

# Black Fox Timber Management Group, Inc

*Beginning Forestry Technician*

*Second Chance Program*

*Advanced Forestry Technician*

*GIS Basic Map Development*

## COURSE CATALOG

Class Year

January 1, 2022, through December 31, 2022

Classroom

105 E Minnesota Ave., McCloud, CA 96057

### CONTACT INFORMATION

#### Program Director

Jimmy Smith  
PO BOX 687  
McCloud, CA 96057  
Office (530) 964-9756 ext. 104  
Cell (530) 918-9928  
[jimmysmith@blackfoxtimber.com](mailto:jimmysmith@blackfoxtimber.com)

#### BFTM Corporate Office

105 E. Minnesota Ave  
McCloud, CA 96057  
Office (530) 964-9756  
[www.blackfoxtimber.com](http://www.blackfoxtimber.com)

#### Administration

Office (530) 964-9756  
Fax (530) 964-9757

### Mission of The Institution

The mission of the Black Fox Timber Management Group, Inc. (BFTM) Beginning Forestry Technician, Advanced Forestry Technician, Basic GIS Map development, and the Second Chance Program is to provide training, and job placement to help qualify students for the forestry industries.

### Program Goals

The goal of our training programs is to produce competent, forestry technicians and related personnel. We meet United States Department of Labor's Standard Occupational Classification Code: 19-4093.00

### Program Objectives

At the completion of the program the student will be able to demonstrate their ability to enter a Forestry Technician job and fulfill the role of an entry-level Technician. For those students that have at least one season as a forestry technician and that want to learn more and or hope to become a field supervisor the Advanced Training Program can help. The Basic GIS Map Development Program can help a forestry technician get a quick crash course in the world of map making and navigation of ARCGIS. For those looking for a new direction in life and a career the Second Chance Program maybe the way.

# Table of Contents

<b>STATEMENT OF HISTORY AND OWNERSHIP .....</b>	<b>3</b>
<b>FACILITIES .....</b>	<b>3</b>
<b>EDUCATIONAL PROGRAMS .....</b>	<b>4</b>
BEGINNING FORESTRY TECHNICIAN, SECOND CHANCE FORESTRY TECHNICIAN & ADVANCED FORESTRY TECHNICIAN .....	4
DESCRIPTION OF THE PROFESSION .....	4
<b>PROGRAM DESCRIPTIONS.....</b>	<b>4</b>
BEGINNING FORESTRY TECHNICIAN 280 HOURS .....	5
SECOND CHANCE FORESTRY TECHNICIAN TRAINING PROGRAM .....	6
ADVANCED FORESTRY TECHNICIAN .....	8
GIS BASIC MAP DEVELOPMENT .....	9
<b>EXAMINATIONS AND GRADING .....</b>	<b>10</b>
<b>ADMISSION STANDARDS AND GRADUATION REQUIREMENTS .....</b>	<b>10</b>
<b>TRAINING SCHEDULES &amp; LOCATION .....</b>	<b>11</b>
<b>EQUIPMENT REQUIREMENT .....</b>	<b>12</b>
<b>NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT THE INSTITUTION:.....</b>	<b>12</b>
<b>REFUND POLICY .....</b>	<b>13</b>
<b>CANCELATION POLICY .....</b>	<b>13</b>
<b>STUDENT TUITION RECOVERY FUND (STRF) .....</b>	<b>14</b>
<b>THE RULES OF CONDUCT FOR TRAINING PROGRAMS .....</b>	<b>16</b>
<b>GRADING .....</b>	<b>17</b>
STUDENT GRIEVANCE PROCEDURES .....	17
LEAVE OF ABSENCE .....	18
NONDISCRIMINATION POLICY .....	18
STUDENT RECORDS .....	18
<b>BLACK FOX TIMBER MANAGEMENT FACULTY MEMBERS:.....</b>	<b>22</b>

