



Eastern Atlantic States

CARPENTERS TECHNICAL CENTERS

Delaware • Maryland • New Jersey • Pennsylvania • Virginia • West Virginia • District of Columbia

Student Handbook 2025-2026

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Introduction

Welcome to the Eastern Atlantic States Carpenters Technical Centers!

Since our establishment in 1945 through the US Department of Labor, we have dedicated ourselves to providing quality training for members and signatory contractors associated with the United Brotherhood of Carpenters Eastern Atlantic States Regional Council of Carpenters (EASRCC). With 17 locations servicing Delaware, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia, and the District of Columbia, we continue to expand and improve our programs to meet the evolving needs of the construction industry.

At the heart of our program is a commitment to helping students develop the skills, knowledge, and attitude necessary for a successful career in the trades. Our curriculum combines on-the-job training with classroom instruction and is routinely evaluated to employ the most current trends in educational technology. This comprehensive approach is designed not only to teach you the technical aspects of your trade, but also to instill the professionalism, work ethic, and dedication that will set you apart in your field.

As you begin this new chapter, think of it as starting a construction project—one that requires a solid foundation. You’ve just taken the first step by choosing a rewarding career that offers financial stability, health benefits, and the opportunity to retire with dignity. This journey is built on hard work, integrity, and commitment, and we are here to provide you with the tools to succeed.

To achieve the career benefits and security you aspire to, active involvement in the union and adherence to established rules, regulations, and procedures is essential. This handbook does not simply serve as a guide on how to complete your registered apprenticeship. It also sets the standards of excellence and safety that will support your professional growth.

For over 75 years, this program has set the standard in our industry, continually pushing the boundaries of what is possible. As you begin your journey, we expect you to follow in the footsteps of those who have come before you—pursuing greatness in everything you do. We hope you enjoy and appreciate the opportunity to be part of this program.

Robert Smith



Executive Training Director/ Chief Administrator
Eastern Atlantic States Carpenters Technical Centers

History of The United Brotherhood of Carpenters

The United Brotherhood of Carpenters and Joiners of America (UBC) began in 1881 when 36 carpenters from 11 different cities joined together to form a national union with a constitution, a structure, and two thousand members. With Peter J. McGuire, one of the greatest labor leaders of the 19th century, serving as the first general secretary of the union, the UBC grew tremendously. From its humble beginnings, the UBC transformed into a powerful, political and economic force, setting the standards for wages, benefits, conditions, and quality for every construction project in the United States. To better accommodate the changing times in the 1990s, the UBC began a significant reorganization in its structure. The union's structure was redefined and streamlined from a national brotherhood to include Regional Councils in order to better reflect the current regional and national construction industry. The change in structure helped to ensure that members of the UBC would receive better service and attention. The new regional council setup also helped to ensure that union leaders would be more accessible, as well as more accountable to members.

The American workforce and the industry in which the United Brotherhood of Carpenters and Joiners of America operates may look different today, but the underlying principles of organizing all the men and women who make their living in the carpentry trade are exactly the same as it was in 1881 when 36 carpenters met in Chicago to improve their lives, their futures, and their trade.

The procedures and policies set forth in this Handbook are subject to revision. The most up-to-date available versions of the policies and procedures are contained in the electronic version of this document, which may be accessed online at our website: www.EASCarpenterstech.edu.

Mission Statement

The mission of the Eastern Atlantic States Carpenters Technical Centers is to provide state-of-the-art training for members of the United Brotherhood of Carpenters and Joiners of America (UBC).

We transfer skills and knowledge from highly skilled and experienced instructors to union members using a cutting-edge curriculum developed at the Carpenters International Training Fund (CITF).

In addition, the EASCTC and Industry Subject Matter Experts continue to modify and develop curricula to stay relevant in the constantly changing construction environment. According to the Eastern Atlantic States Carpenters Technical Centers, employability will be determined solely by training for its constituents. When given the abilities, information, and technology needed in today's construction sector, the performance of the union carpenter will continue to be unmatched for many years.

Increasing the skills of our members and enabling them to do their very best work on the job is our top priority. We consider skill, safety, productivity, and attitude to be the keys to success for our members, our contractors, and our union. We are committed to providing the union and our signatory contractors with a strong competitive advantage in the construction industry.

Accreditation and Licensure

The Eastern Atlantic States Carpenters Technical Centers has standards of apprenticeship on file with the U.S. Department of Labor & the State Departments of Labor, in the states in which it operates.

Inquiries regarding DOL Licensure should be addressed to:

A student's Training Director or Studentservices@eascarpenterstech.edu

The Council on Occupational Education

The Eastern Atlantic States Carpenters Technical Centers is currently accredited with the Council on Occupational Education at (7) of its training locations. Inquiries regarding Accredited status should be addressed to:

The Council on Occupational Education

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

Accredited training locations:

- Philadelphia, PA
- Allentown, PA
- Georgetown, DE
- New Castle, DE
- Edison, NJ
- Hammonton, NJ
- Sicklerville, NJ

Relationships are currently established with Rowan University, Thomas Edison University and College Unbound to ease the transition for our members into degree-granting programs.

For apprentices in GOOD STANDING that currently train or have graduated from one of the 7 COE accredited campuses, there are opportunities to continue their education toward professional certificates or bachelor's degrees at the following Universities:

Rowan University

Thomas Edison University

College Unbound

For apprentices that currently train or graduated from Pittsburgh, Duncansville or Lebanon training centers there are opportunities to continue their education toward an associate's degree at Community College of Allegheny County (CCAC) & Community College of Beaver County (CCBC).

For apprentices who train at or graduated from Upper Marlboro & Ashland Va training centers there are opportunities to continue their education toward an associate's degree at Community College of Baltimore County (CCBC)

Hours of Operation

The Training Centers are open Monday through Friday from 7:00 am to 4:00 pm. Some classes may be scheduled outside of these hours, including evenings and weekends.

Calendar 2025-2026 - Non Holiday Dates Subject to Change

Sept 1	Labor Day
Nov 11	Veterans Day
Nov 27-28	Thanksgiving Holiday
Dec 25 – Jan 1	Christmas / New Year Holidays
Jan 19	Martin Luther King Day
Feb 16	Presidents Day
April 22	Upper Marlboro Open House & Contest
May 1	Philadelphia Open House & Contest
May 2	Pittsburgh Open House & Contest
May 13	New Jersey Open House & Contest
May 25	Memorial Day
June 11	Philadelphia/Allentown/Delaware Graduation
June 25	Maryland/DC/Virginia Graduation
July 4	Independence Day
July 9	Pittsburgh Graduation
July 23	New Jersey Graduation

Rules and Regulations

As an apprentice at the EASCTC, you have a valuable opportunity to acquire the knowledge and skills needed to excel in the professional trades represented by the United Brotherhood of Carpenters (UBC).

Whether at the apprentice level or beyond, you have the chance to develop a successful career and join the EASCTC's respected programs. The Board of Trustees, Executive Training Director, Training Directors, instructors, and staff hope you make the most of this opportunity. Though the programs can be demanding, the rewards of your dedication will be substantial.

Your education is funded by the signatory contractors who will employ you. These organizations, along with the Eastern Atlantic States Regional Council of Carpenters (EASRC), are committed to maintaining the high standards of the trades representing the UBC. To honor their investment, you are expected to show complete commitment, focus, and dedication. By working toward your

success, you are also contributing to the UBC's mission and meeting the expectations of its members.

