

PROGRAM CATALOG

ELECTRICAL / COMMUNICATIONS



YOUR JOURNEY STARTS NOW

SLTC Hours of Operation
M-Th 8:00am-5:00pm
Fri 8:00am-4:00pm



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Southeast Lineman Training Center is authorized by the Georgia Non Public Postsecondary Education Commission. This authorization must be renewed each year and are based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. More info on pg 61.

Southeast Lineman Training Center is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation of minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility. More info on pg 61.





THE HISTORY OF LINeworkERS

The word “lineman” was first used in the mid-1800s to describe the men who install wooden poles and strung wire across them to expand the distance of communication for the telegraph and telephone. Between the 1890s and the 1930s, during the advent of electric power as a useful form of energy, this was considered to be one of the most hazardous of occupations. Due to electrocution and lack of adequate training, many men lost their lives.

The formation of labor organizations, like the International Brotherhood of Electrical Workers, was developed to represent the workers and advocate for their safety. Better tools, safety procedures, and safety equipment were introduced and implemented, along with the need for a lineman apprenticeship training program. Since that time, safety standards and equipment have continued to improve.

As the population became more dependent on electricity during the 1940s and 50s, it became imperative that damaged power lines be repaired quickly. This led to an increase in the number of linemen needed to maintain power distribution circuits, and to keep them repaired in case of power outages, storms, or other emergencies. By this time, not only did the linemen work on wood poles to deliver power to customers but underground construction was becoming a popular method of power delivery to customers as well, adding to the already complex job of a lineman.

Today, the term “lineman” has evolved to include a wide array of job possibilities all over the world. Working conditions have improved to include better tools, equipment, vehicles, and training. Many rules, standards, and procedures regarding safety have been incorporated into this occupation, making it a much safer environment to work in. In fact, linework is now considered to be safer than several construction trades, including farming.

Linemen have always taken pride in their work, and continue to strive to be first rate in this trade. They remain heroes to the community in times of outages, and remain dedicated to keeping the legacy of the pioneering linemen before them alive.





ELP

PAGES 11 - 25

- + ELECTRICAL LINEWORKER PROGRAM
- + 15 WEEKS
- + 500 TRAINING HOURS
- + 3 CLASSES/YEAR

CLP

PAGES 27 - 39

- + COMMUNICATIONS LINEWORKER PROGRAM
- + 8 WEEKS
- + 320 TRAINING HOURS
- + 5 CLASSES/YEAR

OTHER PROGRAMS*

PAGES 41 - 53

- + CRANE OPERATOR PROGRAM
- + SUAS DRONE PILOT PROGRAM
- + FIBER SPLICING PROGRAM

*for those who qualify

BASIC REQUIREMENTS

Admission into Southeast Lineman Training Center begins by individuals meeting four basic requirements for application:

- + Must be at least 18 years of age by the beginning date of enrollment.
- + Must provide documentation of completion of high school education or equivalent.
- + Must pass a Department of Transportation (DOT) physical examination have the physician sign the SLTC Doctor Release Form.
- + Must possess a valid driver's license from the state in which you reside.

SLTC wants to make sure each student enrolled here will be highly successful in our programs and enjoy a long and rewarding career after graduation. Enrollment packages are reviewed in detail and evaluated against our predetermined selection criteria to determine which applicants are a good fit for the program. Your high school transcripts are a critical element in evaluation. There is no minimum GPA or test score required to secure your admission to SLTC.

Don't be too modest when filling out your paperwork, because we will be looking for an indication of your commitment, dedication, and genuine interest in completing the program. All applicants will be personally contacted by a staff member at SLTC to congratulate you on your acceptance.

Medical Coverage

All students enrolled in SLTC must maintain medical coverage during the entire term for which they are enrolled. Proof of coverage is not required with the application, but will be required to complete enrollment in the form of a valid certificate of medical coverage prior to the start of the term for which the student is applying.

If you do not currently have medical coverage, contact a medical coverage provider and ask about short-term medical coverage programs. United Healthcare has provided short-term coverage to many SLTC students.

If you would like additional information, please contact a school representative.



ENROLLMENT PROCESS

Call 706.657.3792 or go to LINEWORKER.COM to secure your spot.

We strive to make the enrollment process as straightforward as possible. SLTC staff members are available through phone and email to assist you every step of the way.

1. Visit www.lineworker.com/enroll and click "Apply Now."
2. Create an account to access your online applicant portal.
3. Select "Start Your Application."
4. Pay the \$75 application fee to access your application.
5. Select your program.
6. Fill out the online application.
7. *If housing is needed, select your top 3 options.
8. Submit your application.
9. **Pay the required \$250 lab fee deposit for your program.
(The remaining balance of the lab fee will be due along with your tuition payment)
10. **Within 15 business days of paying your lab fee and submitting your application, you should receive an updated status on your application that can be viewed in the portal.
11. Once in Stage 2 of your application, you must upload all paperwork' necessary to be approved and placed into a class.
12. Once APPROVED, you will be notified which class you are placed in. Once you are placed in a class you will be sent an Enrollment Packet through the student portal which includes the Transferability of Credit Disclosure Statement, and the Pre-Enrollment Checklist.

**You must pay a \$200 housing deposit before you can be placed in housing. Our housing catalog can be viewed at lineworker.com/housing*

***Excluding Tennessee Residents*

'To be placed in a class, you must submit all required paperwork including your Medical Release and DOT Physical. (Documents Include: High School Transcript, Copy of Valid Driver's License, Copy of Social Security Card, Department of Transportation (DOT) Physical Report and Certificate, Medical Release)

Some payment methods may cause a surcharge



ELECTRICAL LINEWORKER PROGRAM



INDUSTRY OUTLOOK

The electric power industry plays a critical role in our society on many levels. It advances the nation's economic growth and productivity, promotes business development and expansion, and provides solid employment opportunities to American workers. It is a robust and growing industry that contributes to the progress and prosperity of our nation. Electric demand is expected to rise almost 5% over the next five years, an 80% increase from projections made just two years ago¹.

The electric power industry is also the most capital-intensive industry in the United States, investing more than \$100 billion annually to build cleaner, smarter, and more resilient energy infrastructure². This industry supports jobs and has an economic impact of approximately \$880 billion annually, which is about 5% of the country's Gross Domestic Product².

The industry employs hundreds of thousands of workers. As technology increases, it will require the industry to keep up with demand for power usage, which is projected to increase 23% by 2040³. Translation: the industry needs a larger workforce, which is a big deal for SLTC graduates.

¹According to Utility Drive / Stay Ahead of the Curve on the Road to Grid Resiliency

²According to Edison Electric Institute 2017 Report [efaidnbmnnnibpcjpcglclefindmkaj/https://www.eei.org/-/media/Project/EEI/Documents/Issues-and-Policy/Jobs-and-Economic-Impact-Study-Key-Facts.pdf](https://www.eei.org/-/media/Project/EEI/Documents/Issues-and-Policy/Jobs-and-Economic-Impact-Study-Key-Facts.pdf)

³According to the U.S. Department of Energy's Energy Information Administration (EIA), consumer demand for electricity is projected to increase 23% by 2040.



POWER DELIVERY INDUSTRY CAREERS ARE LOOKING TO SURGE OVER THE NEXT 25 YEARS.



NATIONAL ESTIMATES FOR LINeworker WAGES

These wages reflect base salaries and do not consider overtime earned. Experience has shown that 15% of the base salary can be added to reflect annual overtime earnings.

	LOW	AVG	HIGH
HOURLY	\$23.18	\$45.22	\$57.66
YEARLY	\$48,220	\$94,050	\$119,920

www.bls.gov/oes/current/oes499051.htm

JOB POSSIBILITIES

Working Conditions

Linework is extremely challenging and interesting as the type of projects, conditions, and work locations change frequently. Linework is done in an outdoor environment subjected to various weather conditions such as extreme heat or cold, rain, sleet, wind and/or snow.

The work is done on both overhead and underground lines. The overhead work is typically done at heights above the ground ranging from 25 to 200 feet. Lineworkers are often on call at any hour to restore power, which can translate into frequent overtime and fatter paychecks.

Linework has a reputation of being hazardous; however, over the years, improved equipment, materials, and training have improved safety considerably. For employees who develop good safety habits, the hazard exposure is similar to other trades.

Pay and Benefits

SLTC uses the Bureau of Labor Statistics (BLS) and contacts within the electrical construction and utility industry to gauge industry needs and salaries nationwide. For the amount of formal education required, pay for lineworkers is excellent and is considered one of the highest paying trades that exists¹.

Good News for Future Lineworkers

Currently, many of the existing lines are in need of replacement and maintenance. Population growth and the accompanying infrastructure will require additional lines and the reinforcement of existing lines. Both these elements generate the need for highly trained and qualified workers. In addition, some companies expect 50% of their linemen to retire in the next 10 years.

¹According to ProTool Reviews / 2024 US Trade Report - protoolreviews.com/us-trade-report



Current Opportunities

Linework offers considerable opportunities and a rewarding career whether you are employed with a contractor or a utility company. Advancement can be relatively quick as qualified, trained workers with demonstrated skills are always in demand. Employees that continue their education and obtain degrees improve their opportunities to advance into management positions such as superintendents or directors. Companies will often offer tuition reimbursement to cover the expenses associated with the additional training. Even though women are currently a small minority in the linework industry, the ones that make it through the ELP find that they are highly sought after and have multiple employment opportunities.

Initially, if you are willing to travel and relocate, your opportunities increase dramatically. If you are focused on staying in one location or with one company you significantly limit your chances of employment. Once you have developed your skills and abilities and have gained experience, the opportunity to “settle down” in one location is more easily achieved. Our most successful graduates learn to be more concerned with where they end up rather than where they begin.

Successful completion of our educational objectives by students results in graduates that will be qualified for a variety of positions including but not limited to the following:

- + APPRENTICE LINEMAN
- + EQUIPMENT OPERATOR
- + METER READING
- + GROUNDMAN / HELPER
- + WAREHOUSE PERSON
- + TELECOMMUNICATIONS

TUITION & FEES

Tuition	\$17,470
<i>(Due 45 days prior to the first day of class*)</i>	
Application Fee	\$75
<i>(Non-refundable)+</i>	
Pre-Paid Lab Fee	\$950
Class A CDL	\$2,195
<i>(Not Required to graduate if you obtain a CDL permit or already have obtained a CDL)</i>	
Additional Required Training Materials	
Climbing Boots & Tools	\$3,080
ELP Training Manual	\$225
Total Cost	\$23,995
	<i>Total Cost without CDL - \$21,800</i>

Tuition is due 45 days prior to the first day of class. All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion. A lab fee deposit (\$250.00) and application fee (\$75.00) must be paid to complete the enrollment process. The remaining balance of the lab fee will be due along with tuition payment. Refunds will be issued within 45 days after receiving a written request.

Tuition includes the following certifications: NSC Flagging Certification, First-Aid/CPR Certification, OSHA 10-Hour ET&D Training, and NCCER Crane Certification.