## **STATEMENT OF HISTORY AND OWNERSHIP**

Black Fox Timber Management Group, Inc. was established by Tim English and Jimmy Smith after Olympic Resource Management (ORM) closed their timberlands office in California in December 2007. Tim English has over 30 years of forestry experience and was manager of ORM 2003 through 2007 where he managed 500,000 acres in Northern California and Southern Oregon. Mr. English has overseen a forestry staff of approximately 18, managed timber harvest plans, log sales, managed forestry consulting for ORM. Jimmy Smith was also employed by ORM, managed inventory projects, wildlife survey and conducted various other studies in California, Oregon, and Washington. In his 20 years of Forestry experience, his resume also counts timber marking, unit layout and stream sampling.

Black Fox Timber Management Group, Inc. provides professional services as forestry consultants and timberland management throughout the western United States. Clients vary from private and small to large industrial timberland owners. BFTM also has clients that are investors such as Hancock Life Insurance and Fidelity Investments. Retirements often have some sort of investment in timberland such as Cal-Pers, and Teachers Unions. BFTM also has operations in San Bernardino, Riverside and Los Angeles counties.

Why did a forestry company get into having a school? It is a question that has been asked a lot! The idea came about when Tim English and I were still employed at Olympic Resource Management. In the years of 2005-2006 ORM spent nearly \$68,000 training new people and even then, some of them still did not work out. People with a 4-year degree in forestry still needed to be trained for the field. It was a problem that all forestry consulting and timberland companies were having. We spent three years writing, designing a quality training program and seeking approval by others in the profession. March of 2010, Black Fox Timber Management Group, Inc. wrote the final draft for a forestry training program that included copyrights. The Beginning Forestry Technician program was put together to address the demand for quality Forestry Technicians. The program has taught three programs with great success. We are now seeing momentum in respect to other natural resource companies calling us for students that graduate from our program.

Black Fox Timber Management Group, Inc. has experience in teaching natural resources. From 2010-2011 BFTM was hired to train people for the Smart Business Center out of Redding, CA. BFTM was approved by the Bureau for Private Postsecondary Education (BPPE), however, it does not endorse the program.

## **FACILITIES**

BFTM Forestry Technician programs are based at 105 E. Minnesota Ave, McCloud, CA 96057. However, the main portion of this class is held in the various locations in the forest. Adult Ed classes can be taught on the School Campus of Dunsmuir High School. Field training will be conducted at various locations in the forest. Our classrooms are located at BFTM main office. Please call (530) 964-9756 for that location. BFTM has no responsibility to find or assist a student in finding housing nor do we provide dorms. There are places in McCloud, Dunsmuir, and Mount Shasta to stay in hotels and eat at restaurants, Dunsmuir. Dunsmuir is 17 miles from McCloud and 11 Miles from Mount Shasta.

Black Fox Timber Management Group, Inc. nor its officers have any pending petitions in bankruptcy. We have never filed for bankruptcy in the past 5 years or beyond. Our company and its officers practice sound financial practices.

## **EDUCATIONAL PROGRAMS**

### **Beginning Forestry Technician, Second Chance Forestry Technician & Advanced Forestry Technician**

BFTM Forestry Technician Programs will be prepared to become a vital technician for any forestry company throughout the Northwest. Students must successfully complete and pass the approved program, written and skills testing. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

#### **Description of the Profession**

Forestry Technicians that have fulfilled requirements by BFTM standards will have assistance from BFTM in locating prospective jobs in the Northwest. They will be trained on how to mark timber, cruise timber, WLPZ flagging, boundary line flagging and inventory cruising. The student will be instructed on the uses of Relaskop, Logger's tape, compasses measuring scales, lasers, Field Data Recorders, Wildlife electronic callers, GPS units, reading Topographic maps as well as Forest Service maps.

