
History, Structure and Culture
Bucket truck rescue
Troubleshooting
Powered equipment
Generation, Transmission and Distribution
Line clearance tree trimming
Power quality
Follow Instructions and Safety Rules
Attendance & Tardiness
Craftsmanship
Tools and Equipment Care
Housekeeping
Productivity

Related Skills/Training/Field Demonstrations

Knots / Vectors / Rigging
Tool identification
Material identification
Change out fuse door with extendo stick
Wood/Steel pole climbing
Lattice steel tower climbing
Dig / Set wood poles
Install / Remove conductors and guys

Field Demonstrations/Related Training:

Install / Remove switches and transformers
Maintaining / Repair power systems
Change out suspension insulators
URD Systems
Cable Splicing & Terminology

Apprenticeship and Job Search:

Career Preparation
Workplace Violence
Sexual Harassment
Job Search and Interviewing
Union vs. Non-union programs
Variety of trades that offer apprenticeships
Related supplemental training (classroom)
Wages, progression and benefits
Responsibilities of applicant, apprentice,
 employer and committee
Application process
What being "indentured" means
Standards
On the job training
Probation period

Certifications/Qualifications:

Students will be instructed in *First Aid/CPR, Flagging & Traffic Control, OSHA Construction 10-hour ETD, Rigger & Signal Person, Altec Sentry Digger Derrick Safety* as well as a variety of climbing and rescue practices. If appropriate, upon successful completion of each practice or skill, students will receive a certificate or card, confirming qualification.

Commercial Driver's License:

The VOLTA curriculum will prepare students to take the written portion of the commercial vehicle test. When prepared, students may take the examination in the state where they will be residing. VOLTA does introduce students to the available resources for training in the region. Most contractors consider the commercial driver's license as an essential element for employment.

Student Transcript/Diploma:

Students successfully completing the program will be awarded a Certificate of Graduation by the Academy. As a VOLTA program graduate, students will be prepared to enter the outside line construction and maintenance work force. Students who fail to complete any portion of the program may not be eligible to receive a certificate.

In addition to a diploma, graduates will also receive an official transcript from VOLTA. Each transcript will indicate the course outline, physical skills, qualifications and confirmation of instruction related to Industry expectations.

Ability to benefit:

In accordance with Oregon Administrative Rule, the VOLTA program offers all students, regardless of ethnicity or gender, the opportunity to succeed in the program and become employed in the Outside Electrical Industry. For successful completion, students must be able to adhere to the safety requirements of the industry, which include being able to physically and mentally able to safely learn and perform essential functions of the job, the ability to read, hear and understand instructions and warnings. For this training, such instructions, warnings and training are administered in English. Due to the size and duration of the program, we are unable to provide additional assistance to those students requiring additional translation or tutoring.

All scholarship applicants must meet the minimum application requirements as well as minimum requirements required by scholarship committees. VOLTA does not guarantee applicants will be awarded scholarship funds or admittance to the program solely based on scholarship.

Schedule

Class schedules simulate typical working schedules within the industry with four 10-hour days, Monday through Thursday, with scheduled lunch and breaks. Classroom instruction, as well as practical field work and individual certifications such as First Aid/CPR, Flagging and OSHA 10 Hour Electrical Transmission & Distribution construction training are completed around this schedule. Weekly schedules are subject to change in accordance with recognized holidays such as Labor Day, Memorial Day, Thanksgiving, Christmas, etc. Additionally, term breaks may be scheduled on a session by session basis to allow for further instructor training.

VOLTA Training Academy currently offers three sessions per calendar year commencing in April, July and October. Applications for each session must be completed via the online portal. Applications are not considered complete until the administrative office has received the enrollment fee. The application period for each session will be as noted below.

Official Enrollment and registration will be granted based on a first come, first served basis. Once the class has been filled, an additional 20 applications will be placed for the “wait list”; all other applications and enrollment fees will be returned at that time.

Holidays and scheduled closures:

The school is closed for the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday

When a holiday occurs, Friday will be added to the schedule to compensate for the closure date. For holiday closures of more than one day, such as Thanksgiving, Friday will be added to the week following the closure. Sessions are not conducted during the winter break covering Christmas, New Year’s or Martin Luther King Day. In event of closure due to inclement weather, the Instructors and Administrative staff will notify all students of schedule changes.

Future dates to be published; all dates are subject to change. Applicants will be notified of any change to sessions dates should they occur. Applicants have the option of changing sessions or withdrawing from the program prior to the commencement of the session without penalty should the change in scheduling cause substantial hardship.

JANUARY

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FEBRUARY

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JULY

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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23	24	25	26	27	28	29
30	31					

Open Application period



1st Day



Meet & Greet



Graduation Date

Policy Regarding the Selection of Students

When applications for VOLTA are received, they will be reviewed for compliance with the Student Admission Requirements and completeness. Students who are qualified will then be placed into the session.

If the number of applications exceeds the space available in a VOLTA session, the next 20 applicants shall be wait-listed in the sequence their **qualified and complete applications** were drawn from the remaining pool. Should space in a session become available due to a cancellation, withdrawal or other reason, wait-listed applicants shall be contacted in the sequence of their completed applications and invited to join the session until the session is filled.