Applicants who cancel within seventy-two (72) hours of signing the enrollment agreement will receive a full refund of all monies paid to SLTC minus the non-refundable application fee of \$75. To request a refund, a written request to the admissions department at Southeast Lineman Training Center, is desired. For TN Residents a written request is not required and a refund will be issued regardless of when the student cancels or requests a refund before the class commences.

All payment methods accepted. Some payment methods may cause a surcharge

Housing is available at an additional cost. Contact a school representative for more information.

**Excluding Tennessee Residents - TN residents are required to pay 10 days prior to start of program*

+Missouri Residents - All tuition and fees are refundable during the 72 hour cancelation period

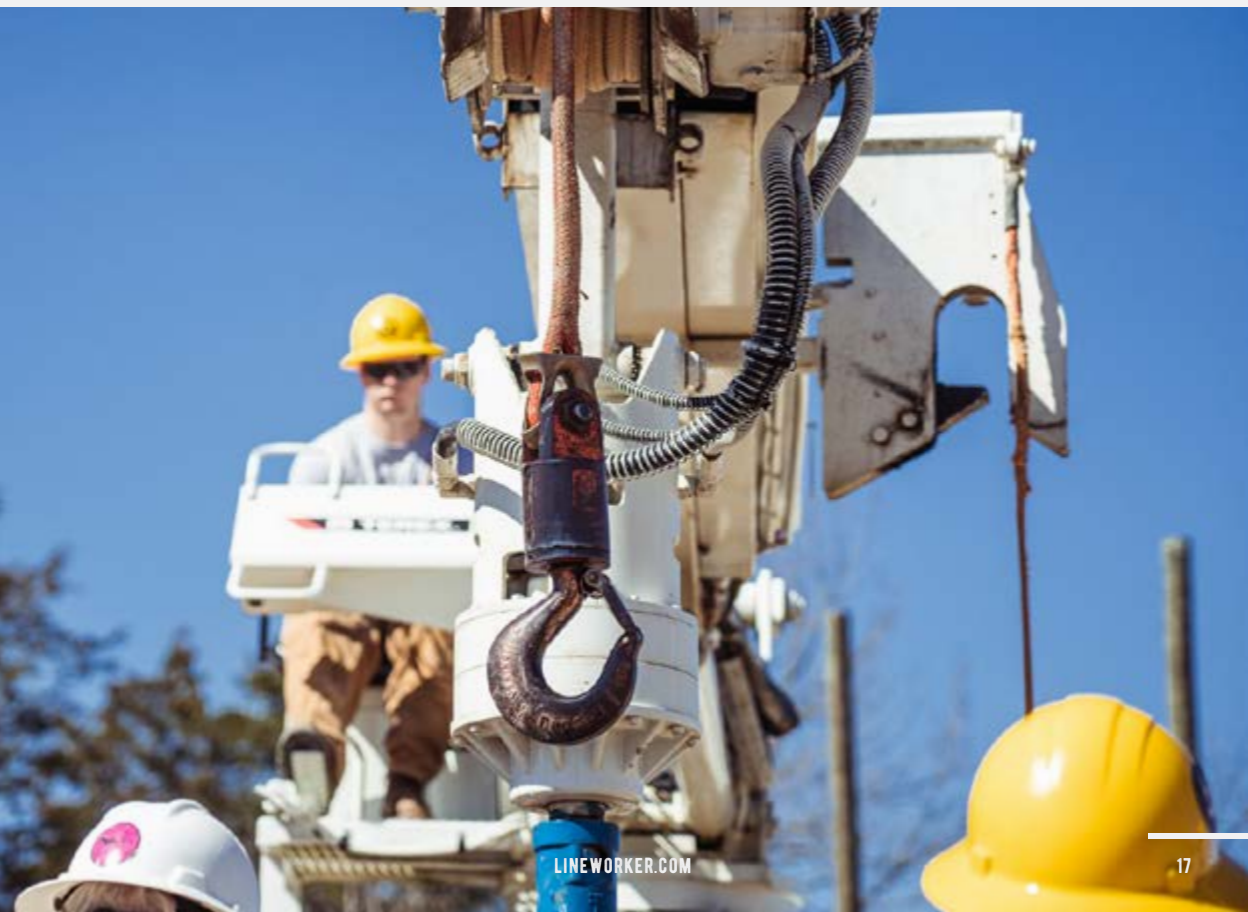
SEE FINANCIAL AID ON PAGE 55



NCCER Crane Certification Now Included

With changes in requirements around the use of Digger Derricks and companies sharing their needs and desires for new employees over the past several years, SLTC has made the move to fully incorporate the crane operator certification into the program. This certification through the National Center for Construction Education and Research (NCCER) has been an elective available to ELP students for many years and now will be required as a part of the curriculum moving forward.

With the addition of the crane operator certification, students will gain in-depth knowledge and training from industry experts that can be used to help further their careers after graduation.



TOOLS & EQUIPMENT

- Hard Hat
- Bolt & Nut Bag
- Climbing Belt
- Safety Glasses
- Handline Carrier
- 5-pocket Tool Pouch
- Work Gloves
- Climbing Boots
- Transitioning Rope
- Pole Climbers
- Climber Pads
- Gaff Guards
- Wood Pole Fall Restraint
- Screwdriver
- Bug Wrench
- Lineman's Pliers
- Adjustable Wrench
- Lowell Wrench
- Folding Ruler
- Pump Pliers
- Lineman's Hammer
- Hawkbill Folding Knife
- Head Lamp
- Scientific Calculator
- Lineman Tool Bag
- Four ELP Student Long Sleeve Training or Work Shirts
- Training Manual





COURSE DESCRIPTIONS

The Electrical Lineworker Program (ELP) is offered three terms per year. Students will participate in academic and field learning activities four to five days per week, Monday-Thursday from 8:00am-4:45pm with a one hour lunch break. Fridays are reserved for third party certification testing, optional additional training, and make up days.

Students will start each morning in the classroom from 8:00 am-10:20am, then work in the field every day from 10:30am-4:30pm. However, this schedule may change due to weather

conditions, training requirements, etc. During the 15-week program time is also spent on CDL training, employer presentations, and other similar activities. The normal length of time to complete the ELP is 15 weeks, (four concurrent months) of full-time enrollment, which is 500 clock hours. The program is not flexible enough to accommodate any part-time students.

All courses are rated 100 level courses, which are beginning level courses for apprentice lineworkers. SLTC does not teach courses above the 100 level during the ELP.

ES 100 Electrical Systems

This course will educate students on the basics of the entire electrical system beginning with generation, through transmission, and distribution, all the way to the meter. Equipment, materials, tools, and construction methods will be taught in the classroom and reinforced in the field. (24 clock hrs)

TR 100 Basic Transformers

This course will educate students on how transformers work, how they are manufactured, connected, and banked, how to read voltages, how to troubleshoot, etc. (18 clock hrs)

BE 100 Basic Electricity

This course covers practical, as well as mathematical (theoretical) applications of direct current (DC) and alternating current (AC) electricity to give the students a good background of electrical concepts. The theoretical aspects will be related to the power system. (12 clock hrs)



GR 100 Personal Protective Grounding

This course teaches the students the importance of properly grounding a de-energized power line when needed. The student will learn how to install personal protective grounds on overhead and underground systems. Both bracket and equipotential-zone grounding. (24 clock hrs)

RI 100 Rigging Fundamentals

This course will teach students how to tie knots, splice rope, install blocks and lines on power lines for hoisting purposes, along with calculating hook strain and haul line tension for safe working loads. (12 clock hrs)

CP 100 Career Planning & Strategies

This course helps the students identify various types of power companies by describing their structure. It also teaches them to effectively establish contact with potential employers, guides creation and submission of resumés and cover letters, and demonstrates how to effectively participate in an interview. (12 clock hrs)

Other Courses

Intro to ELP (8 clock hrs)

Underground Distribution (4 clock hrs)

Climbing Skills (5 clock hrs)

Final Exam (8 clock hrs)

Basic Metering (4 clock hrs)

Field Training

Throughout the program, students will apply their knowledge from the classroom to hands on training in the field. Students are instructed on tasks, and then monitored on performance. Instructors evaluate students to ensure that they are performing the tasks satisfactorily. (320 clock hrs)

A full breakdown of Field Training tasks can be found on pg 22

Certifications & Specialized Training

OSHA 10-Hour ET&D Training (12 clock hours)

First Aid/CPR (6 clock hours)

NSC Flagging Cert. (2 clock hours)

Digger Derrick Operator (field training clock hrs)

Pole-Top, Bucket Truck Rescue (field training clock hrs)

NCCER Crane Certification (21 clock hrs)

Class A CDL (8 clock hrs) *Students who come with their CDL will receive field training hours in lieu of CDL Training*

TRAINING ENVIRONMENT

The objective of the Electrical Lineworker Program (ELP) is to provide the opportunity for students to embark on a meaningful and rewarding career in the electrical linework industry. This is accomplished by providing training methods that have proven to be extremely effective in preparing students to be highly successful employees. During the 15-week program, students will be trained in three educational areas listed below. Student/Instructor ratios during the field training environment are **16:1**.

Academic Training

The first two hours of every 8-hour day will be spent in the classroom. Students spend 180 hours learning various subjects at the introductory level including:

- + Rigging
- + Electrical Systems
- + Basic Metering
- + Basic Electricity
- + Substations
- + Career Planning & Strategies
- + System Operations
- + Personal Protective Grounding
- + Live Line Tools
- + Transformers

Field Training

Students spend 320 hours in the field performing various introductory training activities. To successfully complete the program, each student must demonstrate that they can perform nearly 90 different competencies.

For the better part of each 8-hour day, students will learn how to:

- + Climb wood poles and steel towers
- + Install crossarms and hardware on poles
- + Perform various underground tasks
- + Install conductors and pole-line equipment
- + Learn and build Overhead Distribution lines
- + Operate various tools and equipment
- + Practice proper safety practices



Certifications & Skills

SLTC students will work to gain certifications in key training and safety areas:

- + 10-Hour OSHA ET&D Training
- + First Aid/CPR
- + NSC Flagger's Certification
- + Pole-Top Rescue
- + Bucket Truck Rescue
- + Class A CDL (*This course has a 4:1 Student/Instructor ratio*)
- + NCCER Crane Certification
- + Digger Derrick Operator

180
**CLASSROOM
HOURS**

320
**FIELD TRAINING
HOURS**

Hourly Breakdown for courses can be found on pg 20-21





COURSE SCHEDULE

CLASS 78 - Fall Term 2025

Tuition Increase

Aug 28	<i>Registration</i>
Aug 28	<i>First day of class</i>
Sept 1	<i>Holiday - Labor Day</i>
Nov 27-28	<i>Holiday - Thanksgiving</i>
Dec 8	<i>Last day of class</i>
Dec 9	<i>Rodeo Celebration</i>
Dec 10	<i>Graduation</i>

CLASS 79 - Spring Term 2026

Jan 8	<i>Registration</i>
Jan 8	<i>First day of class</i>
April 21	<i>Last day of class</i>
April 22	<i>Rodeo Celebration</i>
April 23	<i>Graduation</i>

CLASS 80 - Summer Term 2026

May 7	<i>Registration</i>
May 7	<i>First day of class</i>
May 25	<i>Holiday - Memorial Day</i>
July 4	<i>Holiday - Independence Day</i>
Aug 18	<i>Last day of class</i>
Aug 19	<i>Rodeo Celebration</i>
Aug 20	<i>Graduation</i>



COMMUNICATIONS LINEWORKER PROGRAM



INDUSTRY OUTLOOK

Communications linework is an extremely interesting and rewarding career as the work locations and type of projects change frequently. The work is done primarily in an outdoor environment, both overhead and underground, that is subject to various weather conditions.