The following Rules and Regulations have been implemented to:

- Administer the Apprentice and Training Program
- Establish consistent policies for all participants
- Clearly define the obligations and requirements for every student

These Rules are designed to ensure that every apprentice understands what is expected for successful participation. As a student, you are responsible for familiarizing yourself with these Rules and complying with them.

If you have any questions about a Rule or its application, seek clarification from the Director or another school official. Do not rely on fellow apprentices or journeypersons for guidance, as the EASCTC is the only authority on Rule interpretation. Misunderstanding the Rules based on outside advice will not excuse non-compliance.

These Rules are effective each school year and may be updated periodically. It is your responsibility to stay informed about any changes and ensure compliance.

Standard Operating Procedure

The Standard Operating Procedure for all EASCTC training locations is attached to this handbook as Appendix B.

Work Hours

Work hours will be reviewed on a regular basis. All apprentices must be gainfully employed at their trade in order to complete the term of apprenticeship. One or more of the following actions will be applied to any apprentice whose work hours are unsatisfactory: apprenticeship extended; apprenticeship discontinued. Calls will be made periodically to check on your progress and performance. You must have your Work Card with you at all times.

Conduct

- Upon admission to the Eastern Atlantic States Carpenters Technical Centers Program, apprentices must make the unqualified commitment to responsible conduct, both on and off EASCTC property, which conforms to the generally accepted standards of adult behavior within a professional community as well as the UBC Constitution Section 43 Apprenticeship & Section 44 Obligation & Affiliated Local Union Bylaws.
- You must be a member in GOODSTANDING to attend all training. If you become 3 months in arrears you are not in good standing.
- Apprentices are expected to and must show courtesy and respect for ALL EASCTC faculty, staff, FELLOW APPRENTICES AND JOURNEYPERSONS
- Apprentices must understand and accept the necessity for EASCTC regulations and comply with the individuals authorized to enforce the regulations.

- Violations of these regulations and/or conduct that are contrary to the best interest of the EASCTC community will be subject to penalties as the circumstances justify, including but not limited to probation, extension of apprenticeship or expulsion
- All apprentices must be prepared for training, including but not limited to books, tools and required PPE. Those who are not prepared will be dismissed, and the day will be counted as an absence.
- Park in designated areas only.
- Apprentices must always provide the school with a current address, telephone number and email address.
- Cell phones must be kept on silent mode and are not to be used during class or shop, unless directed to by an instructor.
- Drugs and alcohol will not be tolerated under any circumstances. All places that dispense alcoholic beverages are off limits during the school day. Apprentices will be tested for illegal drug use, if reasonable suspicion exists, in accordance with The Eastern Atlantic States Carpenters Technical Centers Drug Testing Policy. Failure to cooperate with the Policy will result in your dismissal from the Apprentice Program.
- Any acts of dishonesty will result in your apprenticeship being discontinued.
- Fighting and vandalism of any kind will result in your apprenticeship being discontinued.
- Eating, drinking and smoking are prohibited in the classroom and shop areas.
- Trash cans are located throughout the building. Please use them.
- Horseplay and profanity do not belong in the school and will not be tolerated.

Dress Code

- Apprentices are to be neat in their dress and appearance at all times.
- No hats, hoodies or sneakers at any time. Do not bring a hat to shop or class. Welding caps will be permitted in the Weld Shop only.
- Work boots are required at all times and must be tied securely.
- Work pants or jeans are required at all times and are to be worn with a secured belt.
- Collared shirts are required at all times and must be tucked in.
- Sexually explicit or suggestive shirts or apparel are forbidden.
- Non-Union Contractor apparel is forbidden on any EASCTC Property.

General Safety

- Safety glasses and class appropriate PPE must always be worn, at all times in the shop. Shaded or dark (prescription or sun) glasses are NOT acceptable in the shop or in the classroom. If you do not have safety glasses, you will be required to purchase a pair from the main office.
- Apprentices must have proper clothing for inclement weather.
- Treat all areas of the training center with respect.
- Hard hats are required in all designated shop areas.
- Smoking, e-cigarettes, vaping, and chewing tobacco is prohibited on training center property, unless at a designated area.
- Shop and break areas are to be cleaned after each use.
- Notify your instructor immediately of any damage to tools. For your own safety, these rules will be strictly enforced.

Admissions

The Eastern Atlantic States Carpenters Technical Centers offers apprenticeships for the following trades: Carpenter, Mill/Cabinetmaker, Millwright, and Resilient Floor Layer, Pile Driver, Locksmith, Upholsterer, In-house Casino Worker, Heavy Highway Carpenter, and Trade Show Carpenter.

Applicants are required to:

- A. Register and attend an Information Session
- B. Necessary documents required to apply are:
 - a. Valid, current driver's license
 - b. HS diploma, GED, or HS transcripts
 - c. Letter of recommendation
 - d. Resume
 - e. Proof of Selective Service registration (only applies to males between the ages of 18-25)

Each applicant will be interviewed by a minimum of two interviewers. Based on interview evaluation, applicant will proceed to take a Math and Skills assessment.

Successful applicants will then:

- A. Complete a drug test. Drug testing is a requirement for entry and continued participation in the Apprentice Program.
- B. Receive notification of pass or failure of the drug test.
- C. Successful applicants must secure sponsorship by a signatory contractor or Local Union to gain entry into the program.

Enrollment

Once a student has been notified of their acceptance into the program, they must complete the apprenticeship scholarship loan agreement document. Until this document has been completed, no student may start the program. Please see Appendix A

Registration

Students enrolled in the apprenticeship programs are automatically registered for technical classes each term. Anyone who wishes to take Continuing Education classes must register by the published deadlines listed on the website.

Job Placement

Job Placement is coordinated with the Local Union and/or Signatory Contractor employer. Through the registered apprenticeship program, the apprentice will actively seek employment through the local union and local CBA signatory contractors working to satisfy the On-the-Job Internship requirement of their registered apprenticeship program

Tuition and Fees

There are NO tuition and fees for students who have been accepted into the apprenticeship program.

Refund Policy

Since there is no tuition, there is NO refund policy.

Cost of Attendance Budget

The Cost of Attendance Budget is an estimate of the total amount of money it will cost a student to attend The Eastern Atlantic States Carpenters Technical Centers per academic year. The Cost of Attendance Budget includes tools, work gear and supplies. The estimated TOTAL costs for each program over the 4-year period are as follows:

Program Estimated Costs

Carpenter	\$500 Required Tools, Work Boots
Millwright	\$500 Required Tools, Work Boots
Mill/Cabinet Maker	\$500 Required Tools, Work Boots
Resilient Floor Layer	\$600 Required Tools, Work Boots
Piledriver	\$500 Required Tools, Work Boots
Locksmith	\$500 Required Tools, Work Boots
Upholsterer	\$500 Required Tools, Work Boots
In-House Casino Worker	\$500 Required Tools, Work Boots
Trade Show Carpenter	\$500 Required Tools, Work Boots
Heavy Highway Carpenter	\$500 Required Tools, Work Boots

Graduation Requirements

Students who have completed the core curriculum all technical courses in their program and have completed the requisite number of hours of on-the-job internship are eligible for graduation from the apprenticeship program. They receive an apprenticeship completion certificate from the Eastern Atlantic States Carpenters Technical Centers. Upon completion of the requisite on-the-job internship hours, a certificate will be issued by the Dept. of Labor in which the program is registered. Graduation ceremonies are held once a year in the spring.