## **PROGRAM DESCRIPTIONS**

The BFTM Forestry Technician programs will be a challenge not only physically but mentally as well. It is fast paced, intense, always requires your full attention in conjunction with your participation as well as your complete dedication. Our focus is to train you to be productive, effective, and efficient. It is designed so that you will be truly tested under the same circumstances that you will experience, depending on what time of year you train, or when you are employed in forestry. You should be prepared to be working in cold, rainy, and snowy weather day in and day out. You will endure hot and humid weather conditions. You will be stung by bees, hornets, and wasps. You will encounter bears, other and snakes. You will work in places that have poison oak. The terrain will be steep and brushy at times or all the time. You will be trained to work in adverse weather conditions on rugged terrain. Graduating from this class with a Black Fox Timber Management Group, Inc. certificate is an indication to those companies that you are applying to that you have been trained to handle what Forestry Technicians are expected to handle. For those that graduate this program, you will leave with a solid foundation to build on for years to come.

The focus is to train you in for circumstances, situations, in the environment a Forestry Technician will have once employed. We look for those that can work as a team and can work and be comfortable working alone. Forestry Technicians mostly work alone but require you to

work in a team environment. In BFTM's Forestry Technician programs, you will be monitored on how well you work with others and how well you work alone. The forestry profession plans, and circumstances change and sometimes with little notice. This program will train you on how to adjust, be flexible and how you can fully prepare for this.

If your sole purpose for wanting to get into forestry is to experience the outdoors to be closer to nature, please keep in mind you will not have paths to walk on and there are no picnic tables. The Beginning Forestry Technician program, Advanced Forestry Technician, the Second Chance Program will be as difficult as being a Forestry Technician when you are employed.

Each morning we expect our students to be ready and prepared as if they are ready to work at the start time of every class. Students will be responsible for bringing their own lunch and water. We will expect the student to be fully prepared, with equipment, notes, maps, pencils, pens, boots laced up and instructional handouts the second class begins. We will not make special trips to the store on class time. We will not tie up class time for a student that is running late or who isn't prepared. Our training programs also reserves the right to give tests, exams, and pop quizzes without notice. Homework and/or reading assignments should be expected.

These programs require the completion of all specified hours allocated to each specific Forestry Technician program. There will be classroom instruction along with field instruction demonstrating the uses of the equipment necessary and being tested weekly if not daily. The program is represented as follows:

### **Beginning Forestry Technician      280 hours**

This addresses the following topics:

- Tree species, tree diseases, tree defect and log position
- Timber cruise protocol
- Form class and basal area factors
- Relaskop
- Timber marking
- Location posters, Forest Service, Topographical, navigate day and night
- Demonstration of spacing & disperse sample areas
- Detecting potential historical & prehistoric sites
- Logging methods
- Silviculture and lay out
- Protocol for surveying Northern Spotted Owl, use of callers
- GPS for unit mapping and calculating area
- General understanding of the Timber Harvest Plan Process
- General understanding of forestry economics

### **You can expect to use the following equipment for training:**

- Relaskop
- 75' Logger's tape
- Calculator
- Measuring scales
- Compasses



- Demonstration of spacing & disperse sample areas
- Detecting potential historical & prehistoric sites
- Logging methods
- Silviculture and lay out
- Chipper
- Chain Saw
- Fuel Reduction related work
- GPS for unit mapping and calculating area
- General understanding of the Timber Harvest Plan Process
- General understanding of forestry economics

**You can expect to use the following equipment for training:**

- Relaskop
- 75’ Logger’s tape
- Calculator
- Measuring scales
- Compasses
- Forest Service Maps, Cruising and marking field maps, Topographical maps
- Timberland Cruise Instructions
- Pens/Pencils/highlighters
- Marking paint guns
- Snowshoes
- Lasers
- Paper, write in the rain Paper
- Copy machine
- Desk and chairs
- Northern Spotted Owl/Wildlife electronic callers
- Forestry Flagging
- Chain Saw
- Chipper
- Two-way radios
- Field binders & Note pads
- Hodad
- Field data recorders (PDA and Allegro CX)
- Garmin Oregon 400T and 450T (GPS)
- We provide transportation to the field and back to classroom