If an applicant is contacted to fill an available space in a session and declines to do so, their application will be closed, and the \$150 enrollment fee provided the 30-day limit has not expired. Applicants who are not placed in the enrollment pool will be invited to attend the next available session.

VOLTA/Northwest Line JATC shall keep a log of applications received, noting the date of receipt, whether the application is qualified and complete, and the disposition of the application.

Admission Requirements:

VOLTA encourages anyone who is interested in learning a high-paying, skilled trade to apply. The program focuses on skills for the new worker and for the experienced worker who is changing occupations. To be admitted to the Vocational Outside Line Training Academy, prospective students must:

- Be a high school graduate or have received a GED certificate;
- Be 18 years of age prior to the commencement of the training;
- Have an active email account;
- Comply with a no-tolerance drug and alcohol policy which may include testing;
- Possess a valid driver's license issued in the United States;
- Be physically able to perform the work of the industry, including climbing utility poles.

Acceptance Notification

All applicants will receive correspondence indicating the status of their application, regardless of the status of their enrollment. Applicants who have not met the minimum requirements will receive notification indicating the unmet qualifications and will have the opportunity to complete the application. Receipt of incomplete applications does not guarantee acceptance; only completed applications received within the application period will be eligible for registration in the course.

Students accepted into the session will receive notification of acceptance, additional reminders regarding tools, housing etc., as well as scheduled orientation dates. Students can log into their account at any time to check the status of their application.

As VOLTA serves to provide qualified workers for a “traveling trade” whenever possible, correspondence will be done via email. Please ensure you have a current email contact in your account file. All notifications will be made within 10 working days from receipt of application.

Wait list stipulations:

For applicants on the wait list to remain eligible for the session, the following apply:

- You must be able to pay the tuition in full prior to the first day
- You must have all required tools and equipment (confirmed by instructors) by the first day
- It is highly recommended you attend the Orientation course to ensure you are prepared for a last-minute opening.

Once the orientation for the session has completed, contact will be made with each person on the wait list for the session to ensure they are still interested. If no longer interested, their application will be closed and a request for refund of the enrollment fee will be processed.

Orientation Schedule

Orientation sessions approximately 6 weeks prior to the beginning of class. Information on the class schedule, as well as questions about tools, accommodations and related requirements will be reviewed. Enrolled students, as well as those on the wait list, will receive information on orientation and confirmation of attendance will be provided via email and in writing by the administrative staff.

Tuition and Expenses:

Registration and application fee:	\$ 150.00 Due with the application
Tuition:	<u>\$8,350.00</u>
Total Enrollment Cost:	\$8,500.00

Personal Equipment (estimated):	<u>\$1,350.00</u>
Total Training Cost:	\$9,850.00

The registration fee of **\$150.00** is due with application. Students who are enrolled into the program must remit a tuition advance deposit of **\$1,700.00** no later than **30 days prior** to the start of the class session. The remainder of the tuition, **\$6,800.00** is due no later than the 5pm on the last business day prior to commencement of the session. Students who have not paid in full by that date will not be enrolled in the program.

Additional Expenses:

Personal equipment includes the hand tools, boots, and climbing gear that every line worker needs on the job. Students provide their own tool kits, personal equipment, and specialty clothing used in the workplace as well as a calculator and writing supplies. Volta will provide students with a list of vendors that provide the required equipment. Students may acquire their equipment from other sources provided it meets industry standards for safety; the cost of equipment typically ranges between \$1,100 and \$1,650. (see Appendix A)

Cancellation and Refund Policies:

A student may cancel enrollment by giving written notice to the school at the administrative address. ***Enrollment is defined as the signing of the Enrollment Agreement***, not as the start date of class sessions. If notice occurs:

- (a) **within 5 calendar days** of the date of enrollment, all monies paid shall be refunded; all requests must be made in writing to the administrative offices.

or

- (b) **after 5 calendar days** of the date of enrollment and prior to the commencement of classes, the school may retain only the published registration/application fee. Such fee shall not exceed 15 percent of the total tuition cost, or \$150, whichever is less. Tuition payments are refundable in accordance with the schedule below.

If the student or the school terminates training after commencement of classes, unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following formulas or maximum charges:

If a student withdraws prior to or at 50 percent completion of the contracted instructional program, the student shall be entitled to a pro rata refund of the tuition charged and paid for such instructional program, less registration/application fees, supply fees, and any other legitimate charges owed by the student. ***Formal written notice of intent to withdraw must be received by instructors or administrative staff no later than 20 days after the last date of attendance.***

If a student withdraws upon completion of more than 50 percent of the contracted instructional program, or has the enrollment agreement terminated for disciplinary action, the student shall be obligated for the remaining tuition charged for the entire instructional program and shall not be entitled to any prorated refund. *Per OAR 715-045-0036, students withdrawing or terminated from the program after completion of 50% shall not be entitled to any refund. Inquiries regarding OAR may be directed to the Superintendent of Public Instruction, Oregon Department of Education, 255 Capitol NE, Salem, OR 97310-0203 or by calling (503) 947-5751.*

Pro rata refund means a refund of tuition paid for that portion of the program not completed by the student prior to withdrawal. The date for determining that portion shall be the published course schedule and the last recorded date of attendance by the student.

