



# Power Delivery Programs Company Application

## Company Information

Company Name

Website		EIN/Tax ID Number
Street Address (required for shipping)		P.O. Box (required for billing – if applicable)
City	State	Zip
Business phone	Business fax	Name of Highest Ranking Officer (President/CEO, etc.)

Method of Tuition Payment: ☐ Check/Money Order ☐ Credit Card ☐ Purchase Order Number \_\_\_\_\_

## Company Type:

- ☐ Electrical Cooperative ☐ Municipality  
☐ Electrical Contractor ☐ PPD/PUD  
☐ Investor-Owned Utility ☐ Generation and Transmission  
☐ Irrigation District ☐ Statewide Association  
☐ Other:

## Number of Employees:

- ☐ Less than 20 ☐ 200-500  
☐ 20-50 ☐ 500-1000  
☐ 50-100 ☐ 1000-5000  
☐ 100-200 ☐ Over 5000

## How did you hear about this program?

- ☐ Contacted by NLC ☐ Trade show \_\_\_\_\_ ☐ Magazine advertisement ☐ From another company  
☐ Brochure via US mail ☐ Our Statewide/Association ☐ Internet ☐ Other \_\_\_\_\_

## Company Representative Information

The Company Representative is the person from your company that will be the first point of contact for Northwest Lineman College personnel.

Name

Job Title		Phone Number
Office Address (Street or PO Box)		Email Address
City	State	Zip

## Training Agreement

**1. Benchmark standard of care:** Northwest Lineman College pledges to apply the benchmark standard of care and professionalism when administering this program and educating your employee(s).

**2. Trainees can** enroll and advance if:

- a. They are 18 years of age or older and a graduate of high school (GED accepted).  
b. They are employees of a company involved in the power delivery industry (utility, contractor, manufacturer, military, etc.).  
c. They maintain an acceptable attitude as indicated by the Behavioral Assessment form.

**3. Upon successful completion,** trainees will earn a certificate of completion from Northwest Lineman College.

**4. Tuition fees:** Tuition is \$550 (per trainee per module enrolled) and must be paid before training materials are shipped. Tuition discounts do apply. Refer to the policies section of the program catalog for tuition discount information. Shipments usually occur within 10 business days of receipt of enrollment and payment. Both must be received prior to shipment. Refer to the policies section.

**5. Enrollment dates:** Open enrollment.

**6. NLC does not guarantee** graduates of this program any of the following: employment, wage increases, or United States Department of Labor (DOL), Certification. These elements are under the control of the employer. The Lineworker Certification Program exceeds the 144-hour academic training requirement of the

U.S. DOL Standards of Apprenticeship. However, the employer must register their company with the U.S. DOL for trainees to earn that certification. NLC can assist with that process.

**7. Test bank policy:** All NLC test banks and related testing materials are copyrighted and remain the sole property of NLC. Test banks are provided to a company exclusively for the purposes of administering examinations to officially enrolled trainees. Failure to comply with the terms and conditions of the NLC Training Agreement and/or the Test Facilitator Agreement of Integrity could result in the termination of NLC's training services. If this were to occur, all test banks and related unused testing materials must be returned to NLC.

**Training Agreement Continued ...**

## Training Agreement Continued

**8. One Trainee, one module:** Trainees are enrolled individually, and therefore will receive their own training materials (modules). The tuition fee is used to provide the training service (educational advising for company and trainees, test grading/recording, curriculum development/updating, etc.). The tuition fee is not used for book purchasing. To this end:

- a. The modules/training materials will be sent to each enrolled trainee.
- b. Trainees are enrolled in an accredited educational course of study through Northwest Lineman College.
- c. Delivery and administration of this program may be in conjunction with a statewide or regional association. In these cases, Northwest Lineman College requires companies and trainees to comply with their training policies as well.

**9. Refunds** are available in certain circumstances. Refer to the refund policy section of the program catalog for more information.

**10. Technical support** is offered to enrolled trainees via telephone or email. Trainees and test facilitators may access the website at [www.lineman.edu](http://www.lineman.edu) to review grade information. NLC staff is available Monday through Friday, 7 a.m. to 5 p.m. Mountain Standard Time.

