

Application to the Railroad Conductor Fast Track Training Program



A vocational education opportunity offered by the National Academy of Railroad Sciences and Johnson County Community College

JCCC Johnson County Community College
12345 College Blvd. • Overland Park, KS • 66210-1299

Please Read This Material Carefully

Notice of Non-discrimination

Johnson County Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, marital status, veteran's status, sexual orientation or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the Dean of Student Services or Director of Human Resources, Johnson County Community College, 12345 College Blvd, Overland Park, KS 66210, 913-469-8500, or to the Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550.

THE NATIONAL ACADEMY OF RAILROAD SCIENCES and JOHNSON COUNTY COMMUNITY COLLEGE

Railroad Conductor Fast Track Training Program

Thank you for your interest in the Railroad Conductor Fast Track Training Program offered by the National Academy of Railroad Sciences (NARS) and Johnson County Community College (JCCC). The partnership between NARS and JCCC combines the best of both disciplines:

- **NARS – Vocational railroad training featuring Instructor Led Training (ILT) conducted by railroad Subject Matter Experts in the industry’s most complete, state-of-the-art training facility, multimedia classrooms, hands-on laboratories, fully equipped training yard, and Web Based Training (WBT)**
- **JCCC – Academic expertise, course registration, program design, instructor presentation skills, and continual course evaluation culminating with student receiving college credits**

NARS is North America’s only nationally recognized railroad training facility offering college credits.

Information contained in this document includes the following:

- A. Frequently Asked Questions**
- B. Conductor Training Certificate Candidate Guidelines**
- C. Railroad Industry Information**
- D. Financial Information, Contacts, Payment Options, and General Program Information**
- E. Accreditation**
- F. Conductor Program Application**

Upon completion of the Railroad Conductor Fast Track Training Program application (final two pages), please submit to:

**Johnson County Community College
Attn: Admissions, Box 41
12345 College Boulevard
Overland Park, KS 66210-1299
or fax to:
913-469-2524**

OR CLICK HERE TO ENROLL ONLINE
http://www.narstraining.com/careers_fastTrack_conductor.html

**For questions regarding the ADMISSIONS OR ENROLLMENT process,
please contact:**

**JCCC Admissions Office
913-469-3803**

For questions regarding NARS PROGRAMS, please contact:

**NARS Office
913-319-2603 or 800-228-3378**

Please visit www.narstraining.com for current class dates and tuition rates.

Success: When preparation meets opportunity.

NARS Railroad Conductor Fast Track Training Program

Frequently Asked Questions

1. What is the NARS Railroad Conductor Fast Track Training Program?

The National Academy of Railroad Sciences (NARS) and Johnson County Community College (JCCC) offer the NARS Railroad Conductor Fast Track Training Program to supply railroads with highly trained and technically proficient conductors. Individuals who successfully complete the program receive 16 semester hours of college credit and are highly qualified candidates for employment in the railroad industry.

The NARS Railroad Conductor Fast Track Training Program is part of a larger North American effort among Class I railroads and community colleges to produce a pool of candidates from which railroads can staff conductor positions. In addition to receiving world-class training, NARS Fast Track students can upload their resumes onto a specialized internet database service accessible to North American railroad hiring departments.

2. Why should I become a Conductor?

Conductors are responsible for supervising over-the-road operations of freight trains/switching yard classification and are in demand throughout the railroad industry. Conductors may choose career paths leading to locomotive engineer service or railroad management. Conductor salaries are among the highest paid for entry-level positions in the industry. Benefits and retirement options are very competitive.

3. Who is eligible to participate in the NARS Railroad Conductor Fast Track Training Program?

Individuals must be at least 18 years of age, possess a high school diploma or GED, and have successfully completed the program admissions application.

Note: As a condition of employment, many railroads may require a knowledge assessment and/or a physical examination which may include a battery of tests, but not limited to, hearing, strength, vision, color blindness, depth perception, and Body Mass Index (BMI), which is a measurement of body fat based on height and weight guidelines. Those candidates wishing to seek employment within the railroad industry should be aware of the aforementioned knowledge assessment and physical examinations requirements.