Certificates and Diplomas

Students who complete their coursework will receive a Journeyperson Certificate from the Carpenters International Training Fund.

Transfer Policies

- Transfer from other institutions: Students who transfer from another apprenticeship program or other institution are tested by the examination board and placed accordingly based on their level of training and job experience. Transfer between programs within the institution: Students who wish to transfer to another trade program must go through the admissions process for that program.
- Transfer of credits earned at another institution: The Eastern Atlantic States Carpenters Technical Centers do not accept credits earned at another institution at this time.

Withdrawal Policy/Leaves of Absences

Students who wish to withdraw from the program should send a request in writing to the Training Director at their Campus. A leave of absence may be granted for personal or medical reasons at the discretion of the Training Director. If the Training Director believes that the student should be granted a leave of absence, the student will be notified in writing.

Continuing Education Programs

The Eastern Atlantic States Carpenters Technical Centers offers a variety of courses and certificate programs for the journeyperson in the field. Whether you are interested in updating your skills, learning something new or working towards advancement, these courses are designed with you in mind. A schedule of classes is posted on the website. <https://www.eascarpenterstech.edu/>

Grading

All students must maintain a minimum grade of 70 in each subject or will need to take mandatory remedial classes in those subjects that he/she is failing.

A. 90-100

B. 80-89

C. 70-79

D. 60-69

F. 59-Below

I. Incomplete

W. Withdrawal

Fail (F) - A student performs at a level which is lower than 70%

If a required course is failed, the student must attend mandatory remedial classes in that subject. Failure to do so could result in the student's apprenticeship being discontinued.

- All school and homework assignments will be graded.
- Apprentices may request their grades at any time.
- Lost/damaged books must be replaced at the apprentice's expense.
- Any missed assignments must be made up by the apprentice before the start of your next scheduled class.
- A zero will be recorded for all work until it is made up. This is the apprentice's responsibility.
- Grading will also be a cumulative average 100% total for the week of training. The breakdown for weekly training grades are math 15%, blueprint 15%, theory 15%, & shop 55%
- A comprehensive final exam related to all subject matter covered for that year, will be given on the last day and last week of the apprentices training.
- The comprehensive final exam will consist of a written and practical (hands-on) exam covering all training for the past year. The breakdown for the final grades is written exam 40% and practical exam 60%, totaling 100%
- Final grades in each subject area will be averaged to meet 100%, including the final exam.
- The breakdown in the subject areas for final grades are math 15%, blueprint 15%, theory 15%, shop 35%, & final exam 20%

Satisfactory Academic Progress

If at the end of the year your final grade average in any subject area is below 70%, action can be taken by the training center director/coordinator and local union apprentice committee representative to support the student to meet proficiency and better prepare them for the job market. The actions may include remedial training related to subject area, apprenticeship extension or have their apprenticeship discontinued.

Advisement

The Director and faculty are available for consultation on student progress, professional development, and remediation requirements. Please check posted office hours to meet with a faculty member or call to schedule an appointment.

The Director and faculty are available to provide general advisement on available services, partnership programs and continuing education opportunities. Schedule an appointment to discuss these services.

Remedial Assistance

Students who enter the program are required to read at the 10th grade level. 90-95% of all reading material is at that level. Some texts and manuals have higher reading levels because of the technical nature of the industry. Students who have difficulty comprehending these materials or are having problems with writing or math will have access to

remedial assistance as described below:

Peer-to-Peer Assistance

Through the faculty, students who need assistance in technical subject areas may be assigned a peer counselor, who will collaborate with them to master a particular skill or reading requirement.

Tutoring programs are available in reading, writing and mathematics. Students with specific difficulties will be assigned to this intensive program. After they complete the program, they may sign up for follow-up tutoring or the peer-to-peer assistance program,

Additionally, because we have a small student-teacher ratio, many of our students are given the opportunity to collaborate with instructors on remedial issues.

Student TRAIN Records (Transcripts)

Current students and members in good standing may request a copy of their TRAIN record at any time. Student records can be requested by contacting studentservices@eascarpenterstech.edu. In addition, current students and members in good standing can request access to training records via the Training Verification Card.

Computer Services

The Eastern Atlantic States Carpenters Technical Centers has computer labs which are open to students according to the hours posted. Whether using this service on your own time or during class, the following rules apply:

1. Electronic media cannot be used for knowingly transmitting, retrieving, or storing communication that is:
 - a. Discriminatory or harassing
 - b. Derogatory to any individual or group
 - c. Obscene, sexually explicit, or pornographic
 - d. Defamatory or threatening
 - e. In violation of any license governing the use of software
 - f. For any purpose that is illegal or contrary to the school's policy or business interests
2. Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by The Eastern Atlantic States Carpenters Technical Centers. However, The Eastern Atlantic States Carpenters Technical Centers reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other The Eastern Atlantic States Carpenters Technical Centers policies. Students should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.

Library/Media Services

The Eastern Atlantic States Carpenters Technical Centers maintains a curricular support library on campus, which functions as a resource center for the courses offered. Within this library, we maintain all required and supplemental texts and readings for all courses, a collection of reference guides, collections of journals, periodicals related to the electrical industry and construction trades and a variety of videos and cd's related to craft specialization and labor history. The school also has access to a variety of online databases in the construction field and research databases.

Policies

Harassment

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, gender identity/expression, age, pregnancy, marital status, genetic information, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in our Training Centers is essential to ensure a nondiscriminatory, safe environment in which apprentices can learn and employees can work. All such harassment, by The Eastern Atlantic States Carpenters Technical Centers employees, students and third parties, is strictly prohibited. The Eastern Atlantic States Carpenters Technical Centers employees and apprentices share the responsibility to ensure that harassment does not occur at the property, at any activity or event, or off property when such conduct has a nexus to The Eastern Atlantic States Carpenters Technical Centers, or any Eastern Atlantic States Carpenters Technical Centers curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of The Eastern Atlantic States Carpenters Technical Centers.

Harassing conduct may take many forms, including but not limited to:

1. Verbal acts and name-calling
2. Graphic depictions and written statements, which may include use of cell phones or the internet
3. Other conduct that may be physically threatening, harmful or humiliating.

Reporting Unlawful Discrimination or Harassment

Any apprentice who believes he or she has been a victim of unlawful discrimination or harassment as defined in The Eastern Atlantic States Carpenters Technical Centers policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, instructor, director, or The Eastern Atlantic States Carpenters Technical Centers Board and file a complaint as set forth in the regulation which accompanies this policy. Any apprentice or employee who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with an administrator, instructor, or the director of The Eastern Atlantic States Carpenters Technical Centers.

If the individual alleged to have engaged in prohibited conduct is designated as an administrator, instructor or director, the complaint shall be made to The Eastern Atlantic States Carpenters Technical Centers board who shall designate an alternate compliance officer to investigate the matter.

The Eastern Atlantic States Carpenters Technical Centers Action

The Eastern Atlantic States Carpenters Technical Centers employees who witness unlawful discrimination or harassment shall take prompt and effective action to stop it, as prescribed by the Board.

