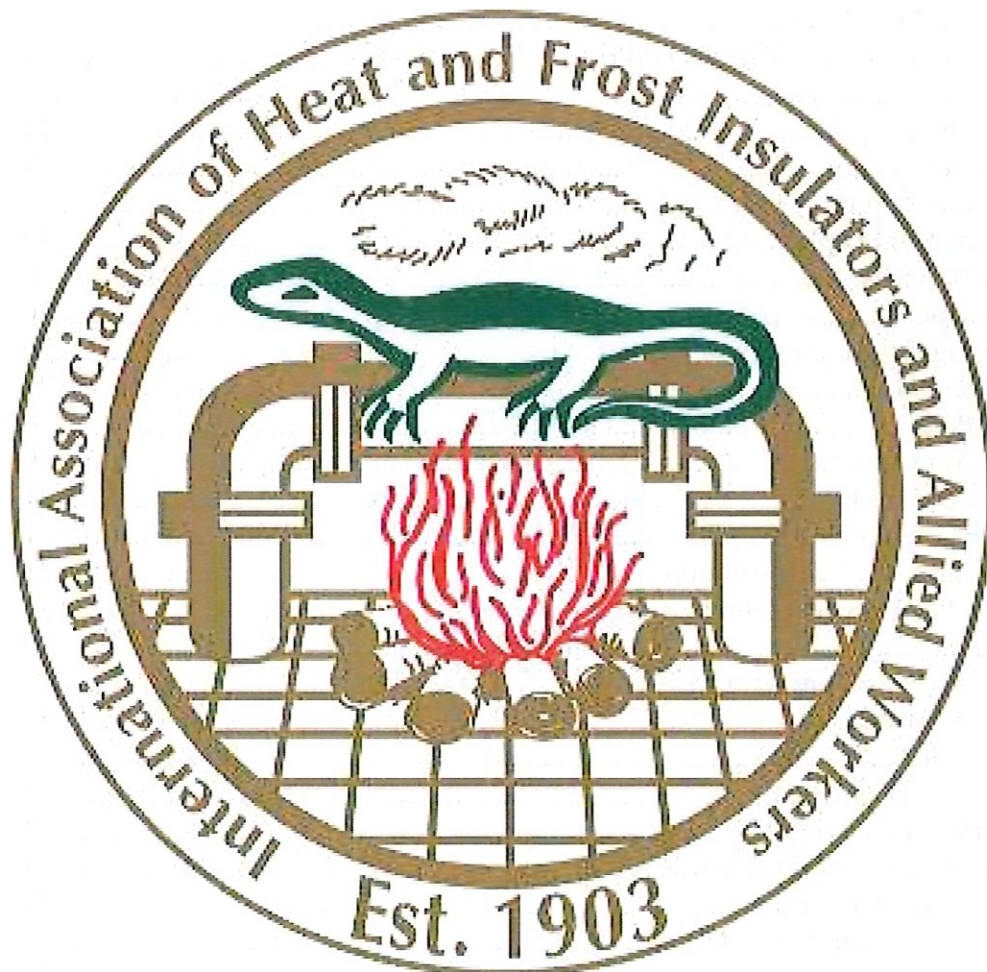


# International Association of Heat and Frost Insulators and Allied Workers JAC (LU14) Training Center

## Student Handbook & Course Catalog

*Revised January 30, 2025*



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## **Introduction**

Welcome to the International Association of Heat and Frost Insulators and Allied Workers JAC (LU14) Training Center. We are happy to have the opportunity to provide you the best educational program in our industry. Our curriculum will provide you with the latest techniques and information, enabling you to be the best in the field.

The International Association of Heat and Frost Insulators and Allied Workers Local Union 14 Apprenticeship Program is over 50 years old. You stand in the tradition of a long line of journey workers and apprentices who have made us the standard for excellence in our industry. We hope you enjoy the program and experiences that are described in the coming pages.