If an applicant is rejected, their application fee will be refunded. Applicants who have been are eligible to reapply subject to all terms and requirements initial applicant.

Applications accompanied by the \$150 fee that are received after the class and waiting list is full will be returned to the applicant with a letter outlining the next application period.

Pro-rated Tuition Schedule

Day	Pro-rata Deduction	Refund Amount	Day	Pro-rata Deduction	Refund Amount
1	\$208.75	\$8,141.25	11	\$2,296.25	\$6,053.75
2	\$417.50	\$7,932.50	12	\$2,505.00	\$5,845.00
3	\$626.25	\$7,723.75	13	\$2,713.75	\$5,636.25
4	\$835.00	\$7,515.00	14	\$2,922.50	\$5,427.50
5	\$1,043.75	\$7,306.25	15	\$3,131.25	\$5,218.75
6	\$1,252.50	\$7,097.50	16	\$3,340.00	\$5,010.00
7	\$1,461.25	\$6,888.75	17	\$3,548.75	\$4,801.25
8	\$1,670.00	\$6,680.00	18	\$3,757.50	\$4,592.50
9	\$1,878.75	\$6,471.25	19	\$3,966.25	\$4,383.75
10	\$2,087.50	\$6,262.50	20	\$4,175.00	\$4,175.00

*Based on 10 hour - 4 day per week scheduling.

Per OAR 715-045-0036, students withdrawing or terminated from the program after completion of 50% shall not be entitled to any refund. Inquiries regarding OAR may be directed to Private Career Schools, Higher Education Coordinating Commission, 255 Capitol St NE, Salem, OR 97310.

Student Services

VOLTA does not provide housing; however, we have provided housing information that has been collected on Appendix B.

All students participating in VOLTA training are required to adhere to base rules and procedures at all times; failure to do so may result in termination of your enrollment and expulsion from the base. Refunds may be withheld if a student violates the base rules and there is a debt owed to the Oregon Department of Military, owners and operators of the Rilea Military Training Center.

Job Placement Information:

The program includes industry orientation, covering such topics as related trades, apprenticeship, application processes, and interviewing. As a partner of the Industry that it serves, VOLTA and its parent organization, NW Line JATC, are unique resources for students as they seek and evaluate job opportunities. Through guest lectures and participation, students will have access to IBEW/NECA contractors, utility companies and/or other program representatives. *VOLTA does not and cannot guarantee employment.*

School Policies:

Though instructors use their best, professional ability to support student success, the responsibility for completing and graduating from the program rests solely on the students. Students are expected to perform the work assigned in the program diligently and faithfully during the entire course of instruction and in conformity with the standards and rules of the Academy. The terms and conditions contained in the Enrollment Agreement detail the expectations and responsibilities of both the student and NW Line JATC.

- Written tests and quizzes, instructor evaluation by observation of students' demonstrated ability in the field to meet minimum safety standards (e.g. ascending/descending poles, and towers in a safe manner,) physical agility, and homework will all be used to rate student progress. Following the "Skills, Attitude & Personal Traits" model of the industry, attitude, desire to learn and eagerness to participate are also included in the instructor evaluation.
- The demands of the industry and the safety of workers make it necessary to evaluate student performance. **The minimum acceptable, cumulative performance level is 80% (or 800 points) for tests, quizzes, and graded homework.** In the event a student fails to reach the minimum performance at the end of weeks 3, 4, or 5 without possibility of successful completion of the program, he/she will be dropped from the program and refunded appropriate fees.
- To graduate, students must pass written, comprehensive examinations on the subject matters in the curriculum, and
- Satisfactorily complete all assignments and
- Demonstrate to the satisfaction of the instructors the skills and abilities taught in the program regarding the physical application of the subject matter (e.g. CPR, safety procedures, pole climbing.)

Previous Credit:

Because of the sequential instruction of the program and uniqueness of program, we do not allow previous credit. Additionally, due to this unique curriculum, the program does not allow "transfers in" from other like programs.

Grading System:

Following the expectations of the industry, VOLTA has adopted the following system for all academic requirements:

A	99 to 100%	C	87 to 88%
A-	97 to 98%	C-	85 to 86%
B+	95 to 96%	D+	83 to 84%
B	93 to 94%	D	81 to 82%
B-	91 to 92%	D-	80 to 81%
C+	89 to 90%	F	0 to 79% - Failing

Poleyard / Hands-on skills are graded as timed proficiencies, based on the individual task and the grade is calculated into the overall academic score. Students are given the individual requirements at various intervals up to the "tested" performance. Additionally, students are given ample opportunity to perfect accuracy and timing to meet the minimum specifications for each task.

Attendance and Absences -

Attending VOLTA is the equivalent of going to a full-time job. Students are expected to be on time, prepared and ready to learn when the class commences. To remain in the program, students must not have more than 2 absences during the 10 week course. ***Students who are absent more than 2 days will not receive a graduation certificate.***

Tardiness -

Arriving late or leaving early by up-to 15 minutes constitutes tardiness. Being tardy twice will be counted as an absence. Arriving more than 15 minutes late or leaving more than 15 minutes early will also be recorded as an absence.