While most of the work is performed during scheduled hours, prepare to be on call when bad weather or storms come through. That's when the overtime adds up and so does your paycheck.

PAY AND BENEFITS

SLTC uses the Bureau of Labor Statistics (BLS) and contacts within the communications industry to gauge industry needs and salaries nationwide. For the amount of formal education required, pay for communications lineworkers is excellent and is actually one of the highest paying trades¹.

The chart is available at the BLS site and contains relevant wage information for communications lineworkers. These wages reflect base salaries and do not consider overtime earned.

JOB POSSIBILITIES

Successful completion of our educational objectives by students results in graduates that will be qualified for a variety of positions including but not limited to the following:

- + Aerial Lineman
- + Communications Lineman
- + Aerial Cable Lineman
- + Telecommunications Lineman
- + Aerial Cable Technician
- + Telecom Aerial Construction
- + Telephone Lineman
- + Apprentice Cableman
- + Groundman / Helper
- + Equipment Operator
- + Cable Installer

¹According to ProTool Reviews / 2024 US Trade Report - protoolreviews.com/us-trade-report



YEARLY

LOW	AVG	HIGH
40,180	76,740	101,120

www.bls.gov/oes/current/oes499052.htm

**ONE OF THE
HIGHEST
PAID TRADES
THAT EXISTS.**

TUITION & FEES

Tuition	\$6,000
<i>(Due 45 days prior to the first day of class*)</i>	
Application Fee	\$75
<i>(Non-refundable)*</i>	
Pre-Paid Lab	\$600
Class A CDL	\$1,975
<i>(Not Required to graduate if you obtain a CDL permit or already have obtained a CDL)</i>	
Additional Required Training Materials	
CLP Training Manual	\$225
Climbing Gear & Tools	\$3,080
TOTAL COST	\$11,955
	<i>Total Cost without CDL - \$9,980</i>

TUITION INCREASE Occuring Fall 2025 - New Price starting Class 52 - \$12,455

Tuition is due 45 days prior to the first day of class. All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion. A lab fee deposit (\$250.00) and application fee (\$75.00) must be paid to complete the enrollment process. The remaining balance of the lab fee will be due along with tuition payment. Refunds will be issued within 45 days after receiving a written request.

Tuition includes the following certifications: NSC Flagging Certification, First-Aid/CPR Certification, Digger Derrick Qualification, OSHA 10-Hour ET&D Training, Fiber Optic Splicing

Applicants who cancel and request a refund within seventy-two (72) hours of signing the enrollment agreement will receive a full refund of all monies paid to SLTC minus the non-refundable application fee of \$75. To request a refund, a written request to the admissions department at Southeast Lineman Training Center, is required. For TN Residents a written request is not required and a refund will be issued regardless of when the student cancels or requests a refund before the class commences.

All payment methods accepted. Some payment methods may cause a surcharge

Housing is available at an additional cost. Contact a school representative for more information.

**Excluding Tennessee Residents - TN residents are required to pay 10 days prior to start of program*

**Missouri Residents - All tuition and fees are refundable during the 72 hour cancelation period*



SEE FINANCIAL AID ON PAGE 55

**BEAT THE TUITION
INCREASE \$12,455**

New price starts Class 52

TOOLS & EQUIPMENT

- Hard Hat
- Bolt & Nut Bag
- Climbing Belt
- Safety Glasses
- Handline Carrier
- 5-pocket Tool Pouch
- Canvas Tool Pouch
- Work Gloves
- Climbing Boots
- Transitioning Rope
- Pole Climbers
- Climber Pads
- Gaff Guards
- Wood Pole Fall Restraint
- Gaff Sharpening Kit
- Screwdriver
- Lowell Wrench
- Lineman Pliers
- Adjustable Wrench
- Folding Ruler
- Pump Pliers
- Lineman Hammer
- Hawkbill Folding Knife
- Can Wrench
- Diagonal Pliers
- 4-in-1 Ratcheting Wrench
- Bulldog Snips
- Head lamp
- Scientific Calculator
- Lineman Tool Bag
- Five CLP Student Long Sleeve Shirts
- Training Manual



COURSE DESCRIPTION

The Communications Lineworker Program (CLP) offers five classes each year. Students participate in academic and field training activities five days per week, Mon-Fri, from 8:00am – 5:00pm with a 60-minute lunch break.

The CLP is normally completed in 40 training days, of full-time enrollment, which is 320 clock hours in length. The program is not flexible enough to accommodate any part-time students.

SLTC does not teach courses above the 100 level during the Communications Lineworker Program.

FL 101 Fundamentals of Telecom

This course covers the topics crucial to working safely and effectively in the industry, and gives a fundamental knowledge of fiber optics & coaxial cable systems. The topics will include job hazards, safety meetings, safe work practices, identifying electrical safety hazards, personal protective equipment. You will learn installation techniques, safe bend radius considerations, and tools & hardware used for the installation and maintenance of fiber optics and coaxial cabling. (8 clock hours)

RI 101 Rigging Fundamentals

This course covers knots, splices, ropes, slings, and chains that are commonly used in rigging operations. Students will also learn to calculate tensions and safe working loads for various rigging applications commonly used within the industry. (8 clock hours)

CP 101 Career Planning and Strategies

This course covers the development of short and long term employment goals, employment considerations, resume and cover letter writing, job search methods, and interview techniques. (20 clock hours)



Other Courses

Aerial Lift Truck Intro & Operation (8 clock hours)

Chainsaw Safety (2 clock hours)

Climbing (4 clock hours, field hours)

Field Competencies

Throughout the program, students will apply their knowledge from the classroom to hands on training in the field. Students are instructed on tasks, and then monitored on performance. Instructors evaluate students to ensure that they are performing the tasks satisfactorily. This ensures that students are well rounded in a variety of areas before going to work. (210 clock hours)

For the better part of each 8-hour day, students will learn how to:

- + Climb wood poles and steel towers
- + Install extension crossarms and hardware on poles
- + Build and maintain overhead telecom lines
- + Splice and install fiber optics
- + Operate various tools and equipment
- + Practice proper safety practices

Certifications & Specialized Training

Fiber Optic Splicing (26 hours)

OSHA 10-Hour ET&D Training (12 clock hours)

First Aid/CPR (4 clock hours)

NSC Flagging Cert. (2 clock hours)

Digger Derrick Operator (field training clock hrs)

Pole-Top, Bucket Truck Rescue (field training clock hrs)

Class A CDL (16 clock hrs) *Students who come with their CDL will receive field training hours in lieu of CDL Training*





TRAINING ENVIRONMENT

The objective of the Communications Lineworker Program (CLP) is to provide the opportunity for students to embark on a meaningful and rewarding career in the communications linework industry. The program is the first of its kind, but is built on the foundation of our training methods and practices developed with our professional team of instructors and industry partners since 1999.

During the 8-week program, students will be trained academically, physically, and skillfully. Students will spend 110 hours in the classroom and 210 hours in field training. CLP students will also work towards 9 additional industry specific certifications and qualifications.

*Student / Instructor ratio in CLP is 10:1**

110
CLASSROOM
HOURS

210
FIELD TRAINING
HOURS

**CDL Training has a 4:1 Student/Instructor ratio*





COURSE SCHEDULE

CLASS 52 - 2025

Tuition Increase

Aug 8	<i>Registration</i>
Aug 8	<i>First day of class</i>
Oct 2	<i>Last day of class</i>
Oct 3	<i>Graduation</i>

CLASS 53 - 2025

Oct 13	<i>Registration</i>
Oct 13	<i>First day of class</i>
Nov 27-28	<i>Holiday - Thanksgiving</i>
Dec 11	<i>Last day of class</i>
Dec 12	<i>Graduation</i>

CLASS 54 - 2026

Jan 6	<i>Registration</i>
Jan 6	<i>First day of class</i>
Mar 5	<i>Last day of class</i>
Mar 6	<i>Graduation</i>

CLASS 55 - 2026

Mar 20	<i>Registration</i>
Mar 20	<i>First day of class</i>
May 14	<i>Last day of class</i>
May 15	<i>Graduation</i>





OTHER PROGRAMS OFFERED

CRANE OPERATOR PROGRAM

For those who qualify*

INDUSTRY OUTLOOK

Crane operation is a highly sought after skill because of its versatility in a number of industries. With the rapid development of structures and the constant need for operators to load/unload heavy products, there is an increasing number of opportunities for careers in crane operation.¹

Crane operation is a rewarding and challenging career that requires hard work, dedication, and the ability to work in a team environment.

PAY AND BENEFITS

SLTC uses the Bureau of Labor Statistics (BLS) to gauge industry needs and salaries nationwide. For the amount of formal training and certifications required, pay for crane operators will well exceed your initial investment into the trade.

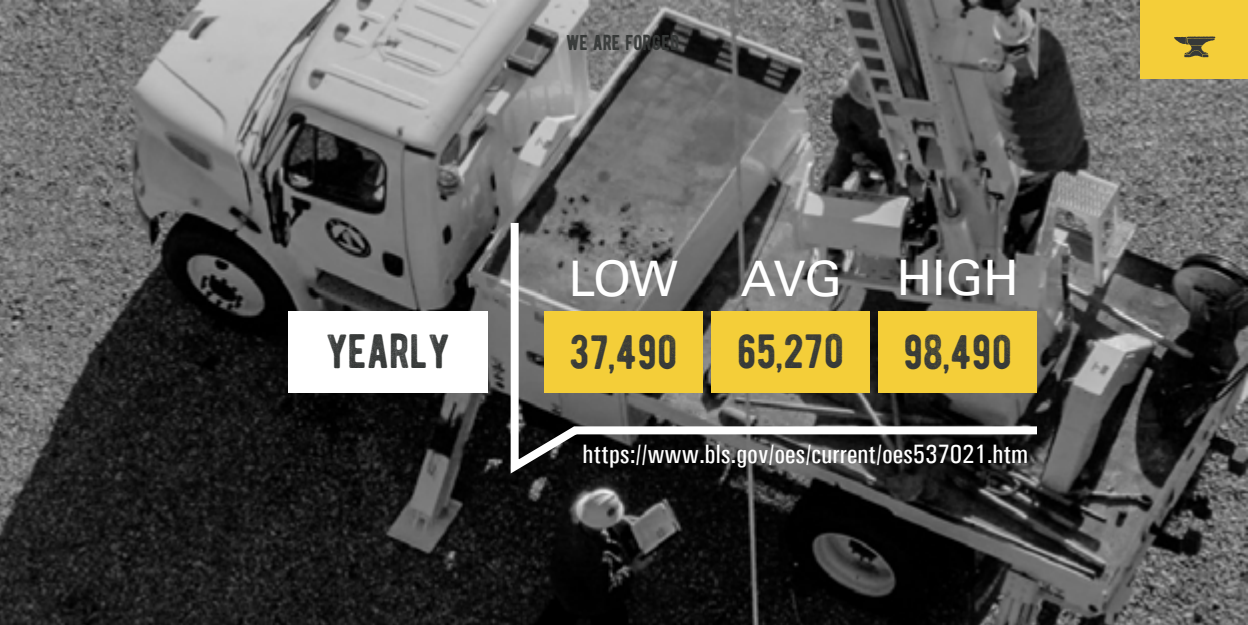
The chart is available on the BLS website and contains relevant wage information for crane and tower operators. These wages reflect base salaries and do not consider overtime earned.

