

# Heavy Equipment Operator Year 3 Apprenticeship Curriculum

2025 - 2026



## Bellingham

### Instructor Information

Instructor	Availability	Campus Locations		
Kurt Miller  (360) 815-1690 <a href="mailto:kmiller@nwagc.org">kmiller@nwagc.org</a>	Monday – Friday  Please allow 48 hours for a response	Bellingham Technology Development Center 1000 F St. Bellingham, WA 98225 360-815-1843	Spokane Apprenticeship Training Center 2110 N Fancher Rd. Spokane, WA 99212 509-534-0502	Kennewick Associated General Contractors 3321 W. Kennewick AVE Kennewick, WA 99336 509-534-0502

### AGC Apprenticeship Program Learning Requirements

#### Hybrid Learning Structure

Your employer has sponsored you in this apprenticeship program and expects your full participation. Attendance is mandatory—**no exceptions**. Share this syllabus with your foreman and scheduling supervisors **immediately**. If anyone directs you to miss class or fails to accommodate your attendance, contact your company's leadership or AGC Administrative Staff directly.

The AGC Apprenticeship Program utilizes NCCER curriculum, a nationally accredited certification system recognized throughout the construction industry. NCCER provides national testing, skills performance documentation, and certification transcripts that document your advancing competencies. These transcripts are shared with employers and serve as portable credentials for your career advancement.

#### Program Description

#### Learning Management System Policy

The program operates on a hybrid learning model combining synchronous and asynchronous instruction. Synchronous sessions (scheduled lectures, discussions, hands-on training, and evaluations) require real-time attendance and **cannot be made up**. Asynchronous components (online exercises, assignments, and research) provide flexibility—apprentices complete these at their own pace, at times and locations that work best for them.

The AGC Apprenticeship Program employs multiple learning management systems (LMSs) to deliver comprehensive training. Apprentices are required to attend all scheduled online sessions as outlined in the program calendar. Scheduled lectures, discussion sessions, hands-on training, and performance evaluations are mandatory and **cannot** be repeated or made up if missed.

#### Completion Requirements

To receive credit for any module, apprentices must achieve a minimum score of 70% on all tests AND complete 100% of assigned asynchronous LMS activities. All asynchronous assignments are mandatory regardless of module test performance. Failure to complete any required asynchronous

component will result in no credit for that module, even if the module test score meets or exceeds the 70% threshold.

## **Class Schedule and Format**

Instruction occurs through Zoom sessions and face-to-face meetings. Each session includes four (4) mandatory Focus Weeks. Each Focus Week consists of three Zoom classes followed by one in-person day at the designated campus. Zoom training occurs typically on Monday, Tuesday, and Wednesday from 4:30 p.m. to 7:30 p.m. Attendance at all Zoom sessions and face-to-face days is required.

## **Year 3 HEO Expectations and Goals**

The **Edition 3 Heavy Equipment Operations Level 2** textbook is the **third-year** curriculum for Heavy Equipment Operators in the apprenticeship program. This curriculum introduces the apprentice to excavation math, rough terrain forklifts, skid steers, loaders, soils, and more.

### **Attendance:**

- Apprentices MUST attend ALL Zoom and in-person classes. No exceptions. Failure to attend can result in course failure.
- Zoom attendance via cellphone is **PROHIBITED**.
- Attending Zoom sessions while driving is **STRICTLY FORBIDDEN** and can result in immediate dismissal from the program.
- Your employer has committed to ensuring you are available for training at a laptop during all scheduled times. **This commitment must be honored.**

### **Attitude and Participation:**

- A positive, professional attitude is mandatory at all times.
- Active communication and participation throughout the entire course duration is required.

### **Technical Requirements:**

- A computer, mouse, and webcam are mandatory for all online sessions. (**NO CHROMEBOOKS**)
- Cameras MUST remain on at all times unless explicitly instructed otherwise by the instructor.
- The apprentice's face must be clearly visible on camera throughout each session.

### **Communication:**

- Email is the primary communication method.
- On weekends for Module resets, leave a voicemail for your instructor stating what assignment needs to be reset.
- ALL emails must be acknowledged within 48 hours maximum (minimum response: "Received" or "Thank you").
- Failure to respond within this timeframe is unacceptable.

### **Assignments:**

- All reading and homework assignments have firm due dates posted in the LMS.
- Late submissions will have a late penalty of 10%.

