

CONTRACTORS STATE LICENSE CENTER

2018-2019

CATALOG

Name of Institution: **Contractors State License Center**
Physical Address: **3014 W. Burbank Blvd
Burbank CA 91505**

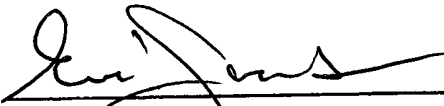
Mailing Address: **Same as above**

Telephone Numbers: **818-845-1882
1-800-562-0008
FAX 818-845-2068**

This institution is registered and approved by the State of California,
Bureau for Private Postsecondary Vocational Education (School Code
1937371 M0.

Catalog Effective January 01, 2018-January 01, 2019

The information contained in this Catalog is true and correct in content
and policy.


Eric Jacobs-President

12/8/17
Date

A. Owner

Contractors Educational Service

B. Administrative Officials

Eric Jacobs-School Director & Admissions

C. Instructors

Eric Jacobs- Educational Director/Instructor

- Owner/Operator of Contractor's Licensing Center since 1995
- Instructor for Law Business and Construction trades for 16 years
- California Licensed Contractor in General Building trade, Plumbing, HVAC (Heating & Air Conditioning) and Fire Protection
- Senior License Consultant
- EPA Certification Renovator
- Private Postsecondary and Vocational Education, Certification of Authorization for Service in areas: General Building/Construction Finishing, Management , and Inspection

INSTURCTIONAL FACILITIES

The school physical address is: 3014 West Burbank; CA 91505. The school consists of 1600 square feet of classroom and offices on one floor specially designed as a construction training school. There are two administrative offices, one study room, and one larger classroom (capacity of 35), with teaching equipment sufficient to meet educational needs. There is one restroom located in the rear of the building. Maximum capacity for each course is 30. There is also a book display area.

CSLC is not operating as a debtor in possession, CSLC has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code

ENTRANCE REQUIREMENTS

Entrance to *Contractor State License Center* is open to anyone who fulfills the minimum requirements of obtaining a high school diploma, GED and ATB (ability to benefit). State requirements are at least four years full time construction experience in a trade or at journeyman level. Entrance to our *Estimating, Blueprint Reading and Home Inspection Courses* are open to anyone who meets the minimum requirements. However we recommend that prospective students have some prior construction or building experience. For entrance to our *Building Inspection Course*, at least one year of previous construction or building experience is required. Prospective students may also be required to take a short test to asses their reading and math skills, depending on the difficulty of the courses they have selected.

Probation and Dismissal Policy:

CSLC DOES NOT TOLERATE BEHAVIOR THAT INTERRUPTS OTHER STUDENT'S EDUCATION. A STUDENT GETS TWO WRITTEN UP NOTIFIED WARNINGS, IF STUDENT DOES NOT COMPLY, STUDENT IS DISMISSED FROM THE PROGRAM.

State/Federal financial Aid Programs

Contactors State License Center does not participate with state/Federal financial programs. Not applicable

Student Loans for Educational Program

CSLC does not provide loans for education programs. However if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds

Placement Services

CSLC does not provide placement services for any student

Contractor State License Center Objectives/Standard Procedures/Regulations:

OUR MISSION: To provide the construction industry with a single source for the very best in education and training.

CONTRACTORS LICENSE PREPARATION:

There are 6 License Preparation classes students need and must attend. Practice Exams Reviews. Students are welcome to come in at any time. Last step is studying practice test in the computer lab. Once student has completed preparation, student will submit the application for a contractor license to the *Contractors State License Board, who will then verify the applicant's information and background check will be performed by CSLB. Any additional information needed from CSLB to process the student's application, the student will be notified. CSLC will provide assistance to the student's application process. After successful submission of the students application including following CSLB's instructions and regulations CSLB will send a letter to the student indicating the acceptance application and enclosed with the student's test date to go take the Law and Trade exam at one of the state testing centers.*

Blueprint Reading-advanced and beginning classes. Certification earned and provided by CSLC

Construction Estimating- Students will learn how to accurately bid projects and jobs

Home Inspection- Our course will prepare you for a successful career as a Home Inspector. Student will receive a complete review in a classroom setting covering/exterior inspection of homes, legal issues, marketing and sales, and training in how to use the latest computer software. Upon completion student will receive a Certificate of Completion and will be prepared to take the National Association of Home Inspectors (NAHI) Certification Examination

ICC Inspection Courses- These courses provide students the necessary training and Education to become certified inspectors through the International Code Council (ICC).