Make-up Work -

If a student needs to make-up work as a result of some circumstance, such as illness that is outside the student's control, the instructors will accept late homework and will administer missed tests. The administration of make-up tests will be at the convenience of the instructor. Additionally, any make-up work needed must be completed and evaluated prior to the end of the school session, as there is no carry-over into a subsequent session.

Requests for Leave of Absence –

Due to the unique, fast paced environment of the program, any time away from instruction jeopardizes the students' ability to successfully complete the program. The staff of VOLTA recognizes extenuating circumstances may arise and will evaluate such a situation on an individual basis to ensure ample opportunity to complete the course, without compromising the student's education. Should such an event occur, the student must submit a request in writing which includes the reason for leave and the length of time requested. In the event of a disabling illness or accident, death in the immediate family or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.

Personal Conduct -

VOLTA and NW Line JATC assume that students will conduct themselves in a mature and professional manner at all times. Expulsion from the program will be immediate if a student engages in unacceptable behaviors which include, but are not limited to:

- Stealing or intentionally destroying school property
- Destroying military property/violation of base rules
- Violating the drug and alcohol policy
- Cheating
- Engaging in disruptive or harassing behavior
- Endangering her/himself in any way or endangering others in the class

Dishonesty and Cheating -

VOLTA students will take responsibility for their own work, learning, and performance. Any dishonesty or cheating will result in an automatic expulsion from the school.

Drug Free Policy

VOLTA students are required to agree and consent to the following drug policy. A signed confirmation of acceptance is required prior to the first day of instruction to be eligible to attend training.

*The **Vocational Outside Line Worker Training Academy** (hereafter referred to as **VOLTA**) has an interest in establishing a training environment free of the influence of drugs and alcohol for the benefit of its students and instructors. As a result, **VOLTA** will implement a drug and alcohol free policy to insure that its students are free from the effects of drugs and alcohol while at school. Effective **September 1, 2005**, this drug free policy will be implemented and will apply to all students of **VOLTA** (hereafter referred to as the school).*

INTRODUCTORY PROVISIONS

Possession, Use, or Distribution of Illegal Drugs or Alcohol

The possession, use, purchase, sale, or distribution of illegal drugs (meaning those drugs for which there is no generally accepted medical use, e.g. marijuana, cocaine, methamphetamine, pcj, opiates) or, drug paraphernalia, by a student is strictly prohibited. Any student violating this prohibition will be expelled from the school. The school has an absolute prohibition against student use of illegal drugs. A student's illegal use, manufacture, purchase, possession, sale, or distribution of illegal drugs, or drug paraphernalia, that results in criminal charges being brought against the student, will result in the student being requested to submit to drug testing and may result in the student being suspended from school. Any student convicted of a criminal drug statute will be expelled from the school.

Student's Use of Alcohol

The school is committed to ensuring that no students are at school while under the influence of alcohol. Therefore, students are not to consume alcohol within four (4) hours of school. Students are not to be in class or remain at school while having an alcohol concentration of .02 BAC or greater. Students are prohibited from using or possessing alcohol while on school grounds.

DRUG OR ALCOHOL TESTING REQUIRED OF STUDENTS

All students enrolled in VOLTA are subject to drug and alcohol testing during their enrollment.

Reasonable Cause Testing

The school will require a student to be tested for the use of alcohol, illegal drugs, or the abuse of prescription medication if a student's physical appearance or pattern of behavior gives school officials reason to believe the student is impaired because of substance abuse. The basis of suspicion regarding drug or alcohol abuse may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time.

Post-Accident Testing

Any student who is involved in an accident will be tested for the use of illegal drugs and alcohol as soon as practicable after the accident. Examples of accidents that will require a student to take a post-accident test include, but are not limited to, accidents that are caused by a student, in whole or in part, and result in one of the following:

1. *a fatality or bodily injury to another requiring medical treatment away from the accident; or*
2. *an injury that results in a student's injuring themselves or others where the injured party requires medical attention away from the school; or*
3. *damage to property owned by the school, or by a third party, that may reasonably be estimated to exceed \$500.*

A student who is seriously injured and cannot provide a specimen for testing will be required to authorize the release of relevant hospital reports or other documentation that would indicate whether there were drugs or alcohol in his/her system at the time of the accident. If it is determined by school management that a student's accident was definitely caused by the actions of another, and that there were no unsafe acts on the part of the injured student, the school reserves the right to waive post-accident testing.

Students who are involved in an accident requiring medical attention are to inform their instructor of the accident as soon as possible so that any needed drug or alcohol testing may be promptly conducted. Any alcohol testing under this section will be limited to circumstances where there is evidence that the student involved may have been alcohol impaired at the time of the accident.

Refusal

A student may not refuse to take a drug or alcohol test when requested to do so. Such a refusal will be considered equivalent to testing positive for illegal drugs or alcohol. A student will be considered as refusing to test if he/she expressly refuses to take a test when so requested, or otherwise fails to provide an adequate breath, saliva, or urine sample without a valid medical explanation. Additionally, a student will be considered as refusing to test if he/she engages in conduct that clearly obstructs the testing process.

DRUG/ALCOHOL TESTING PROCEDURES

Specimen Collection Procedure

When a student is notified that he/she is to submit to drug or alcohol testing, he/she will be given instructions as to where to report for testing. All specimen collections will be conducted by personnel who have been properly instructed and will be done according to approved collection procedures.