The Executive Director shall take appropriate action to investigate allegations of unlawful discrimination and harassment promptly and impartially, to end identified unlawful behavior, to prevent the recurrence of such identified behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Apprentices or employees who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for apprentices and termination of employment. No apprentice or employee shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Non-discrimination/Equal Opportunity

The Eastern Atlantic States Carpenters Technical Centers is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The Training centers are subject to all federal and state laws and constitutional provisions prohibiting discrimination based on race, color, religion, national origin, ancestry, creed, age, pregnancy, sex, gender identity/expression, marital status, sexual orientation, genetic information, or disability or need for special education services. Accordingly, no otherwise qualified apprentice, employee, applicant, or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any program or activity based on race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants based on age and genetic information is also prohibited in accordance with state and/or federal law. This policy and regulation shall be used to address all concerns regarding unlawful discrimination and harassment. The notice shall appear on a continuing basis in The Eastern Atlantic States Carpenters Technical Centers media containing general information, including instructors' guides, school publications, The Eastern Atlantic States Carpenters Technical Centers website, recruitment materials, application forms, and student handbooks.

The Eastern Atlantic States Carpenters Technical Centers commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, or any other classification protected under State and Federal laws. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.”

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all training facilities. The policy and complaint process shall be referenced in student and employee handbooks and otherwise available to all students and staff through electronic or hard-copy distribution. The recruitment, selection, employment and training of apprentices and journey workers shall be without discrimination because of race, color, religion, national origin, sexual orientation, age, and gender identity.

The Family Education Rights and Privacy Act of 1974

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulates a wide range of privacy related activities including:

- Management of student records maintained by The Eastern Atlantic States Carpenters Technical Centers
 - Regulations regarding who has access to student records
 - For which purposes access to student records is granted
- The Eastern Atlantic States Carpenters Technical Centers officials will release educational information upon receipt of a signed, dated, written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made, including:

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances
- In connection with Financial Aid, to organizations who are conducting studies that are on behalf of educational agencies
- To Federal or State educational authorities
- To accrediting organizations
- In compliance with a lawfully issued subpoena
- In connection with a health or safety emergency

Non-School individuals (including parents except as described above) may not have access to educational records other than Directory Information unless authorization from the student is obtained or a lawful subpoena/court order is issued to the school. Examples of records not released are grades, grade point average, Social Security Number, student ID number, name of parents or next of kin, residency status, and the specific number of hours/credits which a student enrolled for, passed, or failed. Students may complete a form authorizing the Administrator's Office to permit non-School individuals to view the student's academic record.

Veterans Benefits

The Eastern Atlantic States Carpenters Technical Centers is pleased to participate in the Veterans Benefits program. Student Services can assist you in the certification of your benefits agreement. Veterans should notify the VA that they are attending a full-time Centers. For further information, students should contact the Veterans Administration at https://www.benefits.va.gov/gibill/post911_gibill.asp

Student Safety

Student safety is a top priority for EASCTC. Students are expected to wear appropriate Personal Protective Equipment (PPE), as determined by OSHA and best work practices, when working in the shop areas. When working in the shop areas, students shall always wear appropriate work boots, long pants, and safety glasses.

Any accidents that result in personal injury shall be reported to the Director immediately. An investigation will occur to determine the cause, and appropriate actions will be taken.

It is the policy of EASCTC that all accidents and incidents resulting in personal injury or illness, and/or damage to EASCTC property, shall be promptly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, incidents, and accidents are properly managed in a timely fashion and that all causes, direct and indirect, are thoroughly identified, and the appropriate actions are taken.

SCOPE

This policy applies to all students, employees, and visitors at EASCTC.

PURPOSE

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of the EASCTC community or visitors. Injuries and incidents must be reported and investigated to fulfill legal requirements, ascertain

compliance with applicable regulations and policies, and assist EASCTC in taking steps to remedy hazardous conditions to prevent recurrence.

DEFINITIONS

Student – an individual who has contracted with and is registered as an apprentice or journey person.

Visitor – an individual who is present on EASCTC premises.

Accident – a sudden and unforeseen event that causes an injury to a member of the EASCTC community while carrying out approved activities, or material damage to EASCTC property.

Incident – an event or situation that could cause an injury or illness to a member of the EASCTC community, or material damage to EASCTC property.

Illness – an unhealthy condition of body or mind; sickness.

Injury – harm or damage arising from or in the course of an accident, and/or an illness or disease, suffered by a student, employee, or visitor as a result of the work/study environment or activities performed in the course of employment, study, or work.

Employee – a person who is employed by EASCTC in either a part-time or full-time capacity.

POLICY

Internal Reporting

- All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, before leaving EASCTC premises, either to their Instructor, the Director, or an authorized representative.

Investigation

- The Director or an authorized representative has the primary responsibility for investigating an injury or incident.
- The authorized representative is responsible for writing the investigation report, which shall include:
 - An account of the injury or incident
 - Recommendations for remedial actions to prevent recurrence.
 - The names of the departments, services, and persons to which the recommendations have been forwarded for follow-up

All reports are located in the administrative office.

Reporting Procedures for Injury/Incident Reporting and Injury/Incident Investigation Policy

Responsibilities of Students, Employees, and Visitors:

A student, employee, or visitor who is a victim of an injury or who has suffered an illness or disease shall:

- Immediately report the injury to the authorized representative.
- Complete and sign the Injury, Illness, or Accident Report as soon as possible following the occurrence. All reports are in the administrative offices.

Responsibilities of Instructors, Coordinators, or Administrators

An instructor, coordinator, or administrator shall:

- Ensure that the victim receives immediate medical attention if required.
- Call 911 for Emergency Medical Services if necessary.
- Obtain the names of any witnesses.
- Ensure that anyone who is a victim of an injury, illness, or accident completes and signs the appropriate reporting form.
- Investigate the injury.

Additional Injury, Illness or Accident Protocol

- Follow the three emergency action steps recommended by the American Red Cross (Check, Call, and Care).
- Sound the emergency alarm – if necessary.
- Supervise the evacuation of the building. (Please follow guidelines as set forth on the Apprentice School emergency evacuation floor plans.)
- Provide basic care for an injury or sudden illness until the victim receives professional medical help.

Counseling Services

The Eastern Atlantic States Carpenters Technical Centers does not provide any direct counseling services but does encourage students to seek any assistance that they require. To this end, a list of community counseling resources is available through the EASC Benefits Offices. The student should consult the Benefits Office regarding potential coverage for counseling services.

Drug-Free Workplace and Campus

- The unlawful sale, purchase, distribution, possession or use of any controlled substance or the possession and/or use of alcohol is prohibited in or on school owned or controlled property, or within a 200 feet perimeter of school property.
- No staff member or student is to report to work or class or any school activity while under the influence of alcohol or illegal drugs.
- Violation of these policies by a staff member or student shall be reason for referral for treatment for a drug/alcohol use disorder and/or for disciplinary action up to and including termination of employment or expulsion from The Eastern Atlantic States Carpenters Technical Centers and/or referral for prosecution consistent with local, state, and federal law.
- Such actions will be in accordance with the applicable collective bargaining agreements and other policies and procedures.
- To comply with the Federal Drug Free Schools/Campuses Act, the School will provide an annual notice regarding its drug prevention program to students and staff and conduct a biennial review of the program.

Social Media Policy

This policy does not seek to regulate an apprentice's personal time outside their work, except that postings on personal social media accounts must not state or imply that they represent the views of The Eastern Atlantic States Carpenters Technical Centers. or contain confidential information that is detrimental to The Eastern Atlantic States Carpenters Technical Centers interests.

Apprentices must not use any social media accounts to disparage The Eastern Atlantic States Carpenters Technical Centers, staff members or fellow apprentices, or journeymen.

