

NWCOC RELATED TRAINING POLICY FOR ABC APPRENTICES

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 lead to a Notice to Appear with their JATC, as per the ABC JATC Attendance 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. 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 by contacting the Registrar's office. 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 Class Policy

Apprentices must register and pay a \$40.00 fee to attend a make-up class, which is scheduled on the third (3rd) Saturday of each month. Registration and payment for a Make-up class must be completed online at the following link:

<https://nwcoc.com/hvac-sm-make-up/>

You must register at least one-week prior to the Make-up class. Registration for each Make-up class will be capped at 9 students, to allow for safe social distancing in the classroom. You may be notified that we must move you to the following class if registration is full.

Make-up Class Refund Policy: You must give the College 48 hours notice of cancellation for a refund of your \$40.00 payment. A No Show to the class is non-refundable.