CSLC is not entered into an articulation nor has a transfer agreement with any other college or university.

Out of State Students:

Students that are out of state will be admitted and enrolled in this institution by having a valid social security number.

Student Visas:

CSLC does not accept student visas.

Language of Preferences at Contractors State License Center:

All documentation is currently in English all forms and policies. Classes, courses and services all currently provided in English. Currently no other language is being used at CSLC.

Financial Aid

Not offered at CSLC

Will be placed on probation. If during the next two classes the student's quiz scores are still unsatisfactory, the student will be interrupted and the VA will be promptly notified.

3. Condition for re-enrollment:

Re-enrollment or re-entrance will be approved only after evidence is shown to the Directors satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

E. Conduct Policy

Students shall at all times when on the school premises conduct themselves in an orderly an considerate manner, and shall appear for classes in sober and receptive condition. No alcohol or use of profanity is permitted on the school premises. Violation of these conditions is a cause for dismissal.

F. Refund Policy

The school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event that the eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the eligible person for tuition, fees, and other charges, that the length of completed portion of the course should bear to its total length. A registration fee of \$100.00 is included for each course.

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF, RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER,

REFUND PROVISIONS

Buyer's Right to Cancel PRIOR to Attending First Class

This contract will not become operative until the student attends the first class or session of instruction. This provision will not apply for students who enrolled for correspondence courses or home study courses.

This institution will refund 100 percent of the amount paid less the registration fee of \$100.00, if notice of cancellation is made prior to or on the first day of instruction. This notice of cancellation is required to be made in writing.

If you enrolled in a home study or correspondence course, this institution will send the material by first class mail with prepaid postage, and you will have the right to cancel this program until midnight of the eighth business day after the material was mailed.

Buyer's Right to Cancel AFTER Attending First Class

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the fifth business day after the first class you attended. Business day means, except for home study or correspondence, a day which you were scheduled to attend a class session.

Cancellation shall occur when you give written notice by mail. The written notice of cancellation is effective when received at the mailing address. **WRITTEN NOTICE CANNOT BE SENT OR DELIVERED TO THE SCHOOL. IT MUST BE SENT TO FOLLOWING ADDRESS: Contractors State License Center, Attn.: Refunds, 827 Hollywood Way P.O. Box 454, Burbank, CA 91505.**

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notice of cancellation forms to use at the first day of class, but you can use any written notice that you wish.

If the School has given you any equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct it's documented cost for the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment. Once you pay for the equipment, it is yours to keep without further obligation.

NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR SCHOOL:

Units earned in our License Preparation program in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our program in most cases it will probably not serve as a basis for obtaining a higher degree level at another college or university.

We are registered with the state of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form.

I understand this agreement is not operative until I attend the first session of instruction. This requirement is not applicable to correspondence or home study learning programs. I further understand that the catalog and its contents are a part of this enrollment agreement and that the information presented therein is binding on the school and me.

My signature below certifies that I have read, understood and agree to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. This form is legally binding when signed by the student and accepted by the institution.

Signature

Date

MONEY BACK GUARANTEE: The student must attend an in-school crash course and specifically take and pass CSLC's final exam with a separate 85% or better score for both the law and trade. If the student should pass CSLC's final exam(s) with an 85% score or better and fail the state test, the money paid for material and seminars will be refunded for that portion of the test failed when requested in the letterform with failure letter enclosed. Request must be made with one month of the failure date. I certify that Contractors State License Center have met all disclosure requirements by California Education Code of the Private Post Secondary and Vocational Reform Act of 1988.

I HAVE READ AND UNDERSTOOD PAGE 4 OF THIS AGREEMENT WHICH CONSISTS OF FOUR PAGES. IT IS PART OF MY CONTRACT WITH THE SCHOOL.