The key principles of the policy are as follows:

- Apprentices are encouraged to use social media to promote the flow of useful information and support The Eastern Atlantic States Carpenters Technical Centers operations.
- Social media posts should not violate The Eastern Atlantic States Carpenters Technical Centers values, the code of conduct, EASCTC policies, or the law.
- Posts must not be (or potentially be seen as) offensive, harassing, derogatory, demeaning, off-color, sexual in content, creating an unsafe working environment, or otherwise inappropriate in a business environment.
- Must not make official comments on social media platforms on behalf of The Eastern Atlantic States Carpenters Technical Centers without written approval from the EASRCC Communications Office. This applies to media inquiries as well.

Conflicting Provisions

To the extent any provisions in this handbook conflict or are inconsistent with any similar provisions in the applicable Standards of Apprenticeship governing each training location or in the applicable Apprenticeship Agreement, the terms of the Standards of Apprenticeship and/or Apprenticeship Agreement shall control.

Emergency Procedures

Campus Security

In addition to the health of our students, the safety and security of our students, their property and campus property are of primary concern. The following policies are in effect to ensure this security.

1. All Faculty, staff and students are to report the loss or damage of school equipment to the Director. An incident report form should be used for this purpose.
2. No guns, knives or other weapons are permitted on the campuses or in the parking lots at any time. Any student found to possess these items on campus or at their assigned workplace will be immediately dismissed from The Eastern Atlantic States Carpenters Technical Centers.
3. Students are to report any threats or attacks made by fellow students to the Director. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed from The Eastern Atlantic States Carpenters Technical Centers.
4. Any other incidents or actions will threaten the harmony or security of the campus, should be reported immediately to the Director.

Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes – before law enforcement arrives on the scene – individuals must be prepared both physically and

mentally to deal with an active shooter situation. When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

1 - Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind
- Help others escape, if possible
- Warn other individuals against entering an area where an active shooter may be.
- Keep your hands visible.
- Follow the instructions of any law enforcement officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2 - Hide Out

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction.
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

Alternatives

If neither evacuation nor hiding out are possible:

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's presence. If you cannot speak, leave the line open to allow for the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

When Law Enforcement Arrives

Remember the following guidelines:

- Remain calm and follow instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers

- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, yelling, and screaming
- Do not stop to ask for help or directions while evacuating

Campus Info

The Eastern Atlantic States Carpenters Technical Centers (EASCTC) consists of **17 campuses**, of which **7 are accredited by the Council on Occupational Education (COE)**. The remaining campuses are not COE-accredited. Below is a detailed breakdown of each location.

COE-Accredited Campuses

1. Philadelphia Carpenters Technical Center (Main Campus)

10401 – 10501 Decatur Rd., Philadelphia, PA 19154

- **Total Area:** 5 Acres
- **Facility Size:** North Parcel 10501 - 42,050 Sq/Ft under roof, South Parcel 10401 - 47,244 Sq/Ft under roof
- **Training Areas:** Carpenters, Cabinetmakers, Millwrights, and Floor Layers
- **Parking:** 150 spaces
- **Key Features:** 200-seat auditorium, multiple open-air and enclosed shops, Dive Shop with a 14,000-gallon tank, crane bay with 10-ton bridge crane, and classrooms with state-of-the-art technology

2. Allentown Instructional Service Center

1818 Vultee Street, Allentown, PA 18103

- **Total Area:** 4.83 Acres
- **Facility Size:** 36,756 Sq/Ft under roof
- **Training Areas:** Scaffolding, Framing, Layout, Welding
- **Parking:** 55 spaces
- **Key Features:** 1,250 Sq/Ft conference room, 19,200 Sq/Ft open shop area, and dedicated ceiling and welding training areas

3. New Castle Instructional Service Center

620 Wilmington Rd., New Castle, DE 19720

- **Total Area:** 1 Acre
- **Facility Size:** 11,000 Sq/Ft under roof
- **Training Areas:** Scaffolding, Framing, Layout
- **Parking:** 60 spaces

- **Key Features:** Two formal study classrooms, open shop space for scaffolding and framing, and an office wing

4. Georgetown Instructional Service Center

21420 Vaughn Rd., Georgetown, DE 19947

- **Total Area:** 6.52 Acres
- **Facility Size:** 30,000 Sq/Ft under roof
- **Training Areas:** General Carpentry, Welding, Layout
- **Parking:** 49 spaces
- **Key Features:** LEED Silver certified with geothermal heating, solar panels, two 700 Sq/Ft classrooms, and a 16,000 Sq/Ft open shop area

5. Hammonton Branch Technical Center

3300-3301 White Horse Pike, Hammonton, NJ 08037

- **Total Area:** 23 Acres
- **Facility Size:** 35,550 Sq/Ft under roof
- **Training Areas:** Pile Driving, Carpentry, Floor Laying
- **Parking:** 75 spaces
- **Key Features:** Nine classrooms, two welding shops with 20 welding booths, and a 4,550 Sq/Ft open-air shop for residential framing and pile driving

6. Edison Branch Technical Center

75 Fieldcrest Avenue, Edison, NJ 08837

- **Total Area:** 6 Acres
- **Facility Size:** 100,000 Sq/Ft under roof
- **Training Areas:** Millwright, Welding, Carpentry, Scaffold Erection
- **Parking:** 150 spaces
- **Key Features:** 20,000 Sq/Ft practical training area, millwright and welding shops, lecture hall for 275 guests

7. EASCTC Dive Center Instructional Service Center

1500 Liberty Place, Sicklerville, NJ 08084

- **Total Area:** 10,000 Sq/Ft
- **Training Areas:** Divers, Piledrivers, Dock Builders
- **Parking:** 70 spaces
- **Key Features:** Dive tank, welding shop, decompression chamber

Non-Accredited Campuses

1. Pittsburgh Training Center

652 Ridge Road, Pittsburgh, Pa 15205

- **Facility Size:** 92,500 Sq/Ft
- **Training Areas:** Carpenters, Millwrights, Pile Drivers, Interior Systems
- **Parking:** 120 spaces

2. Lebanon Training Center

1718 Heilmandale Road, Lebanon, PA 17046

- **Facility Size:** 35,000 Sq/Ft
- **Training Areas:** Carpenters, Floor Layers
- **Parking:** 169 spaces

3. Duncansville Training Center

261 Patchway Road, Duncansville, PA 16635

- **Facility Size:** 30,000 Sq/Ft
- **Training Areas:** Carpenters, Millwrights, Welding
- **Parking:** 49 spaces

4. Charleston Training Center

30 Riverside Drive South Charleston, WV 25309

- **Facility Size:** 7,200 Sq/Ft
- **Training Areas:** Carpenters, Scaffolding, Concrete, Interior Systems
- **Parking:** 40 spaces

5. Bridgeport Training Center

712 Masonic Dr. Bridgeport, WV 26330

- **Facility Size:** 7,000 Sq/Ft
- **Training Areas:** Carpenters, Millwrights, Welding
- **Parking:** 50 spaces

6. Parkersburg Millwright Training Center

4600 Camden Ave Parkersburg, WV 26101

- **Facility Size:** 15,112 Sq/Ft

- **Training Areas:** Millwrights, Welding, Rigging
- **Parking:** 42 spaces

7. Parkersburg Training Center

110 Boyles Lane Parkersburg, WV 26104

- **Facility Size:** 8700 sq/ft under roof
- **Training Areas:** Carpenters, Scaffolding, Concrete, Interior Systems
- **Parking:** 50 spaces