4. What is the duration of the training program?

The NARS Railroad Conductor Fast Track Training Program consists of six (6) weeks of classroom, laboratory, and field training at the National Academy of Railroad Sciences, located on the campus of Johnson County Community College.

PLEASE NOTE: NARS training is not an employment opportunity, nor is it a job referral service. NARS provides strictly an educational opportunity.

NARS Railroad Conductor Fast Track Training Program

5. What is the cost of the training program?

The cost of the training program includes fees and tuition and is based on a candidate's residency status. The current tuition rates can be found on the National Academy of Railroad Sciences website at www.narstraining.com.

The JCCC Board of Trustees has the right to change the cost per credit hour without notice.

6. When is payment due for the training?

FULL PAYMENT IS DUE TWO WEEKS PRIOR TO FIRST DAY OF CLASS.

7. Are there any additional costs for the NARS Railroad Conductor Fast Track Training Program?

Students are required to have leather gloves and steel-toed boots for the hands-on field training portion of the class. Course materials and Web Based Training fees are included in the program cost.

8. Is on-campus lodging available?

Housing is not available on the campus of Johnson County Community College. NARS students typically lodge at area hotels. As an additional service to our students, NARS has worked to negotiate deeply discounted rates for our students. Upon acceptance into the training program, a list and map of area hotels that provide discounts to NARS students will be provided to training program candidates.

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NARS CONDUCTOR CANDIDATE GUIDELINES

Characteristics exhibited by ideal NARS candidates:

- I am 18 years of age or over
- I am able to lift 75 pounds
- I have at least 3 years working experience around heavy equipment/machinery, farming, or in the military
- I am able to work in all weather conditions
- I am able to work any shift, 7 days a week
- I have earned a high school diploma or GED
- I am able to follow rules and procedures
- I like to promote safety for myself and others
- I like to keep things organized and in order
- I like working outside
- I enjoy working with my hands
- I can work equally well independently or with a team
- I am competent in mathematics, reading, and basic computer skills
- I am willing and able to complete six weeks of full-time training without interruption at the National Academy of Railroad Sciences, located on the Johnson County Community College campus in Overland Park, Kansas.

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

Students are required to bring rounded, steel toe, lace-up boots with defined heel and ankle support to participate in lab work and field training. All safety toe footwear must meet ANSI Z41.1, Standard Class #75. Approximately one-and-a-half weeks will be spent in an outdoor training environment. Students should bring appropriate seasonal outdoor wear.

CLOTHING REQUIREMENTS:

Appropriate dress, such as slacks, jeans, collared shirt, blouses, skirts, dresses of a professional length, and shoes are required while attending class at the National Academy of Railroad Sciences. Additionally, NARS encourages hiring railroads to meet and interview students. Interviews are typically scheduled on the last Friday of each class. Please bring business appropriate attire for an interview.

PROHIBITED CLOTHING:

Shorts, tank or halter tops, sleeveless shirts, exposed midriffs, excessively loose, torn or tattered clothing, flip-flops, or sandals. Additionally, any shirts or hats with inappropriate or offensive pictures, language, or alcohol advertisements are prohibited.

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ENROLLMENT

To enroll in the NARS Conductor Fast Track Training Program, please complete the program application included in this information packet. Upon completion of the Conductor Fast Track Training Program application, please submit to:

**Johnson County Community College
Attn: Admissions, Box 41
12345 College Boulevard
Overland Park, KS 66210-1299
or fax to:
913-469-2524**

OR CLICK HERE TO ENROLL ONLINE

http://www.narstraining.com/careers_fastTrack_conductor.html

**For questions regarding APPLICATIONS AND THE ENROLLMENT process,
please contact:**

**JCCC Admissions Office
913-469-3803**

Classroom space is limited. If limited space is exceeded with confirmed applicants, prospective students will be notified and invited to attend on the next start date.

