

About us....

Welcome to the best kept secret in the railroad industry—The Railway Educational Bureau.

The Railway Educational Bureau (REB) has trained the railroad industry's skilled-labor workforce for nearly a century. We're no secret to the tens of thousands of workers who have taken our courses through the years, but if you haven't used our services before, you may not know about everything we can do for you. We've worked hard to create and maintain an unparalleled reputation as the leading source for railroad workforce training.

Our methods of training delivery and our curriculum have evolved over the nearly 100 years we've been in business. Today, we offer a variety of training methods to suit your needs. We offer:

- Work Site Training
- Training-related consulting
- Workshops
- Distance Training

Our distance training courses now include a few modern touches, which makes completing course work at the REB more convenient than ever. Our students have the option to mail or email their test answers to us. More recently, we've begun offering a growing number of tests that may be completed online.

Our curriculum has benefited from measured growth through the years. Our training textbooks and materials have been researched and produced in conjunction with experts in the field. We strive to ensure that our information is current with Federal Railroad Administration (FRA) regulations and Association of American Railroads (AAR) rules.

The REB trains people from all walks of life. Some are individuals not affiliated with a particular railroad while others may be working toward completing their apprenticeship programs with their employers. If you have a need, or simply an interest in this vital industry, the REB can

help you learn all about railroading.

We don't stop at traditional distance training. We offer training aids to help your organization meet its in-house goals. We can work hand in hand with training managers to help them do their jobs more efficiently. Yes, it's no secret, the REB is a viable option to help expand your educational resources and stretch training budgets.

When you select the REB for your training needs, you can be assured that we have earned our credentials. The REB is licensed and accredited by the State of Nebraska Department of Education under the provisions of section 85-1601 to 85-1658, Nebraska Statutes, and 92 NAC 41.

It's no secret to the people who have used our services that the REB is a valuable solution for training. We're here to train you and your employees to work more productively. The REB has helped railroads and the rail industry become more efficient and profitable as a result of the training we deliver.

We've helped both seasoned and new employees to:

- Enhance their job skills
- Earn promotions
- Take on leadership roles

Our secret of success gets harder and harder to hold back every year. As the number of people we've trained in the rail industry expands, so too does the number of former students climbing the ladder in their respective companies. We receive many calls from former students stating that the REB helped them advance and now they need to procure training for employees under their watch. The list of supervisors, managers, and department heads who started their railroading career enrolled in our classes is impressive. Everyone seems to be finding out that the REB is the source to turn to for valuable training in the railroad industry.

More and more people are discovering that the REB is the source to turn to for your training needs. Our services are recognized and accepted by organizations throughout the rail industry. The REB is part of the Simmons-Boardman Publishing Corporation, publishers of Railway

Age, Railway Track and Structures (RT&S), and International Railway Journal (IRJ). We are proud to be part of “the world’s most complete source of railway information.”

Put our experience to work for you. Call us today to see how we can help you meet your training goals.

Work Site Training

Work site training is one of the most beneficial forms of training we offer the rail industry. Our work site training classes have provided many companies with a cost-effective format for productive training—especially when you have six or more employees to train. Your employees receive classroom and hands-on training with the tools and equipment they use every day from our experienced instructor. You tell us where and when you want the training and we'll be there.

We've presented a wide variety of Work Site Training sessions to our clients for a wide range of employees. Some of the employees we've trained have been new to the industry and some bring years of experience. Regardless of the experience level of your employees, we can tailor our training to fit your needs. Sessions we've taught include:

- FRA Part 232: Brake System Safety Standards Training
- Initial Terminal Air Brake Test
- Freight Car Movement and Handling
- Freight Car Inspection
- Fundamentals of Train Air Brakes and Repair Track Air Brake Testing
- Air Brake Testing—Freight Trains
- Open Top Loading Rules and Regulations
- Freight Car Repair—Level 1
- Basic Track Inspection
- Performing Track Maintenance
- Basic Principles of Track Maintenance
- Advanced Principles of Track Maintenance
- Railroad Safety including Blue Signal Protection
- Car Component Identification and Function
- Introduction to the FRA and AAR
- Fundamentals of Freight Car Air Brakes
- FRA Safety Appliance and Freight Car Safety Standards
- AAR Inspection and Maintenance Rules

- Air Brake Component Identification and Function
- Inbound/Outbound Freight Train Inspections
- Class I, Initial Terminal Air Brake Test
- Single Car Air Brake Test and Troubleshooting Using Test Device
- AAR and FRA Inspection, Repair Billing and Repair Records
- Signal and Communication Systems—Customized Training Development

Hosting a work site training session can have benefits beyond the scope of the primary training initiative. For instance, our instructors may get the rare opportunity to observe your employees perform within their environment. This can lead to discovering ways for your organization to become more efficient. In the past, our instructors have observed behavior that has enabled them to make suggestions to help our clients. These suggestions have included such things as increasing AAR billing, fine-tuning repair procedures, and implementing more efficient ways for employees to use tools and equipment at their disposal.

When you choose to take advantage of work site training, you'll be in control. You'll need to supply the employees to be trained, the classroom, and, depending on the topic being presented, some basic tools and equipment. We supply the instructor and training materials necessary.

Work site training is a great way to maximize your training budget. In addition to having our instructor on your premises, you'll save on travel expenses normally associated with training groups of employees. The Railway Educational Bureau (REB) will handle all travel arrangements necessary for our instructors—giving you less to worry about. Oftentimes, the REB instructor is the only one doing any significant travel—this means less downtime for those being trained when compared to sending them away for learning.

We'll help you choose the right curriculum for your needs. The REB has a wealth of experience, training manuals, textbooks, training aids, and instructors to draw from. We'll analyze your needs and help you select the best combination of resources to address your training criteria. We can even incorporate your specific safety rules and policies to

deliver a comprehensive training package that is compliant with the DOT's Federal Railroad Administration (FRA) regulations and Association of American Railroads (AAR) rules.

Our work site training classes are presented by experienced instructors who know and understand the railroad industry. You can rest assured that the training you and your employees receive is second to none. Our instructors come from the railroad industry and have time-tested experience in their presentation skills and technical knowledge.

Contact us today to see how we can help you arrange a work site training program at your facility.

Workshops

The Railway Educational Bureau presents a select number of workshops at our training facility in Omaha, Nebraska, and occasionally at other locations throughout the United States. These workshops are ideal for companies that have fewer than six employees to be trained. Attendees learn new skills while gaining a broader perspective by exchanging ideas with other participants.

The workshops draw a diverse group of attendees. Past attendees have come from Class I railroads, regional railroads, shortlines, contractors, and industrial plants.

Our workshops are time-tested and presented by experienced instructors who know and understand the railroad industry. You can be assured that all of our workshops stress safety and are compliant with Federal Railroad Administration (FRA) regulations and Association of American Railroads (AAR) rules..

Examples of our more popular workshops include:

- Introduction to Basic Track Inspection
- Introduction to Track and Track Inspection for Shortlines and Industrial Track Owners
- Trainyard–Freight Car Inspection
- Derailment Investigation Procedures
- Signals and Communications

Be sure to visit our website frequently for information regarding available workshops.

Training-Related Consulting

Our training-related consulting services may be able to help you with your training-related needs. We can put our experience to work helping you arrive at solutions to meet your goals.

Do you have a safety problem with your employees? Do you need to screen your employees before they work on certain equipment or perform certain tasks? Do you need help keeping records of your employees' training? We have experience with these problems and more. We can develop a customized training program or help point you in the direction you need to go. In fact, we've helped organizations inside and outside the railway industry become more productive—and we've learned a lot along the way.

We've helped our clients with a wide variety of issues. We have:

- Implemented safety surveys to monitor employee behavior
- Created Pre-qualification Study Guides and testing procedures to be required of employees bidding on new work positions
- Designed and implemented comprehensive signal training
- Designed and implemented numerous training sessions for companies inside and outside the rail industry in such topics as Track Inspection and Inbound Freight Car Inspection

Whether you're a Class I railroad, shortline, or regional railroad, or whether you're a petroleum refinery, food processor, or utility company, we can help you find the training you need. Contact us today and see how we can help.

Distance Training

The Railway Educational Bureau (REB) has offered Distance Training courses for skilled laborers working in the rail industry for nearly a century. Founded in 1909, the REB is a pioneer in distance training. In these first 100 years, we've been training employees at Class I railroads, shortlines, and regional railroads, and our time-tested courses have become widely accepted by the industry. We've also helped many organizations outside the rail industry (including petroleum refineries, food-processing plants, and utility companies) learn more about their roles and responsibilities when dealing with rail freight.

Our courses have been used by tens of thousands of people across a wide range of disciplines to enhance their knowledge in order to help them become successful in the rail industry. We offer courses covering a broad spectrum of disciplines, including:

- Basic railroading foundation
- Freight car repair (carmen)
- Track maintenance
- Locomotive mechanical
- Locomotive operations
- Locomotive electrical
- Machinists
- Metal trades
- Signal maintainers
- Steam engine maintenance

Just the Beginning

Our Distance Training courses are just the beginning for many railroad employees. Our courses provide valuable textbook training that present theory, techniques, and knowledge from which employees draw on. The courses are the ideal supplement to the daily hands-on experience employees gain in the shop or in the field.

Distance Training courses can be used in a variety of ways to help rail-

roads conduct the training they need to keep their workforce up to date. Our Distance Training courses can be used as stand-alone training material or in classroom settings to introduce new concepts and techniques, to refresh knowledge, or to reinforce classroom training. We'll help you select the courses that fit your needs.

Flexible Training

Completing our Distance Training courses gives you flexibility. Our courses can be completed at your pace. We enforce no deadline unless you ask us to. Take a few courses every year or a few lessons every month. When you've finished the lessons you've selected, you can easily sign up for additional courses as desired.

We can work with existing training departments to enhance training initiatives already in place. Our Distance Training courses are the perfect compliment to established training programs. You won't need to spend time developing material because we've already done it for you. In addition, our courses are designed to be graded by us so the workload on your training department will be kept to a minimum. We even take care of the record-keeping, and supply managers with monthly progress reports.

As a manager, you can take advantage of the flexibility we offer. Our materials can be sent directly to the student or they can be sent to a managing supervisor to be handed out as needed. No matter how you choose to incorporate our distance training material, we'll be there for you.

We invite you to contact a student service representative today and put the power of knowledge at your employees' fingertips.

How Distance Training Works

We make it easy for you to learn more about the railroad industry. We send our materials directly to you so you have everything you need to get started. You'll receive your textbook, booklet, or other training aids at the beginning of your course. We'll also send you your tests so you can complete them at your pace. Simply review the material, answer the test questions, and submit your answers to us.

You have the option of how you would like to submit your test answers to us. You may take your tests online, mail your answer sheets, or email your answer sheets to us.

Taking your tests online is easy and can give you instant feedback on your answers—you won't have to wait to find out your score. (New users need to become enrolled to take advantage of online features.) To take your tests online, go to the Test Center on our website. There you'll be asked to login before you are permitted into our secure testing center. Once you're logged in, our testing site provides a secure testing environment. Your score will automatically be stored in your student record.

You can also choose to write your answers on an answer sheet or type your answers on your computer. Your hand-written answer sheet must be mailed back to us for grading. If you typed your answers into a computer, you may mail or email your document containing the answers to us. If you choose to attach your answers in an email to us, please note we accept only Microsoft Word and PDF file formats.

