



**National Hardwood Lumber Association**

# Lumber Inspection School

**Venango Technology Center**

**Oil City, PA**

**June 8 - Aug. 14, 2009**

## A Proud Tradition

The National Hardwood Lumber Association (NHLA) is a nonprofit trade association composed of more than 1600 member companies that produce, sell and use hardwood lumber, or provide services to the hardwood industry. The Association was founded in 1898 to establish a uniform system of Grading Rules for the measurement and inspection of hardwood lumber. The Association still functions as the administrator and keeper of these Rules.

In 1948, the Association established a vocational training school in Memphis to teach the Rules and application of the NHLA grading system, and help fill an increasing demand for skilled lumber inspectors. Since that time, more than 6,700 students have graduated from the Inspection Program. The Summer 2009 Class will mark the second year the Inspection School will take place at Venango Technology Center in Oil City, PA.

The Inspection School is the only school of its kind in the world and students from throughout the United States, Canada, Europe, Africa, South America and Asia have attended. As testimony to the value of the Inspection School, many graduates are now in ownership or management positions in the industry and are sending their children and employees to complete the course.

## College Credit

In cooperation with Clarion University—Venango Campus Clarion University, students who wish to earn Clarion University's Associate of Applied Science in Industrial Technology degree will be able to transfer as many as 22 credits toward the 60 credits required for the associate degree by successfully completing the NHLA Lumber Inspection Training School curriculum. The balance of the coursework consists of general education and business courses that can be completed at the Venango Campus and/or online.

## Housing

Apartments are available at the Venango Campus of Clarion University in Oil City, PA. Each apartment is furnished and includes a fully appliance kitchen, basic cable, telephone, high speed internet, air conditioning, washer and dryer.

For more information and to arrange for housing please contact Emilv Aubele at 814-676-6591 ext 1269



## INSPECTOR TRAINING SCHOOL APPLICATION FOR ADMISSION

Venango Technology Center | Oil City, PA

The Summer Program is a 10-week class comprised of 375 contact hours. Contact hours are completed through a combination of lecture and lab time. Standard class hours are Monday through Friday from 8 a.m. to 4 p.m. Students who successfully fulfill all program requirements will receive a certificate of completion.

### SELF IDENTIFICATION (Please print clearly)

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Age: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Race: Caucasian \_\_\_\_\_ African American \_\_\_\_\_ Hispanic \_\_\_\_\_ Other \_\_\_\_\_

Military Veteran: Yes \_\_\_\_\_ No \_\_\_\_\_ Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_

Do you read, write, and speak English? Yes \_\_\_\_\_ No \_\_\_\_\_

**Prospective students must be able to converse fluently in English to benefit from instruction.**

Enrollment Term: Summer (June 8, 2009 – August 14, 2009): \_\_\_\_\_

**Venango Technology Center | 1 Vo Tech Drive | Oil City, PA 16301**

### EDUCATION

Name of High School/GED Testing Center: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_

**Prospective students must have a high school diploma or GED and must supply an official copy of high school transcripts or equivalency certificate with scores which meet the state's minimum standards for passing.**

### EMPLOYMENT

Current Employer: \_\_\_\_\_ Supervisor/Company Contact: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Is your employer an NHLA member? Yes \_\_\_\_\_ No \_\_\_\_\_ Is your employer sponsoring your tuition/supplies? Yes \_\_\_\_\_ No \_\_\_\_\_

List any previous industry experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TUITION, FEES, & FINANCIAL AID (Based on a 14-week program)

<u>Program/Administrative Fees:</u>	<u>Amount:</u>	<u>Due Date:</u>
Application Fee (non-refundable) *	\$100	Application date
Supplies Fees	\$104	
Tuition (NHLA members)	\$2,500	One month prior to class start
Tuition (Non-members)	\$2,750	One month prior to class start

\* Application fee will be credited toward the tuition.

### Required Supplies:

- Board Rule
- Tally Book
- Tally Sheets
- Dry Kiln Operator's Manual
- Lumber Grading Training Manual

### Housing:

All housing, travel and living expenses are the full responsibility of the student and are in addition to the tuition and supplies fees.

## WITHDRAWAL/REFUND POLICY

There are no prepayment penalties. Students who have paid tuition, but do not attend class, are eligible for a full refund less the application fee. Students must withdraw before the start to ensure this eligibility. All refunds are made within 30 days from the date of determination of a student's withdrawal.

### REFUND SCHEDULE

<u>Time of Withdrawal:</u>	<u>Refund Amount:</u>
Prior to class start	Full tuition less \$100 deposit
Prior to end of 2nd week of class	70 percent of tuition
Prior to end of 4th week of class	20 percent of tuition

- Tuition refunds for students enrolled under the GI Bill will be pro-rated throughout the term.
- All application fees will be refunded if the applicant is not accepted into the School.
- All monies paid by an applicant will be refunded if the cancellation occurs within three business days from the signing of the Application for Admission.

## PAYMENT METHOD

Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ American Express \_\_\_\_\_ Check \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Amount: \_\_\_\_\_

**Students must include a minimum \$100 deposit with their application. All tuition fees and supplies expenses must be paid in full one month prior to class start.**

## EMPLOYEE SPONSORSHIP RELEASE CONTRACT

I, \_\_\_\_\_ give my consent to release my personal records of attendance, grades and general conduct to my employer in exchange for their sponsorship. All sponsored employees must complete this section.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended, and the right to have some control over the disclosure of the information from the records. NHLA Inspector Training School accords all the rights under the law to students.

I, \_\_\_\_\_ have reviewed and fully understand my rights under the Family  
(print name)

Educational Rights and Privacy Act of 1974 (FERPA) as described in the Catalog and give my permission to release general directory information, photograph and testimonials.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL TERMS

Each student is accepted with the understanding that the date classes begin, (s)he has registered for the entire program. The student agrees to report to the School on or before the above date and maintain regular attendance at the School during the class and abide by all the rules and regulations of the School. The School reserves the right to dismiss any student for poor academic standing, excessive absences, failure to comply with School regulations as stated in the Catalog or for non-payment of tuition and fees when due.

## GENERAL POLICY

School policies have been formulated in the best interest of students and the School. Changes in School policy are rarely made during the academic year. However, the School reserves the right to make any change in tuition fees, refund policy, curriculum or any phase of its program where, in the opinion of the admission, students or the School will be benefited. Such changes may be made without further notice. The School also reserves the right to cancel any classes which do not have a minimum of five students enrolled. The School will refund all tuition monies paid to the School to students who are affected by the cancellation. Upon successful completion of the program, students will receive a certificate of completion from the School. Although the School provides employment assistance, it cannot and does not promise or guarantee employment.

## NOTICE TO APPLICANT

I acknowledge that I have read these enrollment policies and procedures in their entirety as printed in this document, that I understand and agree to the provision listed herein and that I will receive a copy of these enrollment policies and procedures upon acceptance. I understand that if I am accepted as a student, the amount paid with the Application for Admission will be credited towards my tuition fees. If I am not accepted, I understand that all monies paid to the School will be refunded within 30 days of the determination. I agree to abide by the terms herein listed and by the regulations and policies of the School as stated in the Catalog and Application for Admission. No other arrangements than these will be honored unless specifically agreed to in writing.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this application to:**

**Keystone Community Education Council\***  
**255 Elm Street , Suite 1**  
**Oil City, PA 16301**  
**814-677-4427      814-676-2897 Fax**



**\*Please note: Classes are held at the Venango Technology Center.**



..... Do not write below this dotted line .....

NHLA Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_