Ed Krawczyk

Apprenticeship Administrator

### **DISCLAIMER**

*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 [www.insulators14jac.com](http://www.insulators14jac.com).*

## **Mission Statement**

The IAHFIAW JAC (LU14) Training Center's primary mission is to develop the most skilled, responsible, and responsive insulators in the United States. We are dedicated to building professionals who have the expertise, character, and sense of teamwork to bring value to the clients they serve, the union they represent and the contractors who employ them. We accomplish this mission by:

- Facilitating a unique learning environment with varying instructional objectives and technologies.
- Providing activities and resources that foster a positive and comprehensive training environment.
- Providing career advancement through a combination of classroom instruction as well as shop and field experiences.

## **Educational Objective**

The IAHFIAW JAC (LU14) Training Center is the training provider of the IAHFIAW Local Union 14. The Insulator Program prepares the apprentice to become a valuable journeyman in the mechanical insulation field by supplying them with the skills and education to meet present and future demands of the industry. Our program combines a work-based learn as you go model with classroom theory and hands-on training that is delivered throughout the five-year apprenticeship. The IAHFIAW JAC (LU14) Training Center provides continuing education courses to Local Union 14 journeymen to ensure that the workforce is the most highly skilled.

## **Campus**

The IAHFIAW JAC (LU14) Training Center is located in Philadelphia, Pennsylvania. There are 8,300 square feet of classrooms, labs, and office space on this campus. Each classroom is equipped with state-of-the-art technology. Labs meet and exceed industry standards for equipment and materials. There is ample parking for over 100 cars.

## **Hours of Operation**

The IAHFIAW JAC (LU14) Training Center is open Monday through Friday from 7:00 a.m. until 3:30 p.m. except for observed holidays (see calendar). The offices are open from 8:00 a.m. until 4:00 p.m. on Monday through Thursday and 8:00 a.m. until 2:30 p.m. on Friday. Some classes are scheduled on Saturdays, Sundays and in the evenings. Please refer to the online guide for actual class times.

## Apprenticeship Registration

The IAHFIAW JAC (LU14) Training Center has standards of apprenticeship on file with the US Department of Labor through the Pennsylvania Apprenticeship Council. Inquiries regarding this registration should be addressed to:

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

## **Board of Trustees**

Co-Chairman      Robert Cellucci  
Business Manager  
IAHFIAW Local 14  
2014 Hornig Road  
Philadelphia, PA 19116

Co-Chairman      Harry Moore  
Business Development Manager  
Brand Energy Solutions  
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Steve Roberts Jr.  
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Stephen Foley  
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P. O. Box 127  
112 E. Broad Street  
Palmyra, NJ 08065

Andrea Sweeney  
Business Development Manager  
Tempered Insulation  
180 Main Street  
Ambler, PA

## **Calendar-2025**

March 1	Spring Semester Begins
May 26	Memorial Day Holiday
July 4	Independence Day Holiday
September 1	Labor Day
September 2	Fall Semester Begins
November 27-28	Thanksgiving Holiday
December 24 – January 2, 2026	Christmas / New Year Holidays

## **Emergency Procedures/Closing**

**Fires:** All Students are urged to acquaint themselves with the location of the exits, fire alarm switches and fire extinguishers throughout the school. In case of fire, dial 911. If calling from a Training Center landline, press 9 to access an outgoing line then dial 911. Give the operator the precise location of the fire and he or she will alert the fire department.

**Emergency Evacuation:** When a fire alarm sounds, please proceed to the closest exit and assemble on Hornig Road for a head count.

**Police:** To summon the police, dial 911. If calling from a Training Center landline, press 9 to access an outgoing line then dial 911. The operator will alert the police department.

**Theft:** If a theft has taken place, please report it immediately to the Administrator, instructor, or staff member.

**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. If calling from a Training Center landline, press 9 to access an outgoing line then dial 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 Apprenticeship Administrator 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 local Administrator, and then file an incident report as described above. Any incident involving serious injury should be reported at any time during the day or night to emergency response at (911) then file an incident report as described above. 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:** The IAHFIAW JAC (LU14) Training Center follows the closing schedule of the Philadelphia public schools. Should the Philadelphia School District close due to inclement weather the Training Center will be closed. However, all students will be responsible for all assigned work, and classes will be rescheduled.

