



**DIG THIS ACADEMY
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DIG THIS ACADEMY CATALOG- 2022 HEAVY EQUIPMENT OPERATOR READY CERTIFICATE PROGRAM - EXCAVATORS

EFFECTIVE DATE- 6/1/2022

INTRODUCTION

Dig This Academy is Nevada's first independently run heavy equipment school providing hands on training that students will use in a career as a heavy equipment operator. Dig This Academy is a Las Vegas based training institution that focuses exclusively on entry level heavy equipment training and certification. Dig This Academy provides students with the required training and skills in order to begin a career as a heavy equipment operator.

OWNERSHIP

Dig This Academy is owned by Dig This Las Vegas LLC . Managing Director/President is Ed Mumm

FACULTY MEMBERS

School Director - Michelle Wyman

Lead Instructor - Brian Kersey

Assistant Instructor - Taylor Kidney

SCHOOL LOCATION/FACILITY

Dig This Academy is located at 800 West Roban Ave, Las Vegas, NV 89044. Our facilities comprise of a 4 acre heavy equipment training area and 4000 Sqft building comprising of class area, reception and administration areas. Extra space for demonstrations and specialty training are located on our large parking lot.

SCHOOL HOURS AND OFFICE HOURS

Administration Office hours are Monday through Friday 8-5pm. (excluding holidays)

OBSERVED HOLIDAYS

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

ENTRANCE REQUIREMENTS

All Students enrolling at the Academy must be 18 years of age and show proof of high school diploma or equivalency. A drivers license (or valid photo ID) must be provided.

CREDIT FOR PREVIOUS TRAINING

Credit for previous education and training will not be accepted at Dig This Academy (except for students who have completed the NCCER Core Program in secondary school)

NEVADA STUDENT REFUND POLICY

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
 - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - (a) Date of cancellation by a student of his or her enrollment;
 - (b) Date of termination by the institution of the enrollment of a student.
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - (b) The period for a training program is the period set forth in the enrollment agreement.
 - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

CANCELLATION POLICY

I understand that I may cancel my agreement up to (3) days after signing with no penalty. To cancel my agreement, I will contact the **Dig This Academy** directly by email at michelle@digthisacademy.com

ACCOUNT FOR STUDENT INDEMNIFICATION

In an event of a schools discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

ATTENDANCE POLICY

DIG THIS ACADEMY expects students to attend all regularly scheduled classes for instruction and examination. When a student is compelled, for any reason, to be absent from class, the student should immediately convey the reason for the absence directly to the instructor. The student is responsible for all material presented in class and for all announcements and assignments. DIG THIS ACADEMY offers programs of varying length and intensities. For our virtual CORE Curriculum classes, attendance is recorded during the proctored module examinations. For our on-site programs, you will sign-in each morning with your instructor(s). All students are expected to be on time for class each morning, and prompt in their return from lunch. Since a majority of the

course is hands-on work with heavy equipment and students work with partners, promptness is particularly important.

DIG THIS ACADEMY wants to see every student succeed and will work with students missing classes to the best of our abilities. The decision to permit students to 'make-up' work that is required in any missed class due to extenuating circumstances resides at the discretion of the instructor &/or campus director. To make up any missed sessions, the student will need to contact the Nevada Campus Director. Extenuating circumstances for absence include: hazardous weather conditions, personal hardship, extended illness or hospitalization, family emergencies, or death in the immediate family. Instructors may request documentation to verify the extenuating circumstances. Students who are absent because of illness (Covid-19, influenza, etc.) will be afforded the opportunity to make up missed classes if/when they return to full health and are cleared by a medical professional to return to class. Excessive absences will result in dismissal from the program and the student will need to reapply.

SUSPENSION & DISMISSAL - A student is only suspended for extreme behavior. Suspensions occur if a student arrives at school under the influence of drugs or alcohol, or in instances for disregard for the safety of themselves and/ or others. Any incident is handled on an individual basis. Repeated offenses may result in dismissal. Reasons for dismissal include the second violation for a suspension, and a required meeting between the student and the Director, and funding agency (if applicable). Reasons for dismissal include arriving at class under the influence of drugs or alcohol, or extreme safety violations. If a student fails to return or is dismissed, his/her tuition is refunded on a prorated basis, as described in the Refund Policy section. To be readmitted, a dismissed student must reapply, explain in writing how his/her behavior will be different this time, and sign a new Student Enrollment Agreement.