8. Charles City Millwright Training Center

302 Roxbury Industrial Center. Charles City, Va 23030

- **Facility Size:** 4,270 Sq/Ft
- **Training Areas:** Millwrights, Industrial Machinery
- **Parking:** 30 spaces

9. Upper Marlboro Training Center

8510 Pennsylvania Ave., Upper Marlboro, MD 20772

- **Facility Size:** 40,000 Sq/Ft
- **Training Areas:** Carpenters, Interior Systems
- **Parking:** 150 spaces

10. Ashland Training Center– Ashland, VA 23005

300 N Washington HWY, Ashland, VA 23005

- **Facility Size:** 7,000 Sq/Ft
- **Training Areas:** Carpenters, Interior Systems
- **Parking:** 50 spaces

Campus Administration

Philadelphia/Allentown/Georgetown/New Castle/ Ashland/ Upper Marlboro
Campus Administration

Executive Director/ Chief Administrative Officer

Robert Smith

Finance & Compliance Director

Ian Ruegg

Director

Robert Landy

Coordinators

Ron Walsh & Aaron Greene

Accreditation Liaison Officer

David Iannucci

Edison/ Hammonton/ Sicklerville Campus Administration

Executive Director/ Chief Administrative Officer

Robert Smith

Finance & Compliance Director

Ian Ruegg

Director

Phillip Diaz Jr.

Coordinators

Kyle Bialick & Timothy Waring

Accreditation Liaison Officer

David Iannucci

Pittsburgh/Lebanon/Duncansville Campus Administration

Executive Director/ Chief Administrative Officer

Robert Smith

Finance & Compliance Director

Ian Ruegg

Director

Richard Paganie

Coordinators

Alex Fulton, Mike Sweitzer & Larry Gresh

Accreditation Liaison Officer

David Iannucci

Charleston/Charles City/ Bridgeport/ Parkersburg/ Parkersburg Millwright

Executive Director/ Chief Administrative Officer

Robert Smith

Finance & Compliance Director

Ian Ruegg

Director

Everett Johnson

Coordinators

Clint McFee

Accreditation Liaison Officer

David Iannucci

Emergency & Mental Health Locations

Major Injuries, Incidents or Illness (Outside of 9-1-1 calls)

Philadelphia Campus

New Castle ISC

Jefferson Torresdale Hospital
Red Lion and Knights Road
Philadelphia, PA 19114
Phone 215-612-4000

Allentown ISC

Lehigh Valley Hospital Cedar Crest
1200 South Cedar Crest Blvd.
Allentown, PA 18103
610-420-8000

Edison Branch

Hackensack Meridian Health JFK University
Medical Center
65 James St, Edison, NJ 08820
Phone: (732) 321-7000

Pittsburgh Training Center

UPMC Mercy Hospital
1400 Locust St
Pittsburgh, PA 15219
Phone: 412-232-8111

Duncansville Training Center

UPMC Altoona
620 Howard Ave
Altoona, PA 16601
Phone: 814-889-2011

Bridgeport Training Center

United Hospital Center
327 Medical Park Dr
Bridgeport, WV 26330
Phone: 681-342-1000

Charles City Millwright Training Center

TriCities Hospital
411 W Randolph Rd
Hopewell, VA 23860
Phone: 804-541-1600

Ashland Training Center

BetterMed Urgent Care
300 N Washington Hwy
Ashland, VA 23005
Phone: 804-537-2905

Christiana Hospital
4755 Ogletown Stanton Rd
Newark, DE 19713
302-733-1000

Georgetown ISC

Bebbee Hospital
424 Savannah Rd.
Lewes, DE 19958
302-645-3300

Hammonton /Sicklerville ISC

Virtua Primary Care – Hammonton
75 South White Horse Pike
Hammonton, NJ 08037
Phone: (609) 561-0128

Lebanon Training Center

Good Samaritan Hospital
252 S 4th St
Lebanon, PA 17042
Phone: 717-270-7688

Charleston Training Center

Thomas Memorial Hospital
4605 MacCorkle Ave SW
South Charleston, WV 25309
Phone: 304-766-3600

Parkersburg Millwright Training Center

Camden Clark Medical Center
800 Garfield Ave
Parkersburg, WV 26101
Phone: 304-424-2111

Upper Marlboro Training Center

MedStar Southern Maryland Hospital Center
7503 Surratts Rd
Clinton, MD 20735
Phone: 301-868-8000

Substance Abuse and Mental Health Issues

Philadelphia Campus

Allied Trades Assistance Program
2190 Hornig Road
Philadelphia, PA 19116
Phone: (215) 677-8820
Fax: (215) 677-9046

Allentown ISC

Lehigh County Drug & Alcohol
17 S. 7th St.
Allentown, PA 18101
Phone: (484) 362-0000

Edison Branch

JFK Center For Behavioral Health
65 James Street
Edison, NJ 08818
Phone: (732) 321-7189

Pittsburgh Training Center

Greater PA Carpenters MAP Program
24-hour Confidential Help
Phone: 1-888-627-6637
Lytle EAP Partners | Pittsburgh EAP
Password: carpenters

Duncansville Training Center

UPMC Altoona Behavioral Health Services
620 Howard Ave
Altoona, PA 16601
Phone: 814-889-2141

Bridgeport Training Center

United Summit Center
6 Hospital Plaza
Clarksburg, WV 26301
Phone: 304-623-5661

Parkersburg Training Center

Parkersburg Drug & Ed
2400 Garfield Ave
Parkersburg, WV 26101
Phone: 304-485-6322

Upper Marlboro Training Center

Devine Interventions LLC
6201 Greenbelt Road Unit 3
Greenbelt, MD 20770

New Castle ISC

Recovery Centers of America
2383 Limestone Rd.
Wilmington, DE 19808
Phone: (484) 393-2001

Georgetown ISC

Sussex County Counseling
20728 Dupont Blvd.
Georgetown, DE 19947
Phone: (302) 854-0172

Hammonton /Sicklerville ISC

Atlanticare Behavioral Health
120 S White Horse Pike
Hammonton, NJ 08037
Phone: (609) 561-7911

Lebanon Training Center

Greater PA Carpenters MAP Program
24-hour Confidential Help
Phone: 1-888-627-6637

Charleston Training Center

Charleston LEAD
1627 Bigley Ave
Charleston, WV 25302
Phone: 304-346-1350

Parkersburg Millwright Training Center

Parkersburg Drug & Ed
2400 Garfield Ave
Parkersburg, WV 26101
Phone: 304-485-6322

Charles City Millwright Training Center

Colonial Behavioral Health
1657 Merrimac Trail
Williamsburg, VA 23185
Phone: 757-220-3200

Ashland Training Center

Tri-State LEAD
2141 Carter Ave

Phone: (240) 213-8739

Ashland, KY 41101
Phone: 606-324-1141

APPENDIX A

APPRENTICE SCHOLARSHIP AGREEMENT

BETWEEN APPRENTICE AND

The Eastern Atlantic States Carpenters Technical Centers

FOUR YEARS OF TRAINING

NEW APPRENTICE PROBATION PERIOD

1. All apprentices will serve a probationary period.
2. Apprentices in all occupations will serve a probationary period not less than 1750 hours of on-the-job learning (OJL) or one-year, whichever is shorter. During the probationary period either the apprentice or the Eastern Atlantic States Carpenters Technical Centers may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period. Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program. After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice or may be suspended or canceled by the Eastern Atlantic States Carpenters Technical Centers for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Eastern Atlantic States Carpenters Technical Centers will provide written notice to the apprentice and to the Registration Agency of the final action taken.

