



# Eastern Atlantic States Carpenters Technical College

## Student Handbook & Course Catalog

***Main Campus:***  
10401 Decatur Road  
Philadelphia, PA 19154

***Edison Training Center***  
75 Fieldcrest Avenue  
Edison, NJ 08837

***Lehigh Valley ISC:***  
1818 Vultee Street  
Allentown, PA 18103

***Hammonton Training Center***  
3300 White Horse Pike  
Hammonton, NJ 08037

***New Castle ISC:***  
620 Wilmington Road  
New Castle, DE 19720

***Georgetown ISC:***  
21420 Vaughn Road  
Georgetown, DE 19947

**Approval Pending**

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## **Introduction**

Welcome to the Eastern Atlantic States Carpenters Technical College! Are you ready to apply what you have learned to a job? We are ready to help you get to work. Our school puts on-the-job training and schoolwork together, so you'll be putting what you've learned in the classroom into action on a job site.

Your life is starting a new project today, and just like new construction, it needs a solid foundation. You have already chosen the career that will allow you to one day retire with dignity, with salaries that will support your family, and with health insurance. You must be actively involved in this union to receive these salary and benefits. You must follow the rules, regulations, and procedures starting today and continuing until the day you retire. The knowledge you need to successfully finish your registered apprenticeship in one of our trades is contained in this handbook. Your guide to a prosperous career will be this booklet on apprentice policies and procedures.

The Eastern Atlantic States Carpenters Technical College exists to provide first class quality training to members and contractors associated with the United Brotherhood of Carpenters Eastern Atlantic States Regional Council of Carpenters (EASRCC). Our school was established in 1945 through the US Department of Labor. Since then, we have continued to grow and improve. We currently have seven locations servicing Pennsylvania, New Jersey, Delaware and the Eastern Shore of Maryland.

We will be providing you with state-of-the art training opportunities that employ the most current trends in educational technology and in our industries. You will learn the attitude, skills, and knowledge needed to have a successful career.

This program has led the way for the past 75 years, pushing the standards in our industry. We welcome you into our industry and our organization and expect you to pursue excellence in the same manner as those who came before you. This program has been created to provide the tools you need to reach your full potential. We hope you enjoy and appreciate the opportunity to be part of this program.

Robert E. Landy  
Director

## **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 set up 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 is 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.carpentersofphila.com](http://www.carpentersofphila.com)***

### **Mission Statement**

The mission of the Eastern Atlantic States Carpenters Technical College 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 cutting-edge curriculum developed at the Carpenters International Training Fund (CITF). In addition, the CJATC and Industry Subject Matter Experts continue to modify and develop curriculum to stay relevant in the constantly changing construction environment.

According to the Eastern Atlantic States Carpenters Technical College, employability will be determined solely by training for its constituents. When given the abilities, information, and technology needed in today's the 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 a strong competitive advantage in the construction industry.

## **AFFIRMATIVE ACTION PLAN**

The Eastern Atlantic States Carpenters Technical College enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The Northeast Carpenters Apprenticeship Fund seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Eastern Atlantic States Carpenters Technical College hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by The Eastern Atlantic States Carpenters Technical College will become part of this written AAP, once approved by the Registration Agency. <https://dev.carpentersofphila.com>.

## **Our Campuses**

The Eastern Atlantic States Carpenters Technical College has a main campus and six instructional service centers. Each of these is described below:

### **PHILADELPHIA CARPENTERS TRAINING FACILITY**

**10401 – 10501 Decatur Rd.**

**Philadelphia, PA 19154**

The Philadelphia Carpenter's Training Facility is situated on a 5-acre campus in Northeast Philadelphia, of which there are 2 buildings (North Parcel 10501 and South Parcel 10401) that offer state-of-the-art training facilities for our Carpenters, Cabinetmakers, Millwrights, and Floorlayers.

### **NORTH PARCEL 10501**

- Open space 71,390 sq. ft.
- 42,050 sq. ft. under roof
- Parking for 90 autos
- Formal reception area
- 1,000 sq. ft. conference room with kitchen area
- 200 seat auditorium
  - Tiered seating
  - Outfitted for teleconferencing
- 40 seat computer lab
  - Tiered seating
  - State-of-the-art A/V

- Exam View, BIM, GPS and Total Station capabilities
- Center hall display cases
  - Tools of the trade
  - Antique archives
- Two 1,200 sq. ft. classrooms for formal study in Scaffolding, OSHA 10 and 30, ceiling and flooring install, interior layout, and framing
- 2,000 sq. ft. ceiling shop
- 6,000 sq. ft. open shop area
- 6,000 sq. ft. “open air” shop for residential framing
- 11,250 sq. ft. “open air” shop for pile driving
- 6,000 sq. ft. floor laying shop, with a tool and material storage room
- 1,800 sq. ft. Dive Shop with 14,000-gallon tank
- 6,000 sq. ft. crane bay shop space
  - Houses a 30-foot high 10-ton bridge crane and a 5-ton auxillary hook used for rigging, disassembling, and moving material, turbine parts, timbers, etc.
  - Steam driven turbine
  - Tube and clamp, frame, and systems scaffold
  - Heavy Highway formwork and layout
- 1,200 sq. ft. lunchroom

#### **SOUTH PARCEL 10401**

- Open space 67,996 sq. ft.
- 47,244 sq. ft. under roof
- Parking for 60 autos
- Main administration offices and reception foyer
- 700 sq. ft. conference room
- Two 1,000 sq. ft. classrooms for formal study in algebra, geometry, trigonometry, supervisory training and assorted shop projects.
- Four 750 sq. ft. classrooms for formal study in cabinetmaking, ICRA, shop, wharf and dock curricula
- One 750 sq. ft. computer lab used for CAD and CNC software
- 1,600 sq. ft. faculty room with kitchen area
- 900 sq. ft. tool shop
- 900 sq. ft. lunchroom
- 650 sq. ft. weld classroom with virtual reality welder
- 3,600 sq. ft. open shop for welding with 30 booths; 275 and 350 volt welding machines
- 3,600 sq. ft. cabinet making shop with CNC
- 4,500 sq. ft. millwright open shop area for conveying systems
- 25,000 sq. ft. open shop area with 2,000 sq.ft. loft for solid surface shop projects

### **CARPENTERS TRAINING FACILITY at ALLENTOWN**

**1818 Vultee Street**

**Allentown, PA 18103**

The Carpenter's Training Facility of Allentown is situated on a 4.83-acre campus in Allentown, PA, of which there is an existing light commercial building that houses classrooms, shop areas and administrative offices.

- Open space 190,685 sq. ft.
- 36,756 sq. ft. under roof
- Parking for 55 autos
- Main administration offices and reception foyer
- 1,250 sq. ft. conference room with kitchen area
- Two 850 sq. ft. classrooms for formal study in all aspects of the trade
- 19,200 sq. ft. open shop area for practical training in scaffolding, framing and layout
- 4,000 sq. ft. open shop for ceiling
- 2,000 sq. ft. workshop with 8 booths for welding instruction
- 1,200 sq. ft. office space
- 1,000 sq. ft. lunchroom

### **CARPENTERS TRAINING FACILITY at NEW CASTLE**

**620 Wilmington Rd.**

**New Castle DE. 19720**

The Philadelphia Carpenter's Training Facility is situated on a 1-acre campus in New Castle, DE, that offers state-of-the-art training facilities for our Carpenters.

- Open space 35,000 sq. ft.
- 11,000 sq. ft. under roof
- Parking for 60 autos
- Main administration offices and reception foyer
- 450 sq. ft. conference room with kitchen area
- Two 500 sq. ft. classrooms for formal study in all aspects of the trade with A/V
- 8,000 sq. ft. open shop area for practical training in scaffolding, framing and layout
- 1,000 sq. ft. open shop for ceiling
- 1,200 sq. ft. office space
- 1,000 sq. ft. lunchroom

## **CARPENTERS TRAINING FACILITY at GEORGETOWN**

**21420 Vaughn Rd.**

**Georgetown, DE. 19947**

The Carpenter's Training Facility at Georgetown is situated on a 6.52-acre campus Georgetown, DE. of which there is a building that offers state-of-the-art training facilities. This building is a LEED Silver rated facility due to its incorporation of geothermal heating, solar panels, and Lutron lighting.

- Open space 269,920 sq. ft.
- 30,000 sq. ft. under roof
- Parking for 49 autos
- Main administration offices and reception foyer
- 400 sq. ft. instructor office
- 1,200 sq. ft. conference room with kitchen area
- Two 700 sq. ft. classrooms with A/V capabilities for formal study in all aspects of the trade.
- 300 sq. ft. break room
- 16,000 sq. ft. open shop area
- 650 sq. ft. weld classroom with virtual reality welder
- 500 sq. ft. open shop for welding with 6 booths; 275- and 350-volt welding machines, including virtual welder

## **HAMMONTON CARPENTERS TRAINING FACILITY**

**3300-3301 White Horse Pike**

**Hammonton, NJ 08037**

The Hammonton Carpenter's Training Facility is situated on a 23-acre campus in Mullica Township, New Jersey of which there are 2 Parcels (3300 and 3301) that offer state-of-the-art training facilities for our Carpenters, Piledrivers, and Floor layers.

### **3300 PARCEL**

- 10 Acres 5 of which are open space
- 35,550 sq. ft. under roof
- Parking for 75 autos
- Formal reception area



- 1,200 sq. ft. Main admin offices and foyer area
- 1,000 sq. ft. conference room with kitchen area
- 12 seat computer labs
- 3,000 sq. ft. – 2 weld shops with 20 weld booths
- Nine 1,000 sq. ft. classrooms for formal study in Scaffolding, OSHA 10 and 30, ceiling and flooring install, interior layout, and framing
- 2,000 sq. ft. ceiling shop
- 4,550 sq. ft. open shop area
- 4,550 sq. ft. “open air” shop for residential framing
- 4,550 sq. ft. “open air” shop for pile driving
- 4,550 sq. ft. floor laying shop, with a tool and material storage room
- 1,200 sq. ft. lunchroom

### **3301 PARCEL**

- 13 Acres 9 of which are open space
- 1,000 sq. ft. classroom trailer
- 1,600 sq. ft. storage garage
- Parking for 90 autos
- Open space that contains the following equipment:
  - 80 Ton Grove Manitowoc Crane
  - Cat 349F Excavator with Hammer and leads
  - Cat Mini Excavator
  - Sky Jack SJ1256 Diesel Telehandler
  - GEAX Drill Rigg
  - Soil Mec 90 Drill Rigg
- 9 Acres of open space for training Eastern District Classes and Piledriving Training
  - Lagging and Drilling
  - Heavy Highway
  - Vertical Concrete
  - Cofferdam Construction
  - Bridge Abutment
  - Elevated Concrete Decks
  - Drilled Shaft
  - Advanced Pile Driving
  - Off-Shore Wind Training
  - Solar Training