JOB POSSIBILITIES

Successful completion of our educational objectives by students results in graduates that will be qualified for a variety of positions including but not limited to the following:

- + Non Residential Building Construction
- + Residential Construction
- + Highway, Street, and Bridge Construction
- + Mobile Crane Operator
- + Boom Truck Operator

¹ <https://www.cranerental.com/4-interesting-facts-about-careers-in-crane-operation/>
*Enrollment in this program is unavailable for Tennessee Residents



	LOW	AVG	HIGH
YEARLY	37,490	65,270	98,490

<https://www.bls.gov/oes/current/oes537021.htm>

TUITION & FEES

Tuition\$1,780
(Due 45 days prior to the first day of class)

TOTAL COST\$1,780

The tuition is due 45 days prior to the first day of class. All prices for programs are as printed herein. Safety-toe boots, gloves, safety glasses, and a hardhat will be required for participation by the student and can be purchased from the school for an additional fee. Refunds will be issued within 45 business days after receiving a written request.

Applicants who cancel and request a refund within seventy-two (72) hours of signing the enrollment agreement will receive a full refund of all monies paid to SLTC. To request a refund, the applicant must submit a request in writing to the admissions department at Southeast Lineman Training Center.

*Please note that all prices are subject to change
 Some payment methods may cause a surcharge*

Housing is available at an additional cost. Contact a school representative for more information.

SEE FINANCIAL AID ON PAGE 55

COURSE DESCRIPTION

The Crane Operator Program (COP) provides individuals or organizations the opportunity to receive in-depth training from industry experts in hopes of earning their NCCER Mobile Crane Certification. Students participate in academic and field training exercises over a one week period. Each day students will learn and practice safe crane operations and maneuvers in a field setting with instructor supervision. Academics, safety standards, terminology, definitions, and test preparation will be covered in a classroom setting.

Introduction to Mobile Cranes

Includes safety standards, responsibilities, types of cranes, and paths to Mobile Crane Operator Certification.

Crane Principles

Includes how to level a crane, quadrants of operation, stability and stability limiting factors, jibs, tandem lifts, and duty cycle operations.

Setup & Operation

Includes inspections, safety devices, operational aids, bearing surfaces, ground pressure, and counterweights.

Practice & Procedures

Includes lifting personnel, signaling, communication, working near electrical sources, loss of power, and critical lifts.

Wire Rope

Includes wire rope construction, component arrangement, classification, measurement, terminations, inspection, lubrication, sheaves, blocks, and reeving.

Rigging Hardware

Includes rated loads, hooks, shackles, eyebolts, slings, sling capacity, and sling angles.

Load Charts

Includes introduction to load charts, and load chart calculations.



Testing

All students that complete the Crane Operator Program must pass both a written (computer) knowledge based test and a practical (Hands-on) test with a minimum passing score of 80%. Knowledge base test is comprised of 60 questions from curriculum and has a 3hr. time limit. Practical test is hands on operations, hand signals, and load chart calculations on the equipment used during course training, safe operations and time limits being the criteria for grading. In the event of a failing grade retest are available at an extra cost to the student after required wait time has been satisfied.

Certification

NCCER Mobile Crane Certification

Rubber Tire Truck Mount Crane, Telescopic Boom, Rotating Controls

TRAINING ENVIRONMENT

The purpose of our Crane Certification Program is to provide individuals or organizations the opportunity to receive in-depth training from industry experts in hopes of earning their Rubber Tire Truck Mount Telescoping Boom Crane Certification. This is provided through NCCER (National Center for Construction Education and Research), a nationally recognized credentialing and certifying organization.

The Crane Operator Program (COP) is normally completed in 35 hours of combined academic and practical training and testing. Student/Instructor ratio in COP is 15:1.

21 CLASSROOM HOURS

14 FIELD TRAINING HOURS

COURSE SCHEDULE

For an updated program calendar, visit lineworker.com/crane

To apply, please visit lineworker.com/enroll-crane and download your application

sUAS DRONE PILOT PROGRAM

For those who qualify*

INDUSTRY OUTLOOK

The utility industry is rapidly adopting drones as an alternative inspection method due to the immense benefits drones provide. Having a Remote Pilot Certificate, also called a 'Part 107', is incredibly valuable for linemen looking to be hired. Additionally, having utility inspection and wire environment training ensures that you are ready to start flying right away in the utility industry.

PAY AND BENEFITS

SLTC uses the Bureau of Labor Statistics (BLS) to gauge industry needs and salaries nationwide. For the amount of formal training and certifications required, pay for drone operators will well exceed your initial investment into the trade.

JOB POSSIBILITIES

Successful completion of our educational objectives by students results in graduates that will be qualified for a variety of positions including but not limited to the following:

- + Remote sUAS Pilot
- + Overheard Facilities Inspector
- + Damage Assessment Inspector
- + Utilities Videographer

*Enrollment in this program is unavailable for Tennessee Residents



TUITION & FEES

Tuition\$1,800
(Due 45 days prior to the first day of class)

TOTAL COST\$1,800

The tuition is due 45 days prior to the first day of class. All prices for programs are as printed herein. Safety-toe boots, gloves, safety glasses, and a hardhat will be required for participation by the student and can be purchased from the school for an additional fee. Refunds will be issued within 45 business days after receiving a written request.

Applicants who cancel and request a refund within seventy-two (72) hours of signing the enrollment agreement will receive a full refund of all monies paid to SLTC. To request a refund, the applicant must submit a request in writing to the admissions department at Southeast Lineman Training Center.

*Please note that all prices are subject to change
Some payment methods may cause a surcharge*

Housing is available at an additional cost. Contact a school representative for more information.

SEE FINANCIAL AID ON PAGE 55

COURSE DESCRIPTION

This course teaches students to safely and effectively operate Small Unmanned Aerial Systems (sUAS) in the complex utility environment.

The course consists of both classroom and hands-on instruction. The classroom training portion of the course covers all necessary information to pass the FAA's Unmanned General (Part 107) exam. Additionally, utility-specific training is provided to ensure accurate and valuable data is collected in the field. The hands-on portion of the training provides instruction on basic drone flight techniques and advanced utility inspection methods. The course cover a broad range of topics that are necessary to pass the FAA written exam as well as provide a base knowledge critical for utility inspections. Topics covered include:

Airspace & Weather

Includes how to read Airspace Maps, METAR, TAF, NOTAMS, and Potential Flight Hazards.

Regulations

Overview of Operation Rules, rPIC Responsibilities, Accident Reporting, and sUAS Operating Limitations.

Loading & Performance

Basic understanding of Aerodynamics, Effects of Overloading, Axes of an Aircraft, and Types of Aircraft Stability.

Operations

Includes of Airport Operations, Longitude and Latitude, Wildlife Strikes, and Traffic Patterns

Radio Communication

Includes Phonetic Alphabet, ATIS, Unicom Procedures, and Call Signs.

Maintenance & Inspection Procedures

Includes Basic Maintenance, Preflight Inspection, and Record Keeping



Emergency Procedures

Overview of how to handle Emergency Situations, Battery Hazards, and Aeronautical Decision Making.

Physiology

Includes Hazardous Attitudes, Risk Assessment, Substance Use, and Situational Awareness.

Basic Flight Maneuvers

Includes Takeoff, Landing, Functions Check, Climbing, and Descending.

Testing

Includes a variety of practice test and given to replicate final FAA exam.

Certification

This is a preparation course, the final test must be scheduled with the FAA to receive the Part 107 Drone License.

TRAINING ENVIRONMENT

This course is taught by SLTC Utility Drone Pilots. Our instructors understand the skills desired by utilities and ensure every student is prepared to operate drones safely and efficiently in the wire environment.

The Drone Pilot program is normally completed in 40 hours of combined academic and practical training and testing. Student/Instructor ratio in the Drone Program is 10:1

26 CLASSROOM HOURS

14 FIELD TRAINING HOURS

COURSE SCHEDULE

For an updated program calendar, visit sltcglobal.com/drone

To apply, please visit sltcglobal.com/drone and click "Sign Me Up!"

FIBER SPLICING

For those who qualify*

INDUSTRY OUTLOOK

The booming telecommunications industry has a rapid career growth rate, and the onset of new technology has done many things, but most of all, it has driven the expansion of fiber optic networks across the globe. Industry reports the fiber optic market is expected to grow significantly in the coming years. This growth spells a positive trend for job seekers interested in a career as fiber optic technician

PAY AND BENEFITS

SLTC uses the Bureau of Labor Statistics (BLS) to gauge industry needs and salaries nationwide. For the amount of formal training and certifications required, average pay for a Telecommunications Technicians are \$64K annually.

The chart is available on the BLS website and contains relevant wage information for Fiber Splicing Technicians. These wages reflect base salaries and do not consider overtime earned.

JOB POSSIBILITIES

Successful completion of our educational objectives by students results in graduates that will be qualified for a variety of positions including but not limited to the following:

- + Fiber Splicing Technician
- + Fiber Optic Technician
- + Telecommunications Technician
- + Fiber Optic Contractor
- + Fiber Optic Maintenance Technician
- + Broadcast, Sound, and Video Tech.

*Enrollment in this program is unavailable for Tennessee Residents



YEARLY

LOW

AVG

HIGH

38,360

64,010

91,740

www.bls.gov/oes/2023/may/oes492022.htm

TUITION & FEES

Tuition\$1,800
(Due 45 days prior to the first day of class)

TOTAL COST\$1,800

The tuition is due 45 days prior to the first day of class. All prices for programs are as printed herein. Safety-toe boots, gloves, safety glasses, and a hardhat will be required for participation by the student and can be purchased from the school for an additional fee. Refunds will be issued within 45 business days after receiving a written request.

