



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 Trainee Readiness Assessment form.

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

4. Tuition fees: Tuition is \$602 (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. When using online testing, a username and password will need to be secured.

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 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. Online testers will receive results immediately via email.
- 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.

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
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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 (Required for online testing and to view grades online)
City	State	Zip
Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Last 4 digits of Social Security #
Name of Test Facilitator		

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"/> Meter Technician Certification Program
<input type="checkbox"/> Substation Technician Certification Program	<input type="checkbox"/> Transmission Technician Certification Program
<input type="checkbox"/> System Operator Certification Program	<input type="checkbox"/> Journeyman Refresher Program
	<input type="checkbox"/> Other _____

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 Trainee Readiness 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 Trainee Readiness Assessment.
8. I have received and read the PDP program catalog, which can be found online at: http://www.lineman.edu/assets/content/docs/PDP_Catalog.pdf



Signature

Date

**Power Delivery Programs****Trainee Readiness Assessment**

Northwest Lineman College is highly committed to ensuring trainees are ready and prepared to successfully complete the training program in which they are enrolling. Experience has shown that trainees who demonstrate dedication to safety, professionalism, respect, dependability, and positive attitudes are more likely to work safely, successfully complete the training program in which they are enrolled, and make long-term positive contributions to their company.

Northwest Lineman College accepts enrollment of the trainee listed below if he/she is marked "ready" in all of the readiness criteria as indicated by a supervisory employee of the sponsoring company. Meeting these criteria is a minimum enrollment requirement. If the trainee does not meet your company standards for the criteria listed below, a recommended wait period of 1-3 months before re-evaluation is advised.

Instructions: Considering the trainee listed below, read each behavioral criterion and place an "X" in the box that best represents his/her behavior based on your company standards. Sign and submit only if "Ready" is selected for each item.

READINESS CRITERIA	Not Yet Ready in this area	Ready in this area
Attitude Makes positive contribution to crew and company; focuses on solving problems; accepts assignments without complaint; eager to learn.	<input type="checkbox"/>	<input type="checkbox"/>
Safety Demonstrates desire to learn and abide by company safety rules and procedures; does not have to be reminded to wear personal protective equipment (PPE); exhibits good housekeeping habits.	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism Appropriately represents self, crew, and company among others, including customers.	<input type="checkbox"/>	<input type="checkbox"/>
Dependability Is to work on time, does not abuse sick time, available for outages, quickly corrects mistakes in work, does not have to be told repeatedly how to perform a task.	<input type="checkbox"/>	<input type="checkbox"/>
Honor/Respect Treats others with respect and courtesy; views employment with this company and enrollment in training programs as a privileged opportunity.	<input type="checkbox"/>	<input type="checkbox"/>



Trainee (print name)

Signature

Date



Company Supervisory Representative (print name)

Signature

Date



Company Name



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	

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

Bubble Testing and Online Testing

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

Bubble Testing

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.

Online Testing

1. Be sure you have the test link ready to login the student(s) that are ready to test. If necessary, provide the student with a pencil, scratch paper and calculator.
2. If the training is taking place in a computer lab, try to space the students out. Online tests questions and answers are scrambled for each test; no two students will have the same test.
3. Once the student has completed the exam, make sure that they are logged out of the system.

4. Each company determines when an examination is administered. Some establish a regular schedule (such as once per month) while others wait for the trainee to be prepared.

Examination results

Bubble Testing

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).
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.

Online Testing

1. The student will see their score immediately after completing the exam.
2. The score will be posted by NLC on the website within 24 hours (www.lineman.edu).
3. All examinations are randomly generated, no two exams are the same, and therefore exams for students cannot be printed. Students will be provided the answers to the questions that are missed at the completion of the exam.

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 bubble sheet 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. When using online testing, a test link needs to be secured.
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. When using online testing, a username and password needs to be secured.
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 agree to complete the Test Facilitator Certification Training as delivered by NLC. I understand that failure to comply could result in termination of NLC's training services, upon which all test banks, passwords 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
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Northwest Lineman College

Power Delivery Programs

Company Online Testing Application

Power Delivery Programs, Inc. a Northwest Lineman College company (NLC) offers Online Testing to our distance learning program customers as a convenient and cost-efficient way to administer examinations. Use of the Online Testing service requires a completed application.

Part 1: Company Information *(Please print clearly)*

Full Legal Name of Company

“Doing Business As” Name *(if applicable)*

Billing Contact Name	Phone Number	Fax Number
Billing Address	Email Address	

Part 2: Company Designated Test Facilitator

Test Facilitator Name	Phone Number	Fax Number
Title	Email Address	

Part 3: Fees and Billing

The fee for using NLC's Online Testing is \$5.00 per student, per test. NLC will provide a monthly invoice at the end of each month for all charges incurred during the previous month.

Billing Contact Name	Phone Number	Fax Number
Billing Address	Email Address	

Part 4: Payment

Payments are due within 30 days of date of invoice and may be made via check, credit card, or purchase order.

Purchase Order Number: _____

Part 5: Customer Agreement

My completion of this form, payment and signature below constitute this company's agreement to use Northwest Lineman College's Online Testing services subject to all applicable terms and conditions. I understand and agree that I have read, understand and accept the terms and conditions accompanying this application and set forth in this form, all of which are part of this agreement. I further represent that I am authorized to execute this agreement on behalf of the company named in Part 1.



Authorized Signature Required

Title

Date

Terms of Use

- Pricing.** The price for administration of online testing is \$50 per module, per trainee. Access to test results and technical support will be provided at no charge.
- Billing & Payments.** Customer will be billed for online testing when the module is processed. NLC may change the fees and charges, or add new fees or charges, by providing notice in advance. All purchases are final. No refunds will be granted.
- Minimum System Requirements.** Use of NLC's Online Testing Services requires an internet connection and a secure and standard web browser such as Microsoft Internet Explorer 7 (or newer), Google Chrome or Firefox.
- Login ID and Password.** Upon enrollment, the Company's designated Test Facilitator will be provided with a Login ID and password. The Test Facilitator is responsible for maintaining the confidentiality of Company's Login ID and password and for all uses of Company's account, regardless of whether the use is actually or expressly authorized.
- Unauthorized Use.** Customer agrees to notify NLC immediately of any unauthorized use of Online Testing Login ID or password or any other breach of security. NLC cannot and will not be liable for any loss or damage arising from Company's failure to protect Login ID and/or password and account information. Any fraudulent, abusive, or otherwise illegal activity may be grounds for termination of Company's account, at NLC's sole discretion, and NLC may refer the matter to appropriate law enforcement agencies.
- Past Due Accounts.** Past due accounts will result in suspension of Customer's access to Online Testing and reporting tools. A finance charge of 1.5% per month (18% per annum) will be charged on all past due amounts if payment is not received by the due date.
- Technical Support.** NLC's support team will diligently work to respond quickly to all requests. We will generally respond the same day; always by the next business day. NLC's technical support is limited to online testing, including access to online testing tool and reports. If our support team is unable to resolve an inquiry to grant access to Online Testing, NLC will promptly supply a paper test at no charge.
- Non-Disclosure.** Northwest Lineman College respects the privacy of all account holders. Account information will not be disclosed to third parties without Company's express consent, except as required by law.
- Termination.** Customer may cancel account at any time by discontinuing use of the use of NLC's Online Testing services. NLC may cancel or terminate the right to use Online Testing at any time without notice. In the event of termination, Customer access to online testing services shall no longer be authorized.
- NLC Content.** All material published by NLC in any form of media, including, but not limited to text, news articles, photographs, images, illustrations, audio clips, video clips, poll results, trademarks, service marks, logos, training materials, and other material, (collectively the "Content"), are protected by U.S. and international copyright and other intellectual property laws, and are owned or controlled by NLC or the party credited as the provider of the Content. Unless explicitly indicated on specific Content, Customer may not sell or modify the Content or reproduce, display, distribute or otherwise use the Content in any way for any public or commercial purpose without the written permission of NLC.
- Representations, Warranties, and Limitation of Liability.** NLC offers Online Testing as a convenient and efficient option for administering distance learning examinations. NLC DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO WARRANTIES OF TITLE, FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, AND NON-INFRINGEMENT OF PROPRIETARY OR THIRD PARTY RIGHTS. Under no circumstances, shall NLC, its subsidiaries, affiliates, agents, or licensors be liable for any direct, indirect, incidental, special, or consequential damages that result from the use of, or the inability to use Online Testing. NLC is not liable for any defamatory, offensive, or illegal conduct of any user. Customer agrees that any kind of legal claim (whether in Contract, Tort, or otherwise) in any way connected with NLC or the Content on NLC's sites shall not exceed the amount Customer paid to NLC for the use of its Online Testing Services. If Customer is dissatisfied with NLC's Online Testing Services or with NLC's Online Testing terms and conditions, Customer's sole and exclusive remedy is to discontinue using NLC's Online Testing Services.
- Indemnification.** Customer agrees to indemnify and hold NLC, its officers, directors, shareholders, predecessors, successor in interest, employees, agents, subsidiaries, and affiliates, harmless from any demands, loss, liability, claims, or expenses (including attorneys' fees), made against NLC by any third party due to or arising out of or in connection with Customer's use of NLC's online testing services.
- Modifications.** NLC may change the terms of this Agreement at any time by advance written notice. Such modified terms shall become effective on the date specified therein. The invalidity of any term or terms of this Agreement shall not affect any other term of this Agreement, which shall remain in full force and affect.
- Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of Idaho.
- Entire Agreement.** This Agreement constitutes the entire agreement between NLC and Customer with respect to the subject matter contained in this Agreement and supersedes all previous and contemporaneous agreements, proposals, and communications, written or oral.
- Inquiries & Correspondence.** Please send all correspondence and payments to Northwest Lineman College, 7600 S Meridian Road, Meridian ID 83642.