**Cost for Second Chance Forestry Technician Program**

Registration	Tuition WIOA Type Funding	STRF Fee	Tuition Non WIOA Type Funding	Books	Cruisers Vest & Safety Chaps	Total
\$125.00 Non-Refundable	\$6,200	\$0.00	\$5,500	\$65.00	\$155.00	\$6,545.00 WIOA \$5,845.00 Non WIOA

## **Advanced Forestry Technician**

This is for a for a Forestry Technician with at least 1 season of experience. This program is designed for someone that wants to learn more and/or wanting to become a forestry technician supervisor. This class trains the student in more inventory programs. The Timber Harvest Plan and the process is covered in more detail, along with other harvest permits. The Advanced Forestry Technician program trains the student how to handle work related accidents, reports, and common protocol with workers compensation, along with other requirements. We train how to manage projects, personnel and common issues that arise for supervisors. This program is to help give you guidance on how to handle a crew and the common issues that occur when supervising.

## **Advanced Forestry Technician      200 hours**

This addresses the following topics:

- Data Management
- Timber marking
- Location posters, Forest Service, Topographical, navigate day and night
- Vehicle Accidents
- Workers Compensation Insurance
- Reporting Injuries documentation
- Logging methods
- Common out of town issues
- Conflict resolution
- Quality Control
- Common Staff Issues
- Leadership
- Silviculture and lay out
- Understanding of the Timber Harvest Plan Process
- General understanding of forestry economics

## **You can expect to use the following equipment for training:**

- Relaskop
- 75' Logger's tape
- Calculator
- Measuring scales
- Compasses
- Forest Service Maps, Cruising and marking field maps & Topographical maps
- Timberland Cruise Instructions
- Pens/Pencils/highlighters
- Marking paint guns
- Snowshoes
- Lasers
- Paper



- Copy machine
- Desk and chairs
- Northern Spotted Owl/Wildlife electronic callers
- Forestry Flagging
- Two-way radios
- Field binders
- Tablets
- Note pads
- Hodad
- Field data recorders
- (GPS) units
- We provide transportation to the field and back to classroom

**Cost for Advanced Forestry Technician Program**

Registration	Tuition WIOA Type Funding	STRF Fee	Tuition Non WIOA Type Funding	Books if needed	Total
\$125.00 Non-Refundable	\$5,200	\$0.00	\$4,400	\$45.00	\$5,370.00 WIOA \$4,570.00 Non WIOA

**GIS Basic Map Development**

This program will teach the student the basic workings of GIS and map making. It will give the student some knowledge on how to navigate through GIS platform and the programs capabilities. The format will be basic and in the form of forestry applications. The student will have a chance to learn how to create a basic forestry map. The educational experience may create interest for the student to pursue a career in GIS.

**GIS Basic Map Development      40 hours**

This addresses the following topics:

- Basic GIS ArcGIS/ArcGIS Pro
- Common Forestry Maps and Styles
- Basic Map Development

**You can expect to use the following equipment for training:**

- Computer
- GIS Software
- Printer
- Office Related Items

### **Cost for GIS Basic Map Development**

Registration	Tuition WIOA Type Funding	STRF Fee	Tuition Non WIOA Type Funding	Books if needed	Total
\$50.00 Non-Refundable	\$1,200	\$0.00	\$1,000.00	\$0.00	\$1,250.00 WIOA \$1,050.00 Non WIOA

### **Attendance Policy**

**You are required to attend everyday and only excused absences will be accepted. If School Director feels that a student has missed too many days and has fallen behind the general progress of the class, the student will be expelled.**

### **Student Services**

**We will prepare each student for forestry related positions, this includes training for interview skills, resume building, and we help with job placement. This involves inviting timber companies to meet and interview students. We schedule companies to come in and talk to the class about what they are looking for in an employee.**

### **EXAMINATIONS AND GRADING**

Our program gives each student the experience of field training. Approximately 90% of our program is field training, while the remainder is classroom time. Typically, the classroom time is spent given written tests based on prior training. We give several tests to make sure that each student understands the training and provides gauges for the instructors on areas we need to reinforce. Classroom time is spent explaining what they can expect for the day. It allows students to ask questions and instructors can draw examples on the dry board. The office is also a place for each student to keep notes and other desk materials. The classroom is typically a place to meet and debrief.

