



Heavy Equipment Certificate

Enrollment Year Round

Contract Ed//HE Department

366 Luna Drive, Las Vegas, NM 87701

Student Name: _____

Student ID #: _____

Student E-mail address: _____

Phone (cell) _____ (home) _____

High School Diploma or Equivalency ___ Yes ___ No | Previous College Experience: ___ Yes ___ No

Heavy Equipment (Simulator Based) Training Program Enrollment Process (Certificate – non-degree)

STEP 1 Contact Heavy Equipment (HE)/Ready to Work personnel to schedule appointment by phone or in person to begin the process. We are located in the General Studies building on the Luna campus (take second left off 144 at the top of the hill and the General Studies building is on the left after the roundabout).

- Karen Wezwick, Coordinator/Advisor 505-454-5308; kwezwick@luna.edu
- Tracy Morales, CDL/Heavy Equipment Administrator 505-454-2533, tmorales@luna.edu

STEP 2 Get admitted to Luna Community College (<https://luna.edu/admissions>).

- Apply by paper or online at <https://luna.edu/application> (“Apply Now”)
- You will receive a username, student email address, and Student ID number

STEP 3 Seek financial assistance, if needed. The Heavy Equipment Simulator Program does not qualify for financial aid thru FAFSA.

- Ask whether your current employer will pay for your training/fees if it will help in your job.
- Inquire with NM Workforce Connection and/or the NM Help office
- Inquire with the NM DVR (Division of Vocational Rehabilitation office)
- Or set up payment plan (see step 6) with Luna CC

STEP 4 Register for Heavy Equipment Simulator classes directly through the CDL/Heavy Equipment Department.

Important Notes: If available, 200 level courses are taught in the field. Student must have successfully completed the 100 level training for the same equipment. Student should be prepared for varying weather issues (cold/hot/windy) and inclement weather (wear/bring appropriate clothing, bottled water, snacks. Wear appropriate footwear (no sandals/loose slip on shoes) No alcohol/drugs/guns, knives or other weapons/ammo/hazardous items are allowed in our training equipment or classrooms.

STEP 5 OTHER REQUIREMENTS

- Student must be able to pass the DOT physical and drug test requirements in order to take the 200 level HE courses. CDL/HE dept has a list of approved providers.
- **SPECIAL NOTICE:** If you have or think you may have a disability that affects your performance or safety in class, you are encouraged to contact Renee Maestas in the Student Success Center (rmaestas@luna.edu), (505) 454-5355).

Revised 4/24/24



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STEP 6 Arrange to pay your tuition and fees.

Fees	This is a NON-CREDIT Course
\$25	<ul style="list-style-type: none"> • \$25 registration fee to Luna CC • Payment must be made to the LCC Cashier
\$150	Dot Drug test & DOT physical (required for level 200 Heavy Equipment courses) <ul style="list-style-type: none"> • CDL/HE Dept will give you a list for approved local providers) • Fees subject to change (if you go outside our approved provider list) • Copies must be submitted to the CDL/HE Department prior to Fieldwork portion of class.
\$1200 per course \$1200 x _____ (number of Courses you are signing Up for) = _____	Heavy Equipment Course fee. Fee is charged for each type of Simulator Equipment training you are signing up for. 1. _____ HE 131 Excavator 2. _____ HE 133 Skid steer 3. _____ HE 134 Backhoe 4. _____ HE 135 Grader 5. _____ HE 136 Dozer 6. _____ HE 137a Forwarder (Forestry equipment) 7. _____ HE 137b Harvester (Forestry equipment) 8. _____ HE 138 Wheel Loader
	Total due for the Heavy Equipment Simulator training

*****There are no discounts available for this course or fees*****

STEP 10 When the class is complete, the instructor will make an evaluation for each student based on proficiency. If the student has not achieved the proficiency needed, the instructor, the student and the CDL/HE Administrator will discuss a course of action for the student to complete the class successfully.

Graduates of our Heavy Equipment Simulator program are issued a Certificate of Completion. Graduates of this program are eligible to enroll in the advanced 200 level HE courses as they are scheduled.

STEP 11 AUTHORIZATION: I accept the requirements and guidelines as written. Signing this form is authorizing a commitment to enroll.

Student signature _____ Date _____