Applicants who cancel and request a refund within seventy-two (72) hours of signing the enrollment agreement will receive a full refund of all monies paid to SLTC. To request a refund, the applicant must submit a request in writing to the admissions department at Southeast Lineman Training Center.

*Please note that all prices are subject to change
Some payment methods may cause a surcharge*

Housing is available at an additional cost. Contact a school representative for more information.

SEE FINANCIAL AID ON PAGE 55

COURSE DESCRIPTION

This course provides a basic understanding of optical fiber versus traditional copper and wireless technologies, terminations and connector types, cleanliness, transmission technologies, network design, OTDR and power meter testing, splicing methods, assembly and sealing of enclosures, loss evaluation and fault locating, cable routing and cable management.

This course combines classroom instruction with Lab application. This is an entry level course specifically designed for individuals seeking employment in the fiber optic industry.

Intro to Optical Components & General Technologies

Overview of different cable types, jumpers, patch chords, connectors, splicing, cable prep, and technologies such as single mode/multi mode, active networks versus PON, and DWDM.

Optical Network Design & Performance Testing

Provides an understanding of the basics of how an optical fiber network is designed and discuss performance expectations. Introduces the various types of test equipment including the use of OTDR & light source & meter.

Splicing & Termination Technologies

Hands on use and understanding of cables, fibers, and splicing. This includes understanding the splicing methods of fusion versus mechanical, setup and calibration of a Splicer and Clever, Cable and Splice Tray prep, splicing on connectors.

Inside/Outside Plant Termination & Splicing Enclosures

Centered on fiber closures and enclosures and how to assemble these units. Hands on assembly of splice enclosures, bonding, sealing and cable prep. An emphasis on cable identification, maintaining plant records, and assembly and prep for wall mount, rack mount, and aerial enclosures.



Optical Performance Testing

Understanding proper use to complete optical performance tests to ensure the network built in the lab meet the design standards.

Lab Training

This is a hands on course with the majority of your time spent in the lab. Each step/action is demonstrated by the instructor and replicated by each student. There is thorough documentation and quality of work is emphasized for every task.

Testing

Every task is evaluated for quality, accuracy, proper labeling and documentation. OSP Optical Fiber Splicing & Performance Testing.

Certification

OSP Optical Fiber Splicing and Performance Testing

Certificate of Completion

TRAINING ENVIRONMENT

The purpose of our Fiber Splicing course is to provide individuals or organizations the opportunity to receive in-depth training from industry experts.

The Fiber Splicing course is completed in 32 hours of combined academic and practical training and testing. Student/Instructor ratio is 10:1.

8 CLASSROOM HOURS

24 FIELD TRAINING HOURS

COURSE SCHEDULE

For an updated program calendar, visit lineworker.com/fiber

To apply, visit lineworker.com/fiber and contact through the program section





FINANCIAL AID

SLTC students are funded through various means. Although the majority use a student loan or personally fund their education, we have included information below about ways to secure funding. All Financial Aid is applicable to both programs.

All Financial Aid is applicable to all programs.

Sallie Mae – Smart Option Loan

Southeast Lineman Training Center offers student loans through Sallie Mae's Smart Option Loan.

Department of Labor – TAA/WIOA (for those who qualify)

The Federal Government has a program known as the Workforce Innovation and Opportunity Act. This program allows individuals who are unemployed or underemployed to receive funds for retraining. To see if you qualify, you need to visit your local unemployment office also known as a One-Stop Center or Career Center. Some states will pay for all the costs associated with retraining while others only pay a portion.

Individuals who find themselves unemployed as a result of a plant closing are typically eligible for TAA or Trade Adjustment Assistance Program. This program covers up to 100% of the cost of retraining.

Local Bank or Personal Loan

Contact your local bank or credit union to see if you qualify to obtain a personal loan to cover your tuition and fees for SLTC.

VA

SLTC is approved to certify veterans for Post - 9/11 G.I. Bill® benefits which pays up to 100% of program costs. (See next page for more info.)





VETERANS FINANCIAL AID

SLTC IS APPROVED TO CERTIFY VETERANS FOR POST-9/11 G.I. BILL® BENEFITS WHICH PAYS UP TO 100% OF PROGRAM COSTS.

Veterans of the Armed Services should visit www.gibill.va.gov to apply for benefits or you can download the VA form 22-1990 and send it to us.

Once you graduate from SLTC and enroll in an approved apprenticeship program you are eligible for VA benefits through the On-the-Job or Apprenticeship Training program. For Post-9/11 G.I.Bill® recipients, the payments are as follows:

100% of your applicable MHA during the first six months of training

80% of your applicable MHA during the second six months of training

60% of your applicable MHA during the third six months of training

40% of your applicable MHA during the fourth six months of training

20% of your applicable MHA during the remainder of the training

Post-9/11 G.I. Bill® recipients will also receive a one time allowance of \$290.50 for books and supplies.

For the Department of Veterans Affairs benefits recipients, registration for ELP and CLP must be within 10 days of the start of the scheduled program term. SLTC is approved for other types of G.I. Bill® benefits as well. Please call 706.657.3792 for more info.

G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.



THE SCHOOL & WHAT WE DO FOR YOU



OUR HISTORY

Southeast Lineman Training Center is one of the premier training school for apprentice lineworker training; consistently producing high quality trained and certified graduates.

We accomplish this through a training style and philosophy that is unlike any other program offered in the country. This philosophy and style have earned us an outstanding reputation in the industry. Many companies now require students to attend SLTC before they will be considered for employment. Because only the most determined students finish our intense programs, our graduates are well equipped to enter the utility industry and have a strong sense of accomplishment.

Southeast Lineman Training Center (SLTC) was conceived in 1999 when George Nelson, an entrepreneur from Florida, was approached about the need for quality trained apprentice lineworkers in the electric utility industry. So, like any visionary that sees a need, he purchased 19 acres and started putting the pieces together.

SLTC's first class was delivered on February 1, 2000 to 15 students. Two other classes were delivered that year to 19 other individuals. During that time, SLTC's office was a trailer with one pole circle in our training yard. We had one bucket and one digger derrick truck.

In 2002, SLTC added its first administration building, which contained an office, classrooms, and lab areas. This building is still on campus, but is now home to SLTC Global Staff.

Since those first few years, SLTC has expanded its footprint nearly every year. The first, and most significant expansion was the construction of our current corporate headquarters. This building is approximately 17,000 square feet and sits on the property of our main campus.

Our next big expansion was purchasing an additional 21 acres to allow the ELP to accommodate up to 270 students per class. This property is referred to as our extension campus and advanced underground lab area.

Our most recent project has been the creation and development of SLTC Global. Our SLTC Global campus allows us to conduct simulated and energized training for companies all over the world. We conduct training on site and have staff that travel to administer training abroad.

This campus is also home to our Communications Linework Program (CLP). This program was established in 2016 and became the first dedicated telecommunications technical program in the country.

When we were sitting in a trailer in 2000, we never dreamed that we would be training over 1,000 students per year. We also would have never imagined working with companies in Russia, Vietnam, China and Belize to name a few. However, that's the kind of stuff that makes life so much fun.



FACILITIES AND EQUIPMENT

SLTC consists of three campuses, the main campus, extension campus, and communications/global campus. All campuses offer classroom and field training.

The main campus features a 17,000 square foot two-story building, which includes offices for administration and instructors, two large classrooms, computer lab/library, and a break room. The main campus also includes a 2,500 square foot lab and maintenance building as well as additional buildings for all digger derricks, bucket trucks, and storage for necessary tools and equipment.

The main campus building includes a large deck where students gather at the end of each day to discuss what tasks lay ahead. The deck opens up to the pole training yard and 7 pole circles, where the training begins for each new group of students. Those individuals determined enough to make it through each rigorous day in the pole circles will then move on to field training, which spreads across both main and extension campuses.

The extension campus adds an additional 21 acres to SLTC. This property includes a 9,000 square foot administration building which includes two large state of the art classrooms, break room, heavy equipment and material storage, and office space. It also provides space for 5 pole circles, 5 field training lines, an outdoor advanced underground training area, and crane practical preparation areas.

The communications/global campus is another 57 acres dedicated to our Communications Lineworker Program and SLTC Global training labs. This property features two classrooms, heavy equipment and material storage, and office space. It also provides space for 4 pole circles, multiple field training lines, and advanced transmission training lines.



WHAT WE DO

Leaders of the Pack

Our instructors have been recruited from various backgrounds in the industry with the same high standards we expect from our students. With an average of 15 years experience under their belts, they understand what it takes to prepare SLTC students to be successful and productive employees after completion of the program. They are all committed to passing down their knowledge to the next generation of lineworkers.

What Goes Around Comes Around

There is a high demand for SLTC graduates in the industry, giving the students who are willing to relocate fantastic career opportunities. Because companies understand the value of SLTC's programs and graduates, many students are offered jobs prior to graduation and excel above others starting in the industry with no training or experience.

Technical Advisory Board

It's important that our graduates are receiving training that is relevant to the industry. One way we can be sure that our program and instructors are up to speed on the most recent training methods and equipment is through the input from industry professionals. We have created a Technical Advisory Board that consists of highly qualified individuals from various companies and manufacturers in the electrical utility and communication industries. The role of this board is to:

- + Review training materials and recommend improvements
- + Communicate between SLTC and the electrical utility and construction industries
- + Assist with the promotion of SLTC's training services and products
- + Offer recommendations concerning problems presented to the SLTC staff
- + Aid in the procurement of power line materials, tools, and training equipment
- + Review and offer recommendations on various products SLTC might develop



Knowledge, Discipline & Ability

We understand that our student's success is our success. Assistance is available to our students from every aspect of the enrollment process all the way until they are placed in the industry. And job placement doesn't stop after graduation – we currently send graduates updated job postings we receive from companies in the industry.

Attitude is an eight-letter word that can mean the difference between success and failure. We maintain a positive, motivating, and encouraging “can do” attitude that helps instill our three core educational values into each graduate.

Student Housing

Housing assistance is just another way SLTC helps students get through the enrollment process. While SLTC is not affiliated with the housing options available to students, we do recommend that students stay in one of the many options on our “Housing List.” Housing options include apartments, dorms, duplexes and houses. Most of the housing is located in the city of Trenton, just a few miles from the training center. All listed housing is fully furnished except for linens and personal items.

Grounds for Approval

SLTC feels we offer one of the most impressive campuses available for apprentice training. We've had linemen say, “It's a paradise for linemen.” Our campus is a combined 100+ acres for field training that offers students the most comprehensive hands-on training available. Every day at SLTC, knowledge learned in the classroom is then applied in the field to develop disciplined skills and abilities; this all takes place in a realistic environment which is as close to the real world as you're going to get. But don't take our word for it, come tour our campus and see for yourself.

