

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 test after a minimum 48-hour waiting period. Retests are to be proctored by the student's instructor and scheduled at the instructor's convenience. If the student fails the test 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 a test 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 test 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.

Make Up Class Policy

Apprentices must register and pay a \$40.00 fee to attend a make-up class, which is scheduled one 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/>

Registration must be made at least one-week prior to the Make-up class date. Each scheduled make-up class will be unavailable to register for once it has reached the maximum capacity or the deadline has been met. You may be notified that we must move you to a following Make-up 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 \$30.00 payment (Note: \$10.00 registration fee is non-refundable). A no-show to the class is non-refundable.