When we receive your answer sheets, our instructors will grade your answers. After the tests are graded, your score is recorded on your answer sheet. Your original answer sheet is returned to you for you to keep.

We offer support for any questions you may have as a student. You may contact a student service representative with your questions by

calling 1-800-228-9670 during normal business hours (Monday - Friday, 8:00 am to 5:00 pm, CST) or emailing your questions to studentservices@sb-reb.com.

Checking grades

There are many ways to find out what your grades are. You may:

- Check online 24 hours a day, 7 days a week to view your progress report.
- Call a student services representative at 1-800-228-9670 to assist you during normal office hours (Monday - Friday, 8:00 am to 5:00 pm, CST).
- Email your request to our student services department.
- Keep track as you work through your courses. If you mail or email your answer sheets to us for grading, your test score will be written on your answer sheet before it is returned to you. If you take the tests online, your score will be calculated and displayed immediately after you submit your answers.

Managers will also have 24-hour access to password-protected progress reports for all their employees. Managers may contact a student service representative by phone or email during normal business hours (Monday - Friday, 8:00 am to 5:00 pm, CST). Our phone number is 1-800-228-9670. Our email is studentservices@sb-reb.com.

You can determine how many courses you want to receive and how frequently you want to receive them. When you enroll, just tell us how frequently you would like to receive new courses or tests. You will be free to change this quantity any time you like. (Students who are enrolled through a company-sponsored program may have pre-established schedules.)

We hope you enjoy your learning experience with The Railway Educational Bureau's Distance Training Courses. Please let us know what you think of your experience with us.

Frequently Asked Questions about Distance Training:

The following are the most often asked questions we receive about our distance training at The Railway Educational Bureau (The REB). If you don't find the answer you're looking for, please contact our student services representatives for assistance (1-800-228-9670 or studentservices@sb-reb.com). We are always there to help you.

Is The Railway Educational Bureau accredited?

The Railway Educational Bureau is licensed and accredited by the State of Nebraska Department of Education under the provisions of sections 85-1601 to 85-1658, Nebraska Statutes, and 92 NAC 41.

Does The REB issue Diplomas?

The REB offers both Certificates of Achievement and Diplomas to students who qualify. A Certificate of Achievement requires the successful completion of 12 or more tests. The certificate may be based on a course with at least 12 tests or a combination of courses with 12 or more tests. Diplomas will be issued upon successful completion of a combination of 48 or more tests. Company-sponsored programs may have different requirements for Certificates of Achievement and Diplomas.

What educational background is needed to enroll?

We have students with many different levels of education and backgrounds. Our course material is generally written for people with reading skills equivalent to a high school level.

What is included in the price of each course?

The price for a course covers the following costs:

- Supplying tests and text material
- Grading of test
- Recordkeeping of grades
- Shipping/handling of tests and study material

Why isn't there a charge for shipping and handling on your courses?

For your convenience, the cost of processing your tests includes shipping and handling charges. When buying a book to be used for reference, shipping and handling charges will be added.

What are company-sponsored programs and how do they work?

Company-sponsored programs allow companies with 10 or more active students to enjoy certain added benefits. Under this program, your company will receive:

- Student service accessibility via phone and email
- A discount on lesson processing cost
- A customized monthly report mailed to you detailing student progress
- Twenty-four hour access to an online report detailing student progress
- Ability to establish the number of lessons you want sent to your employees each month
- Ability to establish the grading scale for your employees
- Ability to establish the number of courses or lessons you want to have in your training program
- Ability to establish requirements for receiving Diplomas and Certificates of Completion

Your company will be invoiced after the training material has been sent to the students. Please contact our student services for more information on starting a company-sponsored training program.

Does the REB require students to complete a certain number of tests each month?