The cost of the training program includes fees and tuition and is based on a candidate's residency status. For current tuition rates, please refer to the NARS website at www.narstraining.com.

Students must be prepared to pay the full tuition balance two weeks prior to the first day of class. Note: Tuition and fees are subject to change without notice.

ADDITIONAL COSTS:

Students are required to have leather gloves and steel-toed boots for the hands-on field training portion of the class. Course materials and Web Based Training fees are included in the program cost.

**Duration of Training: 6 Weeks
Monday - Friday, 8:00 am – 5:00 pm**

In the event of inclement weather, holidays, or need for additional training, classes may be held on Saturday and/or Sunday.

Courses in the Railroad Conductor Fast Track Training Program

RRTC 123 - Introduction to Conductor Service	4 Credit Hours
RRTC 263 - General Code of Operating Rules	4 Credit Hours
RRTC 175 - Conductor Mechanical Operations	2 Credit Hours
RRTC 261 - Conductor Service -	2 Credit Hours
<u>RRTC 123 - Field Application Conductor</u>	<u>4 Credit Hours</u>
TOTAL	16 Credit Hours

A grade of “C” or above is required to earn the certificate and for credits to transfer to other educational institutions.

The JCCC Admissions Office will forward paperwork to you to complete your enrollment. Please complete and return the Acceptance Form portion of the documents to the address listed above or you may fax the form to the JCCC Admissions Office at **913-469-2524**.

JCCC CONTACT INFORMATION

JCCC Admissions Office: 913-469-3803
JCCC Business Office: 913-469-2567
JCCC Third Party Billing: 913-469-7696
JCCC Veteran’s Services: 913-469-8500 x3924

FINANCIAL INFORMATION

What are ways which students may pay for tuition and fees associated with the Conductor Program?

- a. Personal savings
- b. Credit Card
- c. Private loan
- d. Military tuition assistance
- e. Undergraduate, alternative loan (obtained by applying and qualifying via bank and/or lending institution)
- f. Local Workforce Investment Act (WIA) Office – Federal funds which have been allocated for displaced workers who are eligible for retraining.
- g. Private employer
- h. Governmental agency

GENERAL FUNDING INFORMATION

The NARS Fast Track Programs **ARE CURRENTLY NOT ELIGIBLE FOR FEDERAL FUNDING, AND DO NOT QUALIFY FOR PELL GRANT(S) OR ANY FEDERALLY FUNDED LOAN TYPE SUCH AS A PERKINS OR STAFFORD LOAN.**

NARS Fast Track programs must be paid in full two weeks prior to the class start date and **are not eligible for the JCCC Student Payment Plan.**

ALTERNATIVE LOANS

Alternative resources or personal lending institutions can assist with financial assistance. Lenders will require personal financial information, as well as perform credit checks. The lender may require a co-signer if the applicant is not currently employed or has minimal credit.

NOTE: Although applicants may be notified within 24-48 hours of their approval status, actual loan processing may require 2-4 weeks prior to final disbursement. **Full payment *must* be received by JCCC two weeks before the start date of each class.**

If you decide to apply for an alternative loan, potential funding sources are listed below. Please carefully study their information to determine if an alternative loan is your best option for financial assistance. Some applications can be made by phone or online. If you wish to pursue an alternative loan from a lender that is not on this list, JCCC's Student Financial Aid Office will work with any other lenders suggested by students.

IMPORTANT ITEMS TO UNDERSTAND WHEN APPLYING FOR AN ALTERNATIVE LOAN:

- a) The type of loan to request is referred to as an ***undergraduate, alternative*** loan.
- b) As a NARS Fast Track student, your attendance status categorizes you as a ***full-time student***.
- c) The NARS Conductor Fast Track Training Program offers ***11 college credit hours*** upon completion.

How do I receive any additional funds for which I've applied, after program fees have been paid?

Additional funds can be mailed to you via check. The check will be addressed to the individual at the address provided on the student application. Funds can also be dispersed via direct deposit into the applicant's personal bank account (please follow the instructions located at the www.jccc.edu website).