**NON-COMPLIANCE WITH ANY OF THESE REQUIREMENTS CAN RESULT IN IMMEDIATE PROGRAM TERMINATION.**

## Required Materials

- Laptop computer, or equivalent with webcam. All apprentices must bring their computers on in-person days for testing (**NO CHROMEBOOKS**)
- Dual Monitors (recommended)
- Computer Mouse
- Pearson Core HEO account
  - Access code provided
- Electude account
  - Access code provided
- Appropriate work clothing and PPE when on campus

## TUITION POLICY

- Students are personally responsible for all tuition payments regardless of any employer arrangements or agreements. All payment arrangements must be completed prior to the first-class session, and students will not be permitted to attend without confirmed payment.
- Students must verify with their employer who will be responsible for tuition payment
- Contact the AGC for available payment assistance resources if financial support is needed
- Payment arrangements are required before classes begin - no exceptions
- Credit cards are accepted as a form of payment
- Students should address any payment concerns well in advance of the program start date
- **Cost of Tuition: \$1,200**

## Course Schedule – HEO Year 3

Year 3	Assignments	Location
	<b>FOCUS WEEK 1   ASSIGNMENTS</b> <ul style="list-style-type: none"><li>• <b>22202</b> – On-Road Dump Trucks</li><li>• <b>22207</b> – Excavation Math</li></ul>	<b>Due Nov 28th</b>  Pearson
Oct 27	<b>FOCUS WEEK 1   ZOOM &amp; IN-PERSON</b> <ul style="list-style-type: none"><li>• Monday – Oct 27<sup>th</sup></li><li>• Tuesday – Oct 28<sup>th</sup></li><li>• Wednesday – Oct 29<sup>th</sup></li><li>• Thursday – Oct 30<sup>th</sup></li></ul> Closed Book Tests and Performance Profiles <b>(Tests for Modules 22202 and 22207)</b> <ul style="list-style-type: none"><li>• Friday – Oct 31<sup>st</sup> -<b>No Training ASSIGNMENTS</b> <b>DUE: 12pm NOV 28th</b></li></ul>	Zoom  4:30 pm – 7:30 pm  In Person (Bellingham) 8:00 am - 4:30 pm  ---
Posted Nov 04	<b>FOCUS WEEK 2   ASSIGNMENTS</b> <ul style="list-style-type: none"><li>• <b>22209</b> – Interpreting Civil Drawings</li><li>• <b>22210</b> – Site Work</li></ul>	<b>Due Jan 29<sup>th</sup></b>  Pearson

Year 3	Assignments	Location
Jan 26	<p><b>FOCUS WEEK 2   ZOOM &amp; IN-PERSON</b></p> <ul style="list-style-type: none"> <li>• Monday – Jan 26<sup>th</sup></li> <li>• Tuesday – Jan 27<sup>th</sup></li> <li>• Wednesday – Jan 28<sup>th</sup></li> <li>• Thursday – Jan 29<sup>th</sup> -Closed Book Tests and Performance Profiles <b>(Tests for Modules 22209 and 22210)</b></li> <li><b>ASSIGNMENTS DUE: 12pm</b></li> <li>• Friday – Jan 30<sup>th</sup> - <b>No Training</b></li> </ul>	<p>Zoom 4:30 pm – 7:30 pm</p> <p>In Person (Bellingham) 8:00 am - 4:30 pm</p> <p>---</p>
Feb 03	<p><b>FOCUS WEEK 3   ASSIGNMENTS</b></p> <ul style="list-style-type: none"> <li>• <b>22308</b> – Soils</li> <li>• <b>22212</b> – Skid Steers</li> </ul>	<p><b>Due Mar 5<sup>th</sup></b></p> <p>Pearson</p>
Posted Mar 02	<p><b>FOCUS WEEK 3   ZOOM &amp; IN-PERSON</b></p> <ul style="list-style-type: none"> <li>• Monday – Mar 2<sup>nd</sup></li> <li>• Tuesday – Mar 3<sup>rd</sup></li> <li>• Wednesday – Mar 4<sup>th</sup></li> <li>• Thursday – Mar 5<sup>th</sup> -Closed Book Tests and Performance Profiles <b>(Tests for Modules 22308 and 22212)</b></li> <li><b>ASSIGNMENTS DUE: 12pm</b></li> <li>• Friday – Mar 6<sup>th</sup> -<b>No Training</b></li> </ul>	<p>Zoom 4:30 pm – 7:30 pm</p> <p>In-Person (Bellingham) 8:00 am - 4:30 pm</p> <p>---</p>
Posted Mar 10	<p><b>FOCUS WEEK 4   ASSIGNMENTS</b></p> <ul style="list-style-type: none"> <li>• <b>22205</b> – Loaders</li> <li>• <b>22204</b> – Scrapers</li> </ul>	<p><b>Due Apr 9<sup>th</sup></b></p> <p>Pearson</p>
Apr 06	<p><b>FOCUS WEEK 4   ZOOM &amp; IN-PERSON</b></p> <ul style="list-style-type: none"> <li>• Monday – Apr 6<sup>th</sup></li> <li>• Tuesday – Apr 7<sup>th</sup></li> <li>• Wednesday – Apr 8<sup>th</sup></li> <li>• Thursday – Apr 9<sup>th</sup> -Closed Book Tests and Performance Profiles <b>(Tests for Modules 22205 and 22204)</b></li> <li><b>ASSIGNMENTS DUE: 12pm</b></li> <li>• Friday – Apr 10<sup>th</sup> -<b>No Training</b></li> </ul>	<p>Zoom 4:30 pm – 7:30 pm</p> <p>In-Person (Bellingham) 8:00 am - 4:30 pm</p> <p>---</p>