Adulteration or Submission of Concealed Specimen

If, during the collection procedure, the collection monitor detects an effort by a student to adulterate or substitute a specimen, a second specimen will be requested. If a second specimen is provided, it will be tested. If the request for a second specimen is refused, the collector will convey to the school the student's refusal to submit a true specimen. Such conduct will result in the student being expelled from the school.

In the event that a student submits a specimen that is identified as a diluted specimen, that student will be requested to submit a second specimen. Such students will be advised by the school not to drink any fluids prior to the test.

Drug/Alcohol Testing and Confirmation

All urine specimens will be tested for the presence of illegal drugs. When an student is tested for the presence of alcohol, the testing level will be the equivalent of 0.02 alcohol concentration (BAC). The school reserves the right to test a student for the presence of prescription medication when it has reason to believe the student may be abusing such medication.

Any specimen that screens positive for the presence of illegal drugs will be confirmed by the Gas Chromatography/Mass Spectrometry (GC/MS) confirmation method at a certified testing laboratory. Any student who tests positive for illegal drugs or prescription medication may request the same specimen be re-tested at his/her expense. This request must be conveyed to the school within seven (7) working days of the student being notified of the positive test result.

In testing for alcohol, any student tested will be given an initial test, and if they test above .02 BAC, a confirmation test will be performed no sooner than 15 minutes after the first test. Any alcohol confirmation test must be done by means of a breath testing device.

Notification of Test Results

All drug test results received from the laboratory will be forwarded through the office of **Minert & Associates, Inc.** to the school. In forwarding test results to the school, the staff of **Minert & Associates, Inc.** will only report results to those school official(s) authorized to receive them. In the event a student tests positive, the school will be notified of the student's identity and the drug(s) involved.

Any student who tests positive will be allowed to discuss that result with the school's drug testing servicing agency, i.e. **Minert & Associates, Inc.**, prior to the school taking disciplinary action. In talking with any such individual, the staff of **Minert & Associates, Inc.** may consult with a medical professional and will follow up on such information as is deemed necessary in resolving the question of the student's illegal drug use.

If, after consideration of the matter, the staff at **Minert & Associates, Inc.** determines that an student's positive test result was due to his/her authorized use of prescription medication, their staff will immediately report that result to the school and no further action will be taken. However, if an student cannot provide a reasonable explanation for his/her positive test result, the school will be notified of the positive test result and will then take disciplinary action consistent with the terms of this policy.

Effect of Testing Positive

Any student who tests positive for the presence of illegal drugs or alcohol in excess of .02 BAC will be expelled from school.

The terms of this drug free policy are intended to produce an environment where students are free from the effects of drugs and/or alcohol. Students should be aware that the provisions of this policy may be revised when necessary and that students will be notified of any such changes. The school anticipates that by implementing the provisions of this drug free policy its students will enjoy the benefits of a safer and more productive school environment.

Student Performance and Progress, Probation -

The 10 week duration of VOLTA does not allow time for a student to fall behind. Progress will be evaluated by the instructors during the course, each week. To receive a completion certificate, students must complete the course with at least an 80% cumulative average on all tests and have been passed by the instructors on 100% of all skills competencies.

Disciplinary Process -

Warning notices will be issued to students who are in jeopardy of probation, unsatisfactory progress, or termination. Lack of corrective action to warning notices will result in probation; failure to correct actions as specified will result in termination and/or loss of financial aid. This process applies to academic progress and conduct policies.

Warnings -

1. **Academic** - Student will receive warning(s) when the test average falls below the minimum 80% or an individual test grade falls below 70%.
2. **Attendance** - Student will be reminded of the attendance policy after one absence (or the two tardy equivalents.)
3. **Conduct** - Student will receive warning for not complying with school policies and rules.

Notifications/Probation/Suspensions/Terminations

1. **Verbal** If a school official sees a current or developing problem, the student will be notified verbally of the concern as soon as possible and the student file will be documented accordingly.
2. **Probation** Probation will be instated as a result of academic or behavioral occurrences that place the student (or others) in jeopardy. A student will be counseled verbally with a written follow-up identifying specific area(s) of deficiency and the requirements to end probation. It is the student's responsibility to initiate corrective actions which may include meeting with the school official to discuss the reasons for and solutions to the terms of probation.
3. **Suspension** The duration of the school is too short to accommodate a traditional suspension. A student may be asked to leave the course for the balance of a day due to conduct, and that day will be counted as an absence under the Attendance and Absences policy.
4. **Termination** If there is cause for termination under these policies, the student will be notified verbally, with a written confirmation sent to their address of record.

Although the school has established a progressive notification process, the authority is retained to impose immediate probation, suspension, or termination when appropriate in the sole judgment of the school.

Grievance Procedure and Student Appeal Process -

Students have the right to lodge a grievance with or appeal a ruling by the school. Complaints or appeals must be made in writing and postmarked within 45 days of the student's last date of attendance. These will be reviewed by the NW Line-JATC Committee. Unless specifically provided by state or federal law or administrative rule, the decision of the NW Line JATC shall be final in the reconciliation of the grievance or appeal.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact:

*Private Career Schools
Higher Education Coordinating Commission
225 Capitol St. NE
Salem, OR 97310*

After consultation with the appropriate Department staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Department will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

Re-Admission Policy -

Readmission is at the sole discretion of the school. Those students who desire to be reinstated must submit written request to Instructors, clearly identifying the request for reinstatement. All requests will be reviewed by Instructors and the Director within two days of receipt. Notifications of results will be via phone, followed with written confirmation.