### **ADMISSION STANDARDS AND GRADUATION REQUIREMENTS**

Students must be 18 years of age and provide their resume with a cover letter. Students must also hand write a letter, 4 paragraphs in length explaining why they are interested in joining the class. A driving record print out of at least 3 years is required if the student has been driving that long. Each student is to have one interview by Jimmy Smith or Tim English. Each student is required to purchase a cruisers vest, raingear, work boots, gloves and a hard hat.

The student will be expected to have writing and math skills equivalent of the 12th grade. In order to pass the Beginning Forestry Technician program, Advanced Forestry Technician or the Second Chance Program. the student must be able to identify tree species, tree disease, tree defect and log position. The student will also need to pass the timber protocol for at least 3 different cruises and enter sample data on a data recorder. The student will need to pass the

form class and 80% measurements along with using at least 6 different basal area factors. The student will need to use the relaskop for various basal area factors, tree heights, slope and crown measurement along with tree position. Each student will be expected to select prime site trees by health characteristics. The students will turn in marking cards that are legible and consistent with trees marked. The students will be expected to read location posters, Forest Service, Topographical, project maps and navigate both in day and nighttime. The students will demonstrate how they can figure out the amount of spacing that equally disperses sample areas. The students will be expected to know the distance and area as it pertains to forestry. It is expected that each student can identify a potential historical and prehistoric site and classify the 5 watercourse classifications and water lake protection zones. The students will need to identify different logging methods. Each student will be able to identify silviculture and the principles of unit layout, along with the fundamentals of reforestation. Each student will need to know the basic protocol for surveying for the California Northern Spotted Owl and Barred Owl. The students will be expected to use a Garmin handheld GPS for unit mapping and must be able to calculate the area. Each student will be expected to demonstrate how to conduct an interview as it pertains to forestry. Each student is expected to understand the safety concerns in forestry.

Students can expect the Beginning Forestry Technician program, Advanced Forestry Technician or The Second Chance program are expected physically and mentally demanding. We highly recommend being physically in shape prior to starting this program.

The Training Program Catalog will be updated annually during the month of January. A catalog can be mailed or emailed to anyone interested in the training program.

It is the student's responsibility to arrive at the facility. The Beginning Forestry Technician, Advanced and Second Chance Program will provide transportation from the facility to field for training and will bring students back to facility. Students will not be allowed to drive their own vehicle to the field unless special circumstances exist and approved by the Director.

## **TRAINING SCHEDULES & LOCATION**

Training dates for 2022: TBA - Could be held anytime in the year. We train in various locations in the forests.

**Location:** 105 E. Minnesota Ave. McCloud, CA 96057 -- Phone Number: (530) 964-9756

### **Training hours:**

Monday- through Friday 7:00 AM to 4:00 PM returning to facility may vary depending on drive time from field training location. We also reserve the right to go longer if a test is given.

- Nighttime training 6:00 PM to 2:00 AM (For Beginning Forestry Technician Training)
- Facility in McCloud is 6,000 sq. ft. and vehicle parking in at the eastside of the facility.
- Library, learning resources and procedures available.

Students will be supplied with the necessary equipment and material needed to pass the program. Black Fox Timber Management Group, Inc. owns an assortment of books and other forestry related educational/supportive reading material that will be made available to loan or review to students upon request. Black Fox Timber Management Group, Inc.'s instructional staff will also give students topics to research via the internet when the need arises. For students that don't have access to the internet they can team up with other students that do have access to the internet. Homework will be assigned as needed and material will be furnished to accomplish such assignments. Students will always have the necessary information to research related topics. Books and other materials can be loaned for 1 night. Computer access can be granted for classroom use only. But all needed material for study will be provided to the student.