## **Carpenters Training Facility at Edison**

**75 Fieldcrest Avenue**

**Edison, NJ 08837**

- The Edison Carpenter's Training Facility is situated on six-acre campus that offers state of the art training facilities for our Carpenters.
- · Open outdoor space 1.5 acres.
- · Under roof 100,000 sq/ft.
- · Parking garage with 355 spaces training center is allotted 150 spaces.
- First Floor
- · Main administration offices and reception foyer 4,000 sq/ft with kitchen/ lunchroom for staff.
- · Student lunchroom 2,500 sq/ft, which seats 96, with A/V and 90" flat screen.
- · Instructor lunchroom/kitchen 550 sq/ft, which seats 14.
- · Four classrooms 1,100 sq/ft each, which seat 20 each, with A/V and 90" flat screens for use in concrete, basic skills, scaffold erection, wood framing, layout I, II, & total station, and OSHA 30.
- · One classroom 560 sq/ft, seats 14, with A/V and 68" flat screen for use in PITO, & MEWP's.
- · 20,000 sq/ft, open floor space for practical training in concrete, basic skills, wood framing, layout I, II, & total station, with 2 overhead cranes 2-ton capacity and 300'-0" of rail.
- · Millwright shop 2,400 sq/ft, millwright classroom 935 sq/ft, with A/V and 90" flat screen.
- · Welding shop 2,200 sq/ft, with 10 smaw, gtaw, mig, machines, and 2 plasma cutting stations, with 3 oxy-acetylene cutting stations, state of the art HEPA air filtration system, welding classroom 530 sq/ft, with A/V and 68" flat screen, and virtual welding lab, 275 sq/ft, with 1 virtual welding machine.
- · Scaffold build area outside 11,100 sq/ft adjacent to parking garage.
- · Open space around campus for practical practice with level transit layout equipment, 1.3 acres.
- Second Floor
- · Conference room 500 sq/ft, which seats 12, with A/V and 68" flat screen.
- · Four classrooms 1,100 sq/ft each, which seat 20 each, with A/V and 90" flat screens for use in interior systems, flooring, interior/exterior finish, blueprint reading.
- · One classroom 820 sq/ft, seats 12, with A/V and 90" flat screen for use in mill-cabinet.
- · 23,000 sq/ft, open floor space for practical training in interior systems, flooring, interior/exterior finish, and mill-cabinet.
- · Lecture hall is a state-of-the-art venue which will accommodate 275 visitors, for meetings presentations, and conferences. The hall is well appointed with drop down screens, top of the line projectors, a head table for panelist, two podiums, and wireless microphones. This room along with the rest of the facility is WIFI accessible.
- · Pre-assembly area 2,800 sq/ft just outside of the lecture with 20 high top tables and 4 buffet tables, for refreshments.
- Parking Garage Storage/Training Space
- · 5700 sq/ft, open floor space for practical training in millwright, and storage for scaffold components.

## **EAS Carpenters Diver Training Center**

**1500 Liberty Place**

**Erial, NJ 08084**

The EAS Carpenters Diver Training Center is a 10,000 sq. foot building situated in Erial, New Jersey that offer state-of-the-art training facilities for our Divers, Piledrivers, and Dock builders.

### **1500 PARCEL**

- 10,000 sq. ft. under roof
- 2400 sq. ft. outside of building
- Parking for 70 autos
- 280 sq. ft. conference area
- 1260 sq. ft. employee break room/office space
- 680 sq. ft. office space
- 360 sq. ft. student break area
- 3 classrooms at 720 sq. ft each
- 500 sq. ft. tool storage and shop area
- 1500 sq. ft. outdoor welding shop
- 1 Dive Tank
- 1200 sq. ft. shop/classroom area
- 800 sq. ft. Decompression Chamber & Air Mix
- 3360 sq. ft. dive barges on lake

### **Accreditation and Licensure**

The Eastern Atlantic States Carpenters Technical College has standards of apprenticeship on file with the U.S. Department of Labor. Inquiries regarding this registration should be addressed to:

U.S. Department of Labor, Bureau of Apprenticeship and Training  
170 S. Independence Mall West, Suite 820 East  
Philadelphia, PA 19106

The Eastern Atlantic States Carpenters Technical College is currently accredited with the Council on Occupational Education. Inquiries regarding candidacy status should be addressed to:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

Relationships are established with Community College of Philadelphia, Rowan, Drexel and Jefferson Universities to ease the transition into degree granting programs.

### **Hours of Operation**

The Training Centers are open Monday through Friday from 7:30 am to 9:00 pm. Some classes may be scheduled outside of these hours, including on weekends.

### **Board of Trustees**

William C. Sproule, Co-Chairman  
Philip F. Radomski, Co-Chairman  
Patrick McGinley, Secretary  
Craig Melograno, Treasurer  
Robert E. Landy Training Director  
Joseph P. Clearkin  
Benjamin J. Connors  
Stephen Conron  
Angela Hendrix  
James Hocker  
Joseph Lockley  
Dan Miller  
Michael Morrow  
Sam Noel  
Ron Papa  
Francis A. Pietrini  
Michael Schillinger

### **Calendar 2022-2023**

September 8	Fall Semester Begins
November 25-29	Thanksgiving Holiday
December 23-January 2	Christmas / New Year Holidays
January 2	Spring Semester Begins
July 28	Spring Semester Ends
May 28	Graduation Day

## **Emergency Procedures/Closing**

**Fires:** All Students are urged to acquaint themselves with the location of the exits, fire escapes, and available fire extinguishers throughout the school. In case of fire, dial 911 immediately. Give the operator the precise location of the fire and he or she will alert the fire department.

**Emergency Evacuation:** When an alarm sounds, please proceed to the closest exit and assemble on the nearest road to the building.

**Police:** To summon the police, select dial 911, and the operator will alert the police department.

**Theft:** If a theft has taken place, please report it immediately to an instructor or the director.

**Accidents and Illness:** When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by dialing 911.

In the event anyone becomes injured or ill at the school, emergency response should be contacted. Emergency personnel will make determinations as to the needed medical attention and transportation.

**Incident Reports:** A complete report of every incident, no matter how minor, should be made to the Director within 48 hours of the incident. Copies of incident reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact the director, and then file an incident report. Any incident involving serious injury should be reported at any time during the day or night to emergency response by dialing 911 and then filing an incident report. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

**Inclement Weather Policy:** If the campus is closed, students will be responsible for all assigned work, and classes will be rescheduled. In case of inclement weather, KYW 1060 AM radio will list the school numbers on their website [www.kyw1060.com](http://www.kyw1060.com). The numbers are **1140 for day classes, 1141 for night classes**. Individual phone calls will not be made in the event of school closing. The website will also banner school closing or delays <https://dev.carpentersofphila.com>.

## **Student Services**

The Eastern Atlantic States Carpenters Technical College is dedicated to providing each student the support and resources needed for success in the program and beyond. Tutoring and counseling are available at the student's request. For non-academic counseling, outside services are available. The services listed below were developed to assist the student in meeting their educational goals. Questions regarding these services should be sent to the Director.

### **Rules and Regulations**

As an apprentice at The Eastern Atlantic States Carpenters Technical College, you have been offered one of the most meaningful opportunities in your life: to develop the knowledge and skills that will enable you to perform at the highest levels of the professional trades represented by the United Brotherhood of Carpenters (UBC).

The opportunity that you have been given is unique and valuable. Whether as an apprentice or at some other level of participation, not only will you have the opportunity to develop and/or expand a career in your trade, but you have been admitted into The Eastern Atlantic States Carpenters Technical College outstanding, accomplished programs. It is the sincere hope of the Trustees, Director, instructors, and staff of the school that you strive every day to make the most of this opportunity that you have been awarded. While the programs are demanding and rigorous, the benefits of your dedication will be enormous.

During your time at The Eastern Atlantic States Carpenters Technical College, you should always bear in mind that your education is primarily funded by the signatory contractors who will employ you, such as the General Builders Contractors Association (GBCA) and the Interior Finishers Contractors Association (IFCA). Every member of these organizations, as well as the Eastern Atlantic States Regional Council of Carpenters (EASRC) has committed to your education to ensure the high standards and excellence of the trades represented by the UBC, and to ensure our ever-unrivaled ability to provide the highest quality of work to our participating and valued employers. To respect their investment, and to achieve the objectives for which this The Eastern Atlantic States Carpenters Technical College was developed, nothing short of your **complete commitment, focus, and dedication** is expected – or accepted. In working for you, so that you can have this opportunity, UBC's members also expect that you will work for them – in dedicating yourself to the excellence of the UBC and our trades.

Bearing this in mind, these Rules and Regulations have been adopted to:

- Administer the Apprentice and Training Program
- Develop uniform policies and procedures that are applicable to all participants
- Clearly set forth the obligations and requirements that are applicable to every student.

These Rules have been developed so that every apprentice at The Eastern Atlantic States Carpenters Technical College knows and understands what is required of him or her to successfully participate. **Every student at the School is responsible for always knowing and following the Rules of The Eastern Atlantic States Carpenters Technical College**

As a student at The Eastern Atlantic States Carpenters Technical College, you are expected to thoroughly read and follow these Rules. If you do not understand a Rule, or how it applies to you, you can contact the Director or another school official. You should not rely on information given to you by another apprentice or journey person -- even if other students in The Eastern Atlantic States Carpenters Technical College tell you what a Rule means, the only correct application of these Rules are the interpretation of The Eastern Atlantic States Carpenters Technical College. Do not make the mistake of relying on anyone else, because your misplaced reliance **will not** excuse your failure to comply with the Rules, as they are interpreted and applied by The Eastern Atlantic States Carpenters Technical College.

These Rules may be changed from time to time by The Eastern Atlantic States Carpenters Technical College and its Trustees. As they are amended or otherwise changed, it is your responsibility to know and comply with the Rules.

A complete set of the rules can be found in Appendix B.

## **Complaint Procedure**

**A. Informal Resolution of Disputes.** Apprentices are encouraged to informally discuss issues or problems that may arise, whether in the school or on the job, with the Director or instructors, to obtain assistance or resolution. The purposes and objectives of the school can be most effectively achieved through the process of cooperative problem solving.

**B. Procedure.** All apprentices have the right to present grievances regarding discipline, attendance determinations, assessments or evaluations, and any other matter or concern related to their enrollment and participation in the program, using the following procedure:

***Step 1:*** The apprentice shall prepare a written grievance stating the specific facts and issues that are the subject of the grievance to The Eastern Atlantic States Carpenters Technical College and present the written grievance to the Director. The Eastern Atlantic States Carpenters Technical College shall notify the apprentice of a date and time to meet with the director for a hearing regarding the grievance. At the meeting with the director, the apprentice must present any documents or witnesses that are relevant to the grievance. The director will issue a written decision regarding the grievance within 15 days after the hearing.