Student Records and Transcripts:

Student Records

Individual student records are kept on file at the school during the session, and are available for review upon request. Subsequent to the end of the session, all records are stored at the administrative office and are available to the student, with a minimum of 48 hours notification for review. All documents are confidential and will remain the property of the NW Line JATC/VOLTA Training Academy. Students are not permitted to copy, duplicate or photograph records at any time.

Transcripts

Within the first 30 days after graduation, a minimum of two student transcripts will be provided at no cost; one official sealed transcript and one official transcript for the student's records. After 30 days, transcripts may be obtained for \$5.00 per copy by submitting a written request (with payment enclosed) which includes instructions for delivery of document(s). *All records are held (per OR Admin Rules 715-045-0018(3)(b)(H), and maintained for a minimum of 25 years.*

In compliance with the Family Educational Rights and Privacy Act (FERPA), all student records are confidential, and will not be released to any third party without written approval from the student unless defined under the conditions of 34 CFR § 99.31.

Inquiries may be made to VOLTA at the administrative address or to Private Career School, Higher Education Coordinating Commission, 225 Court St. NE, Salem, OR 97310 or by calling (503) 947-5751.

POLICY AGAINST SEXUAL HARASSMENT

VOLTA does not tolerate sexual harassment of any kind. Sexual harassment is unlawful and such prohibited conduct exposes not only the Committee, but individuals involved in such conduct to significant liability under the law. VOLTA expects employee (including instructors) and students to treat each other with respect and dignity. Sexual harassment not only hurts the immediate victim, but can result in a general atmosphere in which the purpose of the training program is undermined. VOLTA therefore, is committed to vigorously enforcing this policy against sexual harassment. VOLTA employees or students who engage in such conduct will be disciplined. Employers who engage in such conduct against students will be denied access to students.

WHAT CONSTITUTES SEXUAL HARASSMENT?

Sexual harassment, according to the federal Equal Opportunity (EEOC) consists of unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's training or employment;
- b. submission to, or rejection of, such conduct by an individual is used as the basis for a training-related or employment-related decision affecting such individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, abusive or offensive working environment.

Sexual harassment may include, but is not limited to, intentional physical conduct that is sexual in nature, such as touching, pinching, patting; sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience; and displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic.

FILING AND INVESTIGATING COMPLAINTS

Any complaints regarding sexual harassment occurring at JATC facilities, or involving employees of the JATC, should be submitted to the JATC Training Director or an individual designated by the Training Director. Complaints may be made in writing or orally, and anonymous complaints will be accepted. A complaint of harassment may be made by someone who is not the target of harassment, and, indeed, anyone who observes sexual harassment is encouraged to report it. Complaints of sexual harassment will be fully investigated and a determination of the facts will be made on a case-by-case basis. Complaints and information obtained in the course of investigations of complaints shall be treated confidentially except to the extent necessary to investigate and resolve such complaints or as may be necessary to respond to such complaints in a legal proceeding before a court or administrative agency.

VOLTA instructors are responsible for reprimanding students for engaging in an act of sexual harassment against another apprentice which the instructor observes or of which the instructor becomes aware. If the conduct continues or recurs, the instructor should file an official complaint with the VOLTA Director

If an employee wishes to pursue a sexual harassment complaint through a government agency or to seek outside help from a third party, he or she has a legal right to do so. Under no circumstances should VOLTA employees interfere with that right.

RESOLVING COMPLAINTS

After a thorough investigation, any VOLTA employee or student found to have committed an act of sexual harassment shall be immediately disciplined. The nature of the discipline imposed will depend on the nature and severity of the misconduct found upon investigation, and may include discharge for a first offense. Reconsideration by VOLTA may be requested within thirty days of receiving the decision.

RETALIATION PROHIBITED

VOLTA will not tolerate any form of retaliation against a student or a VOLTA employee who has made a complaint or cooperated in an investigation of alleged sexual harassment. All persons contacted in the course of an investigation will be advised that they and other individuals involved in a complaint are entitled to be treated in a professional and respectful manner, and that any retaliation or reprisal against an individual who is an alleged target of harassment or who has made a complaint, or has been provided evidence in conjunction with a complaint, is prohibited and could result in discipline up to, and including, termination. VOLTA employees or students who are found to have engaged in retaliation or who fail to cooperate with an investigation of sexual harassment will be subject to substantial discipline up to, and including, discharge or termination from the program.

NON-DISCRIMINATION PLEDGE

The recruitment, selection, and training of students during the program, shall be without discrimination because of race, color, religion, national origin, sex or age—except the applicant must be at least 18 years of age to apply. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual.