**11. Examinations** are graded and recorded by NLC. Scores are returned within 24 hours of receipt and posted to the NLC website for review. Grades are retained indefinitely.

**12. Scoring:** Trainees must achieve 72% or higher on the examination to receive a passing score. If the student's score is below 72%, they must wait 30 days to retake the exam. However, they may continue on to the next section in the program and take applicable examinations.

**13. Ensuring successful completion:** All exams are based on the written materials contained in each module. To ensure a passing score, trainees should carefully read over the materials and complete the Study Guide section found at the end of each of the training manuals that make up each module.

**14. Test facilitators:** The company must designate a test facilitator to proctor program examinations.

## Company Officer Acceptance of Training Agreement *(notary required)*

For this training agreement to be binding, an officer of your company must read and sign this document in the presence of a notary. "Officer" includes President/CEO, Vice President, General Superintendent (PUDs), Manager, or similar high-level leadership position.

**I, the undersigned, do attest the information in this application is accurate and accept the conditions of this agreement.**

*Company officer signature required (President, VP, General/Unit Commander, etc.)*



Signature

Clearly print name and title

Date

State/Commonwealth \_\_\_\_\_ } **SS.**

County of \_\_\_\_\_ }

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me,  
Day Month Year

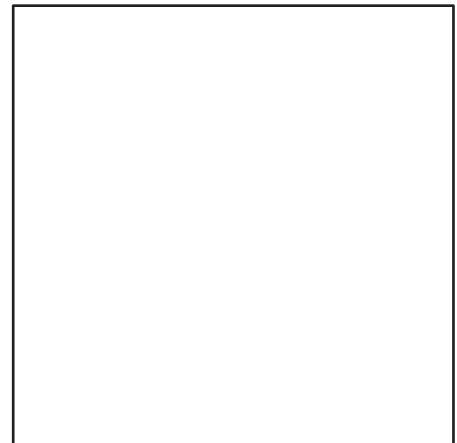
\_\_\_\_\_, the undersigned Notary Public,  
Name of Notary Public

personally appeared \_\_\_\_\_  
Name of Signer

WITNESS my hand and official seal.



Signature of Notary Public



Place Notary Seal and/or Stamp Above



## Power Delivery Programs

## Student Enrollment Application

## Personal Information

Name		Date
Employer		Phone Number
Address (Street or PO Box)		Email Address
City	State	Zip
Requested Username (for online access of grades)	Requested Password	Last 4 digits of Social Security #
Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Shirt Size <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL

## Education

Name of High School	City
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	Month and Year of High School Graduation

If you are a graduate of Northwest Lineman College's Electrical Lineworker Program, please list month and year of graduation.

## Program Selection

Select the program for which you are applying:

<input type="checkbox"/> Lineworker Certification Program	<input type="checkbox"/> Other _____
<input type="checkbox"/> Substation Technician Certification Program	

Upon enrollment, trainees are placed in Module One of the selected program unless otherwise noted. \_\_\_\_\_

## Training Agreement and Signature

## I, the undersigned, understand and attest to the following:

1. I am a full-time employee of a company involved in the power delivery industry (utility, contractor, manufacturer, military, etc.) and will follow their policies and standards regarding completion of this program, as well as follow Northwest Lineman College policies.
2. I am at least 18 years of age and have graduated from high school (or earned GED equivalency).
3. I must maintain an acceptable attitude as indicated by the Behavioral Assessment form to be enrolled and advance through this program.
4. I can contact Northwest Lineman College for educational and technical assistance related to the training program for which I am enrolling.
5. This training program exceeds the 144-hour academic training requirement of the U.S. Department of Labor (DOL) standards of apprenticeship. However, to earn U.S. DOL certification, the employer must register their company, which is outside of NLC's control. Upon successful completion of this program, I will earn Northwest Lineman College certification.
6. Northwest Lineman College's minimum score per evaluation is 72%. My employer may establish a higher grade standard.
7. I pledge to assert my best effort in completion of this program and will meet or exceed the measures indicated on the Behavioral Assessment.
8. I have received and read the NLC program catalog for the program in which I am enrolling.