### **EQUIPMENT REQUIREMENT**

Students will need to purchase the following equipment to be allowed to start the Beginning Forestry Technician Program. We have also included places where the equipment can be purchased and rough cost estimates on pricing for select items.

- Work boots Danners, Whites, Hawthorns or similar type boot. \$150.00-\$400.00
- Raingear \$40.00-\$200.00
- Gloves \$7.00-\$22.00
- Hardhats \$20.00-\$60.00

### **Notice concerning transferability of credits and credentials earned at the institution:**

The transferability of credits you earn at Black Fox Timber Management Group, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (certificate you earn from the Beginning Forestry Technician Training, Advanced Forestry Technician, Basic GIS Map Development, or the Second Chance Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (Black Fox Timber Management Group, Inc. to determine if your certificate will transfer."

Students that attend and pass our training program need to beware that this training program is not a program that earns credits. Our training program does not have any agreements with any other institutions, colleges, or universities. We offer certificates to those that graduate from our training programs. Our programs are not recognized by the United States Department of Education. Our programs are noncredited.

### **Non-US citizens or aliens:**

Students must be a Citizen of the United States prior to enrolling in the training program or have

a Visa to be in the United States. The training program will be taught in English, and you are expected to be able to read and write the equivalent of the twelfth grade.

This training programs are designed to be trade type training. Those that want to pursue a career in forestry as a Forestry Technician, Timber Marker and Timber Cruiser. No licenses required to do this work but must be under the supervision of a Registered Professional Forester when going to work in the private sector. All timberland and consulting companies will have at least one on staff.

## **REFUND POLICY**

The student has the right to withdraw from the program of instruction at any time. In addition, Black Fox Timber Management Group, Inc., has the right to terminate any student from any of our four programs who fails to meet academic standards, to maintain satisfactory progress, or to abide by the rules, regulations, and policies of the program. The student is obligated to pay only for educational services rendered, and textbooks.

If the student withdraws or is terminated from a program of instruction after the period allowed for cancellation of the Agreement as discussed in the section titled "Cancellation of Agreement;" the Academy will remit a refund less a registration fee of \$125.00, except for Basic GIS Map Development Program, has a \$50.00 non-refundable registration fee, if applicable within 30 days following the student's withdrawal. The refund will be the amount provided under California State Law, which states the institution, will refund cancellations from the first day attendance to the 7th day.

## **CANCELLATION POLICY**

Forestry Programs Cancellation, each student of an institution has the right to withdraw from a program at any time from the first day of enrollment to the 7th day of class.

The student may also reschedule (roll over tuition,) ONCE WITHIN THAT YEAR, at no additional cost. (If the student reschedules, Black Fox Timber Management Group, Inc. will contact student when next class is scheduled.

## **NOTICE OF CANCELLATION AND REFUND**

If a student withdraws from a program of the instruction after the period identified in the STUDENT'S RIGHT TO CANCEL, the institution shall remit a refund as described in the ENROLLMENT AGREEMENT.

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender, or if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall first be used to repay any student financial aid program from which the student received benefits, in proportion of the

amount of the benefits received and any remaining amount shall be paid to the student. Within 10 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund and the name and address of the entity to which the refund was sent.

As required by CEC §94859(a)(6)

The following represents the refund to which a student is entitled if the student withdrew from the program after completing a period of days or weeks of instruction equivalent to the percentage of the program of instruction. Assuming the program of instruction is \$6,480.00 - \$125

Refund Example by Percentage of Program Completion

10%	25%	50%	60%	61%
\$5,720	\$5,085	0	0	0

The refund shall be any amount the student paid for instruction in excess of tuition owed for instruction received. To determine the refund, the amount the student was charged for instruction is divided by the number of hours of instruction in the particular term in which the student is enrolled. The quotient is the hourly charge for instruction. The amount owed by the student or the purpose of calculating a refund is served by multiplying the total hours of instruction received by the student up time of cancelation of the program.