The school's policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

COMPLAINT PROCEDURE

Any Student or applicant, who believes that he or she has been discriminated against on the basis of race, color, religion, national origin or sex with regard to studentship, or that equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the program member involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

Students aggrieved by action of the school should attempt to resolve those problems with appropriate school officials. Should this procedure fail, students may contact: Private Career Schools Licensing Unit, Higher Education Coordinating Commission, 225 Court St. NE, Salem, OR 97310. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

VOLTA Advisory Committee:

The vocational program receives guidance from a group of industry and training professionals. Their responsibility is to evaluate VOLTA's performance against its mission, to review new ideas for improving the curriculum and the delivery of the training, and to support the instructors' continued excellence in teaching.

Advisory Board Members:

Tracy Harness, Executive Director of the Northwest Line Constructors Chapter NECA

Tracy began her career as Chapter Manager of the Northwest Line Constructors Chapter NECA in 1989 after working for the Chapter since 1986. In 1995 she served as a training coordinator with Northwest Public Power Association, working with PUD's, Municipal and Cooperative Utilities in nine NW States before returning to the Chapter in 2004.

Greg Gardner, Blachly Lane Electric

Greg completed his NW Line Apprenticeship program in 1981, and holds a Bachelor's of Applied Science as well as a Journeyman Lineman card. Greg worked as an Instructor for NW Line JATC for more than 16 years, as well as several of the electrical utilities in Oregon. He is currently the General Manager for Blachly Lane Electric.

Casey Luce, DJ's Electric

After attending line school, Casey enrolled in the apprenticeship program in 2002. Upon successful completion, Casey has worked with both utility and construction contractors throughout the Pacific Northwest. Casey has been active with the NECA Chapter and joined the advisory board in 2018.

George Colman, Par Electric

Bio pending

Staff, Instructors and the Training Facility

Camp Rilea - A Specialized Training Facility:

VOLTA is held at the NW Line facilities in Warrenton, Oregon, a 10-minute drive from Astoria. It is located within Camp Rilea, a very large, U.S. Army training complex. NW Line designed its training center for the specific needs of the outside line industry. In addition to classroom space for technical studies, students use a pole yard for working simulations of field conditions. The training center is equipped with the latest in power transmission equipment, such as transformers and switching systems, so that students have hands-on learning that matches actual working situations. These training aids replicate the conditions and types of power transmission devices used in the industry. Other, public entities such as the Oregon State Patrol also have training resources within the camp complex.

In 1992, after utilizing existing facilities on base since 1972, the Northwest Line JATC entered into an agreement with the Camp Rilea Military Reservation, to build a training facility to further advance the education and training of Apprentices.

Camp Rilea facilities include fully equipped classrooms, state-of-the-art electrical equipment, and both indoor and outdoor mock-ups of tower, pole, and line structures for hands-on skill practice. In 2006, the building was expanded, bringing the current facility to 19,320 sq. ft., which includes five classrooms as well as an 11,200ft inside pole yard.

Staff & Instructors

The VOLTA program is staffed by instructors who are Journeyman level workers active in the industry. Members of the Joint Apprenticeship Training Committee represent both the IBEW (International Brotherhood of Electrical Workers) and NECA (National Electrical Contractors Association). Students will have the opportunity to generate contacts with the union and business representatives, as well as various utility and private contractor representatives.

Banjo Reed, Director

Banjo comes to the program from IBEW Local 659 where he served as Assistant Business Manager and Business Manager since 2012. Banjo has over 15 years in the industry including working as a Journeyman Lineman. His business experience, strong working knowledge of the electrical industry along with his relationships with NECA and the IBEW make him an excellent fit for the program.

Dana Barendse, Lead Instructor

Dana joined the NW Line/VOLTA team in October 2017. After completing NW Line JATC Apprenticeship program in Spring 2012, Dana worked throughout the Northwest for Line Contractors, training apprentices in the program.

Scott Barnes, Part Time Instructor

After completing the Power Line Clearance & Tree Trimming program in 2005, Scott worked with tree contractors in Oregon and SW Washington prior to becoming a volunteer instructor in 2010 and joining the team as part time Instructor in 2011. In the Spring of 2015, Scott joined the team as a full time Training Coordinator for the Tree program, where he has continued to expand and improve both the training and outreach to both the Tree and VOLTA programs.

Chris Marlowe, Part Time Instructor

As a part time instructor for the Line program for over 15 years, Chris has taught many of our past VOLTA students during the apprenticeship program. Prior to coming on board as a full time Training Coordinator in the Summer of 2017, Chris was the Operations Director for Cowlitz County PUD.

Additional Staff

In addition to our full time Instructors, VOLTA is supported by the administrative staff of the NW Line JATC office. We are here to assist you in any way we can, from your initial inquires to your final transcripts.

Claudia Repman, Office Manager/Registrar

For questions regarding tuition, scholarships, verification of attendance and WorkSource funding, please contact Ms. Repman by phone or email at Claudia@nwlinejatc.com

Hannah Stuhr, Administrative Assistant

For questions regarding the status of your application, supporting documentation and enrollment status, please contact Hannah by phone 360-816-7105 or email at hannah@nwlinejatc.com.