Signature

Date



Northwest Lineman College

## Power Delivery Programs

# Test Facilitator Agreement of Integrity

### Test Facilitator Designation Information *(Please print clearly)*

Name <i>(first, initial, last)</i>		Title
Company		Phone
Email address	Requested username	Requested password

### Student Success and Administration of Examinations

The following information is provided to help the test facilitator and the trainee with the successful completion and administration of examinations.

#### Student preparation and study

1. Emphasize to each trainee the importance of reading the materials and completing the Study Guide. The examinations are based heavily on the Study Guides of each training manual.
2. Repeatedly making notes of key points and terms, and reading key information aloud reinforces materials that are read and is shown to greatly improve examination results.
3. Students should identify the time of day that they are able to concentrate and study best. This is referred to as identifying their "prime time" for study. Study during prime time greatly improves examination scores.
4. As a *general rule*, people have about 1 minute of attention for each year of their age. Therefore, students should consider studying in blocks of time that correlate with their age. Breaks of about half the study block time should occur at regular intervals.
5. The student should perform a cursory review of the materials

as their very last activity on the eve of the examination. In addition, they should perform another cursory review of the materials as their very first activity on the morning of the examination.

6. Study should occur in an environment that is free of interruptions and disturbances.

#### Administering examinations

1. Be sure you have all necessary materials for the examination in advance of the testing time. Provide each student with the applicable examination (make copies if needed), pencil, bubble sheet, calculator, and scratch paper.
2. Students should be seated far enough apart that there is no opportunity to share information. You may allow students to bring calculators, but no reference material. All necessary reference data is supplied in the examination booklet. Examinations are closed book, with the exception of NESC sections.

3. Verify that students have clearly and properly filled their bubble sheet before handing it in.

4. Each company will determine when examinations are administered. Some establish a regular schedule, such as once every month, while others administer examinations when trainees indicate they are prepared.

#### Examination results

1. When the examination period has concluded, the examinations must be returned to a secure location and the bubble sheets faxed to NLC.
2. Graded bubble sheets will be returned within 24 hours and grades will be posted on NLC's website ([www.lineman.edu](http://www.lineman.edu)).
3. Test facilitators will keep all graded bubble sheets in a secure location. Trainees may review graded bubble sheets with test facilitators but may not keep graded bubble sheets or copies of graded bubble sheets for their personal use.

### Test Facilitator Agreement of Integrity

*Maintaining program integrity and validity is of the utmost importance. It ensures that the results of the examinations reflect the true knowledge gained by the trainee. In addition, the trainee can be quickly retrained in those areas where knowledge transfer did not occur as indicated by the examination. Experience has shown that trainees will successfully complete the examinations if the material is read thoroughly and the study guide of each training manual is completed. To that end, the test facilitator must understand and agree to the following:*

As the test facilitator for the above-mentioned company, I understand that the examinations are to be given in the following manner:

1. At regular intervals that best coincide with the trainee's on-the-job progression.
2. Without the aid of training materials (except for NESC sections), but with the aid of calculators, if necessary.
3. In an environment where the result of the examination is a reflection of the individual's understanding of the materials.

In addition,

4. I fully understand the examinations are to be kept in a secure location away from the access of trainees, and can only be distributed to trainees for the brief period of time required for the administration of the examination (typically less than 1 hour). At the conclusion of the examination, I understand the examination forms are to be collected immediately and returned to a secure location.
5. I understand I am to secure all graded bubble sheets and not allow trainees to keep graded bubble sheets or copies of graded bubble sheets for their personal use.
6. I understand I may allow other employees to temporarily act as test facilitators in the event of my absence, or when trainees are working at remote locations where my presence is impractical or impossible. I understand I must discuss the above-mentioned information to any temporary test facilitators.
7. I will maintain a high level of program integrity and validity and do everything in my power to ensure trainees gain maximum educational benefit from this training program.
8. I understand the copyrighted NLC test bank and all related training materials are the sole property of NLC, exclusively provided for administering examinations to officially enrolled trainees. I have read, understand, and will comply with all terms and conditions. I understand that failure to comply could result in termination of NLC's training services, upon which all test banks and related testing material must be returned to NLC.

*I, the undersigned, have read and accept the conditions of this agreement.*



Signature

Clearly print name and title

Date