- Cancellation after attendance has begun, but prior to 50% is completion of the program, will result in a Pro Rata refund figured the number of hours completed to the total program hours.
- Cancellation after completing 50% of the program will result in no refund.
- Termination date is the last day of actual attendance.
- Refunds will be made within 30 days of termination or receipt of cancellation.
- Equipment and books are purchased from an outside vendor and are not refundable by the school.

If you obtain a loan to pay for the program, you have the responsibility to repay the full amount of the loan plus interest.

**Student Tuition Recovery Fund (STRF)**

The State of California established the student tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state- imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay for the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd. Suite 225 Sacramento, CA 95834, (916)574-8900 or (888)370-7589.

You are not eligible for protection from the STRF and you are not required to pay STRF assessment, if you are not a California resident, or are not enrolled in a residency.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered a loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau by has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay of reimburse proceeds received by the institution more than tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be reviewed within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

\*Authority cited: Sections 948303, 94877 and 94923, Education code. Reference: Section 94923, 94924, and 94925, Education Code.

## **The Rules of Conduct for training programs**

- 1. No Smoking in the Forest unless during winter like conditions and can only be authorized by instructors.**
- 2. Cannot be under the influence of any illegal drugs, pain medication, or alcohol at any time during training.**
- 3. Hardhats must be worn at all times during field training.**
- 4. Students are not allowed to operate Black Fox Timber Management vehicles.**
- 5. Students must show respect to all Black Fox Timber Management staff and guests at all times.**
- 6. Students will not be allowed to wear shorts at any time during this training.**
- 7. Students will be expected to be organized and prepared for training every morning. This includes having pens, pencils and notepads, and proper handouts for training.**
- 8. Students are expected to be on time every morning. If a pattern of tardiness or more than three times tardy the student will be asked to leave the program.**
- 9. Student's desk/tables will be kept in an organized neat manner.**
- 10. Students will not abuse any equipment loaned to them and must report any missing equipment to an instructor as soon as student notices equipment missing.**
- 11. Seat belts will be worn at all times.**
- 12. Students must show respect to classmates.**
- 13. No litter of any kind will be left in the forest.**
- 14. Students must notify the instructor if you are going to miss a session prior to the start of class.**
- 15. No smoking in classroom**
- 16. No student will disrupt class or be confrontational, argumentative towards classmates, staff, or instructors.**
- 17. No firearms or weapons of any kind allowed. Violation of this policy will lead to an**



**automatic dismissal.**

- 18. No guests allowed.**
- 19. Students must be prepared for adverse weather conditions and have rain gear gloves and work boots.**
- 20. Students must have work boots worn during training. No tennis shoes allowed.**
- 21. No cheating. Violation of this policy will lead to an automatic dismissal.**
- 22. No talking on your cell phone during training.**
- 23. Lack of effort will lead to an automatic dismissal.**
- 24. Student is to remain with the group, unless approved by instructor.**

Any violation of conduct can result in a verbal warning to dismissal of program. Discretion will be used by Black Fox Timber Management Group, Inc. instructors.

**For the same offense:**

1st Violation will be a verbal warning and noted into students' file.

2nd Violation will be a written warning and entered into student's file.

3rd Violation student will have a meeting with Director and Director may dismiss student from the Beginning Forestry Technician Program. Notes from this meeting will enter the student's file.

4th Violation - automatic dismissal. Notes of dismissal will be entered into student's file.

**Grading**

In order to pass BFTM's Forestry Technician programs, each student will have an overall score minimum of 75%. Anything less than 75% is a failing grade.

Tree count and tree species must be 100% correct.

**STUDENT GRIEVANCE PROCEDURES**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. The instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1. an effort to define the problem, 2. an effort to identify acceptable options for resolution, and 3. an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's School Director who will work to resolve the matter. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's

official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The School Director will notify the student of the decision reached. At any time, the student or member of the public also has the right to file a complaint with the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Blvd, Suite S 202, Sacramento, CA 95834, (916) 574 -7720, Fax (916) 574-8650

There will not be credit for prior experiential learning.