Appendix A

Tool	Far West	Most popular item	Comments	Cost
Personal Gear				
Work gloves		Costco (3 pair pack for \$19.00)	Kuntz gauntlet are too bulky	20
Safety Glasses		varies Need side shield or wraparounds	Make sure they are ANSI Z-87	5
Work boots	3B	Wesco 16"	9 or 10" also popular	407
			Approx. subtotal for Personal Gear	\$ 440
Hand Tools				
Lineman Pliers	26B	D2139-9NETH Klein	Not orange insulated handle type	30
Slip joint "pump" pliers	26Q/2E/2F	Klein; Channel Lock 420 or 430		18/12/13
Hammer - claw	53Z	32 oz. Bigger is better	NO metal handle	28
Flat Screwdriver	27F	Heavy Duty 8" shank	will be hammered on	13
Ruler	25S	6' folding wood – inside read	some fiberglass type are too tight	15
Wire skinning knife	25L	folding	rigid blade is also popular	19
Fargo Wrench	24V	9/16 x 3/4	insulated break plastic center	30
Wrench	24F/24A	12" Lowell or 12" Crescent wrench	Lowell is nice but maybe later	75/38
			Approx. subtotal for Hand Tools	\$ 200
Climbing Gear				
Body Belt	12A/13A/14A	Bashlin / Buckingham / Miller		324/319/280
Gut Strap	15A	Basic leather belt type	15B is not popular due to buckle	40
Barrel Rivets (incl. w/ new belts)	15R	Attaches tool pouch to body belt	Some use zip-ties	2
Tool pouch	16B/16C/16F/16G	Backum 4 or 5 pocket Bshln 4 or 5 pocket	5 pocket may be better	47/55/36/41
Material bag (ditty bag)	16N	two-attachment style not single snap-hook type		40
Hand line belt hook	15K	orange plastic type or breakaway	Velcro strip also works well	5/1
Pole strap	18Z/18A	6' 6" nylon - single friction or buckle	Double friction also OK	146/126
Climbers	21G	Bashlin Steel	May opt for aluminum	165
Climber Pads	5K	Velcro with cinch ring type and "C" pad	Leather C pads also popular	115
Top Straps	22T	Goes with 22H or 22K	NOT needed with Velcro pads	18
Gaff Guards	21N	wire clip stay on best	leather w/ Velcro always loosing	7
Gaff gauge (incl. w/ new climbrs)	23H/23N/23UU	Bashlin, Buckingham, Klein	Gauge must match gaff brand	5/8/5
Equipment bag (drag bag)	90L/29C/29S	Larger the better	Shoulder strap is nice	95/85/95
			Approx. subtotal for Climbing Gear	\$ 1000
			Approx. Grand Total	\$ 1650

It is best to match the climber and the pads from the same manufacturer.

Appendix B

Lodging Information

Residences/Room rentals

Karen Macomb Condo in Seaside that can house 3 students (503) 717-1176

Seaside Reality – Marianna 503-738-0178

Cavalier Court Apartments

K D Properties – 200 Nehalem Avenue, Astoria 503-325-3323

Easom Properties – 10 6th Street, Astoria 503-325-5678

Ashley Knight – Room for rent 503-544-7543

Bedroom furnished with two twin beds. To share the room with another classmate it would be \$400 per month or \$1,000 for the ten-week program. To have the room to yourself it would be \$600 per month or \$1,500 for the ten-week program. Arrangements may be made to lower cost if you help with some of the projects around the house. This price will include all basic utilities, internet, and TV in the living rooms. No cats. Prefer non-smoker due to allergies.

Paradise Lodging in Astoria, Oregon (Near Camp Rilea), offers extended stay accommodations for visiting professionals and students in the quiet Alderbrook neighborhood at the foot of 51st Street and the Columbia River. 503-325-4614 <http://lodging.chrisbryant.net>

Hotel/Motels

Microtel Motel – Seaside

Crest Motel 5366 Leif Erickson Drive Astoria 800-421-3141 *Student rates apply to VOLTA.*

Seaside International Hostel – www.seasidehostel.net / 888-994-0001

Astoria Dunes Motel 288 W Marine Drive Astoria 1-800-441-3319

The Dunes is located adjacent to Maritime Memorial Park on the Columbia Riverfront with

Astoria Rivershore Motel 59 W Marine Drive Astoria 1-866-322-8047

Best Western - Astoria Inn 555 Hamburg St., Astoria 800-621-0641, 325-2205 Panoramic In Astoria, Highway 101 at the Youngs Bay Bridge.

Columbia Inn 495 Marine Drive Astoria 503-325-4211

Comfort Suites 3420 Leif Erickson Dr Astoria 503 - 325-2000 www.comfortsuites.com
Identify yourself as part of the VOLTA program or affiliated with IBEW, NECA, of NWLine.

Atomic Motel 131 W. Marine Dr. Astoria 800-845-8847

RV/Tent/Cabins

Astoria KOA Campground 1100 Ridge Road Hammond 503-861-2606 astoriakoa@aol.com
<http://www.koa.com> Kamping cabins, indoor pool/spa, cable TV, convenience store/gift shop, pancake breakfast in summer.

Fort Stevens State Park Ridge Road Hammond (800) 452-5687

Hammond Marina RV Park P.O. Box 174 Hammond 503-861-0547

Kampers West 1140 NW Warrenton Drive Warrenton 503-861-1814 kwrvpark@seasurf.net
www.kamperswest.com

Sunset Lake Resort/RV Park 33242 Sunset Beach Lane Warrenton 503-861-1760