WHEREAS, The Eastern Atlantic States Carpenters Technical Centers (hereinafter "Fund") and the undersigned participant student in that Fund (hereinafter "Apprentice") understand and agree that the Fund will expend significant sums of money for the training of the Apprentice in the specialized skills necessary for employment in the Carpentry Industry as defined herein; and

WHEREAS, those sums of money will result in a substantial direct benefit, as well as a substantial indirect and intangible benefit, to the Apprentice from this training, which is valued, at a minimum, in the amount set forth in Paragraph 1 hereto (the "Scholarship Loan"); and

WHEREAS, the Apprentice hereby understands and agrees that in consideration for the privilege of participating in the Program, the Apprentice assumes certain obligations arising out of the training provided by the Fund, including the obligation to repay, in one manner or another as outlined below, the total Scholarship Loan made to the Apprentice by the Committee for all years of training as more fully described herein; and WHEREAS, the Apprentice recognizes that the participation in the Fund's training program is a privilege that can only be extended to a limited number of Apprentices during each year; and

WHEREAS, the Apprentice will repay the Scholarship Loan to the Committee pursuant to the terms set forth herein by either cash payments or in-kind credits received by working in the Carpentry

Industry for Employers under collective bargaining agreements whereby those Employers make contributions to the Fund;

NOW, THEREFORE, the Fund and Apprentice on the date set forth below, hereby agree and covenant, for the good and valuable consideration set forth herein, as follows:

1. AMOUNT OF SCHOLARSHIP LOAN

The Apprentice recognizes and agrees that the total cost of the four years or more of Apprentice training, including but not limited to, necessary equipment utilized therein, the educational grants, the maintenance of the Fund's physical training and administrative facility, the administrative expenses and all other costs incurred by the Fund in providing the level of apprentice training described herein, is at least the following amount per individual Apprentice during each year of the Apprenticeship training program:

YEAR ANNUAL COST

1. First Year \$5,000.00
2. Second Year \$10,000.00
3. Third Year \$15,000.00
4. Fourth Year \$20,000.00

2. AGREEMENT TO REPAY SCHOLARSHIP LOAN

(a) Apprentice agrees to repay in full to the Fund the cost of Apprenticeship training set forth in Paragraph 1 above and additional costs set forth in Paragraph 7 for each year of training

provided to the Apprentice by the Fund;

(b) A "year of training" as used in this Agreement shall mean the period of time from

approximately September through June during which a formal Apprenticeship training program is offered by the Fund. The actual dates on which the formal training program shall commence and terminate, as well as, without exception, all other matters relating to the scheduling of training, shall be determined by the Fund in its sole and exclusive discretion.

(c) In recognition of the Fund's limited space and class size, the Apprentice agrees that in the event that the Apprentice should voluntarily terminate his training program or be expelled from the training program by the Fund in accordance with its rules and regulations, the Apprentice shall nonetheless be liable for, and shall repay, the full amount of the Scholarship Loan provided in Paragraph 7 for the entire year of training (and all preceding years of training) in which the voluntary or involuntary termination occurs regardless of the date in which the termination occurs.

3. EXECUTION OF DEMAND NOTE

The Apprentice agrees to execute the Demand Note that is appended to this Agreement and irrevocably authorizes its filing and execution upon default of the obligation set forth herein.

4. WARRANTY OF THE APPRENTICE

(a) The Apprentice agrees and warrants as a condition of receiving the Scholarship Loan that during and upon completion of the training provided pursuant to this Agreement, the Apprentice will neither seek nor accept employment from an Employer engaged in, nor become an Employer engaged in, any carpentry work within the Carpentry Industry or any other work covered by the Constitution of the United Brotherhood of Carpenters and Joiners of America, AFL-CIO, unless such employment is performed under the terms of a collective bargaining agreement that provides for the payment of contributions by such Employer to the Fund or like Apprenticeship Training Fund. As used herein, the term "Carpentry Industry" means any and all types of work covered by the collective bargaining agreements to which the Eastern Atlantic States Regional Council Of Carpenters (herein after "Union") and/or any affiliated Local Union are a party or under the trade jurisdiction of the International Union's Constitution or any other work to which a Carpenter may be assigned, referred, or can perform because of skills and training as a Carpenter.

(b) It will constitute an immediate breach of this Agreement if the Apprentice, either during the years of training covered by this Agreement, (including hiatus periods between the years of training), or during the Repayment Period following the completion of those years of training, accepts any employment in any Industry with any Employer who does not have a collective bargaining agreement which provides for the payment of contributions to the Fund or like Apprenticeship Fund. In such event, the entire amount of the Scholarship Loan as defined in Paragraph 7 shall become immediately due and payable as provided in this Agreement.

Apprentice Attendance, Deferral, and Disciplinary Actions

Standard Operating Procedure

1. Purpose and Scope

This SOP establishes a comprehensive framework governing [attendance](#), [probationary periods](#), [deferral procedures](#), and [disciplinary actions](#) for apprentices at the Eastern Atlantic States Carpenters Technical Centers (EASCTC). The document is designed to promote accountability, support professional development, and ensure transparent communication among apprentices, Training Coordinators/Directors and Local Unions. This procedure applies to all apprentices enrolled in the program, which consists of a structured curriculum spanning a four-year apprenticeship.

2. Program Overview

2.1 Curriculum Structure:

- Each apprentice is required to complete the minimum required training for that Training Center.
 - Successful on-schedule completion of these classes results in the completion of a four-year apprenticeship.

2.2 Academic Calendar and Scheduling

- Apprentices attend training during the academic year. At the end of the academic year, all apprentices receive their training schedule for the following year, along with the makeup schedule availability.

At the conclusion of their missed scheduled training week, apprentices will receive an email and text message notifying them of the date and time of their scheduled make up class. They also receive a deferral reference memo in that email, outlining the terms of our [deferral policy](#) If they do not attend that makeup.

3. Attendance Policy

3.1 Mandatory Attendance

- General Requirement:

All apprentices must attend their scheduled training sessions and must sign in and

out on a roll sheet before and after each training session. If an apprentice is unable to attend a training session or will be late to a training session, the apprentice is required to notify their Training Center immediately. Absent apprentices and apprentices that arrive 30 or more minutes late to a training session will be scheduled into the designated makeup session.

- **Absence on the First Day of Class:**
An absence on the first day of class necessitates rescheduling the entire class at its next available offering. The overview of the entire class is reviewed during the first day of class and apprentices will have missed too much material to continue the following day
- **Single-Day Absence (Excluding the First Day of Class):**
The missed day must be completed during the designated makeup session (if applicable).
- **Two-Day Absence during Class:**
Apprentices must notify their training center, provide valid documentation or justification, and retake the entire class. Such absences may trigger probation if unexcused, and training hours will only be credited upon successful makeup completion.

3.2 Completion and Hours Crediting

- **Successful Completion:** Training hours are credited only upon successful class completion. Any missed or incomplete classes must be remediated during designated makeup sessions before hours are credited.

