



## College of Instrument Technology / Heavy Equipment Driver

---

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

### ONLINE ORIENTATION INSTRUCTIONS (9/29/20)

1. Please visit our website: **www.HEDcollege.com**
2. Click on **ORIENTATION ONLINE** and follow instructions.
3. **ORIENTATION ONLINE** page displays:
  - a. Orientation Video;
  - b. 3 EASY STEPS TO GET STARTED;
  - c. Email address and fax number for submitting the orientation form;
  - d. CIT-HED Orientation book (flyers with information regarding our training programs and drug policy);
  - e. CIT-HED Orientation Sheet to be downloaded, filled, and submitted to CIT;
  - f. **Link** to tuition funding sources: [www.careeronestop.org](http://www.careeronestop.org)
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 Sheet, answering all questions thoroughly. Include the VIDEO CODE. If something does not apply to you, You may write N/A.
6. Click on the funding information link: [www.careeronestop.org](http://www.careeronestop.org) and enter your zip code in the search box.
  - a. You will see a list of local work sources to contact. 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.
7. You can either print & handwrite your info, take a picture with your phone and email it back or you can use a free text editing program such as “Adobe Fill and Sign Form Filler” and then fax or email it to us:
  - a. Fax: 562/925-5855
  - b. Email: [Office@HEDCollege.com](mailto:Office@HEDCollege.com)
8. Upon receipt, 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.

**Good Luck and hope to see you soon!**

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



Date \_\_\_\_/\_\_\_\_/\_\_\_\_

4 DIGIT VIDEO CODE : \_\_\_\_\_

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: _____ High School/GED Name: _____	
Address		Location:	
		Medical History: Diabetes <input type="checkbox"/> Insulin-dependent <input type="checkbox"/> MS <input type="checkbox"/> Seizures <input type="checkbox"/> Sleep Apnea <input type="checkbox"/> Fainting <input type="checkbox"/> Other: _____	
		None <input type="checkbox"/> Taking Prescription Meds? <input type="checkbox"/> (May need doctor's clearance)	
City, State, Zip		Can You Pass: DOT Drug Test <input type="checkbox"/> Physical <input type="checkbox"/>	
		Working: <input type="checkbox"/> No <input type="checkbox"/> Fulltime <input type="checkbox"/> Part-time Hours: _____ Laid Off: No <input type="checkbox"/> Lay Off Letter <input type="checkbox"/>	
		Unemployment: <input type="checkbox"/> Applied <input type="checkbox"/> Collecting <input type="checkbox"/> Exhausted <input type="checkbox"/> N/A	
E-mail		Military Information	
		Are you a Veteran: No <input type="checkbox"/> Chapter 31 <input type="checkbox"/> Chapter 33 <input type="checkbox"/> DD214 <input type="checkbox"/> COE <input type="checkbox"/> Branch of service: Marines <input type="checkbox"/> Air Force <input type="checkbox"/> Navy <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Honorably Discharged <input type="checkbox"/> Dates of Service: _____	
		Cell Phone Number	
		DMV Record	
		Drivers 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"/> Accidents: _____ None <input type="checkbox"/> DUI's: How many _____ Dates: _____ None <input type="checkbox"/>	
Most Recent Employer		Stick Shift <input type="checkbox"/> HAZ <input type="checkbox"/> TWIC <input type="checkbox"/> RSO <input type="checkbox"/>	
Type of Work		How did you hear about CIT?	
		Felonies <input type="checkbox"/> : _____ Misdemeanors <input type="checkbox"/> : Conviction Dates: _____ Prison Dates: _____	
Funding Source/City		Post Ed. Goals?	
		Citizenship/Immigration	
		Citizenship/Immigration Docs (Birth/Naturalization, Passport, etc) <input type="checkbox"/> 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"/>	
Case Worker/Phone Number		Job Leads?	
		Fact Sheet HED: _____ <input type="checkbox"/> Catalog <input type="checkbox"/> <input type="checkbox"/> Illegal Substances Rules	
		EE Score: _____ / _____	
		Staff Initials: _____ Staff Initials: _____	
		Staff Initials: _____ Staff Initials: _____	

LAST NAME

Additional Comments:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---