Rev. 12/04

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and**
- 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.**

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

- 1. You are not a California resident, or are not enrolled in a residency program, or**
- 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."**

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

- 1. The school closed before the course of instruction was completed.**
- 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.**
- 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.**
- 4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.**
- 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."**

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

COURSE DESCRIPTION AND FEES

ICC BUILDING INSPECTOR PROGRAM

(32 hours, 8 lessons, plus 12 hours of required lab time)

The goal of the Building Inspection program offered by *CSLC* is to provide the necessary training and education to prepare students to become certified inspectors through the International Code Council (ICC) which is recognized as the premier organization in the field. Students will receive a *Certificate of Completion* and be prepared to sit for the ICC inspector test.

There are many areas of specialization and certification available to Building Inspectors, the more areas an inspector is qualified for, the more desirable she/he becomes to employers. *CSLC's Building Inspection Program* offers the general building inspection course that is the foundation of the program, plus one of the following ICC specialty courses:

- Plumbing
- Mechanical
- Residential Electrical
- Commercial Electrical
- Combination Dwelling

ICC SPECIAL INSPECTOR PROGRAM

(32 hours, 8 lessons, plus 12 hours of required lab time)

For those students who want to become more advanced in this field, we also offer training to become certified as an ICC Special Inspector. This program provides students with the general building inspection course, plus one of the following Special Inspector courses:

- Plans Examiner
- Structural Steel and Welding
- Structural Masonry
- Spray-Applied Fireproofing
- Reinforced Concrete

Both programs include a course in Blueprint Reading (24 hours, 12 lessons) to give students the basic knowledge that is essential to be properly trained in these areas. The programs will teach students the intricacies and details of building inspection, and will provide complete preparation and application processing for the ICC Building Inspection examination and certification. The course is thought by a working inspector with ICC certification and many years of experience in the field. Students will receive a *Certificate of Completion* and be prepared to sit for the ICC Special Inspector test.

Building Inspection Course:

(8 lessons of 32 clock hours)

The objective of this course is to successfully prepare students for a career in building inspection. In this manner, we will provide all necessary training including preparation for the exam administered by the International Conference of Building Officials (ICBO) in order to become a Certified Building Inspector. The passing of this course and the ICBO examination could lead to employment in the occupation of Construction Inspector, Plans Examiner or Building Official.

Course Structure:

The course will consist of eight (8) four (4) hour lessons. The lessons will be taught over a period of eight weeks with classes once a week for four hours. The lessons will be in school classroom lectures with a series of quizzes and test to insure student comprehension. All test and quizzes will be pass/fail

Administrative terms, definitions and abbreviations.....	1 lesson 4 hours
Building plan use or occupancy.....	1 lesson 4 hours
Fire protection including resistant materials,	
Interior finishes and systems.....	1 lesson 4 hours
Occupant needs, means of egress, accessibility &	
Interiors environments.....	1 lesson 4 hours
Building envelope energy conservation exterior wall coverings,	
Roofs and roof structures.....	1 lesson 4 hours
Structural systems including forces, tests, foundations,	
And retaining walls.....	1 lesson 4 hours
Structural materials including concrete, lightweight	
Metals , masonry materials, steel & woods.....	1 lesson 4 hours
Non-structural materials including glass, gypsum board,	
Plaster & plastics.....	1 lesson 4 hours

Blueprint Reading Course

(12 lessons of 24 clock hours)

The objective of this course is to give students a firm understanding of how to read blueprints. Residential prints often called blueprints are the drawing and written material to communicate information in the building process. Prints are use to convey building information from the smallest detail to the largest building dimensions. Prints are a means of showing this information in a consistent and reliable form.

Course structure:

The course will consist of twelve (12) two (2) hour lessons. The lessons will be taught over a period of four weeks, once a week for six hours. The lessons will be in-school classroom lectures with a series of quizzes and test to ensure student comprehension. All test and quizzes will be pass/fail.

Introduction and overview.....	1 lesson	2 hours
Residential Blueprint.....	1 lesson	2 hours
Dimensioning.....	1 lesson	2 hours
Drawing representation methods.....	1 lesson	2 hours
Drawing symbols.....	1 lesson	2 hours
Drawing representation methods II.....	1 lesson	2 hours
Elevation drawings.....	1 lesson	2 hours
Specifications, schedules and their use.....	1 lesson	2 hours
Relating print components.....	1 lesson	2 hours
Relating print components II.....	1 lesson	2 hours
Reproduction of drawings and print reading exercises.....	1 lesson	2 hours
Print reading final exam.....	1 lesson	2 hours

