

## Admission Criteria

- Must be a member of Local 955 in good standing.
- Must have a minimum of 350 working hours through a contributing employer within the past 12 months.
- Must have a good understanding of the English language.

## Health and Safety

- If corrective lenses are required, you shall always wear them while operating a machine; and you must have the ability to hear warning signals.
- If a hearing aid is required, it shall be worn at all times.
- Must have CSA approved work boots, safety glasses and hard hat.
- Prescription drugs and their potential side effects must be disclosed to the instructor before class.

## Prerequisites

- Current compact equipment certificate (Skid Steer, CTL, Telehandler, Wheel Loader) or
- A letter from an Employer confirming experience within the past 24 months and
- Successfully completed pre-study assignment.

## Attendance

- Students are required to be on time. Participants who arrive more than 15 minutes late will be refused entry to the course. Tardiness or absenteeism is not tolerated.

## Rules of Conduct

- You must not be under the influence of non-prescription drugs or alcohol.
- You must follow the instructions and policies of the course instructor.
- You must not purposely damage IUOE property.
- You will treat the instructor and fellow students in a respectful manner.
- You must not use profanities, racial or sexual remarks while in attendance.

## Dismissal Policy

 We reserve the right to dismiss any participant who engages in:

- Physical abuse of the equipment or property
- Theft of any nature or degree
- Verbal or physical abuse of the instructor or other students, including disputes.
- Behavior displaying insubordination, refusal to cooperate with instructors and schedules.
- Recklessly operating equipment
- Academic dishonesty
- Use of alcohol or non-prescription drugs

## Cancellation

- A minimum of 2 weeks' notice for cancellations or re-scheduling is required. All late cancellations and no shows will result in forfeiting your deposit. You will not be eligible to book or request reimbursement for equipment training for 6 months following the initial course date.

## Deposit

- A deposit of \$250 is required to register for the Heavy Equipment Classes. If you are paying by cash the deposit will be returned when the course is completed. If by EFT, a refund will be made by EFT. Deposit is only refunded upon successful completion of the course.