## **Student Safety**

Promotion of good health for all IAHFIAW JAC (LU14) Training Center students has always been our concern. For all students, good health is essential to achieving educational goals.

It is the policy of the IAHFIAW JAC (LU14) Training Center that all accidents and incidents which result in personal injury or illness, and/or damage to IAHFIAW JAC (LU14) Training Center property shall be properly 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 IAHFIAW JAC (LU14) Training Center location at which work, study or any other Local Union 14 sanctioned activity is being conducted.

### **PURPOSE**

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of the Training Center community or visitors. Injuries and incidents must be reported and investigated in order to fulfill legal requirements, ascertain compliance with applicable regulations and Training Center policies, and assist the Training Center in taking steps to remedy hazardous conditions to prevent recurrence.

### **DEFINITIONS**

**Student** – an individual who has contracted with and is registered as a IAHFIAW JAC (LU14) Training Center apprentice or a journeyperson.

**Visitor** – an individual who is present on IAHFIAW JAC (LU14) Training Center premises.

**Accident** – a sudden and unforeseen event attributable to any factor which caused (a) an injury to a member of the Training Center community while he/she was carrying out IAHFIAW JAC (LU14) Training Center activities or (b) material damage to Training Center property.

**Incident** – an event or a situation attributable to any factor which could cause (a) an injury or illness to a member of the Training Center community or (b) material damage to Training Center property.

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



**Injury** – arising out of or in the course of an accident, or a 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 IAHFIAW JAC (LU14) Training Center 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 Training Center premises, either to his/her Instructor, the Administrator, or an authorized representative.

### **Investigation**

- The primary responsibility for investigation of an injury or incident lies with the Administrator 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 located in the administrative offices.
- A copy of the investigation report shall be sent to the IAHFIAW JAC (LU14) Training Center Administrator.

## **REPORTING PROCEDURES FOR INJURY/INCIDENT REPORTING AND 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 an Incident Report as soon as possible following the occurrence. All reports are located in each administrative office.

### ***Responsibilities of Instructors, Administrator or Administration Staff***

The Administrator, instructor or staff member:

- 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

### **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 Training Center emergency evacuation floor plans).
- Provide basic care for an injury or sudden illness until the victim receives professional medical help.

### **Incident Reports**

A complete report of every incident, no matter how minor, should be made to the Administrator 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 local coordinator, and then file an incident report as described above. Any incident involving serious injury should be reported at any time to emergency response by calling 911, then filing an incident report as described above. If calling from a Training Center landline, dial 9 to access an outgoing line, then dial 911. 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.

### **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 Administrator. 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 will be immediately dismissed.
- 3) Students are to report any threats or attacks made by fellow students to the Administrator or the Co-Chairs. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed.
- 4) Any other incidents or actions that will threaten the harmony or the security of the campus should be reported immediately to the Administrator.

### **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 firearm(s) 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.

- 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

- 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

- 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 calling from a Training Center landline, dial 9 to access an outgoing line, then dial 911.
- 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
- 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

### **Counseling Services**

The IAHFIAW JAC (LU14) Training Center does not provide any direct counseling services but does encourage students to seek any assistance that they require. A list of community counseling resources is available through the Local Union 14 Benefits Office. The student should consult the Local Union 14 Benefits Office regarding potential coverage for counseling services.

Local Union14 also participates in the Allied Trades Assistance Programs. Students can contact ATAP at:

Allied Trades Assistance Program  
4170 Woodhaven Road  
Philadelphia, PA 19154  
Phone: 215-677-8820  
Fax: 215-677-9046

### **Drug Free Workplace and Campus**

The unlawful sale, purchase, distribution, possession or use of any controlled substance or the unlawful possession and use of alcohol is prohibited in or on the school owned or controlled property, or within a 200- foot perimeter of school property. No staff member/student is to report to work/class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a staff member/student shall be reason for referral for treatment for a drug/alcohol use disorder or for disciplinary action up to and including termination of employment or expulsion from the school. Such action will be in accordance with the applicable collective bargaining agreements and other policies and procedures, or referral for prosecution consistent with local, state, and federal law. To comply with 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.