***Step 2:*** If the apprentice is dissatisfied with the decision of the director regarding the grievance, the apprentice can, within 10 days after receiving the decision, appeal the decision in writing to The Eastern Atlantic States Carpenters Technical College Committee by presenting the written appeal to the Director. The appeal shall fully state the basis for the appeal. The director will then notify The Eastern Atlantic States Carpenters Technical College Committee regarding the grievance. The Eastern

Atlantic States Carpenters Technical College Committee will issue a written decision regarding the appeal within 15 days after the hearing. The Eastern Atlantic States Carpenters Technical College Committee's decision shall be the final decision in all matters.

In matters where the student believes that The Eastern Atlantic States Carpenters Technical College has violated its enrollment agreement or for other administrative issues, students may register a final appeal with the:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
[www.council.org](http://www.council.org)

### **Student Safety**

Student safety is a top priority for The Eastern Atlantic States Carpenters Technical College . 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 PPE: work boots, long pants, safety glasses, hard hat, gloves, ear protection & other special PPE based on task.

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 The Eastern Atlantic States Carpenters Technical College that all accidents and incidents which results in personal injury or illness, and/or damage to The Eastern Atlantic States Carpenters Technical College 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 contributory, are thoroughly identified and that the appropriate actions are taken.

### **SCOPE**

This policy applies to all students, employees, and visitors at The Eastern Atlantic States Carpenters Technical College.

### **PURPOSE**

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of The Eastern Atlantic States Carpenters Technical College, community or visitors. Injuries and incidents must be reported and investigated to fulfill legal requirements, ascertain compliance with applicable regulations and policies, and assist The Eastern Atlantic States Carpenters Technical College 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 The Eastern Atlantic States Carpenters Technical College premises.

**Accident** – a sudden and unforeseen event attributable to any factor which causes an injury to a member of The Eastern Atlantic States Carpenters Technical College community while he/she was carrying out approved activities or (b) material damage to The Eastern Atlantic States Carpenters Technical College property.

**Incident** – an event or a situation attributable to any factor which could cause (a) an injury or illness to a member of The Eastern Atlantic States Carpenters Technical College community or (b) material damage to the school's property.

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

**Injury** – harm or damage arising from or during an accident, and/or an illness or disease, suffered by a student, employee, or a 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 The Eastern Atlantic States Carpenters Technical College 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 The Eastern Atlantic States Carpenters Technical College premises, either to his/her Instructor, the Director, or an authorized representative

### **Investigation**

- The primary responsibility for investigation of an injury or incident lies with the Director or an authorized representative.
- 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 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 gets 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.

Maintaining good health requires access to health care when it is needed. The following medical facilities, health centers, and hospital are available to render necessary health and medical services:

### **Major injuries, incidents, or illnesses (Outside of 911 calls):**

#### **Philadelphia Campus**

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

#### **Lehigh Valley ISC**

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

#### **Edison Campus**

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

#### **New Castle ISC**

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/Erial Campus**

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

**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

**Lehigh Valley ISC**

Lehigh County Drug & Alcohol

17 S. 7<sup>th</sup> St.

Allentown, PA 18101

484-362-0000

**Edison Campus**

Jfk Center For Behavioral Health

65 James Street, Edison, NJ 08818

(732) 321-7189

**New Castle ISC**

Recovery Centers of America

2383 Limestone Rd.

Wilmington, DE 19808

484-393-2001

**Georgetown ISC**

Sussex County Counseling

20728 Dupont Blvd.

Georgetown, DE 19947

302-854-0172

**Hammonton/Erial Campus**

Atlanticare Behavioral Health

120 S White Horse Pike, Hammonton, NJ

08037

(609) 561-7911

**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 College 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 EASRC 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 College 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 College. or contain confidential information that is detrimental to The Eastern Atlantic States Carpenters Technical College interests. Apprentices must not use any social media accounts to disparage other The Eastern Atlantic States Carpenters Technical College. 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 College. operations.
- Social media posts should not violate The Eastern Atlantic States Carpenters Technical College values, the code of conduct, NCATF 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 College without written approval from the EASRCC Communications Office. This applies to media inquiries as well.
- Apprentices are required to abide by all criteria within the UBC Member Obligation.

### **Campus Security**

In addition to the health of our students, the safety and security of our students, their property and campus property is 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 would be immediately dismissed from The Eastern Atlantic States Carpenters Technical College.

- 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 College.
- 4) Any other incidents or actions will threaten the harmony or the 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

#### **3. 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

#### 4. 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

### **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 College
- Regulations regarding who has access to student records
- For which purposes access to student records is granted

The Eastern Atlantic States Carpenters Technical College 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.

### **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.

### **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 College 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*	Supplies
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

### **Veterans Benefits**

The Eastern Atlantic States Carpenters Technical College is pleased to participate in the Veterans Benefits program. The Director can assist you in the certification of your benefits agreement. Veterans should notify the VA that they are attending a full-time college. For further information, students should contact the Veterans Administration at [https://www.benefits.va.gov/gibill/post911\\_gibill.asp](https://www.benefits.va.gov/gibill/post911_gibill.asp)

### **Academic Services**

The Eastern Atlantic States Carpenters Technical College and the Carpenters International Training Center (ITC) has developed unique programs and curriculum designed to achieve the highest standards of performance in our industries. The successful completion of these programs will enable the student to have a successful career and multiple opportunities within the industry.

### **ADMISSIONS**



## **Non-discrimination/Equal Opportunity**

The Eastern Atlantic States Carpenters Technical College 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 College media containing general information, including instructors' guides, school publications, The Eastern Atlantic States Carpenters Technical College website, recruitment materials, application forms, and student handbooks.

The Eastern Atlantic States Carpenters Technical College 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.”

## **Harassment is Prohibited**

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 College employees, students and third parties, is strictly prohibited.

The Eastern Atlantic States Carpenters Technical College 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 College, or any Eastern Atlantic States Carpenters Technical College 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 College.

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 College 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 College 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 College.

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 College board who shall designate an alternate compliance officer to investigate the matter.

### **The Eastern Atlantic States Carpenters Technical College Action**

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

The 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.

## **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, gender identity

The Eastern Atlantic States Carpenters Technical College offers apprenticeships for the following trades: carpenter, mill/cabinetmaker, millwright, and resilient floor layer.

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 by mail of pass or fail.
- C. Successful applicants must secure a contractor to sponsor them as an apprentice for entry in the program.

Once an applicant has been notified of their acceptance into the program, they must complete the Apprenticeship Scholarship Loan Agreement document. Until this document has been completed and signed, no applicant may start 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.

## **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**

Students in the apprenticeship program are automatically placed on a job by their contractor sponsor. Once they have graduated, journey workers receive placement assistance from the union. Work placement from the union is continuous until retirement.

## **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 U.S. Department of Labor. 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**

The transfer policies are described below.

- **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 College does 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 Director. A leave of absence may be granted for personal or medical reasons at the discretion of the Director. If the 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 College offers a variety of courses and certificate programs for the journey person 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.

### **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 removal from the program.

### **Satisfactory Academic Progress**

When your grade average falls below 76%, you will be requested to appear before the director. Final grade averages below 70% will result in disciplinary action from a repeat of the school year up to and including termination.

### **Remedial Assistance**

Students who enter the program are required to read at the 10<sup>th</sup> 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 have two options for 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.

### **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.

### **Transcripts and Student Records**

Students may request a copy of their transcript at any time.

Students wishing to obtain a copy of their student records can do so by filling out an appropriate “record request form”. Once the form is completed and turned in, the record will be made available to the student.

### **Computer Services**

The Eastern Atlantic States Carpenters Technical College 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:

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene, sexually explicit, or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software
- 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 *The Eastern Atlantic States Carpenters Technical College*. However, *The Eastern Atlantic States Carpenters Technical College* 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 College* 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 College 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.

## Course Catalog/ Descriptions

**Acoustical Ceilings )** This hands-on course introduces students to codes and industry standards related to exposed-grid ceiling installations. Topics covered are materials identification, job planning, print reading, laser technology, layout, and installation of exposed-grid ceilings.

**Advanced Ceiling Installation** This 8-hour course will demonstrate the installation of various types of metal ceilings. It will also include a demonstration of Axiom Edge Trim as well as soffit and panel applications. PRE-REQUISITE: must have completed previous ceiling installation class. On-the-job experience may be substituted at the instructor's discretion.

**Aerial Lift Operator Qualification** This 8-hour hands-on qualification workshop combines classroom instruction with operating techniques to train participants in the safe operation of "Self-Propelled Elevating Work Platforms" (scissor lifts) and "Boom-Supported Elevating Work Platforms" (boom lifts) in compliance with OSHA regulations and ANSI standards.

**Armstrong Commercial Sheet Certification** This class will teach the best practices in layout and installation of commercial sheet goods. The member will practice: Direct & Straight Scribing; S-761 Seam Method; Flash Cove Linoleum; Heat Weld Commercial Flooring; and Flash Cove Homogeneous. After successful completion the student will receive a Armstrong Commercial Sheet Certification as part of the INSTALL Program.

**Armstrong Wood Flooring Certification** This class will teach the best practices in layout and installation of floating, locking wood, & solid 3/4 wood flooring. Plank replacement techniques will also be covered. After successful completion the member will receive a Armstrong Wood Flooring Certification as part of the INSTALL Program.

**Basic Computers** This introductory 20-hour course covers the fundamentals of computer use. Students will be introduced to Microsoft Office applications including Word, Excel, and PowerPoint. Effective use of web search techniques and standards will be emphasized.

**Best Practices in Healthcare Construction in Occupied Facilities** This 24-hour hands-on course covers proper construction controls and procedures for limiting secondary infections to patients during hospital stays. The first four hours includes Bloodborne Pathogens training. This class is recommended for carpenters working in healthcare facilities.

**Best Practices in Healthcare Construction in Occupied Facilities Refresher** This re-certification workshop refreshes the ICRA Best Practices in Health-Care Construction. Members who do not complete the Best Practices Refresher course within one year after the expiration date of their certification must attend the 24-hour Best Practices in Health-Care Construction course. IF YOUR CARD EXPIRED MORE THAN ONE YEAR AGO YOU ARE NOT ELIGIBLE TO TAKE THIS CLASS.

**Bloodborne Pathogens (First time and/or Refresher)** This is a 4 hour class. The bloodborne pathogen training is a requirement for ICRA training. This class will also fulfill the Refresher requirement.

**Bridge Beam** The Bridge Beam class is an introduction to multiple types of concrete form work as it applies to heavy highway construction. The class will layout and set cantilever brackets on a steel "I" (wide flang) beam, construct hanging wood roadway decking, build edge forms with a

rail to carry a bid well machine and set steel panels atop a concrete pier with a crane.

**Cabinet Making** This 30-hour hands-on course covers the setup and safe operation of stationary power tools used to fabricate cabinets. Various methods of cabinet construction will be practiced.

**Cabinetmaker: Computerized Panel Saw Programming** This class is part of the new Panel Processing System Curriculum. We will review the basics of programming a Panel Saw. We will program and operate a Giben Panel Saw.

**Commercial Window Installation** The 12- hour JAC Commercial Window Training class will introduce window details, print reading, component identification, proper opening prep, best installation practices using panning and receptors.