Credentials

Southeast Lineman Training Center believes in the highest standards of education and training for the power delivery industry. Southeast Lineman Training Center is authorized by the Georgia Non-Public Postsecondary Education Commission and the Tennessee Higher Education Commission. These authorizations must be renewed each year and are based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Georgia Non-Public Postsecondary Education
Commission 2082 East Exchange Place, Suite
220 Tucker, Georgia 30084 770-414-3300

Tennessee Higher Education Commission
312 Rosa L. Parks Ave., 9th Floor
Nashville, TN 37243
615-741-1346

COMPLETION REQUIREMENTS FOR ELP& CLP

1

Student must have at least a 70% or C average in each academic course and on the final exam.

2

Student must successfully complete all of the field competencies.

3

Student must obtain all required certifications prior to the last week of class.

4

Student must complete the program with NO MORE than five (5) absences for ELP and two (2) absences for CLP.

5

Student must have satisfied all financial obligations to SLTC.

6

Student must abide by all SLTC policies and procedures.

7

Student must carry out the SLTC Code of Conduct.

Given ALL these requirements are met, the student will earn a certificate of completion. Students who fail to complete these requirements will be terminated from SLTC.

SLTC CODE OF CONDUCT

All students are required to sign our SLTC Code of Conduct. This code raises the bar on student behavior on and off campus. If you want to train with the best, we expect you to act your best. Attitude, respect, discipline, and integrity are values that are as important as the tools and training you will be equipped with as a part of our program. All students attending Southeast Lineman Training Center are required to avoid “conduct detrimental to Southeast Lineman Training Center.” Illegal or irresponsible conduct does more than simply tarnish the offender; it puts innocent people at risk, discredits the reputation of others involved, and damages public respect and support for Southeast Lineman Training Center.







OUR PROMISE

WE PROMISE to always provide a safe and professional training environment and make safety a priority first and foremost above all else.

WE PROMISE to teach the discipline, fundamentals, and attitude needed for success.

WE PROMISE to breed confidence in all students to complete any task that is required of them.

WE PROMISE to teach students the honest truth about linework.

WE PROMISE to help students learn and retain information both in the classroom and in the field.

WE PROMISE to give students 100% at all times and mold them into a well-rounded apprentice.

WE PROMISE to push students to be the best versions of themselves.

WE PROMISE to expect only the best from students and help make “someday” today.

SAFETY AND PERSONAL PROTECTIVE EQUIPMENT

Southeast Lineman Training Center stresses safe working practices in everything that we teach because it's the most important issue for lineworkers. Even though linework is now considered to be safer than several construction trades, there is no room for mistakes. Students will learn safety procedures and the hazards of not following them.

"IN BETTER THAN 75% OF THE CASES, THE PERSON WHO WAS INJURED OR KILLED FAILED TO FOLLOW SAFETY PROCEDURES, AND/OR FAILED TO HAVE ON THEIR PPE." ~ **Carl Potter, Safety Consultant**

SLTC provides the best real world training environment possible to teach students safe working skills. By the time you graduate from SLTC, safety skills will have become second nature to you. Taking these skills with you to your employers will provide you with a long and safe career.

The first line of defense for a lineworker is his or her Personal Protective Equipment (PPE). At SLTC, students are equipped with Personal Protective Equipment required by OSHA standards. They are expected to have all their PPE on them at all times while on the training grounds.

During a typical training day in the field, students receive instruction from the foreman through what we call a tailboard discussion. Each tailboard discussion includes, but is not limited to:

- + PPE compliance
- + Energy source control
- + Job description for that day
- + Safety rules
- + Specialty tools to be used
- + Traffic control
- + Hazards associated with the job
- + Hazard mitigation methods

If a bucket or digger derrick truck is to be used, discussions also include:

- + Wheel chocking
- + Wearing of a harness with lanyard
- + Cones
- + Rigging
- + Truck set-up
- + Pre-operational inspections



GRADUATION & RODEO

Only the most determined students make it to the event that has come to be known as their “final act” before they make their way into their new careers. They all look forward to this last hoorah of their stay at Southeast Lineman Training Center - Lineman’s Rodeo and Graduation Ceremony.

The rodeo encompasses many different events that will exemplify some of the skills they have been learning. The scoring for each event is based on both the level of skill at which the event is performed and the time it takes to do it. If these events are performed without mistake, a perfect score will be awarded. If there are multiple with a perfect skill score on the events, they are then judged based off of time, the fastest score will win.

Those with the best scores will be recognized at graduation. Other awards will be given at graduation to recognize students for their work ethic and other attributes of their character. Friends and family members are encouraged to attend and get a small glimpse of what the students have learned during their training. SLTC will send out more information prior to these events.

ELECTRICAL RODEO EVENTS

POLE-TOP RESCUE +
INSULATOR CHANGE OUT +
EGG CLIMB +
GRUNT BAG PULL +

COMMUNICATIONS RODEO EVENTS

+ POLE-TOP RESCUE
+ EGG CLIMB
+ GRUNT BAG PULL

WILLIAM WISTER HAINES "SLIM" AWARD

This award was created to honor a great lineman, great author, and most importantly – a great man. Most men in the profession look to the character in "Slim" as the example of what it means to be called a lineman. It is for this reason that Southeast Lineman Training Center chose to honor the original "Slim"; Mr. William Wister Haines, by naming this very special award after him.

The SLTC "SLIM" Award is the most prestigious award given to any ELP student. Only one student in each ELP session earns the right to be the recipient of it. The student that best demonstrates unrivaled knowledge, discipline, and ability over his peers will be one of the proud few to receive this award.

CLP MOST OUTSTANDING AWARD

The CLP "Most Outstanding" Award is presented to the CLP student that demonstrates excellence in every aspect throughout the program. It is the highest of honors awarded and represents the dedication, hard work, passion, and spirit that rivaled all others during their time at SLTC.



STUDENT SERVICES

Academic Advising

Private or group tutoring is provided on an “as needed” basis before or after school by faculty. Academic advising is facilitated through student evaluations. When a student fails to achieve the minimum 70% or better on a test, they will meet with their instructor and receive a written academic reprimand, as well as instruction on how to improve their future scores. Special appointments can be made by the student at any time to meet with an instructor to review his/her status and answer any questions they might have. Receiving less than a minimum 70% on one test does not subject a student to a Probationary period. Probation is applied if the course average falls below 70%.

Personal Advising

SLTC provides a listing of local counseling offices for those students that may be in need of professional help for various personal issues.

Placement Assistance

SLTC faculty and staff assist students with career opportunities in the electric utility and communication industries, at no additional cost. Employment opportunities typically occur in four ways.

1. Representatives from major utility companies, contractors and union organizations visit SLTC to speak to our students about possible job opportunities available throughout the region.
2. SLTC sends job openings from utility companies to students via email.
3. Upon request, students will be provided with a listing of major utility companies and contractors in the areas of the country where they are interested in working.
4. Students take the initiative to contact employers on their own.

SLTC does not guarantee graduates of this program employment directly or indirectly. It is the policy of Southeast Lineman Training Center to aid in the search and acquisition of employment for all graduates equally.



Learning Resource System

During business hours, all students have access to a computer lab and library on campus for career preparation, studying, video/phone interviews, etc.

Career Preparation

All students will learn how to create a professional resumé and cover letter, through our Career Planning & Strategies course (CP 100). This class also teaches students how to present themselves during the interview process.

Area Information

Southeast Lineman Training Center is located at the base of Lookout Mountain in Northwest Georgia, just 20 miles south of Chattanooga, Tennessee. This area is very scenic, with nearby attractions like Cloudland Canyon State Park and Lookout Mountain. Area outdoor activities include: hunting, world class hang-gliding, caving, rock climbing, mountain biking, white water rafting, kayaking, and canoeing.

Another advantage to the area is its proximity to so many major southern cities. Atlanta, Birmingham, Nashville, and Knoxville are all less than two hours away. Whether you're into major league baseball, the latest concerts, or just relaxing on the porch, countless opportunities await in beautiful Dade County, Georgia. Chattanooga is the nearest major city, where you can enjoy the Tennessee aquarium, The Children's Discovery Museum, IMAX Theater, and the historic Bluff View District overlooking the Tennessee River.

Also in Chattanooga are famous tourist attractions such as the Incline Railway, Rock City and Ruby Falls. Every year in June, Chattanooga also hosts The Riverbend Festival - one of the Southeast's top twenty festivals. SLTC is truly a wonderful place to attend school, where you'll find friendly Georgia smiles, good down-home cooking, and southern hospitality at its finest.

www.chattanooga-chamber.com | www.chattanooga-fun.com

PROGRAM POLICIES

To ensure that an environment is maintained that promotes the highest quality of training and safety for all students, these rules must be followed by every student while enrolled at SLTC.

SLTC Tuition Refund Policy

An applicant, accepted, or approved individual may withdraw from the registration process prior to the first day of registration. Those who withdraw from the process before registration day will receive a full refund of all monies paid to SLTC (tuition, lab fee, tools, etc.) minus the \$75 application fee.

- After the first day of attendance, if a student requests to cancel their enrollment, the \$950 lab fee for ELP and \$600 lab fee for CLP will be prorated for goods or services purchased on behalf of the student and cannot be reused.
- If an applicant's enrollment is rejected by the school, the applicant will receive a full refund of all monies paid to the school or its representatives. The denied applicant's records will be kept on file for at least one year.
- For a student requesting cancellation of their enrollment after they have started the course, the tuition refund will be pro-rata on the basis of percent of instruction completed on the date of withdrawal up to 50%. Lab fees are non-refundable to the extent that goods and services are purchased on behalf of the student and cannot be reused or canceled.
- For a student completing more than fifty percent (50%) of instruction time, the institution is not required to issue a refund.
- In the case of student illness or accident, death in the family, or other circumstances beyond the control of the student, the student shall be entitled to consideration and the school shall make a settlement, which is reasonable to both.
- All refund requests must be made in writing and any monies due to the student shall be refunded within forty-five (45) days from the termination date.
- FOR TENNESSEE STUDENTS: Please reference Rule 1540-01-02-.17 Cancellation and Refund Policy for Tennessee Students on Pg. 76.
- All monies paid to the school prior to attendance that are not refunded are valid for their original payment value and purpose for 1 calendar year beyond original payment date.
- If any refund is due, the refund will be made as follows:
 - If tuition was paid via a Sallie Mae Loan or any State Funding (WIDA/TAA), they will be reimbursed first.
 - If tuition was paid personally, it will be refunded to the person who wrote the check or paid with their credit card.
 - For Department of Veterans Affairs Benefits Recipients in accordance with section 1019 of Public Law 116-315, the school will refund the unused portion of prepaid tuition and refundable fees on a pro-rata basis directly to the U.S. Department of Veterans Affairs.

For Department of Veterans Affairs Benefits Recipients

(For those who qualify)

SLTC must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form

for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

SLTC must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Non-Refundable Fees

The application fee (\$75 ELP and CLP) is non-refundable.

FOR TENNESSEE STUDENTS: A \$100 administrative fee for ELP and CLP.