## Harassment and Discrimination Policy

### Purpose

The IAHFIAW JAC (LU14) Training Center is committed to maintaining a school and workplace free from harassment and discrimination.

### Policy Statement

It is the policy of the IAHFIAW JAC (LU14) Training Center to promote and maintain a school and work environment in which all students and employees are treated with respect and decency, and to maintain an atmosphere free of harassment, discrimination, intimidation, or coercion, and to abide by all federal and state laws prohibiting such conduct. No form of discriminatory, harassing or disrespectful conduct (as described below) by or toward any student or employee of the IAHFIAW JAC (LU14) Training Center will be tolerated.

### Policy Definitions

**Discrimination:** Discrimination on the basis of race, creed, religion, sex, sexual or affectional preference, color, national origin, ancestry, familial status, age, disability, marital status, status with regard to public assistance or any other class protected by law. Discrimination of a protected class is a violation of Title VII of the Civil Rights Act and/or state human rights law and is also a violation of the IAHFIAW JAC (LU14) Training Center policy. The IAHFIAW JAC (LU14) Training Center prohibits discrimination based on membership in a protected class with respect to hiring, termination, discipline, compensation, benefits or any other term or condition of employment.

### Harassment

Sexual harassment and harassment on the basis of membership or perceived membership in a protected class (e.g., racial harassment, religious harassment) is also a violation of Title VII of the Civil Rights Act and/or state human rights laws and a violation of Company policy. Any suggestion explicitly or implicitly, that sexual contact is a term or condition of employment, or that submission or rejection of such conduct is used as a basis for employment decisions, or any conduct which has the purpose or effect of "unreasonably" interfering with an individual's performance on the job or any conduct that creates any intimidating, hostile or offensive work environment will not be tolerated. Some examples of conduct, which may be considered harassment, include but are not limited to the following: (a) Any indication expressed or implied, that a student's position or an employee's job security, job assignment, conditions of employment, employment benefits, or opportunities for advancement are dependent upon or related to granting sexual favors or submitting to sexual contact of any kind; (b) Any adverse action taken against an employee or student for refusing to grant sexual favor or engage in sexual conduct; (c) Unwelcomed requests for sexual contact or social contact unrelated to institute business; (d) The use of offensive or demeaning terms or names with sexual connotations or membership in a protected class; (e) Offensive or demeaning jokes or remarks involving sex or membership in a protected class; (f) The deliberate or careless dissemination or display of offensive or demeaning materials (such as cartoons, articles,

pictures, etc.) of a sexual nature or relating to membership in a protected class. Included Individuals: The guidelines of this policy apply to all IAHFIAW JAC (LU14) Training Center employees and students including but not limited to, the following positions: full-time, part-time, apprentice, journey worker, staff, clerical, supervisory and management positions. The policy applies not only to conduct between an employee and their supervisor, but also to conduct between employees and students, vendors/visitors, and employees/students. Further, this policy applies not only to conduct between male and female employees and students, but also to conduct between employees and students of the same sex.

### Procedure

All employees and students should be careful to treat their co-workers, subordinates, supervisors, and fellow students with respect and decency at all times. Any employee or student who feels he or she is being subjected to discrimination or harassment in any form, or who believes he or she has witnessed discrimination or harassment in any form, should promptly report the conduct to their supervisor. If the employee's or student's supervisor is the perpetrator of the conduct, the conduct should be reported to another supervisor or the Director of Education. Supervisors who become aware of harassing or discriminatory conduct by employees or students must immediately report the incident(s) to the IAHFIAW JAC (LU14) Training Center's Director of Education. In any case, all complaints of such conduct will be promptly investigated by the IAHFIAW JAC (LU14) Training Center. No retaliation of any kind will occur because you have reported an incident of suspected discrimination or harassment.