3.3 Lateness/Early Dismissal Policy

- **Standard Penalties for Lateness:**
 - Lateness includes morning arrival, break times, lunch times, and leaving early.
 - After four (4) latenesses/early dismissals in an academic year, apprentices will be required to meet with the applicable Training Coordinator/Director to discuss corrective action. After this meeting, any additional latenesses

may result in a deferral.

- Severe Lateness:
 - Apprentices arriving 30 minutes or more after the start of a training session will be sent home and must make up the training session during the designated makeup session.
 - No more than one late arrival is permitted per training week; a second occurrence results in the apprentice being sent home for the remainder of the week and possibly placed on [probation](#).

Upon the third late occurrence within the academic year, the apprentice will be placed on [probation](#). If already on probation, any subsequent severe lateness may result in a [deferral](#).

3.4 Alternative Lateness Management Approaches

In light of evolving behaviors and to encourage punctuality without relying solely on time deductions, the following alternative strategies may be implemented, at the EASCTC's sole discretion:

- Incentive Programs:
Recognize and reward apprentices with exemplary punctuality with certificates, apprentice of the month awards, or eligibility for special giveaways.
- Punctuality Coaching:
Implement one-on-one or group sessions focused on time management and the importance of punctuality, delivered by Council Representatives and Training Coordinators or instructors.
- Progressive Counseling:
For recurring lateness, instead of immediate time deductions, provide counseling sessions with training coordinators and develop personalized improvement plans. Continued non-compliance may eventually lead to [probation](#) or [deferral](#).

4. Deferral Process

4.1 Standard Deferral Opportunities

- Each apprentice is given two (2) opportunities per training session: the originally scheduled session and a subsequent makeup session.

- Failure to attend the makeup session will result in either the apprentice being deferred to the next academic year or when the class is offered again or, under extraordinary circumstances with formal approval the Training Coordinator/Director, scheduled for a [supplemental summer session](#).

4.2 Deferral Limitations

- An apprentice is permitted only one deferral during the entirety of their apprenticeship. A second deferral instance may result in being discontinued from the apprenticeship program.

4.3 Supplemental Session

- Process:
 - Apprentices who miss both their scheduled session and makeup session for a training session may be considered for a Supplemental Session.
 - On the last day of the makeup session, the Training Coordinator will review the list of apprentices who missed their scheduled session and make up session and are up for [deferral](#). During this meeting, the apprentice's training record, training centers correspondences, and work history will be reviewed to determine whether the apprentice will be [deferred](#) or offered the opportunity to attend Supplemental Training.
- Eligibility Criteria:
 - Documented injury or medical emergency preventing attendance.
 - A consistently strong attendance record disrupted by an unforeseen event.
 - Proactive communication with the Training Center.
 - Other significant personal challenges evaluated on a case-by-case basis.

4.4 Post-Deferral Review Process


Once an apprentice is deferred, they may be required to:

- Meet with the local apprentice committee.
- Participate in a meeting with the local apprentice Training Director/Coordinator. During this meeting, their training record and work history will be thoroughly reviewed, and an attendance improvement plan will be formulated. Failure to attend


this meeting may result in being discontinued.

5. Disciplinary Actions

5.1 Probation

- **Trigger:**
Probation is imposed when an apprentice accrues multiple attendance or lateness violations.
- **Terms:**
 - Apprentices on probation must attend all scheduled training sessions without any absences or lateness.
 - Any absence or failure to attend a scheduled training session while on probation may result in [deferral](#) without the opportunity to attend a makeup session.
- **Communication:**  *(double click icon to open sample letter)*
A formal probation letter will be issued by the Training Director, outlining the probationary terms and clarifying that further attendance issues will trigger [deferral](#).
- Apprentices will remain on probation until the beginning of the following academic year.

5.2 Deferred Status

- **Trigger:**
Deferred status is triggered when an apprentice fails to attend both the scheduled session and the makeup session for a class. Additionally, an apprentice who is placed on probation and then misses their scheduled training session, may be deferred without being given the opportunity for a makeup session.
- **Consequences:**
 - The apprentice is suspended from the program for the remainder of the current academic year.
 - The deferred class must be retaken in the following academic year, potentially delaying the overall progression of the apprenticeship.
- **Communication:**  *(double click icon to open sample letter)*

A formal deferral letter will be issued by the Training Director, detailing the reasons for [deferral](#), the review process, and the subsequent steps required before reinstatement into the program.

5.3 Discontinued/Dropped Status

- **Trigger:**
Dropped status is determined when an apprentice who has already been deferred is up for a second deferral instance.
- **Consequences:**
 - The apprentice will be discontinued from the training program and will lose eligibility to attend future training sessions.
 - Apprentice may be eligible to reapply to the program after a minimum of one year. If apprentice is accepted back into the program, they will be placed on probation for a full year.



- **Communication:** *(double click icon to open sample letter)*
A formal notification letter will be issued by the Training Director stating that the apprentice has been discontinued from the program due to repeated non-compliance with attendance and training standards.

5.4 Miscellaneous Disciplinary Actions

- **Nonadherence to Training Center Rules:**
Apprentices who fail to adhere to the rules outlined in the apprentice handbook—such as unauthorized phone usage during class hours, the use of earbuds or headphones causing distractions, safety violations in the shop, sleeping during class, or other general disruptions—will be scheduled for a corrective action meeting with the Training Coordinator/Director.
- **Process:**
 - During this meeting, the apprentice's training record will be reviewed, and the Training Center rules will be reiterated.
 - Based on their past record, the apprentice may be placed on probation or deferred, as appropriate.
 - This meeting and its outcomes will be documented in the training system and serve as an opportunity for corrective action.

6. Communication and Documentation

- Notification:
All attendance violations will be communicated by program administrators to both Council Representatives and apprentices. [Deferrals](#), probation placements, and discontinuations will be communicated via official letters issued by the Training Director.
- Record Keeping:
Detailed records of attendance, lateness, makeup sessions, and disciplinary actions are maintained in our training system and periodically reviewed by program administrators.
- Appeals and Inquiries:
Apprentices are encouraged to contact their Training Center for clarification, to discuss extenuating circumstances, or to appeal any disciplinary actions. Proactive and transparent communication is essential for fair resolution.

7. Roles and Responsibilities

- Apprentices:
 - Adhere to all attendance, punctuality, and training center rules.
 - Promptly notify the Training Center of any inability to attend.
 - Complete all required makeup sessions to ensure continuity in their training progression.
- Council Representatives:
 - Meet with Training Coordinators as needed to review potential deferrals/drops.
- Training Directors/Coordinators:
 - Oversee enforcement of attendance, [deferral](#), and disciplinary policies.
 - Issue formal communications regarding probation, [deferral](#), or discontinued status.
- Program Administrators:
 - Maintain accurate records and conduct periodic compliance audits.

- Provide guidance and support to both apprentices and Training Coordinators/Directors to ensure effective policy implementation.

8. Implementation and Review

- Review Process:
An annual review will be conducted by the Training Coordinators/Directors and Executive Director to ensure that the policies remain current, effective, and aligned with the operational needs of the program. All amendments must be formally approved by Training Fund counsel and approved by Board of Trustees and communicated.
- Compliance Monitoring:
Regular audits and performance reviews will be carried out to verify adherence to these procedures. Non-compliance will be addressed through the established disciplinary actions.
- In the event any provision of this Standard Operating Procedure conflicts with a similar provision in the applicable Apprenticeship Standards (including Appendices thereto), the applicable Apprenticeship Standards will control.