Transfer of Credits Policy

Credits earned at Southeast Lineman Training Center may not transfer to another educational institution. You should obtain confirmation that Southeast Lineman Training Center will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Southeast Lineman Training Center to determine if such institutions will accept credits earned at Southeast Lineman Training Center prior to executing an enrollment contract or agreement. The ability to transfer credits from Southeast Lineman Training Center to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Southeast Lineman Training Center if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Southeast Lineman Training Center and of any other educational institutions you may in the future want to transfer the credits earned at Southeast Lineman Training Center before you execute an enrollment contract or agreement.

FOR TENNESSEE STUDENTS: Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

Veterans & Eligible Persons - Credit for Previous Training

For students seeking evaluation of possible transfer credit, Southeast Lineman Training Center requires students to submit an official transcript. Southeast Lineman Training Center will maintain



a written record of previous education and training of all students to include veterans and eligible persons and will indicate if credit for previous education and training has been awarded. Southeast Lineman Training Center will notify the student veteran or eligible person and the Department of Veterans Affairs of credit awarded and any proportionately shortened program relative to the credit in accordance with C.F.R. 21.4254(c)(4).

Drug/Alcohol Policy

SLTC is a drug/alcohol free educational institution. It reserves the right to test all students on a random basis, as well as due to reasonable suspicion. A student's refusal to participate, or a positive test, will result in immediate expulsion from SLTC. The following rules apply:

- Students will be randomly drug/alcohol tested.
- Students will be drug/alcohol tested for reasonable cause/suspicion such as sleeping in class, poor test grades, accidents, odd behavior, etc.
- Students that test positive for any drug will be terminated.
- Students will be terminated for refusing a drug/alcohol test.
- Students who alter, tamper, or in any way compromise the drug/alcohol testing procedure will be terminated.
- Students who possess, use, or sell any drug/alcohol on the premises will be terminated.
- Each student must notify SLTC of any prescription drugs they are taking while enrolled at SLTC. If any of the prescriptions would possibly impair the student's behavior, physically or mentally, then SLTC will dismiss the student from the program.

Attendance Policy for ELP

Regular attendance (Monday through Thursday) will be required of students. Occasionally, Fridays are reserved for third party certification testing and make up days if applicable. This develops a good work habit that will be required in the chosen career. Attendance is taken daily in the classroom. To maintain satisfactory attendance, students must not have more than five (5) absences. Students who have more than five (5) absences will not receive a certificate of completion in this program and will be terminated. Contact hours missed will be made up.

Attendance Policy for CLP

Regular attendance (Monday through Friday) will be required of students. This develops a good work habit that will be required in the chosen career. Attendance is taken daily in the classroom. To maintain satisfactory attendance, students must not have more than three (3) absences. Students who have more than three (3) absences will not receive a certificate of completion in this program and will be terminated. Contact hours missed because of absences will need to be scheduled to make up with the instructors.

Tardy Policy

Students who are late for class will be regarded as tardy. Three tardies for ELP and three tardies for CLP will constitute one unexcused absence. Students who are 15 minutes or more late for class or leave 15 minutes or more early for class will be considered absent.

Attendance and Tardy Policy for all Other Programs

Due to the short program length for our Other Programs, no days

can be missed. If any days of training are missed, the individual will not meet the minimum requirements for completion of certification. There are no make-ups for missed days.

Honesty

Students are expected to be honest in their academic work. Graduates are "representatives" of SLTC and the education they receive. If students have a difficult time completing apprenticeship programs, it will reflect not only on the student, but SLTC as well. For these reasons, any academic dishonesty (cheating, plagiarism, and collusion in connection with examinations) will result in automatic expulsion. Students who suffer a hardship may qualify for consideration by the instructor.

Students Grading System

To earn a certificate, you must earn at least 70% final average in each course.

- 100%-90% = A
- 79%-70% = C
- 89%-80% = B
- 69%-below = F

Students grades will be averaged as follow for each program:

- All course averages will equal 60% of the final grade.
- Final exam will equal 40% of final grade. Students must make a 70% on the final exam to earn a Certificate of Completion. Students who score below 70% on the final exam will be terminated.
- All competencies must be completed and passed in order to receive a certificate. Competencies are pass/fail. Failure to complete a competency will result in termination.

Student Conduct Policy

The following are examples of immediate termination from the school. They include, but are not limited to:

- any violation of Southeast Lineman Training Center's rules and/or policies
- destroying, damaging, or stealing school property
- using or possessing any illegal substances
- cheating on exams, quizzes, competencies or any other required evaluations
- any "horseplay" or other violation of school rules
- attending class under the influence or intoxicated
- fighting with students or staff
- failing to maintain satisfactory progress (i.e. falling below 70% on academic subject)

Student Behavior Assessment Point System

Students will receive points based on their behavior in the following areas. Once a student has accumulated 15 points for ELP or 12 points for CLP, will be terminated from the program.

- Tardy = 1 point
- Unexcused Absence = 3 points
- Leaving School w/o Permission = 5 points
- Unauthorized Cell Phone Use = 5 points
- Academic Reprimands = 3 points
- Field Reprimands = 3 points
- Failure to Call if Absent or Late = 1 point
- Unauthorized Use of Library Computers = 3 points
- Each Below Average Rating on Evaluation = 2 points
- Other (Sleeping in Class, First CDL Violation) = 3 points

PROGRAM POLICIES CONTINUED

- Use of Tobacco Products in Building = 3 points
- Safety Reprimand = 3 points / Repeat Offense = 5 points
- LMS Violation = 3 points

Excused Absences will not receive points; however, all absences still adhere to our attendance policy. Absences considered excused are days missed because of: sickness with doctors notes, interviews with potential employers, and student hardship.

Termination Policy

The student will be terminated if:

- student accumulates more than 15 points for ELP and 12 points for CLP on the Behavior Assessment
- the school's drug and alcohol policy is violated
- the school's attendance policy is violated
- the school's student conduct policy is violated
- all financial obligations set by the school are not met
- conditions written in the Enrollment Agreement are violated

Re-Enrollment Policy

Students who are dismissed from either Lineworker Program, due to a violation of the SLTC Program Policy, may appeal their dismissal in writing within five (5) calendar days to the appeals committee. If the school appeals committee accepts the appeal the student may re-enroll the next or subsequent term. Tuition for students who re-enroll into the program will be pro-rated to when the student was terminated.

Satisfactory Progress Policy for ELP

Students are expected to maintain satisfactory progress in academics (at least 70% in each academic course), field competencies and certifications completed in the scheduled time frame, and behavior scores must not exceed the required limits. Formal evaluations, during the 15-week program, will occur at weeks 5, 10, and 15 in order to monitor satisfactory progress. These evaluations are given and explained to the student in written format. Spot evaluations will be made at any time to students demonstrating a deficiency in academics and/or physical performance and/or attitude. Any student not maintaining satisfactory progress will be subject to the probation policies and time-lines listed below.

In no case shall the students training time exceed the time allowance of 500 clock hours to complete the program.

Satisfactory Progress Policy for CLP

Students are expected to maintain satisfactory progress in academics (at least 70% in each academic course), field competencies and certifications completed in the scheduled time frame, and behavior scores must not exceed the required limits. Formal evaluations, will occur at 4 & 8 weeks in order to monitor satisfactory progress. These evaluations are given and explained to the student in written format. Spot evaluations will be made at any time to students demonstrating a deficiency in academics and/or physical performance and/or attitude. Any student not maintaining satisfactory progress will be subject to the probation policies and timelines listed below. In no case shall the students training time exceed the time allowance of 320 clock hours to complete the program.

Probation Policy

Probation is given to the student when satisfactory progress is not maintained (see Satisfactory Progress Policies) or when students are within 6 points of maximum points. Students will receive verbal and written notification of their probation status. This status is given with the intent to inform the student on how to best improve performance and succeed in the program. If student fails to improve in his/her deficiency by their next evaluation (see Satisfactory Progress Policy), the student will be terminated from the program. If points are exceeded before the evaluation, they will be terminated at that time. A student is not considered on probation for failing one test.

Grievance/Complaint Policy

Student complaints or concerns should first be brought to the attention of his/her instructor. This may be an informal, private discussion.

- If the instructor cannot handle the complaint or concern, it should be directed to the Training Director in writing. The Training Director will return a written response to the student within five working days.
- The Training Director will notify the appeals committee that there is a grievance. Southeast Lineman Training Center will make every effort within school policy to resolve the grievance fairly and quickly.
- If the grievance is not resolved at the institutional level the student may contact the Georgia Non-Public Post-Secondary Education Commission at <https://gnpec.georgia.gov/student-resources/complaints-against-institution/gnpec-complaint-form>, 2082 East Exchange Place, Ste 220, Tucker, Georgia 30084 or call 770-414-3300. For Tennessee residents the Tennessee Higher Education Commission, for Kentucky Residents, the Kentucky Commission on Proprietary Education (see page 77 for more details on Grievance/Complaint Policy).

Training Director, Curtis Stewart, can be contacted via email at curtis.stewart@lineworker.com and 706.657.3792 ex 110 and is located at our Main Campus at 9481 US 11, Trenton, GA, 30752

New Student Orientation

The first day of attendance for each starting class is dedicated for new student orientation. This time will include introductions to faculty, policies, and an overview of expectations of the students during their time at SLTC.

Dress Code

In the field and in the classroom: SLTC gray long sleeve shirts are required. Pants should be of durable fabric (denim, wool, etc.). Boots must be leather and cover at least two inches of the ankle. Safety glasses (Shatterproof, ANSI standard Z87) are to be worn when there is a threat of eye injury. Students are encouraged to dress comfortably. Any attire that is considered offensive by faculty or other students will be restricted. Any clothing (or behavior) that inhibits this environment will not be acceptable.

Offensive attire for the training environment includes clothing or accessories that are inappropriate, disruptive, or disrespectful



within a professional environment. This includes but is not limited to:

- Clothing with offensive or controversial messages or images
This encompasses anything with profanity, discriminatory language, political slogans, or imagery that could be interpreted as xx, sexist, or otherwise prejudiced.
- Revealing or excessively casual clothing: Attire that is too revealing, such as clothing that exposes undergarments, and low-cut tops.
- Culturally insensitive clothing: Wearing attire that appropriates or mocks cultural symbols, traditional garments, or religious attire in a disrespectful way is considered offensive.

Request for Transcripts

Graduates may obtain official transcripts at no cost by submitting a written, signed request. The request should include the date, where the transcripts are to be sent, and a signature. The request may be faxed or mailed to SLTC.

Student Records Policy

SLTC will maintain student records permanently. However, for those students who are denied entry records will remain on file for at least one year. These records, at a minimum, will include: a written record of previous education and training; a list of courses taken with credit and/or grades received; dates of attendance; a record of any certificate, diploma or degree earned, and other pertinent information.

Leave of Absence Policy

Students who must take a leave of absence will fall into one of two categories.

