

# Heavy Equipment Operator Year 2 Apprenticeship Curriculum

2025 - 2026



## Kennewick Instructor Information

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

## 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 2 HEO Expectations and Goals

The 4<sup>th</sup> edition of **Heavy Equipment Operations Level 1** textbook is the **second-year** curriculum for Heavy Equipment Operators in the apprenticeship program. This curriculum introduces the apprentices to safety, identification, earthmoving, grades, 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 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: \$1,000**

## Course Schedule – HEO Year 2

Year 2	Assignments	Location
Posted Oct 20th	<b>FOCUS WEEK 1   ASSIGNMENTS</b> <ul style="list-style-type: none"> <li>• <b>22101</b> – Intro to Heavy Equipment</li> <li>• <b>22103</b> -Classification of Heavy Equipment</li> </ul>	<b>Due NOV 28<sup>th</sup></b>  Pearson
Oct 20	<b>FOCUS WEEK 1   ZOOM &amp; IN-PERSON</b> <ul style="list-style-type: none"> <li>• Monday – Oct 20<sup>th</sup></li> <li>• Tuesday – Oct 21<sup>st</sup></li> <li>• Wednesday – Oct 22<sup>nd</sup></li> <li>• Thursday – Oct 23<sup>rd</sup> -<b>In Person</b> -Closed Book Tests and Performance Profiles <b>(Tests for Modules 22101 and 22103)</b> <b>ASSIGNMENTS DUE: 12pm</b></li> <li>• Friday – Oct 25<sup>th</sup> -<b>No Training</b></li> </ul>	Zoom  4:30 pm – 7:30 pm  In-Person ( <b>Kennewick</b> ) 8:00 am - 4:30 pm  ---
Posted Oct 28	<b>FOCUS WEEK 2   ASSIGNMENTS</b> <ul style="list-style-type: none"> <li>• <b>22102</b> Heavy Equipment Operational Safety</li> <li>• <b>22108</b> – Heavy Equipment Inspection and Readiness</li> </ul>	<b>Due Jan 23<sup>rd</sup></b>  Pearson

Year 2	Assignments	Location
Jan 20	<p><b>FOCUS WEEK 2   ZOOM &amp; IN-PERSON</b></p> <ul style="list-style-type: none"> <li>Monday – Jan 19<sup>th</sup></li> <li>Tuesday – Jan 20<sup>st</sup></li> <li>Wednesday – Jan 21<sup>st</sup></li> <li>Thursday – Jan 22<sup>nd</sup> -<b>In Person</b> -Closed Book Tests and Performance Profiles <b>(Tests for Modules 22102 and 22108)</b> <b>ASSIGNMENTS DUE: 12pm</b></li> <li>Friday – Jan 23<sup>rd</sup> -<b>No Training</b></li> </ul>	<p>Zoom 4:30 pm – 7:30 pm</p> <p>In-Person (<b>Kennewick</b>) 8:00 am - 4:30 pm</p> <p>----</p>
Posted Jan 26	<p><b>FOCUS WEEK 3   ASSIGNMENTS</b></p> <ul style="list-style-type: none"> <li><b>22201</b>– Introduction to Earthmoving</li> <li><b>22109</b> – Introduction to GPS_GNNS</li> </ul>	<p><b>Due Feb 26<sup>th</sup></b></p> <p>Pearson</p>
Feb 23	<p><b>FOCUS WEEK 3   ZOOM &amp; IN-PERSON</b></p> <ul style="list-style-type: none"> <li>Monday – Feb 23<sup>rd</sup></li> <li>Tuesday – Feb 24<sup>th</sup></li> <li>Wednesday – Feb 25<sup>th</sup></li> <li>Thursday – Feb 26<sup>th</sup> -<b>In Person</b> -Closed Book Tests and Performance Profiles <b>(Tests for Modules 22201 and 22109)</b> <b>ASSIGNMENTS DUE: 12pm</b></li> <li>Friday – Feb 27<sup>th</sup> -<b>No Training</b></li> </ul>	<p>Zoom 4:30 pm – 7:30 pm</p> <p>In-Person (<b>Kennewick</b>) 8:00 am - 4:30 pm</p> <p>---</p>
Posted Mar 02	<p><b>FOCUS WEEK 4   ASSIGNMENTS</b></p> <ul style="list-style-type: none"> <li><b>22105</b> - Utility Tractors</li> <li><b>22212</b> – Skid Steers</li> </ul>	<p><b>Due Apr 2<sup>nd</sup></b></p> <p>Pearson</p>
Mar 30	<p><b>FOCUS WEEK 4   ZOOM &amp; IN-PERSON</b></p> <ul style="list-style-type: none"> <li>Monday – Mar 30<sup>th</sup></li> <li>Tuesday – Mar 31<sup>st</sup></li> <li>Wednesday – Apr 1<sup>st</sup></li> <li>Thursday – Apr 2<sup>nd</sup> -<b>In Person</b> -Closed Book Tests and Performance Profiles <b>(Tests for Modules 22105 and 22212)</b> <b>ASSIGNMENTS DUE: 12pm</b></li> <li>Friday – Apr 3<sup>rd</sup> -<b>No Training</b></li> </ul>	<p>Zoom 4:30 pm – 7:30 pm</p> <p>In-Person (<b>Kennewick</b>) 8:00 am - 4:30 pm</p> <p>---</p>