

**ADMISSIONS POLICY**

- Students should have a basic understanding of how the machine in question operates
- For all Leavitt Machinery courses, students are required to be on time; participants who arrive more than 15 minutes late will be refused entry to the course and will be charged a non-refundable 100% cancellation fee
- For all Advantage Learning courses, please arrive 15 minutes early. Participants who arrive after the course has begun will be refused entry and charged a non-refundable 100% cancellation fee.
- For all equipment classes steel-toed work boots and proper work attire for the weather is required (sleeveless shirts, shorts and skirts are not permitted). Evaluations are held outside. Participants not in compliance will not be able to complete their practical training and will be required to rebook and pay in full for their practical training again.
- Proof of Fall Protection training for Aerial Work Platform courses must be provided. In the province of Alberta, a copy of your previous training record and government issued photo ID will be visually verified at the start of training. Participants not in compliance will not be able to complete their practical training and will be required to rebook and pay in full for their practical training again.
- Proof of valid OSSA/ESC Fall Protection Training is required to participate in OSSA/ESC Elevated Work Platform courses. Participants not in compliance will not be able to complete their practical training and will be required to rebook and pay in full for their practical training again.
- Personal fall protection equipment for Aerial Platform courses is required for all onsite classes and is recommended for all courses held at our locations (Includes: hard hat, harness and lanyard).
- Students must meet the following Medical and Physical Fitness requirements:
  - Have vision of not less than 20/40 in the better eye and have good judgment of space including height and distance. If corrective lenses are required to comply with the above, the candidate shall always wear them while operating the machine
  - The student must have the ability to hear warning signals, if the student requires a hearing aid, it shall be worn at all times while operating the machine
  - The student must have full movement of the trunk, neck, upper and lower limbs, and have the strength, endurance, agility and coordination to run the machine
  - Students must have a basic understanding of the English Language. For some courses certain exceptions can be made, for instance an interpreter can be arranged with the student, or extra explanation from the instructor will be given if time permits
  - The prospective student must not be under the influence of non-prescription drugs or alcohol
  - If the student is under the influence of prescription drugs they must make the instructor aware of this at the start of class

**RULES OF CONDUCT**

- Students must follow the instructions and policies of the course instructor and facility
- Students must not purposely damage Leavitt Machinery property
- Students will treat the instructor and fellow students in a respectful manner
- Students will refrain from using any tobacco products except during designated breaks in designated locations (includes chewing tobacco)
- Students must not use profanities, racial or sexual remarks while in attendance
- Students must be present for the duration of the course. Missing more than 20 minutes of content for such reasons as phone calls, coming back late from breaks, etc. will result in dismissal and will be charged a non-refundable 100% cancellation fee
- If disputes arise during class, the Leavitt Machinery instructor has final say (if a resolution cannot be found refer to the Dispute Resolution Policy)

**DISMISSAL POLICY**

- Leavitt Machinery reserves the right to dismiss any participant who engages in:
  - Physical abuse of Leavitt Machinery equipment or property
  - Theft of Leavitt Machinery property
  - Verbal or physical abuse of instructor, Leavitt Machinery employees or other students
  - Behavior displaying insubordination, refusal to cooperate with instructors and schedules
  - Recklessly operating equipment
  - Academic dishonesty
  - Use of alcohol or non-prescription drugs is prohibited while attending a training seminar