**Concrete Bridge Construction** This 16-hour Hands-On training class will include safe work practices, print reading, proper installation and dismantling of EDGE DECK bridge forms & Hammerhead Pier Forms. All personal hand tools and PPE are required for this class. Do not show up to class with out tools.

**Confined Space** This 16-hour hands-on course covers the hazards of working in confined spaces. Participants will learn the duties and responsibilities required by OSHA safety standards. This training is required for persons supervising, entering, or monitoring confined space activities.

**Construction Master Pro** This course is based on the New Construction Master Pro User Guide Curriculum. Topics covered include materials estimation, stair and rafter calculations, and layout techniques. Practical, job-related projects will be emphasized.

**Construction Math** This course will help students with math principles used on the daily construction site. Addition, subtraction, division of decimal parts of a foot, fractions of an inch and whole numbers. Learn how to take off dimensions on blueprints for layout.

**Covne First Aid/CPR** This 8-hour certification course provides instruction in procedures for determining care and treatment for the injured or ill. This is a great course to have for every Project Shop Steward.

**CPR** This basic CPR course teaches lay rescuers how to recognize and treat life threatening emergencies, including cardiac arrest and choking for adult, child, and infant victims. Students also learn to recognize the warning signs of heart attack along with AED Training.

**Doors** This hands-on course covers all aspects of door and frame preparation and installation. In addition, industry standards and codes for hardware installation will be covered.

**Exterior Composite Panels** This 16-hour course introduces the students to installation methods of building envelope systems including barrier, substructure, and panels.



**First Aid (1220)** Students will: Identify ways to prevent injury and/or sudden illness; Recognize when an emergency has occurred; Provide basic care until the victim can receive professional medical help; and earn a Three-year certification - First Aid.

**Hardwood Flooring 101 (manufacturer sand, finish, Sport Game lines, logos & install) (101)** In this course we will get hands on and, one on one with 4 different hardwood floor finish and adhesive manufacturers. These manufacturers will instruct you in the best practices for installing their products successfully. This course will also cover lay out and, painting of sports floor logos, game line layout and, painting. Upon successful completion of this course you will have earned certification and certificates of completion from several manufacturers as well as a certificate of completion from the carpenters JAC.

**Hazwoper** This 32-hour hands-on training qualifies workers in accordance with OSHA's hazardous waste operations and emergency-response standards.

**Hazwoper Refresher** This 8-hour refresher course recertifies members for another year of qualification in accordance with OSHA's hazardous waste operations and emergency response standards.

**Heavy Highway** The study of the materials, methods and techniques used in site work, highway, utility, and other heavy construction projects. The primary emphasis is construction equipment selection, production calculations, and material handling

**INSTALL Certification Resilient Review)** The purpose of this pre-training is to serve as a refresher and update for Journeyman floor layers. This training is to highlight the primary skills required to successfully complete the hands-on assessment project. The techniques shown are in accordance with the industry standards and follow INSTALL curriculum

**INSTALL Resilient Hands On Certification** This is a certification for Journeyman floor layers only. You must have at least 4 years of floor laying experience. This is an assessment of resilient flooring installation techniques that are performed in accordance with the industry standards and follow INSTALL curriculum.

**Insulating Concrete Forms** This hands-on course teaches the proper handling, assembly, and pouring of concrete for Insulating Concrete Forms. Topics covered include door and window buck installation, bracing, and scaffolding

**Interior System Layout** Interior System Layout is a classroom and practical instruction class. The student will be introduced to the latest techniques required to successfully layout today's more complex designs. This class will include the methods, materials and tools used in interior systems layout.

**Intro to Total Station** Instruction will include basic set up and operation of manual and robotic total stations. Tools and theory used for construction layout focused on structural concrete. Related instruction will focus on basic coordinate calculations, data collector operation and initial settings and communication with various brands of total stations. Job site related tasks such as layout of structural footing, foundation and column and wall lines and anchor bolt placement.

**Introduction to CNC: Weeke CNC Router** This class will introduce you to CNC technology, tooling and programming using Weeke's WoodWop software. This is limited in size and you should be computer literate. This class is for CABINETMAKERS ONLY.

**Introduction to Concrete Formwork** This hands-on course provides a basic working knowledge of concrete formwork. Topics included are installation of job-built and manufactured forms, bridge forms, hardware, concrete stairs, layout and setting of walls and decks.

**Introduction to Metal Framing** This 30-hour hands-on course covers materials identification, proper cutting techniques, track and stud installation, and basic specialized framing.

**Introduction to Moulders for Cabinetmakers** This CLASS IS LIMITED TO CABINETMAKERS ONLY. In this class you will learn: The basic principles involved with the set-up of the machines and the tooling involved; Set knives in the heads; and Set the heads in the machine to run mouldings.

**Layout 1** This class will introduce the student to proper use of a builder's level on construction projects. Practical concepts reviewed will consist of: Proper setup of the instrument; Addition & Subtraction of decimal parts of feet and inches; How to read a Philly Rod; and How to effectively record & calculate elevation information

**Layout 2** This class will introduce the student to the proper use of a digital theodolite on construction projects. Concepts reviewed will be but not limited to: Related Construction Math (Trig/Geometry); Print Reading/Note Keeping; Practical Field uses for Theodolite' Curve Calculations and Field Layout; and Staking Standards and Procedures.

**Lead Safety for Renovation, Repair, and Painting (RRP)** This 8-hour EPA certification workshop meets EPA and HUD requirements for lead-safe work practices training under the RRP rule.

**LEED Exam Prep** This 32-hour course is designed to prepare the student for the LEED Green Associate exam. Passing this exam is a prerequisite to attaining the LEED Accredited Professional Certification. Course study guide will be provided at no cost to the member. The fifty dollar registration fee and the two hundred dollar exam fee will be reimbursed to the member upon successfully passing the LEED Green Associate Exam. To be eligible for the exam, candidates must fulfill one of the following requirements. 1- Must be, or have previously been, employed in a sustainable field of work. 2- Must be, or have been, involved in a LEED Registered Certification Project 3- Must show involvement in an education program that addresses green building principles. (The Awareness Green Building class offered by the UBC will fulfill this requirement. This class may be offered as part of or separate from the LEED Exam Prep Class.)

**LEED Prep & Awareness** This class is for anyone who is interested in a comprehensive overview of the LEED (Leadership in Energy and Environmental Design) process. The class is designed to both prepare for the LEED Green Associate Exam and/or become fluent in the LEED Green Building process and terminology.

**Math for the Trades I** This 24-hour course covers general math, fractions, decimals, and measurement as they apply to the carpentry trade. Practical hands-on applications will be emphasized. This course will help with print reading and layout.

**MED-TEX Silica Awareness** This is a combination silica awareness class as well as fit and physical fitness testing for half and full-face respirators. The class will begin with a presentation on the hazards of silica in the work place and how to mitigate them. This will include things such as what is silica, what are the health hazards, ways to engineer silica out of some of the job duties that we perform on a regular basis. We will also cover donning and doffing of the respirators and how



to care for them. After the presentation we will begin fit testing of the respirators and that you are physically healthy enough to use them safely. At the end of the testing you will be issued a half face respirator and a set of particulate filters for it. This certification and fit test expire one year from date of testing.

**Metal Framing & Drywall Installation** This 24 hour class will introduce various Metal Framing and Drywall Installation techniques used daily by various interior system contractors. The main focus will be shop based utilizing the student's abilities to construct a project accurately according to a detailed print. Students are required to bring basic metal framing carpenter tools to the shop portion of training.

**OSHA 10-Hour for Construction)** This 10-hour construction safety course provides an overview of the OSHA safety and health standards for the construction industry. Participants learn about the rights and responsibilities of the employee and the employer. A 10-hour OSHA certification card will be awarded upon successful completion of this course. This course is required for all members.

**OSHA 30-Hour for Construction (OSHA 30)** This 30-hour construction safety course provides an in-depth view of the OSHA safety and health standards for the construction industry. Participants will learn about the rights and responsibilities of the employee and employer. A 30-hour OSHA certification card will be awarded upon successful completion of this course.

**Print Reading** This course introduces students to the standards used in interpreting prints and specifications.

**Process Safety Management (PSM) (PSM100)** This training is offered for you to comply with OSHA and Delaware Valley Petrochemical Industry's Process Safety Management standards. This training is required for entry various local Power Plant, Refineries, etc. Also you must re certify this credential annually.

**Process Safety Management Refresher (PSMR100)** This 3-hour refresher course is needed to keep your PSM card Valid. This refresher must be taken annually.

**Resilient INSTALL Certification** This one-day course is designed for journeyman to renew their INSTALL certification.

**Rigging Qualification Refresher)** This 16-hour Rigging Re-fresher course covers Safety regulations and practices related to rigging, rigging hardware and safe rigging practices. Participants must hold a current Rigging Qualification Card.

**Roof (Rafters) Framing** This introductory hands-on course covers calculating, layout, cutting, and installation of various roof rafters.

**Solid Surface Refresher** This class is only for members who receive a letter in indicating that they are eligible for the Solid Surface Refresher. It is valid for 4 years and provides updates to Solid Surface installations and fabrication techniques.

**Solid-Surface Installer Certification** This 16-hour hands-on, journey-level certification course covers procedures for fabricating, handling, machining, finishing, and repairing solid-surface materials in accordance with manufacturers' specifications.

**Spectra- QML 800 User Training** The QML800 system is composed of 2 lasers controlled by an Android tablet. The 2 lasers communicate in wireless mode with the tablet. The system calibration consists of aligning

the 2 lasers together and defining an origin point and a scale. The point from any map can be entered easily using CAD export or CSV file export. Once all the points are uploaded on the tablet, the user simply selects any point and the lasers rotate to create, within few seconds, a bright visible X where this point is located. There are many possibilities to select a point either directly from the map or by entering its coordinates or even from the list of points previously uploaded. It is fast, efficient and very easy to use. Complicated shapes, arcs and curves are now easy to layout with no calculations required. Days of layout now become hours. Accuracy is improved and errors are not compounded from point to point. As a result, layout can be completed before other trades arrive. The QML800 system is useful for drywall contractors, MEP contractors, general contractors, construction managers, architects and anybody, without surveying background, who could require a quick lay-out of a space.

**Stair Layout and Framing** This 16-hour hands-on course covers formulas and methods used to calculate and lay out stair stringers based on rise and run in compliance with residential and commercial codes.

**Stepping Up to UBC Foreman** This class was created to help the journeymen carpenter learn ideas, skills, and techniques to become the most effective foreman. Key topics covered will assist the UBC Foreman: Daily ability to supervise your crew; Develop a successful daily action plan; Identify 7 Killer Mistakes; Establish Goals for Quality, Safety & Productivity; Team Building Skills; and Six Day Look Ahead Schedule.