TUITION AND FEES

STANDARD INSPECTION PROGRAM

General Building Inspection Course (32 hours 8 lessons)	\$1,295.00
One of the following ICC Inspection Course (32 hours 8 lessons)	
• Plumbing	
• Mechanical	
• Residential Electrical	\$1,295.00
• Commercial Electrical	
• Combination Dwelling	
Blueprint Reading Course (24 hours 12 lessons)	\$695.00
Code and Reference Books	\$395.00
ICC Certification Examination Fees	\$780.00
Membership to the Professional Association of Contractors (P.A.C.) business counseling and lifetime support services	\$395.00
Total Tuition Fees	\$4,855.00

SPECIAL INSPECTOR PROGRAM

General Building Inspection Course (32 hours 8 lessons)	\$1,295.00
One of the following ICC Special Inspection Courses (32 hours 8 lessons)	
• Plans Examiner	
• Structural Steel and Welding	
• Structural Masonry	\$2,390.00
• Spray-Applied Fireproofing	
• Reinforced Concrete	
ACI Class and Exam fee	\$350.00
Blueprint Reading Course	\$695.00
Code and Reference Books	\$395.00
ICC Certification Examination fees	\$390.00
Membership to the Professional Association of Contractors (P.A.C.) business counseling and lifetime support services	\$395.00 \$150.00
Total Tuition Fees	\$6,060.00

HOME INSPECTION COMBINATION PROGRAMS

Home Inspection/Building Inspection

(80 hours total, plus 20 hours of required lab time)

This program will enable the student to cross over and service two distinct markets: residential home inspection for real estate transactions, and new building inspection for plans and code enforcement. However, even if the student only wants to concentrate on Home Inspection, this program will provide a significant benefit: certification from the International Code Council (ICC) for becoming a certified Building Inspector. This certification confers a higher degree of training and knowledge that is becoming much in demand for home inspection professionals, and will give the student a leg up on most other inspectors and an important selling point to employers. Students will receive a *Certificate of Completion* and be prepared to sit for the ICC Building Inspector test and the NAHI Home Inspector Test.

Home Inspection/License Preparation

(64 hours, plus 10 hours required of lab time)

In this program the student will acquire the knowledge needed to successfully pass the state exam to become a Licensed Contractor in California, as well as becoming a certified Residential Inspector. This will enable him to develop two income streams that should compliment each other in terms of the types of people that he will typically interact with on a daily basis that he can use his services or provide referrals, such as

Administrative terms, definitions and abbreviations.....	1 lesson 4 hours
Building plan use or occupancy.....	1 lesson 4 hours
Fire protection including resistant materials, interior finishes and systems.....	1 lesson 4 hours
Occupant needs, means of egress, accessibility & interiors environments.....	1 lesson 4 hours
Building envelope energy conservation exterior wall coverings, roofs and roof structures.....	1 lesson 4 hours
Structural systems including forces, tests, foundations, and retaining walls.....	1 lesson 4 hours
Structural materials including concrete, lightweight metals, masonry materials, steel & woods.....	1 lesson 4 hours
Non-structural materials including glass, gypsum board, plaster & plastics.....	1 lesson 4 hours

Contractors License Preparation Course

(8 lessons of 16 total clock hours)

The Construction Management and License Preparation program is designed to prepare students to successfully pass the state exam to become a licensed contractor in California, as well as provide basic education in construction management. Students who complete this program will be ready to get their state contractor license either there General Building "B" or one trade licenses such as roofing, plumbing, electrical, etc. - and an understanding of how to operate a profitable construction business. The courses focus on the legal and business aspects of managing a construction company, material students will need to know in order to pass the state exam, and specialized elements relating to whatever trade, if any, they have chosen. Upon completion, the student will be prepared to gain employment or create his or her own business.

Course Structure:

This course will consist of eight (8) two (2) classes given once a week. Each topic is a separate "cell" such that a student can start at any point during the course. The lessons will be taught in a classroom environment. Students will be given a multiple choice question quiz at the end of each lesson to determine proficiency.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount will be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due to you will be responsible to pay that amount.

Student Tuition Recovery Fund

The Student Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement or refusing to pay a court judgement.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

I HAVE READ AND UNDERSTOOD PAGE 3 OF THIS AGREEMENT WHICH CONSISTS OF FOUR PAGES. IT IS PART OF MY CONTRACT WITH THE SCHOOL.