ATTENDANCE REQUIREMENTS

- **CORE CURRICULUM** – This program is virtual and learning can be done at the students' pace. 100% of all virtual proctored exams & on-site practical exams must be completed prior to a certificate being awarded.
- **HEAVY EQUIPMENT OPERATOR LEVEL 1** – A minimum of 90% Classroom attendance is required to successfully complete this program. 100% of all proctored written exams and hands-on practical exams must be completed prior to a certificate being awarded.
- **HEAVY EQUIPMENT OPERATOR READY CERTIFICATE PROGRAMS**– Due to the intensive nature of these certifications, 100% classroom attendance is required to successfully complete this program. 100% of all proctored written exams and hands-on practical exams must be completed prior to a certificate being awarded.

COVID VACCINATIONS

All students (and staff) are required to be fully vaccinated for Covid. Exceptions will be made for medical or religious reasons but students will be required to practice safe guidelines per State/Federal recommendations.

STUDENT CONDUCT

Students will be *terminated* for violation any of the following rules and regulations. All students are expected to act maturely and are required to respect other students and faculty members

1. Any student caught cheating on exams or assignments or committing plagiarism.
2. Any sexual misconduct, i.e.: unprofessional advances, vulgar or offensive language, innuendoes, or harassment on the school's premises.
3. Disruptive, abusive, or unprofessional behavior.
4. Any student under the influence or in possession of alcohol, marijuana, or any controlled substances on the school's premises.
5. Any student having possession of firearms or weapons of any nature on the school's premises.
6. Threat or physical altercation with staff, faculty, or another student.

STANDARD OF ACADEMIC PROGRESS

Grade	Standing	Percentage
A	Excellent	93-100%
B	Good	86-92%
C	Average	70-85%
F	Failing	0-69%
I	Incomplete	N/A
X	Leave of Absence	N/A
W	Withdrawn	N/A
T	Terminated	N/A

All Students must meet the following minimum standards of Academic Progress (SAP):

- Maintain a minimum cumulative **C** grade average
- Feedback on student progress is provided on a daily basis, which is possible due to the high teacher to student ratio. At the close of each day, the instructors meet and discuss the progress of individual students and the class as a whole, and adjustments are made as needed. Students are evaluated throughout the course based on competency-based learning objectives.

PROGRAM TUITION

Full tuition is required prior to start of course. An invoice will be sent 2 weeks prior to course start date and full payment is expected within one week of attending.

HEAVY EQUIPMENT OPERATOR READY CERTIFICATE – EXCAVATORS - \$2500

REQUIRED BOOKS/PPE - \$100

CAREER /PLACEMENT SERVICES

Dig This Academy offers employment assistance to graduates, consisting of job lead referrals and further job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

OVERNIGHT ACCOMMODATIONS

Several hotels and restaurants are available in the Las Vegas area. Many hotels offer discounts for Dig This

Academy students. The student pays all hotel and food costs. A list of nearby hotels and their rates is mailed with each application package or electronic submission.

2022 PROGRAM SCHEDULE

Final schedule to be determined after approval. Anticipated program schedule as follows:

- July 5, 2022
- August 1, 2022
- September 6, 2022
- October 3, 2022
- November 7, 2022
- December 5, 2022

HEAVY EQUIPMENT OPERATOR READY CERTIFICATE PROGRAM - EXCAVATORS

THIS CERTIFICATE OF COMPLETION COURSE IS DESIGNED TO PROVIDE THE SAFETY KNOWLEDGE AND BASIC INFORMATION, ALONG WITH OVER 30 HRS OF HANDS-ON STRUCTURED CONCENTRATION ON A SPECIFIED TYPE OF HEAVY EQUIPMENT.

UPON COMPLETION OF THIS PROGRAM TRAINEES WILL HAVE THE KNOWLEDGE AND EXPERIENCE TO ENTER THE WORKFORCE AS AN ENTRY LEVEL OPERATOR THAT IS SAFE AND PRODUCTIVE ON DAY ONE OF EMPLOYMENT.

TRAINEES WILL RECEIVE A DIG THIS ACADEMY, CERTIFICATE OF COMPLETION FOR SUCCESSFULLY COMPLETING 40 HOURS OF CONCENTRATED STUDY AND DEMONSTRATING PROFICIENCIES ON EXCAVATORS.

TRAINEES WILL ALSO HAVE A DOCUMENTED TRAINING COMPLETION TRANSCRIPT IN NCCER'S REGISTRY

PROGRAM REQUIREMENTS:

SUCCESSFUL COMPLETION OF 3 REQUIRED MODULES

16 HOURS OF CLASSROOM TRAINING

24 HOURS OF PRACTICAL TRAINING

22102 HEAVY EQUIPMENT SAFETY

8 HOURS (6 CLASSROOM, 2 PRACTICAL)

LEARNING OBJECTIVE #1 – EXPLAIN WORK ZONE SAFETY REQUIREMENTS

- DESCRIBE SIGNS, BARRIERS AND OTHER DEVICES AND METHODS USED FOR WORK ZONE SAFETY.
- DESCRIBE TRAFFIC CONTROL SAFETY METHODS.