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FINANCIAL RESOURCES AND JCCC INFORMATION

PAYMENT OPTIONS:

The Business Office accepts cash, checks (payable to JCCC), cashiers' checks, E-checks, money orders, American Express, Discover, Visa, and MasterCard.

These methods are accepted via:

- ~ U.S. mail (if enrolled prior to the payment deadline)
- ~ JCCC website at www.jccc.edu/bursar (credit/debit cards and checks)
- ~ In-person at GEB 115 (office hours are 8am-5pm Monday thru Friday)
- ~ After-hours depositories are located in front of GEB 115 and in the Success Center (second floor of the Student Center)

THIRD PARTY:

Authorizations from employers, government agencies, or the military are acceptable forms of payment. The Third Party office is not a resource for providing sponsor contacts. Please consult the government blue pages in your local directory.

Authorizations must be received in the Third Party office on or before the payment deadline for the enrolled class date. Refer to the Third Party website at www.jccc.edu/ThirdPartyBilling or call (913) 469-7696 for any questions. The Third Party office is located in GEB 237. Some sponsors require an academic counselor's signature and/or cost estimates prior to issuing an authorization. Detailed cost estimates and academic signatures are provided by the JCCC Director's office of NARS and can be reached at 913-469-8500 ext.3857. In the event your third party does not authorize/pay the full amount, you are responsible for any remaining balance.

Please Note: *It may take several weeks from the time initial paperwork has been submitted to the third party sponsor until final authorization is granted. Please allow necessary time before the Railroad program's start date. Fully completed authorizations **MUST** be received by the Third Party office, GEB 237, or faxed to (913) 469-2561 before or on your first day of class. Additional costs for assessments, testing and equipment not provided by JCCC cannot be billed to your sponsor.*

REFUNDS:

If the student cancels registration or withdraws from class through the second day of class, a full refund will be issued. No refund will be issued after the second day of class without the submission of a written appeal and approval by the Vice President of Student Services documenting the extenuating circumstances.

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ACCREDITATION

Johnson County Community College is officially accredited by the North Central Association of Colleges and Schools. In addition, individual programs are accredited by associated professional organizations: Dental Hygiene - American Dental Hygienists Association and American Dental Association; Hospitality Management - American Culinary Federation Educational Institute Accrediting Commission; Fire Service Administration - International Fire Service Accreditation Congress; Mobile Intensive Care Technician - Joint Review Committee on Educational Programs for the EMT-Paramedic; Nursing - Kansas State Board of Nursing and National League for Nursing and National League of Nursing; Paralegal - American Bar Association; Basic Police Academy - University of Kansas; and Respiratory Care - Commission on Accreditation of Allied Health Education Programs and the Committee on Accreditation for Respiratory Care.

This application packet is for information only and does not constitute a contract. Johnson County Community College has made every reasonable effort to determine that everything stated in this packet is accurate at the time of printing. However, the college reserves the right to change, modify or alter, without notice, all fees, charges, tuition, expenses and costs of any kind and further reserves the right to add or delete, without notice, any course offering or information contained in this packet.

NOTICE OF NONDISCRIMINATION

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Dean of Student Services or Director of Human Resources
Johnson County Community College
12345 College Blvd
Overland Park, KS 66210
913-469-8500

Or to the:

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550

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RAILROAD INDUSTRY HIRING GUIDELINES

The following information is provided as an informational reference for those seeking to enter the railroad industry. As is true with any business, all railroads have hiring requirements that are specific to their company. For questions regarding hiring guidelines, prospective candidates should contact the company with which they seek future employment.

1. Candidates should possess a high school diploma or GED.
2. Candidates should be 18 years of age or over.
3. Candidates should possess a valid driver's license, or be able to obtain a valid driver's license within 30 days to meet position requirements.
4. Candidates should have no more than one "for cause" job termination within 7 years
5. Candidates should have no instances of driving under the influence (DUI) within the last 2 years.
6. If self-employed, candidate must provide verification of self-employment (tax return).

