



College of Instrument Technology / Heavy Equipment Driver

17156 Bellflower Blvd., Bellflower, CA 90706 (562) 925-1785 Fax: (562) 925-5855 www.HEDcollege.com

Train & Certify for Heavy Equipment and Crane, and get your CDL!

ONLINE ORIENTATION INSTRUCTIONS

1. Please visit our website: www.HEDcollege.com, or scan the QR code here:
2. Click on the “**ORIENTATION ONLINE**” tab and follow the steps listed.
3. **ORIENTATION ONLINE** page displays:
 - a. Orientation Video;
 - b. Email address and fax number for submitting the Orientation Form;
 - c. CIT-HED Orientation Book (flyers with information regarding our training programs and drug policy);
 - d. CIT-HED Orientation Form to be downloaded, completed, and emailed to CIT;
 - e. Link to tuition funding sources: www.careeronestop.org
 - *Alternate funding sources may also be available*
4. View the Orientation Video for information regarding our school training programs. Watch for and write down the 4-digit VIDEO CODE provided.
5. Download and fill out the Orientation Form, answering all questions thoroughly. Include the VIDEO CODE. If something does not apply to you, you may write N/A.
6. You can either print & handwrite your info, take a picture with your phone and email it back, or you can download and complete the fillable version and email it to us at: office@HEDCollege.com
7. Upon receipt of your form, we will contact you to schedule an in-person orientation and a 12-minute entrance exam to determine your eligibility for acceptance into one of our training programs that might benefit you.
8. Click on the funding information link: “www.careeronestop.org” and enter your zip code in the search box.
 - You will see a list of local work sources to contact to find out if you qualify for funding assistance. Call several of them and ask if tuition funding is available before making an appointment with them. If you qualify, the work source may pay for your entire training program.



Good luck and we hope to see you soon!

CIT/HED has successfully placed 90%-100% of our graduates in training related jobs since 2010



Date: ____ / ____ / ____

(PLEASE WRITE CLEARLY) Name:		General Background Info	
		Class: TR <input type="checkbox"/> HED <input type="checkbox"/> Other <input type="checkbox"/>	
		High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Graduation Year: _____	
Address		High School/GED Name & Location: _____	
		Medical History: Check all that apply	
		None to report <input type="checkbox"/> , Diabetes <input type="checkbox"/> , Insulin-dependent <input type="checkbox"/> , Color-blindness <input type="checkbox"/> , Seizures <input type="checkbox"/> , Sleep Apnea/CPAP <input type="checkbox"/> , Fainting <input type="checkbox"/> , Other: _____	
City, State, Zip		M.S. <input type="checkbox"/> , Prescription Meds <input type="checkbox"/> , (May need doctor's clearance)	
		Can you pass: DOT Drug Test <input type="checkbox"/> Physical <input type="checkbox"/>	
		Working: No <input type="checkbox"/> Fulltime <input type="checkbox"/> Part-time <input type="checkbox"/> Hours: _____	
Email		Laid Off: No <input type="checkbox"/> Lay Off Letter <input type="checkbox"/>	
		Unemployment: Applied <input type="checkbox"/> Collecting <input type="checkbox"/> Exhausted <input type="checkbox"/> N/A <input type="checkbox"/>	
		Military Information	
Cell Phone Number		Are you a Veteran: No <input type="checkbox"/> Yes <input type="checkbox"/> Honorably Discharged <input type="checkbox"/>	
Home Phone Number		Branch: Marines <input type="checkbox"/> Air Force <input type="checkbox"/> Navy <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/>	
		Dates of Service: _____ Active in Reserves: Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Chapter 31 <input type="checkbox"/> Chapter 33 <input type="checkbox"/> DD214 <input type="checkbox"/> COE <input type="checkbox"/> JST <input type="checkbox"/>	
		DMV Record	
Most Recent Employer		Driver's License: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> How long have you had it? ____ years	
		Tickets: _____ Suspended? <input type="checkbox"/>	
		None <input type="checkbox"/>	
Type of Work		Accidents: _____	
How did you hear about CIT?		None <input type="checkbox"/>	
		DUIs: How many? ____ Dates: _____	
		None <input type="checkbox"/>	
Funding Source/City		Stick Shift <input type="checkbox"/> HAZ <input type="checkbox"/> TWIC <input type="checkbox"/> RSO <input type="checkbox"/>	
Post-grad Goals?		Felonies: <input type="checkbox"/> Misdemeanors: <input type="checkbox"/> NONE: <input type="checkbox"/>	
		Conviction Dates: _____	
		Prison Dates: _____	
		Citizenship/Immigration Documentation	
Case Worker Name & Phone Number		Citizenship/Immigration Docs (Birth/Naturalization, Passport, etc) <input type="checkbox"/>	
Do you have any job leads?		Proof of CA Residency (utility bill, insur. docs, etc., w/ name & address) <input type="checkbox"/>	
		Can you locate Social Security Card? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		STAFF USE ONLY:	
		Fact Sheet HED: <input type="checkbox"/> Catalog: <input type="checkbox"/> Illegal Substances Rules: <input type="checkbox"/>	
		EE Score: _____ / _____	
		Staff Initials: _____ Staff Initials: _____	
		Staff Initials: _____ Staff Initials: _____	

LAST NAME

PLEASE NOTE: Felonies, misdemeanors, and incidents on a driving record may make finding employment more difficult after graduation, but are not exclusionary for enrollment. You must disclose these events to CIT to allow us the opportunity to best assist you.

4-DIGIT ORIENTATION VIDEO CODE : _____

Additional Comments: _____

Staff use only below this line:

