

Part 1

The Railway Educational Bureau

Training That Works!

Independent Home Study Training

Our *Independent Home Study Programs* have been used to train personnel in many different aspects of the railroad industry for more than 94 years.

- **Easy access to training** – The training is sent directly to you!
- **Cost effective training** – Learn from the convenience of home - No travel or lodging expenses, or time missed from work.
- **Choose from 138 courses** – Find the courses that best fit the needs of your company and employees.
- **Employees increase proficiency in their jobs** – Employees are safer and have greater job knowledge.
- **Employees receive either a Certificate of Achievement or Diploma** – Issued after successful completion of our training lessons.
- **Licensed and accredited** – State of Nebraska Department of Education.

Our course listing starts on page 2.

Customized Training Development

We have developed many customized training packages to meet the specific needs of our customers. Our staff can help you develop a strategic plan to target specific training problems your company faces.

In many instances we have an experienced training developer come to your location and appraise your training needs. A report is submitted to you with the conclusions of this visit. You are then in a position to evaluate our training solutions and decide which will help achieve your training and safety goals.

Some of these training solutions might include the following:

- **Presentation of our predeveloped training programs.**
- **Customized training development to meet your specific needs.**
- **Presentation of classroom and field training at your location.**
- **Production of video to enhance safety and skills development.**

Training at Your Location

Our professional training programs can assist you in meeting your training and safety goals. With our experienced training instructors presenting the training at your location you will save money and increase employee performance.

All of our standard training programs meet the Association of American Railroads (AAR) and Federal Railroad Administration (FRA) requirements. The following is a list of some predeveloped programs we have presented recently that have been very successful for our customers:

- **Trainyard Freight Car Inspection**
- **Freight Car Switching/Safety**
- **AAR Billing**
- **Locomotive Inspection**
- **Air Brake Tests**
- **Track Inspection and Maintenance**

Workshop Training

Our workshops are led by professional trainers and are hosted by us. We limit the number of attendees to allow for a better learning environment. The following are two examples of recent workshops:

Introduction to Track and Track Inspection Workshop for Short Lines and Industrial Track Owners

This workshop teaches the fundamentals of track and track inspection. Students are instructed on the following:

- **Basic fundamentals of track and turnouts**
- **Introduced to basic FRA Track Safety Standards applicable to FRA Classes 1, 2, and Exempted track**

Course is comprised of:

- **2 days of classroom instruction**
- **1 day of on-track instruction and practice**
- **½ day for reviewing and testing**

Trainyard - Freight Car Inspection

This workshop is designed to enhance the mechanical inspection skills of employees already familiar with freight car components.

It is the responsibility of Freight Train Mechanical Inspectors to have safe operating conditions for their freight cars moving in and out of the terminal. The FRA requires mechanical conditions to be in compliance with the rules they issue.

The FRA rules covered:

- **Blue Signal Protection and Locks**
- **Safety Appliance Standards**
- **Brake System Safety Standards**
- **Freight Car Safety Standards**

Instruction of the following are also covered:

- **Proper inbound and outbound inspection**
- **Initial terminal air brake test**

***Call for Workshop Dates.**
These workshops can be presented at your location.

The **Railway Educational Bureau**
Independent Home Study
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Independent Home Study Q&A

The following are the most often asked questions we receive about our independent home study at The Railway Educational Bureau (The REB). If you don't find the answer your looking for, please contact our student services representatives for assistance. We are always there to help you.

How does independent training work?

Lessons (test questions) and reference text material are sent directly to the student or to the student's supervisor to be distributed to the student. After the student has completed the necessary lesson(s) the student sends their answers to the REB. The REB's instructors grade the answer sheets. The graded answer sheets are returned to the student. While grading the answer sheets the instructor may offer constructive advice or comments noted on the returned answer sheet. These are meant to aid the student in understanding the training material.

Your answers can now be sent to the REB either by mail or by email. To send your answers by email each answer sheet must contain all the information required on regularly mailed answer sheets, as stated in your Student Information Handbook. Each answer sheet must be placed in a Microsoft Word document (.doc) and be sent as an attachment in your email.

Email to: studentservices@sb-reb.com.

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:

- A discount on lesson processing cost
- Monthly report detailing student progress

Your company is invoiced after the training material has been sent to the students. When students are not sponsored by a company, the student must prepay for the training materials.

How many lessons need to be completed each month?

Usually, students complete two or three lessons a month. The number of lessons completed is contingent upon the length of the training program and the student's motivation. Company sponsored programs may have different requirements.

Does The REB issue Diplomas?

The REB offers both Diplomas and Certificates of Achievement to students who qualify. A Certificate of Achievement requires the successful completion of 12 or more lessons. The certificate may be based on a training course with at least 12 lessons or a combination of lessons totaling 12 or more. Diplomas will be issued upon successful completion of a combination of 48 or more lessons. When enrolling, a student is required to indicate whether he/she initially wishes to earn a Certificate of Achievement or a Diploma. Company sponsored programs may have different requirements for Certificates of Achievement as well as Diplomas.

Can The REB materials be used in classroom programs?

Yes. While most clients use our courses entirely on the basis of independent home study, many combine our independent study with classroom work. **Some clients use the lessons to bring their students up to a sufficient level before having them work with a group in a classroom setting. Our lessons are also used as reinforcement to classroom material.**

How do I find out my grades?

Once the student's grades are entered into a permanent record:

- The grades are available at all times to the student.
- Your answer sheets are returned to you with your grade for that lesson at the top.
- For a student services representative contact: 1-800-228-9670 or studentservices@sb-reb.com.

The **Railway Educational Bureau**
Independent Home Study
Q&A

What educational background is needed to enroll?

Our courses are written for people with a high school equivalency. However, due to the technical nature of the subject matter we keep the reading comprehension level as basic as possible.

What is considered a passing grade?

The cutoff for The REB's standard passing grade is 75 percent with 100 percent being the highest grade attainable. A grade of 74 percent and lower is considered non-passing. Standards for passing grades may vary for students enrolled in a company sponsored program. Please call for details about grading scales for your company sponsored program.

May I rework a failed lesson?

Yes. If you scored a non-passing grade, 74 percent or lower, you will have to take the lesson over (rework) until a passing grade is achieved. If a passing grade is not achieved, that lesson will not be counted toward either a Diploma or a Certificate. A \$10.00 fee is charged for each reworked lesson.

May I resubmit a lesson for a better grade?

No. If you scored a passing grade on a lesson, please do not resubmit this lesson for a higher grade. Your original grade on the lesson will not be changed. A \$10.00 fee is charged for each resubmitted lesson (second trial) processed.

Why is there no charge for shipping and handling?

For your convenience, shipping and handling charges for lessons and study material are included in the cost of processing lessons. However, these charges are only included for material purchased for coursework purposes. When buying a book for reference only, not to be used to conduct home-study coursework, shipping and handling charges will be added.

Can lessons be delivered to a Foreign Country?

Yes, for lessons delivered outside of United States, call us for prices on Independent Home Study training courses, at (402)346-4300 or email us at: studentservices@sb-reb.com.

What is an incomplete grade?

An incomplete grade is an answer sheet sent in for grading with questions not answered. Incomplete answer sheets are automatically considered non-passing and will be returned to be reworked. A \$10 fee will be charged for an incomplete grade.

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 85-1617 to 85-1621 Nebraska Statutes.

How much is the enrollment fee?

The enrollment fee is \$12.00. This is a one-time fee and is non-refundable.

Can prices in this catalog change?

Textbook prices can and will change as books are reprinted or updated. Please ask for the correct price when calling to enroll for courses.

What is included in the price of each lesson?

- Supplying Lessons
- Grading of answer sheet
- Recordkeeping of Grades
- Shipping/Handling of lessons and study material
- Issuing of a certificate or a diploma
- Issuing of one transcript of grades

How to use the Training Course Description and the Enrollment Form

Training Course Description:

- A** – Item Code for the individual lessons
- B** – Item Code for the full course - includes textbook and all lessons for that particular course
- C** – Price for the full course
- D** – Textbook/booklet fee - Use to determine textbook/booklet or reference material fee when enrolling in anything less than the full course. Important for your records.
- E** – Lesson price - Price of lessons you are taking from a course if you elect to take fewer than all the lessons associated with a particular course. Use this line by multiplying the cost of lessons (\$20.00) by the total number of lessons you are taking.
- F** – Your Total Cost - Use only if you are not enrolling in a full course. Find this total by adding the amounts in lines “D” and “E”.

Enrollment Form:

- 1** – Item Code - List the item code of the full course or the individual lessons you are taking if not the full course.
- 2** – Page # - List the page number of the course or lessons.
- 3** – Lesson/Course Title - Write the name of the Lesson Title or Full Course Title here.
- 4** – Textbook/Booklet Price - Do not use if you are enrolling in a full course. Only use this column when you are taking one or more lessons from a particular course - but not the full course. Remember, you only need to buy a textbook once. When a course uses one required textbook for all lessons, list this price only once to calculate your textbook cost. Do not list it repeatedly for each lesson you choose from the full course.
- 5** – Lesson Price - Price of your lesson. All lessons are \$20.00.
- 6** – Total Price - If you are taking a full course, simply write down the amount from “C” in this blank. If you are taking selected lessons from a given course, add the shaded columns from left to right for this total.

1 Item Code	2 Page #	3 Lesson/Course Title	4 Textbook/ Booklet Price	5 Lesson Price	6 Total Price
Enrollment fee			First-time student subject to a one-time enrollment fee of \$12.00.		7
Total Cost					8

Introduction to Railroading

Objective: To provide a basic understanding of “The Railroad” with an overview through such subjects as: history, locomotives, cars, peripheral equipment, passenger services, engineering, law, accounting, administration, organization and operations.

Audience: Anyone interested in gaining a basic understanding of “The Railroad” as an organization.

Item Code	Lesson Title
RR.11B	Railroad Technology, The Route System
RR.12B	The Track: Alignment and Structure
RR.13B	The Locomotive
RR.14B	The Railroad Car and the Train
RR.15B	Signals and Communication, Railroad Operation
RR.16B	Car Types, Terminal Operations, Classification and Blocking
RR.17B	Shipping, Unit-Trains, Intermodal Traffic, Rail Passenger Services
RR.18B	Railroad Organization

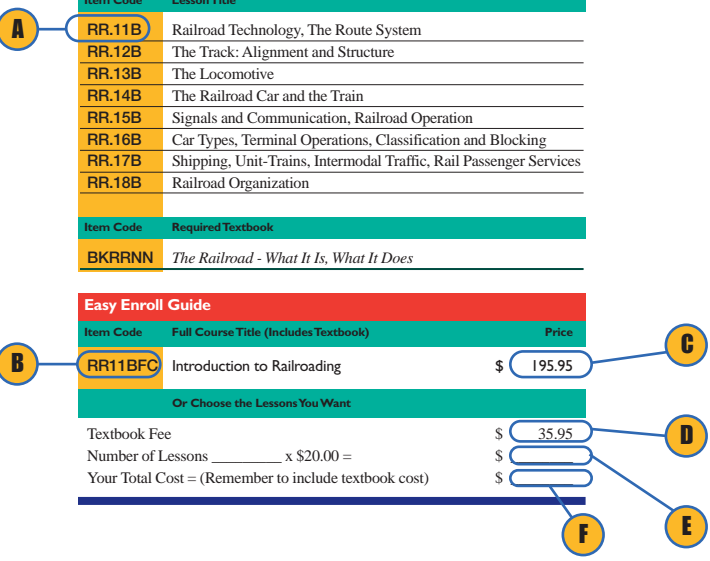
Item Code	Required Textbook
BKRRNN	The Railroad - What It Is, What It Does

Easy Enroll Guide

Item Code	Full Course Title (Includes Textbook)	Price
RR11BFC	Introduction to Railroading	\$ 195.95

Or Choose the Lessons You Want

Textbook Fee	\$ 35.95
Number of Lessons _____ x \$20.00 =	\$ _____
Your Total Cost = (Remember to include textbook cost)	\$ _____



- 7** – Enrollment Fee - First time students must include a \$12.00 registration fee. This is a one-time fee.
- 8** – Total Cost - This is your total cost of the items you have ordered. Add the Total Price, column “6,” and write the amount on this line.

Lesson Price Includes:

- Supplying Lessons
- Grading of answer sheet
- Recordkeeping of Grades
- Shipping/Handling of lessons and study material
- Issuing of a certificate or a diploma
- Issuing of one transcript of grades



Enrollment Form

The Railway Educational Bureau (REB), 1809 Capitol Avenue, Omaha, NE 68102
 Ph. 800-228-9670 • 402-346-4300 • Fax 402-346-1783

To enroll complete this form and mail or fax it to The Railway Educational Bureau. First-time students be sure to include \$12.00 enrollment fee.

1 Send Lessons To:	
Name	_____
REB Student ID#	_____
Job Title/Department	_____
Address	_____
City	_____
State	Zip Code + 4
Daytime Phone	_____
Daytime Fax	_____
E-mail:	_____

2 Your Company Information:	
Company Name	_____
Address	_____
City	State Zip Code + 4
Employer Phone	_____


3 Your Educational Goal (New students must check one):	
<input type="checkbox"/>	Certificate of Achievement (Requires 12 successfully completed lessons)
<input type="checkbox"/>	Diploma (Requires 48 successfully completed lessons unless otherwise noted)