Applicants for railroad employment may be disapproved for any of the following:

- A. Non-disclosure of criminal convictions, or any other significant categories (i.e., applicant states "quit" when they were terminated for cause, etc.)

EEOC recommendations for considering whether a particular conviction should serve to automatically disqualify an applicant are:

1. How long ago did the conviction take place?
 2. What are the circumstances of the event?
 3. How many convictions were there?
 4. What is the applicant's employment record since the conviction?
 5. What rehabilitation has the applicant been through?
- B. Felony convictions, nolo contendere (no contest) pleas, and convictions expunged by deferred adjudication (or other means) for murder, rape, theft (including burglary, forgery, embezzlement), assault with a deadly weapon, aggravated assault, child molestation, spousal abuse, drug distribution, or other serious crime within the last 7 years.
 - C. Employment history discrepancies of greater than 3 months without a verifiable and satisfactory explanation.
 - D. Patterns of reckless/unsafe behavior while driving demonstrated by 2 or more moving violations within the last 2 years.

Each person shall have a visual acuity that meets or exceeds the following thresholds:

1. For distant viewing, visual acuity of at least 20/40 in each eye with or without corrective lenses.
2. A field of vision of at least 70 degrees in the horizontal meridian in each eye.
3. The ability to recognize and distinguish between the colors of railroad signs and signals.

Each person shall have hearing acuity that meets or exceeds the following thresholds when tested by use of an audiometric device:

The person does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1000 Hz, and 2000 Hz with or without the use of a hearing aid.

Each railroad will administer their selective battery of tests which may include strength tests, body mass index tests reflecting weight requirement guidelines, hearing tests, and vision tests with color blindness and depth perception as outlined by their company guidelines for employment.

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JOHNSON COUNTY COMMUNITY COLLEGE
RAILROAD CONDUCTOR CERTIFICATE PROGRAM
NARS



Personal Data (Please print in black ink only-no pencil.)

____-____-____ **
Social Security No.

I am applying for class start date of:

____ ____ ____ ____ ____ ____
Month Day Year

Last Name

First Name

Middle

Maiden/other names

Suffix (Jr, III, Sr.)

House Number

Street Name (Do NOT abbreviate)

P.O. Box, Rural Route (if necessary)

P.O. Box will result in out of state tuition if you do not give a Kansas residency address too.

Apartment No. (if applicable)

City

State

ZIP

Day Phone No.

Evening Phone No.

TDD (for hearing impaired)

Preferred E-mail Address: _____

Sex M F Date of birth ____ ____ ____ Are you a U.S. citizen? Yes No If "no," are you a resident alien? Yes No

Country of birth _____ (You MUST bring your resident alien card to the Admissions office before enrollment.)
Students on any type of VISA – STOP HERE. Contact the International Student Services office for an International Student Application.

Ethnic code: Asian or Pacific (01) Am. Indian/Alaskan Native (02) African-American/Black (03)
 Hispanic (04) Caucasian/White (05) Other (06)

Kansas Residency Information (This section must be completed in its entirety or you will be charged out-of-state tuition.)

Are you living in Kansas? Yes No If "yes," please provide the following information:

- On what date did your residence in Kansas begin? Since birth Since ____ MM ____ DD ____ YY
- In what Kansas county do you currently live? Johnson Other _____
- Have you lived at this address for at least six months? Yes No 4. If "no," when did your residency begin? ____ MM ____ DD ____ YY

4. If you have lived in this county less than six months, what was your previous address?

House Number

Street Name (Do NOT abbreviate)

City

State

ZIP

County

When did you move to this address? ____ M ____ M ____ D ____ D ____ Y ____ Y

5. If you are under the age of 24, are you listed as a dependent on your parent's tax return? Yes No

6. If yes, what is their address?

House Number

Street Name (Do NOT abbreviate)

City

State

ZIP

County

When did your parents move to this address? ____ M ____ M ____ D ____ D ____ Y ____ Y

Office use only:
Degree VC/RRCONDUCT
4410

JCCC Rec'd. Stamp