**STP-UNIT 1 Leadership and Motivation (STP1 Leadership & Motivation)** This course will describe the value of effective supervision of workers and improve the construction supervisor's ability to lead and motivate others. Topics include: The dollars and sense of people in construction; The role of the construction supervisor; Helping people perform better; Motivating and leading others; Positive feedback; Training and orienting crew members; Teams and team building; and Leadership skills in action

**STP UNIT 2- Communication (STP Unit 2)** This course presents a body of knowledge and skills that today's construction supervisors need in order to be effective communicators on their job site. Topics include: Effective communication; Learning to listen; Carrying on conversations; Persuasion, negotiation, and confrontation; Communicating with your crew; Putting it in writing; Meetings that work; Electronic communication; and Improving communication.

**STP Unit 3 Planning and Scheduling (STP3)** This course will help construction supervisors understand ways in which planning and scheduling saves time and money, while increasing quality in the construction process. Topics include: Preparing the project plan; Communicating the plan; The critical path; Computer use in scheduling; Using the schedule on the jobsite; Updating the construction schedule; The schedule as documentation; and Using planning and scheduling.

**STP Unit 4 Contract Documents (STP4)** This course will provide information about contract documents and construction law to help supervisors recognize the roles and responsibilities of all contracted parties, to develop an understanding of how contract documents can be helpful to solve problems and resolve conflicts, and to develop positive relationships between all parties in the construction process. Topics include: Introduction to contract documents and construction law; Creating a positive environment through partnering; Contractual relationships; Contract forms and documents; Managing general

conditions; Good documentation practices; Changes; Differing site conditions; Time impacts; and Negotiation of resolutions.

#### **STP Unit 5 Improving Productivity & Managing Project Costs (UNIT5)**

This course covers understanding how project estimates are compiled, how to compare actual project costs with those estimated and how to control costs to meet the estimate. This course also details how productivity is measured, how the supervisor plays a major role in increasing jobsite productivity and how a small increase in productivity can have a significant impact on the time and cost of a project. Topics include: Construction estimates; Who controls project costs; Reporting and analyzing actual costs; Planning for cost control; Cost control strategies; Labor cost variances; Working with project partners; Managing risk and loss potentials; Cost control strategies; Post-project evaluations; Benchmarking construction productivity; Improving productivity through pre-planning; New skills for effective supervision; Personnel management; Equipment management for productivity improvement; Jobsite productivity, planning and scheduling; Quantifying lost labor productivity; and Record keeping, control, changes, and defect analysis.

**STP Unit 6 Risk Management & Problem Solving (UNIT6)** This course will cover the roles and responsibilities of a construction supervisor in accident prevention and loss control. Topics include: Safety leadership, communication and expectations; Planning for site safety; Site safety management; Site security and protection; Multi-employer jobsite safety; Construction risk management; Safety and human resources; and Regulatory procedures, record keeping and documents.

**Structural Insulated Panel Systems (SIPS)** This 32-hour hands-on course explains the process and techniques required for the fabrication and installation of structural insulated panel systems. Job planning, tool selection, safety, and productivity will be emphasized

**Total Station** This 32-hour hands-on course covers setup and operation of total station equipment and its application to field layout.

**UBC Construction Fall Protection** This course addresses OSHA safety requirements when working from an elevated area such as stairs, ladders, scaffolds, aerial lifts and steel erection. It also addresses how to use, inspect and maintain personal protective equipment designed to protect the UBC member.

**UBC Green Building – Awareness** This 8-hour awareness workshop provides information in methods, materials, and guidelines for Green Building Project Certification as it applies to construction trades. This class is a UBC training class that serves as an introduction to LEED Green Associate Certification.

**UBC Powered Industrial Truck Operator** This is a 8 hour class that will teach the user basic operations and safety measures when using forklifts.

**UBC Powered Industrial Truck Operator Refresher (PITO(R))** his class is the required refresher for the UBC Powered Industrial Truck Operator which expires 3 years to the day. There is no grace period for this certification.

**UBC Powered Industrial Truck Operator (Rough Terrain)** This is a hands-on rough-terrain training course. Topics covered are load capacity, hand signals, safe operating techniques, equipment, and job-site inspections.

**UBC Powered Industrial Truck Operator (Rough Terrain) Refresher** This is refresher for the rough-terrain training course.

**UBC Powered Industrial Truck Operator & Rough Terrain** This is a hands-on rough-terrain forklift training course. Topics covered are load capacity, hand signals, safe operating techniques, equipment, and job-site inspections. Please note: This qualification course is in preparation for Department of Transportation licensing.

**UBC Rigging Qualification** This 40-hour hands-on course covers construction rigging hardware, procedures, and load calculations in compliance with OSHA and state regulations. Qualification cards will be issued upon successful completion of written exams and hands-on live crane signaling operation compliant to the **City of Philadelphia Ordinance**.

**UBC Scaffold Erector Qualification** This 40-hour hands-on OSHA-compliant qualification course covers proper procedures required for safe and efficient scaffold erection. The three major types of supported scaffolding are emphasized. A certification, valid for 4 years, will be issued upon successful completion of this course.

**UBC Scaffolding Qualification Refresher** This 8-hour re-certification workshop refreshes the **UBC Scaffolding Qualification card**. Current regulations and new procedures and products are covered. Members who do not complete the scaffolding erection refresher course within one year after the expiration date of their scaffolding card must attend the **40-hour scaffold erection course**.

**UBC Silica Awareness** The Silica Awareness Safety course was created to introduce and train workers on all aspects of OSHA's new Silica Rule. Workers will complete the training with an understanding of the dangers of respirable silica exposure and the ways they can work safely to minimize exposure.

**Weatherization & Residential Framing** This course will introduce basic wood framing techniques such as deck and wall layout with window and door openings, bridging and sheathing, second floor joist and decking with stairwell opening, prefab truss installation and proper layout and install of roof rafters and facias. This class will also introduce our residential carpenters to the PA Weatherization standards throughout the commonwealth.

**Welding** This hands-on course covers various types of welding and cutting. Students will get practice in oxyacetylene torch work and stick welding. The American Welding Certification Test will be available upon request.

**WELDING 1** This introductory hands-on course covers various types of welding and cutting. Students will get practice in oxyacetylene torch work and stick welding. The American Welding Certification Test will be available upon request.

**WELDING 2** This class is ONLY for successful completers of WELDING 1. You must be able to demonstrate welding basics and torch step up and uses before enrollment will be accepted.

**Welding and Cutting** This introductory hands-on course covers various types of welding and cutting. Students will get practice in oxyacetylene torch work and arc welding. The Welding Certification Test will be available upon request

**Welding Recertification** This class is for members who currently hold a welding certification and wish to update their certification. This is not a welding class for beginners

## **ADDED Courses (Pending COE Approval) Hammonton and Erial**

**LS-1A Basic Skills Introduction to Locksmithing** To fully understand the locks of today, the originations and developments over the years should be studied. The evolution of locks and keys have yielded a vast array of mechanical and electronic devices, as well as specialized occupations within the realm of Locksmithing

**LS-1C Basic Skills Basic Power Tools** The student will be required to have the ability to safely operate various specialized power tools.

**LS-1E Basic Skills Key Blanks Identification & Nomenclature** A basic skill of the Locksmith is correctly identifying a key to be duplicated and selecting the corresponding key blank.

**LS-1G Basic Skills Key Codes & Cutting Keys by Code** Proper key cutting techniques, skills, and a thorough knowledge of key blank and key cutting apparatus are required to accurately duplicate keys or originate keys by code

**LS-2B Basic Locks Warded Padlock Locks** Students will be introduced to the names of the components of warded padlocks, the operation of the warded padlock and the ability to impression and duplicate a key for a warded padlock

**LS-2D Basic Locks Suitcase, locker, and cabinet lever locks** Students will be introduced to the names of the components of lever locks, understand the operation of a lever lock and will be able to make an operating lever lock key.

**LS-2F Basic Locks Picking and Impression Basic Locks** Students will be introduced to bypassing the security features of basic locks and the ability to impression a key for a disc tumbler cam lock.

**LS-3A PIN TUMBLER LOCKS Small Cylinder Padlocks** Students will be introduced the names of the components of pin tumbler locks, the operation of pin tumbler lock and small rekey able padlock features & options

**LS-3C PIN TUMBLER LOCKS Bored Locks** Upon successful completion of this course, participants will have a thorough knowledge of the wide variety of pin tumbler bored door locks enable the Locksmith to service, repair, and rekey the most encountered door lock. Individuals and business rely on the Locksmith's ability to sort through the many variations of lock style, function, grade, finish, security level, and keying options to arrive at the correct, cost-effective security solution.

**LS-3E PIN TUMBLER LOCKS Rim Locks** Upon successful completion of this course, participants will know Rim locks are mounted on the inside surface of a door, making them the only pin tumbler door lock that can be used when the door is too thin for a mortise or bored lock. cylinder is available with nearly as many keying options as the mortise cylinder and can be integrated into most existing building key systems.

**LS-3G PIN TUMBLER LOCKS Picking and Impression Pin Tumbler Locks** Students will be introduced and be able to pick open a pin tumbler lock as well as to impression a key for a pin tumbler lock

**LS4A KEYING Master Keying I** Students will be introduced to the terminology of master keying; they will understand the levels of master keying and learn the symbols and diagrams used in master keying

**LS4C KEYING Master Keying III** Students will learn the two step progression method of generating key biting lists and design a Level Two master key system

**LS-1B Basic Skills Basic Hand Tools** This course will familiarize students with specialized tools used in Locksmithing

**LS-1D Basic Skills Types of Locks & Keys** Course Description To develop a general understanding of the many different types of locks, their applications, and the different types of keys used in their operation.

**LS-1F Basic Skills Key Duplication** Proper key cutting techniques, skills, and a thorough knowledge of key blanks and key cutting apparatus are required to accurately duplicate keys

**LS-2A Basic Locks Bit Key Warded Lever Locks** Students will learn the names of the components of bit key locks and understand the bit key lock's operation

**LS-2C Basic Locks Safe Deposit Box Lever Lock** Students will be introduced to the names of the components of safe deposit locks, the operation of the safe deposit lock and the ability to duplicate a safe deposit key

**LS-2E Basic Locks Disc Tumbler Cabinet Locks** Students will be introduced the names of the components of disc tumbler (wafer) locks with an understanding of the operation of a disc tumbler lock. They will also be taught to make an operating disc tumbler cam lock key and be able to re-key a disc tumbler cam lock.

**LS-3B PIN TUMBLER LOCKS Large Cylinder Padlocks** Students will be introduced and be able to key padlocks alike to door lock keys and will understand rekey able padlock features & options

**LS-3D PIN TUMBLER LOCKS Mortise Locks** Students will be introduced and become familiar with pin tumbler mortise locks and be able to rekey a pin tumbler mortise lock

**LS-3F PIN TUMBLER LOCKS Cylinder Lock Installation** Upon successful completion of this course, participants will know the installation of bored locks may seem simple, considering only two holes need to be drilled in the door, but it's not that easy. The holes must be properly placed, especially, when the strike already exists and can't be moved. The drilling operation requires care and accuracy, such that the end bore is level, straight, and is on the same centerline as the cross bore. On wood door and frame installations, shallow mortises need to be skillfully cut without splitting. For smooth lock operation, the latch and strike must be in proper alignment. With his knowledge and experience, the Locksmith is not only well equipped to install bored locks correctly, but to also recognize deficiencies in installations done by others and correct them.