4 Items Ordered:					
Item Code	Page #	Lesson/Course Title	Textbook/Booklet Price	Lesson Price	Total Price

5 Payment Method	
<input checked="" type="checkbox"/>	First-time students are charged a non-refundable enrollment fee of \$12.00 (U.S. funds) in order to enroll in correspondence courses.
<input type="checkbox"/>	Check or Money Order (Payable to <i>The Railway Educational Bureau</i>)
<input type="checkbox"/>	Invoice my company (Available only for approved accounts)
Authorized Signature: _____ <small>(Authorized signature required to process invoice orders)</small>	
<input type="checkbox"/>	Credit Card
<input type="checkbox"/>	<input type="checkbox"/> Visa <input type="checkbox"/> M/C <input type="checkbox"/> Discover <input type="checkbox"/> Amex
Card Number:	_____
Expiration Date:	_____
Cardholder's Signature: _____ <small>(Signature and expiration date required to process credit card orders)</small>	

Enrollment fee	First-time student subject to a one-time (nonrefundable) enrollment fee of \$12.00.
Total Cost	_____

***Prices are subject to change**
This sheet may be copied for additional order forms.

6 Refund Policy (Student must read and sign to indicate acceptance)	
The Railway Educational Bureau will refund 80% of all tuition on any uncompleted courses. Lesson material must be returned within 90 days. Textbooks and reference materials must be returned within 30 days. Lesson, textbook and reference material must be returned undamaged and in sellable condition. We make no wage, earning or job claims. Once enrolled in a course, it is the responsibility of the student to contact the school if they wish to discontinue their training program. Enrollment fee non-refundable.	
I, the undersigned, understand the above statement and will retain one copy for my file.	
_____ Student Signature	 Pat Kentner, Director
Date: _____	

Talk to us . . .

Believe it or not, we want your ideas!

Please look through our training courses and if you don't find the courses you need call us.

By letting us know your training needs, we can identify and research the topics to find how we can best develop a solution.

Our most useful Training Courses have been developed because of our customer's ideas.

Please call us with your ideas at 800-228-9670.

Thank you,

Pat Kentner

Director

The Railway Educational Bureau

The *Railway Educational Bureau* Independent Study Course Selection Guide

Use this selection guide to help determine which courses are right for you. The columns list general craft areas. Following down the craft column (for example, Electrician) you will find an “X” opposite the course title, *Basic Electricity and Electronics*. This indicates a suggested course of study for that craft. Several courses will be checked, however, this is only a suggested guide and

students are encouraged to pick courses/lessons from any craft area that will benefit them. **Please note you may select complete courses or single lessons from a course.**

	Page	General	Track Maintainer	Locomotive Operations	Sheet Metal	Electrician	Machinist	Carman
26L Brake Equipment	29		X			X		
26L Brake Equipment (The Instruction Pamphlet No. 74)	29		X			X		
600 & 1200 Horsepower Switching Locomotive Operating	64		X					
AAR Approved Methods for loading and Restraining Shipments of Hazardous Materials for Trailer/Container on Flat Car (TOFC/COFC) Movements	17	X						X
AAR Billing Repair Cards for Interchange Rules	18							X
AAR Interchange Rules	18							X
AAR Interchange Rules for Trailer/Container on Flat Cars	18							X
AAR Loading Rules	19							X
AAR Lubrication Standards	20					X		
AAR Recommended Practices for Motor Vehicle Loading and Securement (Multi-level)	17							X
ABC of Air Brakes (Chalk Talk One)	30							X
ABDW Control Valve	29					X		X
Air Brake Equipment	32		X			X		X
Air Brake Equipment-Compressors	31		X			X		X
Air Brake Equipment-History/Development	31		X			X		X
Anti-Friction Bearings	24					X		X
Basic Diesel Theory	39		X			X		
Basic Electricity and Electronics	49				X			
Basic Hydraulic Technology	36					X		
Basic Locomotive Operation	63		X					
Basic Machinist Technology	34					X		
Basic Millwright Work	34			X	X	X		X
Basic Modern Welding	68			X				X
Basics of Railroad Wheels	23-47					X		X
Basic Principles of Hydraulics	35					X		
Basic Refrigeration (Thermo King)	21				X	X		X
Basic Steam Locomotive Maintenance	75			X		X		
Brake System Safety Standards	33		X			X		X
Brush and Commutator Maintenance	52				X	X		
Car Air Brakes (Chalk Talk Two)	30							X
Car and Locomotive Terms	16	X	X	X	X	X		X
Circuit Diagrams	59				X			
Diesel and High-Compression Gas Engine Fundamentals	40					X		
Diesel Electric Locomotive Maintenance	45					X	X	
Diesel Engine Maintenance for EMD Model 710G3	39					X	X	
Diesel Locomotive Maintenance	61					X	X	
Doorway to Safety with Boxcar Doors	26							X
Electric Arc Welding	67			X		X		X
Electrical Maintenance Work	57					X		
Electrical Motor Controls	51					X		
Electrical Safety	50					X		

The *Railway Educational Bureau* Independent Study Course Selection Guide

	Page	General	Track Maintainer	Locomotive Operations	Sheet Metal	Electrician	Machinist	Carman
Electronics	50					X		
Electronics on the Rails	57					X		
EMD 567 Diesel Engine Maintenance-Mechanical	38						X	
EMD 645E3 Diesel Engine Maintenance-Mechanical	38						X	
EMD 645E3C Engine – GM	43						X	
EMD 645/F3B Turbocharged Engine Maintenance	42						X	
EMD GP35 Operating	63		X					
EMD GP38 Locomotive Maintenance-Mechanical	41		X				X	
EMD GP38 Static Excitation Locomotive Maintenance-Electrical	53		X		X		X	
EMD GP38-2 Locomotive Electrical Equipment	56				X			
EMD GP38-2 Locomotive Troubleshooting Electrical	60				X			
EMD GP9 Locomotives	65		X					
EMD Maintenance Instructions	59				X			
EMD Maintenance-Mechanical	41		X				X	
EMD MP15 Locomotive Maintenance	43				X		X	
EMD SD40-2 Locomotive Electrical Equipment	56				X			
EMD SD40-2 Locomotive Maintenance-Mechanical	47						X	
EMD SD45 Locomotive Maintenance-Electrical	53				X			
EMD SD45 Locomotive Maintenance-Mechanical	48						X	
EMD SD50 Locomotive Maintenance-Mechanical and Electrical	44-54				X		X	
Flame Cutting and Brazing with MAPP Gas	69			X		X		X
FRA Freight Car Safety Standards	21	X						X
FRA Locomotive Safety Standards and Locomotive Inspection	47		X			X		
FRA Railroad Safety Appliance Standards - Cars (Condensed Course)	24					X		X
FRA Railroad Safety Appliance Standards - Cars (Expanded Course)	24					X		X
FRA Railroad Safety Appliance Standards - Locomotives	45					X		
FRA Rules and Regulations Governing Signal and Train Control Systems	74	X	X					
Freight Car ABDX Type Control Valve	28					X		X
Freight Car Couplers and Draft Gear Systems	22							X
Freight Car Nomenclature and Identification	22	X						X
Freight Car Inspector Overview	25							X
Freight Cars: Nomenclature	21	X						X
Fuel Conservation	66	X	X			X		
Fuel Conservation from an Operating Viewpoint	64		X					
GE Dash 8 Locomotives-Mechanical and Electrical	40-55				X	X		
General Electric Mechanical Maintenance for Series-7 Road Locomotives	46					X		
General Electric Locomotive Running Maintenance and Troubleshooting for Series 7 Road Locomotives-Electrical	60				X			
General Electric-Electrical and Air Equipment-Model U25	58				X			
GP38 Operating	64		X					
GP50 Locomotive-Mechanical and Electrical Maintenance	42-55				X	X		
Guide to Freight Car Air Brakes	32					X		X
Guide to Freight Car Trucks	27							X
Guide to Inspection of Double-Stack Container Cars	27							X
Guide to Locomotive Electrical Maintenance on SD and GP Type Locomotives	59				X			

The *Railway Educational Bureau* Independent Study Course Selection Guide

	Page	General	Track Maintainer	Locomotive Operations	Sheet Metal	Electrician	Machinist	Carman
Guide to Locomotive Mechanical Maintenance on SD and GP Type Locomotives	41						X	
Guidelines for Trainyard Inspection of Freight Cars (English Language)	23	X						X
Hand Tools	36	X		X	X	X	X	X
Handbrakes	33	X						X
HazMat Identification for Emergency Responders	25	X	X	X	X	X	X	X
How to Run a Lathe	37						X	
How to Ship by Rail	15	X						
Introduction to Railroading	15	X	X	X	X	X	X	X
Lettering and Marking	22							X
Lineman-Cableman's Training Basics	51					X		
Locomotive Air Brakes (Chalk Talk Three)	30						X	
Locomotive Draft Gears	39						X	
Locomotive Electrical Troubleshooting for SD40-2	58					X		
Locomotive Truck Assemblies	48						X	
Machine Shop Practice I	35						X	
Machine Shop Practice II	35						X	
Mathematics	16	X	X	X	X	X	X	X
Measurements	16	X	X	X	X	X	X	X
Mechanical Department Federal Railroad Administration Regulations	23	X				X	X	X
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