### **LEAVE OF ABSENCE**

Students may request a Leave of Absence due to medical reasons, financial hardship; personal or family problems which make it difficult to attend class. The forestry programs may allow a student under such circumstances to be excused from the program. You must request a leave of absence in writing and must be approved by the school Director. A Leave of Absence Request Form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the excused absence. Do not request a leave of absence unless you absolutely need one. Students on a leave of absence will not be assessed any additional tuition charges. It will be under the discretion Director that weekend day(s) can be used to help students make up for time lost in the four forestry training programs In this event instructors will meet with student(s) on a weekend day to assist students to cover areas of instruction penitent of passing program

### **NONDISCRIMINATION POLICY**

This institution is committed to providing equal opportunity to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origins, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

### **STUDENT RECORDS**

All student records will be kept for five years and includes both academic and financial information. Students may inspect and review their educational records. To do so, submit a written request identifying the specific information requested and we will make the information available within 15 days for the students review. Upon review, if records are inaccurate, the student may request that errors be corrected. Transcripts are kept indefinitely. In the event that a difference of opinion exists regarding the existence of errors, the student may request a meeting to resolve the matter. It is our intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of your financial, academic, and other school records. We will not release such information to any individual a student's written request, or unless otherwise required by law.

**Facts that should be noted prior to you enrolling as a prospective student: you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.**

**It should be noted the training alone will not guarantee your success. The combination of this training program and your motivation to attend interviews and follow-up with employment leads, must be a combined effort in order to have the best chance of gaining employment. Your conduct during the interview and research to potential employer prior to interview is your responsibility.**

**VOLUNTARY ACTIVITIES PARTICIPATION  
ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK**

I \_\_\_\_\_ wish to participate in the forestry training program activities provided by the Black Fox Timber Management Group.

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate in such activities. I also acknowledge that the Black Fox Timber Management Group recommends that participants be covered by a their own private or group health insurance program.

I understand and acknowledge that some of the injuries/illnesses which may result from participating in these activities include, but are not limited to, the following:

- |                              |                          |
|------------------------------|--------------------------|
| 1. Sprains/strains           | 5. Paralysis             |
| 2. Fractured bones           | 6. Loss of eyesight      |
| 3. Unconsciousness           | 7. Communicable diseases |
| 4. Head and/or back injuries | 8. Death                 |

I understand and acknowledge that participation in these activities is completely voluntary.

I understand and acknowledge that in order to participate in these activities, I agree to assume liability and responsibility for any and all potential risks which may be associated with participation in such activities.

I understand, acknowledge, and agree that the Black Fox Timber Management Group shall not be liable for any injury/illness which is incident to and/or associated with preparing for and/or participating in this activity.

I acknowledge that I have carefully read this VOLUNTARY ACTIVITIES PARTICIPATION FORM and that I understand and agree to its terms.

\_\_\_\_\_  
Participant

Date\_\_\_\_\_

\_\_\_\_\_  
Black Fox

Date\_\_\_\_\_

Each student participating in any of our four training programs has to sign the Voluntary Activities Participation Acknowledgement of Assumption of Potential Risk.

Student's acknowledgement of Beginning Forestry Technician' policies and rules of conduct.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Black Fox Timber Management Group, Inc

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Any questions that a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Suite 225 Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Telephone numbers: (888) 370-7589  
(916) 574-8900  
(916) 263-1897 fax

A student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint for, which can be obtained on the bureau's internet web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Toll-free telephone (888) 370-7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Black Fox Timber Management Faculty Members:**

Jimmy Smith: 27 years of forestry experience

Bob Hutcheson: 40 years' experience

Josh Julien: 13 years of forestry experience

Cole Hickey: 6 years of Forestry Experience

Tim English: 40 years of Forestry Experience

Katie Benson: 14, years of Forestry Experience

Juan Cota: 28 years of forestry Experience

Custodian of Records:

Briana Bonner

[bribonner@blackfoxtimber.com](mailto:bribonner@blackfoxtimber.com)