**LS-3H PIN TUMBLER LOCKS Troubleshooting and Repair** Students will be introduced to the recognizing installation defects and taking corrective action along with determining operational deficiencies and repairing them

**LS4B KEYING Master Keying II** Students will learn the enhanced knowledge of pin tumbler cylinder operation, design a Level One master key system, and learn the progression method of generating key biting lists

**LS4D KEYING Master Keying IV** Students will be introduced and understand how to generate a Level Three system by the two step progression method, use the incidental masters of a Level Two system to make it a Level Three, transform a Level Two system into Level Three by using sectional masters, recognize the weaknesses of master key systems and minimize them and formulate pinning charts from biting charts

**LS4E KEYING Small Format Interchangeable Core (SFIC)** Students will be introduced to the history, concept, operation, and uses of SFIC lock cylinders, how to generate SFIC pinning lists from key bittings and pin a SFIC lock cylinder with Level Three master key system bittings

**LS4F KEYING Yale Removable Core** Students will be introduced to and understand the differences between removable core and SFIC lock cylinders, generate Yale removable core pinning lists from key bittings, and Pin a Yale removable core lock cylinder with Level Three master key system bittings

**LS4G KEYING Rekeying** Students will be introduced to understanding the security requirements, determining old bittings from charts, existing keys, or lock cylinders. They will also learn the process of developing the new bittings and planning the rekey process

**LS5A COMBINATION LOCKS Combination Padlocks** Students will be introduced to and learn the names of the component parts of combination padlocks, understand the basic principles of operation of combination padlocks, and be able to determine the combination of a padlock

**LS5B COMBINATION LOCKS Built in Combination Locker Locks** Students will be introduced to and learn the names of the component parts of built-in combination locker locks, understand the basic principles of operation of built in combination locker lock and determine and change the combination of a built in combination locker lock

**LS5C COMBINATION LOCKS Combination Safe Locks** Students will be introduced to and learn the names and functions of the component parts of safe combination locks, understand the basic operating principles of safe combination locks, and determine and change the combination of a mechanical safe combination lock

**LS5D COMBINATION LOCKS Combination Door Locks** Students will be introduced to and learn the names and functions of the component parts of safe combination locks, understand the basic operating principles of safe combination locks, and determine and change the combination of a mechanical safe combination lock

**LS6A HIGH SECURITY LOCKS Introduction to high security locks** Students will be introduced to and learn the characteristics of high security locks and understand the operating principles used in high security locks

**LS6B HIGH SECURITY LOCKS MEDCO Cam Locks** Students will be introduced to and learn the names of the components of Medeco cam locks, understand the operation of Medeco cam locks and become familiar with Medeco cam lock applications, options, and installation

**LS6C HIGH SECURITY LOCKS Introduction to Hospitality Lock System** Students will be introduced to and learn the characteristics of hospitality lock systems, understand the operating principles used in hospitality lock systems, and become familiar with Saflok service procedures

**LS7A DOOR CONTROL AND EXIT HARDWARE DOOR CLOSERS** Students will be introduced to and understand the applications of door closers, learn the names and functions of door closer components, become familiar with door closer installation procedures and be able to install a door closer

#### **LS7B DOOR CONTROL AND EXIT HARDWARE Exit Devices**

Students will be introduced to and understand the applications of exit devices, learn the names and functions of exit device components, become familiar with the types of exit device installation, and be able to rekey, repair, or replace an exit device

**LS8A AUTOMATIC LOCKS Lock Servicing** Students will be introduced to and understand the operation of automotive locks and become familiar with automotive lock service procedures

**LS8B AUTOMATIC LOCKS Vehicle Opening** Students will be introduced to and become familiar with the specialized tools used to unlock vehicles, be able to unlock a vehicle when no key is available and be aware of the liabilities of vehicle opening

**PD 101 Basic Skills** Apprentices will be introduced to their Instructors, Coordinators and Council Representatives.

They will be informed of their benefits and union obligations. A tour of the facility will be given along with an explanation of the rules and regulations. They will also receive safety training.

**PD 102 Introduction to Piledriving** This Workshop discusses the roles of our members in a piledriver crew. It addresses the employability skills and the necessary information that an apprentice should know to be a productive member of the crew. Tolls and equipment used in pile driving are defined and the different types of pile are identified.

**PD 103 Welding 1** Students will be introduced to safety while welding and safe oxy acetylene cutting operations. The students will be introduced to the 6010~Welding process as well as our Virtual welding simulator. A working knowledge of the welding shop and equipment will be emphasized.

**PD 104 Basic Rigging / Crane Assembly** Students will learn safe selection and inspection of rigging hardware as well as the basic math used in the implantation of proper rigging techniques. Voice and hand signals will be further explained.

**PD 105 Cofferdam Construction** Participants learn to interpret site plans and perform project layout using transit level and basic math. Course includes hands-on-skill based training in the installation and removal of cofferdams and falsework. Introduces driving sheet pile to close a cofferdam. Emphasis is on safe work practices with attention to industry recognized best practices and efficient work procedures.

**PD 201 Bridge Abutment Project** Participants learn standard procedures for the execution of a bridge abutment project. Course includes hands-on, skills-based training in the installation of false work pile, walers, sheet pile, pipe pile and introduces basic concrete formwork. Emphasis is on safe work practices with attention to industry recognized best practices and efficient work procedures.

**PD 202 Lagging and Drilling Tiebacks** Participants learn standard industry procedures for drilling Soldier Pile. Course includes hands-on, skills-based training in the drilling of H-beams, proper installation of lagging, tiebacks and properly testing ties. Emphasis is on safe work practices with attention to industry recognized best practices and efficient work procedures.

**PD 203 Piledriver Safety 1** Apprentices will be trained in depth on OSHA rules and regulations pertinent to the construction industry. Course will also include detailed training in chainsaw safety.



**PD 204 Welding II** Instructors will refresh the students in the importance of safety during welding. Students will apply techniques taught in previous welding classes. Emphasis will be on 7018 Welding Electrodes and student progression to welding in the vertical position.

**PD 205 Seamanship for Piledrivers** This workshop is designed to prepare the UBC Piledriver to work in the marine environment. It teaches students how to differentiate among various vessels used in Marine Construction as well as how to work around the equipment on the vessel. It explains how vessels communicate to other vessels and how to maneuver them. This workshop also provides the UBC Piledriver with the information needed to assist with dive operations.

**PD 301 Piledriver Safety II** Over the course of 16 hours, UBC members will be trained in the recognition of confined spaces and dangers associated with them. Over the course of 16 hours, UBC members will be trained in the hazards associated with working in excavations and methods to mitigate those hazards. This will be done using UBC curriculum and OSHA construction standards. Over the course of 8 hours, UBC members will be instructed in the hazards associated with working around pile driving equipment.

**PD 302 Welding III** Over the course of this week of training, students shall move toward certification in the SMAW process.

**PD 303 Concrete Forms** Participants learn construction of basic concrete forms typically used by pile drivers. Course includes hands-on, skills-based training in the construction of forms for pile cap and column forms. Emphasis is on safe work practices with attention to industry recognized best practices and efficient work procedure.

**PD 304 Advanced Pile Driving** Participants learn standard industry procedures for driving pile. Course includes hands on, skills-based training in the driving of H-beams, wood pile, pipe pile and sheet pile. Introduces splice preparation and setting. Emphasis is on safe work practices with attention to recognized best practices and efficient work procedure.

**PD 305 Exclusion & Retention Structures** This workshop explains the different shapes and types of exclusion and retention structures and their uses. All the hardware, material and equipment used in their construction is prescribed. Step by step directions are provided on how to build these structures. Safety issues and precautions are explained for working on both land and water.

**PD 401 Welding IV** Over the course of 40 hours, UBC members will continue to work towards certification in 3G, 4G and 6G position in SMAW, GMAW and FCAW. Members will be shown what code they will be welding too and proper ways to interpret welding symbols and procedures.

**PD 402 Drilled Shaft** Participants learn to perform caisson drilling procedures. Course includes hands-on, skills-based training in the installation of mini-pile, micro-pile and helical anchors. Emphasis is on safe work practices with attention to industry recognized best practices and efficient work procedures.

**PD 403 Hazwoper** Over the course of 40 hours, UBC members will be trained according to OSHA 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response. Members will be trained to recognize the following: hazardous situations, health and safety procedures, PPE, medical monitoring, hazardous waste operations, hazardous materials handling, principles of toxicology, site security, regulate knowledge, Resource Conservation and Recovery Act (RCRA) and technical knowledge.

**PD 404 UBC Rigging Certification** This workshop is intended to supplement the hands-on experience gained in instruction on rigging techniques and hardware. The workshop also features important safety precautions and practices as well as details on how to properly inspect and care for rigging equipment. The students will be offered an opportunity to become a Certified Rigger/ Signaler after successful completion of the workshop.

**PD 405 Concrete Forms II** Participants learn construction of advanced concrete forms typically used by the pile driver. Courses include hands-on, skills-based training in the forming construction of pier hammerheads. Emphasis is on safe work practices with attention to industry recognized best practices and efficient work procedures.

**PD 501 Marine Construction** Participants learn principles of pile driving operations from watercraft. Course includes hands on, skills-based training on barge mooring, working from float stages, safe boating operations, welding, burning, and drilling. Emphasis is on safe work practices with attention to industry recognized best practices and efficient work procedures.

**PD 501A Underwater Welding** Participants, who are already ADCI certified commercial divers, will be instructed in the basics of underwater welding in the 2F, 3F and 4F position according to AWS D3.6 Underwater Welding Code.

**PD 501B Pile Jacketing** Over the course of 40 hours, participants will learn basics of pile repair. Course includes hands on, skills-based training in the repair of piles using pile jacketing and plumb posting methods. Emphasis is on safe work practices with attention to industry recognized best practices and efficient work procedures.

**PD 501C Underwater Burning** Over the course of 40 hours participants will be trained according to ADCI U/W burning procedures. Members will be trained to recognize hazards associated with U/W burning and proper U/W burning techniques.

**UP 101 Orientation** Participants will learn how to successfully complete the next four years of apprenticeship from the training center staff. They will learn what will be expected of them from the training center, The local union, the benefits office, and on the job site.

**UP 102 Safety for Upholstery** Participants will be introduced to the safety standards and potential hazards of the industry. Participants will receive training in First Aid/CPR/ AED. They will also be required to complete OSHA 10 as part of this course.

**UP 103 Materials and Fasteners** Participants will be introduced to Furniture frames, adhesives, and fasteners, padding, springs, and twine.

**UP 104 Tools and Equipment** Participants will be introduced to top common tools, and industry specific tools and equipment that they will utilize throughout their careers in the trade.