STUDENT HARDSHIP:

If a student has incurred a hardship beyond his/her control (e.g. accident, an extended illness, or a family tragedy), which has resulted in absenteeism beyond the relative days that are allotted for absences, he/she will be allowed to re-enroll and be given the opportunity to complete the program in one of the next two following enrollment terms.

If the student re-enrolls he/she must attend the program at the week prior to when hardship occurred in enrollment of previous attempt, and will be subject to the general requirements for satisfactory completion. No additional tuition will be charged if withdrawn after 50% of the program has been completed. If the student withdraws before 50% of the program has been completed, he/she will be charged a prorated amount of the tuition equal to the amount of weeks unsuccessfully completed. For students to be classified as a hardship they must request for a hardship consideration in writing to the SLTC Executive Committee.

PERSONAL WITHDRAWAL:

If a student chooses to withdraw for any reason not considered a hardship, the student is subject to the tuition refund policy. If the student withdraws after completing 50% of the program, they will receive no refund. If the student desires to attend future classes the student will be considered a new student and subject to all standard requirements.

Tobacco Free Institution

Tobacco products and spit cups are not permitted in any building.

Smoking is permitted only in designated areas. If you chew, do not spit the chew on the ground.

Equal Opportunity Non-Discrimination Notice

Southeast Lineman Training Center shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: applicants, eligible applicants, participants, applicants for employment, employees, and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient.

Southeast Lineman Training Center does not deny admission or discriminate against students enrolled at this institution on the basis of race, creed, color, sex, age, disability or national origin to the extent of the law.

Faculty Qualifications

Faculty members at the **Director of Training*** level must have at least five of the following qualifications:

- a relevant baccalaureate degree
- at least two years of actual administrative or supervisory experience
- at least six years of applied work experience in training or education
- experience in designing, managing, and supervising instructional programs
- must have been a journeyman lineman for at least six years
- successful completion of a Lineman Apprenticeship recognized by the U.S. Department of Labor's Bureau of Apprenticeship and Training Department

Faculty members at the **Training Supervisor** level must have at least four of the following qualifications:

- two years teaching experience in a specific field for which training is offered
- two years employment as a supervisor in a specific field for which training is offered
- must have been a journeyman lineman for at least four years
- a relevant baccalaureate degree
- at least two years related work experience in a field for which training is offered
- experience in designing, managing, and supervising instructional programs
- successful completion of a Lineman Apprenticeship recognized by the U.S. Department of Labor's Bureau of Apprenticeship and Training Department

Faculty members at the **Skills Instructor** level must meet the following requirements:

- at least four years of applied work experience in the line work trade
- must have been a journeyman lineman for at least two years
- at least two years experience training apprentice linemen or communications linemen, in the classroom or in the field
- successful completion of a Lineman Apprenticeship recognized by the U.S. Department of Labor's Bureau of Apprenticeship and Training Department

*ELP Specific

PROGRAM POLICIES CONTINUED

- successful completion of formalized instruction in training or education; SLTC may provide this training

Faculty members at the **Director*** level must have at least two of the following qualifications:

- an earned baccalaureate degree
- at least one year of actual administrative or supervisory experience
- at least two years of applied work experience in training or education

Instructor's Pledge to Students

We, as educators and trainers at Southeast Lineman Training Center, solemnly pledge to:

- treat all students with respect
- encourage questions and answer them in a positive manner
- not act in a confrontational manner with students
- always strive to provide the highest quality of training possible
- provide a safe and drug-free environment
- share employment opportunities equally among students
- evaluate student performance fairly and in a positive manner
- enforce rules and policies consistently among all students
- conduct ourselves, at all times, in a professional manner

ADA Policy

SLTC does not discriminate in admission or access to our program in the basis of age, race, color, sex disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the SLTC staff. You may request academic adjustments or auxiliary aids at any time. The SLTC staff is responsible for coordination compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. SLTC will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid should follow this procedure:

1. Notify SLTC in writing of the type of accommodation needed, date needed documentation of the nature and the extent of the disability and of the need for accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact SLTC at 1-866-461-8026.
2. An SLTC representative with respond within two weeks of receiving the request.
3. To make a request after the start of any ELP term, a currently enrolled student will need to make an appointment with an SLTC representative to start the formal request for reasonable accommodation process. Accommodations are not retroactive.

Instructional Language

Southeast Lineman Training Center is an English speaking facility and all instruction is conducted in the English language. Southeast Lineman Training Center does not offer English as a second language (ESL) instruction.

Electronic Devices

Electronic devices, including but not limited to cell phones, laptop computers, tablets, and mp3 players can be used on campus outside of normal classroom and field instructional times (before or after school and during breaks). Laptops and/or tablets may be used during classroom lectures only if the instructor allows their use and their use is directly related to the lecture/lesson such as taking notes. Students are responsible for the security of their electronic devices. Southeast Lineman Training Center is not responsible for damages or theft of any electronic devices.

At the instructor's discretion, a student may be asked to surrender any electronic device found disrupting the learning environment such as but not limited to being a distraction to the instructors, fellow students, or for usage violation. The device will be returned at the end of the day. Violations of this policy will result in a reprimand and repeat violations could result in termination from the program.

Accident Reporting Policy

In the event that an accident or injury occurs while attending Southeast Lineman Training Center, the student's instructor will be required to complete the "Reportable Accident Form" explaining the incident. The student will be asked to make a decision whether they want to be treated by a physician. The student must then sign the form along with his instructor and also any witnesses who may have seen the accident/injury. Any witnesses will be asked to make a statement in writing regarding the incident and sign the form as well. This form will be kept in the student's permanent record.

Kentucky Commission on Proprietary Education

Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records.

The form must be mailed to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms may be located at <http://www.kcpe.ky.gov/>.

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of



absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. Process for Filing a Claim Against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Tennessee Higher Education Commission

[A]ny person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization after exhausting the grievance process at the institution. THEC's address is:

Tennessee Higher Education Commission
312 Rosa L. Parks Ave., 9th Floor
Nashville, TN 37243

Telephone number is 615-741-1346

See <https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>.

FOR TENNESSEE STUDENTS: **Cancellation and Refund Policy**

(a) A student who at any time withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend class is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student.

(b) In addition to subparagraph (3)(a) of this rule, if a student fails to begin class on the program start date as written in the enrollment agreement or as amended by the institution, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student, less an administrative fee of one hundred dollars (\$100.00).

(c) In addition to subparagraph (43)(a) of this rule, if after the program has commenced and before expiration of twenty percent (20%) or less of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the refund shall be a pro rata portion of refundable fees, less an administrative fee of one hundred dollars (\$100.00). If applicable, the refund shall include forgiveness of institutional loans. For example, if a student's last day of attendance equals ten percent (10%) of the period of enrollment for which the student was charged, the institution is

entitled to retain only ten percent (10%) of the refundable fees charged for the period of enrollment as well as one hundred dollars (\$100.00). However, in no instance will the institution be responsible for any refund in excess of the amount paid by or on behalf of the student for the period of enrollment for which the student was charged.

(d) Except as provided for in subparagraph (3)(a) of this rule, if after expiration of twenty percent (20%) of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the refundable fees charged by the institution up to the last period of enrollment charged.

(e) For a student who cannot complete one (1) or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

(4) For purposes of calculating percentages of attendance in clock hour programs the number of scheduled hours up to the last date of attendance will be the numerator. For credit hour programs, percentages are calculated based on calendar days.

(5) When computing refunds pursuant to the refund policy, the last day of attendance for a student who meets the definition of enrolled shall be either: (a) The date of the student's last recorded day of attendance or (b) When applicable, the date the student failed to return from an approved leave of absence.

FOR TENNESSEE STUDENTS: **Complaint/Grievance Policy**

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 and Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission (THEC), Division of Postsecondary State Authorization. THEC only investigates complaints that have exhausted an institution's policy and that have not been resolved at the institution level. See THEC contact information following this section. If you have any questions regarding the complaint process you may contact Julie Woodruff at Julie.Woodruff@tn.gov or 615-253-8857

Educational Authorizations

Georgia Non Public Postsecondary Education Commission
2082 East Exchange Place, Ste 220
Tucker, Georgia 30084
770-414-3300

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Tennessee Higher Education Commission
312 Rosa L. Parks Ave., 9th Floor
Nashville, TN 37243
615-741-1346



FACULTY

Directors

Stanley "Curtis" Stewart
Director of Training
Entered trade: 2002

Nelson Eash
GM of Safety and Training
Entered trade: 1982

Training Supervisors

Shannon Love
Training Supervisor - ELP
Entered trade: 1992

Jason Crisp
Training Supervisor - ELP
Entered trade: 2003

Cody Alton
Training Supervisor for ELP
Entered trade: 2000

William "Addan" Dye
Training Supervisor - CLP
Entered trade: 2000

Skills Instructors

Brian McBryar
Instructor for CLP
Entered trade: 2003

Steven Boice
Instructor for ELP
Entered trade: 1998

Edward Cheatom
Instructor for ELP
Entered trade: 2006

Troy Doud
Instructor for ELP
Entered trade: 1989

Josh Hansard
Instructor for ELP
Entered trade: 2003

Todd Hoffer
Instructor for ELP
Entered trade: 1985

Jason Janson
Instructor for ELP
Entered trade: 2009

Zachary Johnson
Instructor for ELP
Entered trade: 2011

Jared Kish
Instructor for ELP
Entered trade: 2004

Crockett Ledford
Instructor for ELP
Entered trade: 1999

Justin Marro
Instructor for ELP
Entered trade: 2005

Richard Mundy
Instructor for ELP
Entered trade: 1978

Shannon Nix
Instructor for ELP
Entered trade: 1997

James Noggle
Instructor for ELP
Entered trade: 2003

AJ Russell
Instructor for ELP
Entered trade: 2013

Cory Sharpe
Instructor for ELP
Entered trade: 2000

Kelly Slater
Instructor for ELP
Entered trade: 1998

Andy Thomaston
Instructor for ELP
Entered trade: 2012

Timothy Trundle
Instructor for ELP
Entered trade: 2001

Delbert Wallin
Instructor for ELP
Entered trade: 1984

James "Greg" Wicks
Instructor for ELP
Entered trade: 1983

Jacob "Matt" Whisman
Instructor for ELP
Entered trade: 1999

David White
Instructor for ELP
Entered trade: 1984

Jeff Nelson
Instructor for CDL
Entered trade: 1996

Matthew Wallin
Instructor for CDL
Entered trade: 2011

Chris Bradford
Instructor for CDL
Entered trade: 1991

Greg Bradford
Instructor for CDL
Entered trade: 1991

Lindsey Hankins
Instructor for CDL
Entered trade: 2017

Matt Miles
Instructor for CDL
Entered trade: 2007



A handwritten signature in orange ink, appearing to read 'D Powell', with a stylized, cursive script.

David Powell - **Owner/Partner**

A handwritten signature in orange ink, appearing to read 'PJ Nardy', with a stylized, cursive script.

PJ Nardy - **Owner/Partner**



THANK YOU
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