

## NWCOC RELATED TRAINING POLICY

Related Training is the classroom component of your apprenticeship. The Bureau of Labor and Industry monitors how many course hours you are credited with each year. If you do not attend classes as scheduled, pay raises will be delayed and you risk not graduating to journey level.

### **Attendance Policy**

Apprentices with excessive absences will be placed on corrective action. Excessive absences are defined as two (2) absences in any one term or four (4) absences in an academic year. Excessive absences will result in an automatic Notice to Appear before the committee, during which time the apprentice will be placed on re-rate hold. Class time missed due to tardiness must be made up. Carpenters and Laborers may only make-up seat time at designated Saturday make-up classes. Apprentices in other trades must confer with their instructor about make-up options. If an entire module was missed, please see the **No Show Policy**.

### **Retesting Policy**

Students may retake a failed exam after a minimum 48-hour waiting period. Students will be allowed 12 months and two attempts from the date of the initial failed exam to pass the exam. Retests are to be proctored by the student's instructor and scheduled at the instructor's convenience. If the student fails the exam three times (initial test and two re-tests), the student will be required to re-take the class or module training before they may take the test again. Students may be invoiced for any costs associated with this, including tuition, lab and books fees.

A Change of Grade form is to be completed by instructors after each attempt and after successful completion of an exam and/or Performance Profile and the appropriate letter grade provided. An Incomplete (INC) will be recorded until the test and performance are passed successfully.

Grades of Incomplete (INC) may be changed to a letter grade of F if work is not successfully completed, or seat-time is not made up within 12 months of the first attempted exam or Performance Profile. Instructors must submit a Change of Grade form for the grade to be changed.

### **No Show Policy**

Students who miss an entire module are considered a "No Show." "No Show" students may not complete the exam or Performance Profile until the training requirement has been met. A "No Show" student is responsible for enrolling in the missed module when it is next offered, which may not be until the next school year. It is the student's responsibility to determine when the module will be next offered. Students may be invoiced for any costs associated with this, including tuition, lab and books fees.

\*Introduction to the Construction Trades classes are taken prior to starting Level 1 1st year/1st term classes. They are exempt from this No Show policy and can be made up with the instructor of the missed class.

### **Make Up Policy**

All Carpenter and Laborer apprentices must register for and attend a make-up class which is scheduled on two Saturdays per month. See Carpenter and Laborer Apprentice Make-up Class Registration form for dates and instructions.

All other NWCOC apprentices see the Class Make-up form instructions for your trade.

## ABC Apprentices

(HVAC and Sheet Metal - Refer to your specific apprenticeship committee handbook.)

### Attendance Policy

Follow NWCOC Attendance Policy: Apprentices with excessive absences will be placed on corrective action. Excessive absences are defined as two (2) absences in any one term or four (4) absences in an academic year. Excessive absences will result in an automatic Notice to Appear before the committee, during which time the apprentice will be placed on re-rate hold. Class time missed due to tardiness must be made up.

**JATC Policy Section 8.4 Attendance** – Attendance at scheduled related training is mandatory. Apprentices failing or refusing to attend related training as assigned without being excused pursuant to this policy will be cited to appear before the JATC where the JATC may take disciplinary action up to and including immediate cancellation of the individual's apprenticeship agreement.

- i. Those apprentices who are working at the time of the scheduled class shall be excused from work by the employer at the time of related training. Employers shall make every effort to schedule their apprentices so that they can attend related training classes. Classes are taught only one time per year. Missing any classes may significantly delay the apprentice's progress through the program. Employers refusing or failing to make such efforts may be cited to appear before the JATC for disciplinary action up to and including termination of their training agent status.
- ii. Apprentices who miss class must notify the program administrator identifying the date and reason for the absence; supporting documentation may be required. Apprentices with more than 2 absences in a single term will be required to appear before the committee and disciplinary action may result.
- iii. All time lost due to absences must be made up prior to program completion unless otherwise determined by JATC.

### Retesting Policy

Follow NWCOC Retesting Policy.

### No Show Policy

Follow NWCOC No Show Policy.

### Make Up Policy

All ABC apprentices must pay at **\$40.00 fee** and attend a make-up class which is scheduled on the third (3<sup>rd</sup>) Saturday of each month. See HVAC and Sheet Metal Make-up Class Registration form for dates and instructions.