**UP 105 Industrial Sewing Machines** Participants will be introduced to the industrial sewing machine, and through demonstration and hands on instruction, will become familiar with and proficient in its operation, use, and maintenance /care.

**UP 201 Selecting Fabrics** Participants will be introduced to the fabric selection process based on suitability, fibers, weaving, and strength of fabrics.

**UP 202 Stripping and Repairing** Participants will be introduced to the proper techniques of stripping off of old fabric and repairing frames and components

**UP Finishing and Re-finishing** Participants will be introduced to the Removal of old finishes, application of new finishes, distinguishing various finishes and their characteristics, and methods of repairing defects on finished surfaces.

**UP 204 Installing Webbing and Springs**

Participants will be introduced to the Different types of webbing and springs, Their uses, and installation procedures

**UP 205 Installing Padding** Participants will be introduced to the Different types of padding, their supporting components, and proper installation.

**UP 301 Installing Final Coverings (Part 1- Layout)** Participants will be introduced to the intricate task of measuring, laying out, cutting and sewing final coverings for installation.

**UP 302 Installing Final Coverings (Part 2- Tacking and Finishing)**

Participants will be introduced to the installation of final coverings once the layout, cutting, and sewing procedures have been completed.

**UP 303 Cushions** Participants will be introduced to Measuring, creating, and using cushion patterns, Cutting and fitting processes, and the sequence of assembly.

**UP 304 Channeling** Participants will be introduced to the proper techniques and methods for making and installing channels.

**UP 305 Tufting** Participants will be introduced to the proper techniques and methods for making and installing tufted seats, backs, and arms.

**UP 401 Gaming Tables** Participants will be introduced to the commercial/Gaming industry side of Upholstery beginning with the different types of gaming tables.

**UP 402 Slot Machine Stools** Participants will be introduced to the Various types of slot machine stools and will learn to estimate, pattern and reupholster in a production mindset.

**UP 403 Table Game Chairs** Participants will be introduced to the Various types of gaming table chairs and will learn to estimate, pattern and reupholster in a production mindset.

**UP 404 Restaurant/Bar furniture** Participants will be introduced to the many different types of restaurants and bar furniture and will learn to estimate, pattern and reupholster in a production mindset.

**UP 405 Draperies and Window Treatments** Participants will be introduced to the various types of commercial window treatments.

**SN 101 Basic Skills I** Participants will learn how to successfully complete the next four years of apprenticeship from the Training Center Staff, Local Union Rep., Local Contractor Association Reps and Fringe Benefit Reps. The participants will also complete the OSHA 30 training curriculum.

**SN 102 Basic Skills II** Participants will be introduced to the entry level Basic Skills such as Applied Construction Math, Print Reading and Basic Construction Concepts. Participants will complete basic wood projects, introducing them to the basic hand & power tools used on the job site. The participants will also complete CITF Construction Fall Protection.

**SN 103 Layout** Participants will be introduced to the entry level Layout I: Construction Math, Print Reading, Best Practices Theory, Hands on Techniques commonly used for building layout on today's job site. The intent of this class is to give the participants a basic introduction to this facet of Carpentry, and what level of understanding will be expected of the participant on the job site by the employer.

**SN 104 Casino Policies & Procedures** Participants will be introduced to what it is to work in a casino environment. They will be introduced to topics including but not limited to employee responsibilities, the Casino Control Commission, The NJ Division of Gaming enforcement, disciplinary action, Family Medical Leave Act, disability, workmen's compensation, harassment policies and drug testing policies.

**SN 105 Gaming Skills I** Participants will learn the necessary regulations and skills to complete entry level work on several types of gaming equipment as assigned by their supervisor.

**SN 201 Wood Framing I** Participants will be introduced to entry level wood framing skills for floors, walls and stair construction. Construction Math, Print Reading, Best Practices Theory, Hands on Techniques commonly used on today's job site taught in relation to wood framing of floors, walls and stair stringer layout and construction for framing rough openings, proper floor and wall layout practices, as well as how-to layout a stair stringer with a framing square. The intent of this class is to give the participant a basic introduction to this facet of Carpentry, and what level of understanding will be expected of the participant on the job site by the employer

**SN 202 Interior Systems** Participants will be introduced to entry level Interior Systems work such as, proper metal framing and drywall installation procedures involving Construction Math, Print Reading, Best Practices Theory, and hands on techniques commonly used on today's job site. The intent of this class is to give the participant a basic introduction to this facet of Carpentry, and what level of understanding will be expected of the participant on the job site by the employer.

**SN 203 UBC Scaffold Qualification** Participants will learn the recommended practices of scaffold safety & installation referencing OSHA 1910 & 1926 CFR regulations, manufactures recommendations and the Carpenters International Training Fund (CITF) Scaffold Curriculum. The intent of this class is to give the participant a basic introduction to this facet of Carpentry, and what level of understanding will be expected of the participant on the job site by the employer.

**SN 204 Store Fronts and Curtain Walls** Participants will learn how to differentiate between a storefront and a curtain wall, identify different types of installation systems, explain how loads affect the design of the storefront or curtain wall system.

**SN 205 Gaming Skills II** Participants will continue to learn the inner workings of various types of gaming equipment. This course will focus on the removal and installation of gaming table felt layouts.

**SN 301 Wood Framing II** Participants will be introduced to the concepts of entry level Wood Framing for Roof Related Construction. Math, Print Reading, Best Practices Theory, Hands on Techniques commonly used on today's job site surrounding rafter layout and construction for common rafters, hips, valley, and jacks will be reviewed. The intent of this class is to give the participant a basic introduction to this facet of Carpentry, and what level of understanding will be expected of the participant on the job site by the employer.

**SN 302 Drywall Productivity/Panel Max** The intent of this course C401 Regional Elective II, Drywall Productivity and Panel Max is to teach UBC members important skills to install drywall properly and efficiently in a productive manner. In addition, the safe operation of the Panel Max machine is introduced.

**SN 303 Drywall Finishing I** Participants will be introduced to entry level drywall finishing applications used in today's job site, involving construction math, print reading, best practices theory, and hands on technique commonly used on today's job site. The intent of this class is to give the participant a basic introduction in this facet of carpentry and the level of understanding that will be expected by the employer

**SN 304 Drywall Finishing II** Participants will be introduced to entry level drywall finishing applications used in today's job site, involving construction math, print reading, best practices theory, and hands on technique commonly used on today's job site. The intent of this class is to give the participant a basic introduction in this facet of carpentry and the level of understanding that will be expected by the employer

**SN 305 Gaming Skills III** Participants will be introduced to the layout, fabrication, and covering of padded gaming table rails for different types of tables used on today's gaming floors.

**SN 401 Acoustical Ceilings** Participants will be introduced to entry level practice of Acoustical Ceilings: construction math, print reading, best practices theory, and hands on technique commonly used on today's work sites. The intent of this class is to give the participant a basic introduction to this facet of Carpentry, and what level of understanding will be expected of the participant on the job site by the employer.

**SN 402 Exterior Finish** Participants will be introduced to entry level exterior finishing applications used in today's job site, involving construction math, print reading, best practices theory, and hands on technique commonly used on today's work sites. The intent of this class is to give the participant a basic introduction to this facet of Carpentry, and what level of understanding will be expected of the participant on the job site by the employer.

**SN 403 Interior Finish** Participants will be introduced to entry level interior finishing applications used in today's job site involving construction math, print reading, best practices theory, and hands on technique commonly used on today's work sites. The intent of this class is to give the participant a basic introduction to this facet of Carpentry, and what level of understanding will be expected of the participant on the job site by the employer.

**SN 404 Door and Hardware** Participants will be introduced to the entry level concepts and principles of proper Door & Hardware installation required as a union carpenter. Related Construction Math, Print Reading, Best Practices Theory, Hands on Techniques commonly used on today's job site will be used to reinforce this skill practice. The intent of this class is to give the participant a basic introduction to this facet of Carpentry, and what level of understanding will be expected of the participant on the job site by the employer.

**SN 405 Gaming Skills IV** Participants will learn the intricate and highly regulated fabrication of gaming equipment.

## **Philadelphia/Lehigh/Georgetown/Newark Campus Administration and Faculty**

### **Director**

Robert Landy – Director – Philadelphia Campus

### **Coordinator**

Fran Schlenner Coordinator- Philadelphia Campus

### **Accreditation Liaison Officer**

Thomas M. Duffy -

### **Instructors**

Brandon Barrett Millwright Instructor

Franklin Blakely Carpenter Instructor

Eric Baumgardner Carpenter Instructor

Albert Brocato Carpenter Instructor

Dominic Dimarzio Carpenter Instructor

Stan Durkalec Carpenter Instructor

Aaron Green Carpenter Instructor

David Iannucci Carpenter Instructor

Frank McGahan Carpenter Instructor

Michael McSherry Carpenter Instructor

Kevin Olson Floorlayer Instructor

Roy Simmons Carpenter Instructor

Brian Stabeno Millwright Instructor

Ronald Walsh Carpenter Instructor

Steven Vinciguerra Carpenter Instructor

Steve Young Mill/Cabinet Instructor

Peter Zupko Carpenter Instructor



## **Erial Dive School Campus Administration and Faculty**

### **Director**

Phil Diaz – Director – Erial NJ Campus

### **Coordinator**

Timothy Waring Coordinator- Erial Campus

### **Accreditation Liaison Officer**

Thomas M. Duffy -

### **Instructors**

Steve Fanelli Piledriving Instructor

Donnie Gibbons Diving Instructor

Steve Lachawiec Jr. Piledriving Instructor

Edward Pomykacz Piledriving Instructor

## **Hammonton NJ Campus Administration and Faculty**

### **Director**

Phil Diaz – Director – Hammonton NJ Campus

### **Coordinator**

Timothy Waring Coordinator- Hammonton NJ Campus

### **Accreditation Liaison Officer**

Thomas M. Duffy -

### **Instructors**

KJ Atkinson Carpenter Instructor

Jeffrey Battersby Carpenter Instructor

Julio Diaz Carpenter Instructor

Keith Dzuira Floorlayer Instructor

James Mazzone Carpenter Instructor

Steve Fanelli Piledrivers Instructor

Thomas Freeman Carpenter Instructor

Ralph Germanio	Upholstery Instructor
Donnie Gibbons	Piledrivers Instructor
Dave Gross	Floorlayer Instructor
Jesus Gutierrez	Drywall Finish Instructor
Bruce Kern	Carpenter Instructor
Steve Lachawiec Jr.	Piledrivers Instructor
Edward Pomykacz	Piledrivers Instructor
Steve Saudargas	Locksmith Instructor

### **Edison Campus Administration and Faculty**

#### **Director**

Kevin Leary – Director – Edison Campus

#### **Coordinator**

Kyle Bialick Coordinator-Edison Campus

#### **Accreditation Liaison Officer**

Thomas M. Duffy -

#### **Instructors**

Todd Bariso	Carpenter Instructor
John Deleski	Carpenter Instructor
George Gomes	Carpenter Instructor
Thomas Gordon	Millwright Instructor
Anthony Hellwig	Carpenter Instructor
Eugene McLoughlin	Carpenter Instructor
Dale Nokes	Millwright Instructor
Donald Plank	Carpenter Instructor
Philip Pomaro	Floor Layer Instructor

Michael Redmond	Carpenter Instructor
David Selover	Mill-Cabinet Instructor
William Bennett	Carpenter Instructor
Donte Boyer	Carpenter Instructor
Wayne Carolina	Carpenter Instructor
Edward Foran	Carpenter Instructor
Anthony Gannelli	Carpenter Instructor
Argelia Hessler	Carpenter Instructor
Kurk Koziel	Carpenter Instructor
Sam Laforte	Carpenter Instructor
Robert Maier	Floor Layer Instructor
Robert Nora	Carpenter Instructor
Stephen Pastor	Carpenter Instructor
Roger Ridner	Carpenter Instructor
Devon Sixt	Millwright Instructor
Ryan Wightman	Millwright Instructor

## **APPENDIX A**

### **APPRENTICE SCHOLARSHIP AGREEMENT**

#### **BETWEEN APPRENTICE AND**

**The Eastern Atlantic States Carpenters Technical College**

#### **FOUR YEARS OF TRAINING**

WHEREAS, The Eastern Atlantic States Carpenters Technical College (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 Joint 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 Metropolitan District Council of Philadelphia and Vicinity (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 Joint 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.