No, the REB does not mandate how many lessons you need to complete every month. The pace is up to you. You may complete 1 or 2 tests each month or you may want to complete 5 to 6 per month. If you are enrolled as part of a company-sponsored program you may have requirements to follow—please verify with your supervisor.

Can I use REB materials in a classroom?

Yes. While most clients use our courses entirely on the basis of distance training, many combine our courses with their classroom work. To use our material in your classroom you must first purchase the materials for each person being trained. (All attendees must be enrolled as students with the REB.) Your instructor can simply collect all of the students' answer sheets and return them to us at one time for grading in order to receive credit.

Our courses can be used to:

- Bring employees up to a sufficient level of understanding before having them work with a group in a classroom setting
- Reinforce classroom training

The REB does not provide materials for you to photocopy and distribute at your discretion. We expend considerable resources into developing our training programs and expect our clients to abide by copyright laws.

If you, as a student, attend any classes where you suspect our training materials are used illegally please notify us.

Do I have to prepay if I am not in a company-sponsored program?

Yes. For your convenience, we accept Visa, Master Card, Discover, and American Express credit cards as well as personal checks.

As a manager of a company-sponsored program, how can I check on the progress of my employees?

There are several ways for a managers to check on employee progress. Managers have 24-hour access to password-protected progress reports for all their employees online. Managers may contact a student service representative by phone or email during normal business hours (Monday - Friday, 8:00 am to 5:00 pm, CST). Our phone number is 1-800-228-9670. Our email is studentservices@sb-reb.com. When you establish a company-sponsored program your student service representative will provide the details you need.

What is considered a passing grade?

The REB's standard passing grade is 75 percent with 100 percent being the highest grade attainable. A grade of 74 percent or lower is considered nonpassing. Standards for passing grades may vary for students enrolled in a company-sponsored program.

May I rework a failed test?

Yes. If you score a nonpassing grade, you will have to take the test over until a passing grade is achieved in order to receive credit.

If I already received a passing grade on a test, may I rework it for a better grade?

No. If you scored a passing grade on a test, please do not rework this test for a higher grade. Your original grade on the test will not be changed.

May I purchase the textbooks without enrolling in a course?

Many of our textbooks are available for purchase separately. To see what we have available, please visit our bookstore at www.transalert.com.

Can I take courses if I live outside the United States or Canada?

Yes, you can take our courses if you are located outside the United States or Canada. Please call us at 402-346-4300 or email us for international pricing.

Do you have an enrollment fee?

Yes. The enrollment fee is \$20.00. This is a one-time fee and is non-refundable.

The price of the enrollment fee covers the costs for:

- Establishing you as a student
- Issuing one Certificate of Achievement or a Diploma
- Issuing one transcript of grades

Additional fees may apply for issuing multiple copies of Certificates of Achievement, Diplomas, or transcripts.

How does distance training work?

Tests and learning material are sent directly to the student or to the student's supervisor to be distributed to the student. As a student you have a variety of ways in which to complete your coursework with us.

You may use one of the following three methods to complete your tests:

1. Mail your answer sheet to the REB.
2. Email your answer sheet as an attachment to studentservices@sb-reb.com. Please note we accept Microsoft Word (.doc) and PDF (.pdf) files.
3. Take your tests online in our Test Center.

By Mail: You may mail your answers, in the form of an answer sheet, to the REB. Our instructors grade the answer sheets. The graded answer sheets are then returned to the student.

By Email: You may email your answer sheet to us as an attachment. Please use Microsoft Word (.doc) or PDF (.pdf) files.

Be sure to remember when filling out your answer sheet, either by hand or on the computer, to include all the information required on regularly mailed answer sheets, as stated in your Student Information Handbook.

Online: Answering your test questions online may be the best method yet. Just log into our secure Test Center to access the tests. Every time you complete a test, you'll see your score immediately, along with appropriate feedback. You will be able to review your answers up to 60 days after taking your test. If you need a permanent record of your test, you may print your answers and feedback for your records.