LEARNING OBJECTIVE #2 – EXPLAIN HAZARD COMMUNICATION

- EXPLAIN THE PURPOSE AND CONTENT OF SAFETY DATA SHEETS (SDS)
- DESCRIBE THE LABELING SYSTEM USED FOR HAZARDOUS MATERIALS.

- DESCRIBE NOISE CONTROL METHODS.

LEARNING OBJECTIVE #3 – IDENTIFY AND DESCRIBE SAFETY PRACTICES ASSOCIATED WITH HEAVY EQUIPMENT OPERATION.

- LIST JOB SITE AND EQUIPMENT SAFETY REQUIREMENTS
- EXPLAIN THE SAFETY HAZARDS ASSOCIATED WITH WEATHER.
- EXPLAIN SAFETY PRACTICES ASSOCIATED WITH EQUIPMENT MAINTENANCE

LEARNING OBJECTIVE #4 – IDENTIFY SAFETY PRACTICES ASSOCIATED WITH TRENCHES AND EXCAVATIONS.

- EXPLAIN HOW SOIL COMPOSITION RELATES TO TRENCH FAILURES.
- DESCRIBE THE METHODS USED TO PROTECT WORKERS IN TRENCHES AND EXCAVATIONS.
- IDENTIFY PERSONAL SAFETY HAZARDS RELATED TO DUST AND SOIL.

22104 BASIC OPERATIONAL TECHNIQUES

8 HOURS (6 CLASSROOM, 2 PRACTICAL)

LEARNING OBJECTIVE #1

SUCCESSFUL COMPLETION OF THIS MODULE PREPARES TRAINEES TO:

DESCRIBE THE PRESTART PROCEDURES FOR HEAVY EQUIPMENT

- DESCRIBE HOW TO SAFELY MOUNT A VEHICLE
- DESCRIBE COMMON OPERATOR PRESTART INSPECTION PROCEDURES FOR EQUIPMENT, ATTACHMENTS AND TIRES.
- DESCRIBE COMMON OPERATOR PRESTART INSPECTION PROCEDURES FOR POWER TRAINS
- DESCRIBE COMMON OPERATOR PRESTART INSPECTION PROCEDURES FOR HYDRAULIC SYSTEMS.

LEARNING OBJECTIVE #1

SUCCESSFUL COMPLETION OF THIS MODULE PREPARES TRAINEES TO:

DESCRIBE THE PROCEDURES FOR STARTING, OPERATING, AND SHUTTING DOWN HEAVY EQUIPMENT

- DESCRIBE HOW TO PERFORM INITIAL CHECKS.
- DESCRIBE BASIC OPERATING PROCEDURES FOR THE VARIOUS ITEMS OF EQUIPMENT.
- EXPLAIN HOW TO PROPERLY SHUT DOWN AND SECURE EQUIPMENT.

22304 EXCAVATORS

24 HOURS (4 CLASSROOM, 20 PRACTICAL)

LEARNING OBJECTIVE #1 - IDENTIFY AND DESCRIBE TYPES, USES, AND COMPONENTS OF EXCAVATORS.

- IDENTIFY AND DESCRIBE COMMON TYPES OF EXCAVATORS.
- IDENTIFY AND DESCRIBE COMMON USES OF EXCAVATORS.
- IDENTIFY AND DESCRIBE MAJOR PARTS OF EXCAVATORS.
- IDENTIFY AND DESCRIBE EXCAVATOR INSTRUMENTATION AND CONTROLS.
- IDENTIFY AND DESCRIBE COMMON EXCAVATOR BUCKETS AND ATTACHMENTS.

LEARNING OBJECTIVE #2 - IDENTIFY AND DESCRIBE SAFETY, INSPECTION, AND SERVICE GUIDELINES ASSOCIATED WITH AN EXCAVATOR.

- DESCRIBE GUIDELINES ASSOCIATED WITH EXCAVATOR SAFETY.
- DESCRIBE PRESTART INSPECTION PROCEDURES.
- DESCRIBE PREVENTIVE MAINTENANCE REQUIREMENTS.

LEARNING OBJECTIVE #3 - DESCRIBE BASIC STARTUP AND OPERATING PROCEDURES FOR A TRACK-MOUNTED HYDRAULIC EXCAVATOR.

- DESCRIBE STARTUP, WARM-UP, AND SHUTDOWN PROCEDURES.
- DESCRIBE BASIC MANEUVERS AND OPERATIONS.
- DESCRIBE COMMON WORK ACTIVITIES.
- DESCRIBE ACTIVITIES INVOLVING SPECIAL ATTACHMENTS.