## Appendix B

### RULES AND REGULATIONS

#### SCHOOL RULES

The following rules and regulations will be in effect each and every school year. All apprentices are expected to familiarize themselves with them and are required to abide by them.

#### ATTENDANCE

**You must call the school if you are going to be late or absent.** All apprentices are required to be present and punctual each and every school day and you will be paid an Education Grant for the hours of attendance. All excuse notes for absence, lateness or requests for early dismissal must be submitted on the prepared form **promptly at 7:30 a.m.** Pre-arranged appointments, vacations and lack of transportation **will not** be excused. All absences, lateness and early dismissals must be verifiable. **Satisfactory verification must be submitted with all excuse notes.** It is particularly important to report for PSM, First Aid, Fall Protection, OSHA 30 and Scaffold classes. These certifications are required to complete your term of apprenticeship. If you miss **any** of these days, you will be scheduled for an **unpaid make-up day**. Apprentices must sign in and out each day on an Attendance Card. The card must be filled out properly. Addresses of job sites should be actual addresses (not Broad St., but 1400 Broad St.). The cards are to be signed at the end of the day. **Failure to sign out will result in losing your Educational Grant for that day.** If you are unemployed, fill out the bottom portion accurately with the date first unemployed, current phone number and the county you live in. When you return to work, call the school.

#### ABSENTEEISM

**Any apprentice absent on more than one occasion will lose their Educational Grant for that day and 1 additional day.** The third absence will result in the lose of the Educational Grant for **2 additional days** and you may also be required to meet with the Director to determine the appropriate action to be taken, which may include his/her apprenticeship being extended or discontinued. A fourth absence may result in termination. A make-up day can be required at the discretion of the Director.

#### LATENESS/EARLY DISMISSAL

Lateness and early dismissals **must also be verifiable**, including those at **lunch** and **break**. **After the second occasion, each subsequent occasion will be treated as an absence. The apprentice can be sent home and lose their Educational Grant for that day. Requests for early dismissals must be submitted at 7:30 A.M.**



## 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: loss of educational grant, 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.

## GRADES

1. A minimum grade of 70 is required in **each** subject.
2. All school and homework assignments will be graded. **Any missed assignments must be made up by the apprentice within 14 calendar days.** It is the responsibility of each apprentice, not the instructor, to keep current in their work. Work assigned but not completed will be recorded as a zero. The apprentice will not receive their Educational Grant until the work is made up and the lost Grant money will not be paid retroactively.
3. Warning reports notices will be issued. Any apprentice who receives a failing mid-year or final grade can lose their Educational Grant and/or have their apprenticeship extended or have their apprenticeship discontinued.
4. Apprentices may request their grades at any time.
5. Lost/damaged books must be replaced at the apprentice's expense.

## CONDUCT

1. All apprentices must be prepared for the school day. Those who are not (e.g. no books or pencil, not wearing the proper attire and/or not having the items required for shop) will be dismissed, lose their Educational Grant for the day and the day will be counted as an absence.
2. **Cellular phones will be kept on silent mode and are not to be used during class or shop.**
3. 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, and on a random basis in accordance with The Eastern Atlantic States Carpenters Technical College Drug Testing Policy. Failure to cooperate with the Policy will result in your dismissal from the Apprentice Program.
4. Any acts of dishonesty will result in your apprenticeship being discontinued.
5. Fighting and vandalism of any kind will result in your apprenticeship being discontinued.
6. Eating, drinking and smoking are prohibited in the classroom and shop areas.

7. Trash cans are located throughout the building. Please use them.
8. Horseplay and profanity do not belong in the school and will not be tolerated.
9. Park in designated areas only. No parking in the driveway, staff area, or the loading dock area. Truck or van parking is **PROHIBITED** on Decatur Rd. in front of the training facility.
10. Use the walkways when entering or leaving the building. Grass areas are **OFF LIMITS**.
11. Apprentices should bring their books and tools to school every school day, in case there is a schedule change.
12. Apprentices must always provide the school with a current address and telephone number.

### **DRESS CODE**

1. Apprentices are to be neat in their dress and appearance at all times.
2. No hats or sneakers at any time. Do not bring a hat to shop or class. Welding caps will be permitted in the Weld Shop only.
3. Work shoes are required at all times and must be tied securely.
4. Work pants or jeans are required at all times and are to be worn with a secured belt.
5. Collared shirts are required at all times and must be tucked in.
6. Sexually explicit or suggestive shirts or apparel are forbidden.

### **GENERAL SAFETY**

1. Safety glasses 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.**
2. Apprentices must have proper clothing for inclement weather in the event a field trip is scheduled without prior notice.
3. Smoking is permitted in the area behind 10401 Decatur Rd. Smoking is **NOT** permitted in the buildings or any other area.

**For your own safety, these rules will be strictly enforced. Rev.8/11**

## **NOTICE OF DRUG SCREENING POLICY TO APPRENTICES ENROLLED IN THE The Eastern Atlantic States Carpenters Technical College**

### **I. INTRODUCTION**

You are advised that The Eastern Atlantic States Carpenters Technical College has adopted a drug testing policy that is applicable to all future applicants in the Program as well as current apprentices. The purpose of this notice is to briefly highlight the most important provisions of that Policy.

The Eastern Atlantic States Carpenters Technical College has determined that the use of illegal drugs can seriously impair the user's ability to react to potentially dangerous circumstances. While every effort has been made to provide you with a safe and healthful environment both here and on the construction projects, there is little question that construction work is inherently dangerous. The use of illegal drugs unnecessarily serves to increase that danger not only to yourselves, but to your fellow students and co-workers.

Accordingly, The Eastern Atlantic States Carpenters Technical College has determined that to the extent that a current participant in the Program is suffering from drug abuse, the individual should be afforded a reasonable opportunity to correct this circumstance and, failing that, should not be permitted to continue to participate in the Program.

## **II. WHO WILL BE TESTED**

Apprentices may be subjected to testing under one of two circumstances. Under the first, the policy permits testing where there is “reasonable suspicion” (as that term is defined in the Policy) to believe that an apprentice is using illegal drugs. It is important to realize that the “reasonable suspicion” may occur not only from conduct while in attendance at the school, but also from your conduct on the job site.

In addition to “reasonable suspicion” testing as explained above, the policy also permits drug testing of apprentices on a random basis. Under this procedure, apprentices will be selected pursuant to the random procedures of The Eastern Atlantic States Carpenters Technical College without regard to whether there exists “reasonable suspicion” of illegal drug use. When an apprentice is selected, the same procedure that is utilized for “reasonable suspicion” testing will be utilized for “random testing.” The failure of an apprentice to cooperate with that drug testing will result in that apprentice’s dismissal from the Apprentice Program.

## **III. HOW WILL AN APPRENTICE BE TESTED**

In the event that reasonable suspicion should exist to believe that an apprentice is utilizing illegal drugs or the apprentice is selected for random testing, the apprentice will be notified to submit to a drug screening test at a facility selected by the Committee. The cost of this initial test will be borne by the Committee. At that time, you will be required to complete a drug use questionnaire and to submit a urine sample under circumstances that will insure not only your privacy, but also the accuracy of the test.

If the sample should produce a "positive result", you will be given the opportunity to retest the same sample **at your expense** utilizing what is known as Chromatography Mass Spectrometry (GC/MS). The retest must be requested in writing within one (1) business day of your receipt of notice of a positive result and must be preceded by your posting a money order in the amount of the test with the Director.

If the retest should produce a negative result, your money order will be promptly refunded to you and the cost of the retest will be paid by the Program. If the retest should produce a positive result, the money order will be utilized to pay for the retest.

If an initial positive result is not successfully challenged or if a retest should confirm a "positive result" it will be conclusively presumed that the individual is utilizing illegal drugs in violation of the Program's Policy.

#### **IV. WHAT WILL OCCUR IF I TEST POSITIVE?**

If you should test positive, you will be given the option of either being referred for treatment/counseling or of resigning from the Program. If you fail to choose either one of these options, you will be terminated from the Program.

If you select treatment and counseling, appropriate arrangements will be made to assure circumstances providing you with an opportunity to successfully complete the Program. If you should fail to successfully complete the program, you will be terminated from The Eastern Atlantic States Carpenters Technical College. You will be required to authorize that we receive periodic reports on your progress from the rehabilitation program.

During the one year period following your successful completion of the Drug Treatment Program, you can be subjected to unannounced testing for drug abuse that need not be preceded by "reasonable suspicion".

#### **V. SECOND OFFENSES**

You will only be afforded the opportunity to submit to treatment and counseling **ONCE**. If after the successful completion of treatment and counseling, it is again determined through testing that you are utilizing illegal drugs, you will be automatically terminated from The Eastern Atlantic States Carpenters Technical College.

#### **VI. APPEAL PROCEDURE**

A Drug Testing Appeal Committee has been established by the JAC to consider any appeals from the application of this Drug Program that are made in writing at The Eastern Atlantic States Carpenters Technical College offices within one (1) week of your receipt of any notice or determination of this Program. Any appeal that is not in writing or is received beyond that period will not be considered.

#### **VII. PRIVACY**

This program has been established for the sole and exclusive purpose of attempting to protect your safety and that of your co-workers. It is not intended, nor will it be administered in a fashion to embarrass or humiliate any apprentice. Every effort will be made by the Director to maintain your right of privacy. The test will be administered in a

tactful and fair fashion in order to minimize inconvenience to you but, at the same time, to afford appropriate accuracy of the test.

A complete copy of this Policy may be reviewed upon request during normal business hours in the Director's Office. Additionally, if you should have any questions, please feel free to contact the office.