

# NWCOC RELATED TRAINING POLICY FOR NWCOC APPRENTICES

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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 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.

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.

## **Make Up Class Policy**

Apprentices must register and pay a \$10.00 fee to attend a make-up class (Exceptions: Brick Mason, Concrete Finisher, and Heavy Equipment Operator arrange make-up with their instructor. Make-up classes are scheduled once each month. Registration for a make-up class must be completed online at the following link:

<https://nwcoc.com/store/nwcoc-make-up-registration/>

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.