### Complaint Procedure

- 5) **Informal Resolution of Disputes.** Apprentices are encouraged to informally discuss issues or problems that may arise, whether in the IAHFIAW JAC (LU14) Training Center or on the job, with the administrator or instructors, in an effort to obtain assistance or resolution. The purposes and objectives of the IAHFIAW JAC (LU14) Training Center can be most effectively achieved through the process of cooperative problem solving.

**B. Procedure.** All apprentices have the right to present grievances regarding terms and conditions of their apprentice training, discipline, wages determinations, attendance determinations, assessments or evaluations, and any other matter or concern related to their enrollment and participation in the Local 14 Training Center, using the following procedure:

**Step 1:** The apprentice shall present a written grievance stating the specific facts and issues that are the subject of the grievance to the Joint Apprenticeship Committee, by presenting the written grievance to the Apprenticeship Administrator. The Administrator shall notify the apprentice of a date and time to appear before the trustees for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the grievance at the hearing. The committee 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 Trustees regarding the grievance, the apprentice can, within 10 days after receiving the decision, appeal the decision in writing to the Co-Chairs, by presenting the written appeal to the Apprenticeship Administrator. The appeal shall fully state the basis for the appeal. The Co-Chairs shall notify the apprentice of a date and time to appear for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the appeal at the hearing. The Co-Chairs will issue a written decision regarding the appeal within 15 days after the hearing. The Co-Chairs decision shall be the final decision of the IAHFIAW JAC (LU14) Training Center as to all matters.

**Step 3:** If the apprentice is dissatisfied with the decision regarding a grievance appeal upon termination of the apprentice from the Program, the apprentice can appeal the decision to the State Apprenticeship Council at:

USDOL/ETA/OA  
C/O PATC, RM 1301  
L&I Building  
651 BOAS Street  
Harrisburg, PA 17121

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

School 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; the specific number of hours/credits enrolled, passed, or failed; Social Security Number; student ID number; name of parents or next of kin; and/or residency status.

Students may complete a form authorizing the Administrator's Office to permit non-School individuals to view the student's academic record.

## **Admissions**

Apprentice applications will be accepted on the basis that applicants have met and shown documented proof of all required minimum qualifications at the time of application.

Applicants shall meet the following minimum qualifications:

**Age.** All applicants must be at least eighteen (18) years of age *\*except as noted below*. Applicants are required to submit reliable proof of age (birth certificate).

**Education.** A high school diploma or High School Equivalency HSE is required. Applicants are required to submit reliable proof of education (high school diploma or HSE with scores and a high school transcript). All applicants must possess sufficient educational knowledge to satisfactorily complete the On-the-Job Learning (OJL) and Related Instruction (RI).

**Physical.** The Applicant shall be physically capable of performing the essential functions of the chosen trade without posing a direct threat to the health and safety of themselves or any other individuals, with reasonable accommodations.

**Citizenship.** The applicant must be a Legal Citizen of the USA or Legal Alien authorized to work in the USA by the U.S. Citizenship and Immigration Services. Proof must be shown at the time of application.

**Transportation.** The applicant must have adequate transportation to attend On-the-Job Learning and Related Instruction classes.

**Ability.** All applicants must satisfy the Committee that they have the ability and aptitude to master the rudiments of the trade, based upon oral interview, written documentation submitted by the applicant and evaluation ratings.

**Military Service.** If applicable, applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such experience or VA benefits.



*\*An applicant who is seventeen (17) years of age and is participating in a school- to- work program or equivalent and who otherwise meets all qualifications may be rated and ranked and placed on the Pool of Eligible's list. Such an applicant must provide proof that a high school diploma or HSE has been awarded and must be eighteen (18) years of age prior to being registered by the sponsor.*

### Application Procedures

- Applications will be made available to anyone who is interested at specific periods of time throughout the year as deemed necessary by the Trustees. Announcements will be made 30 days prior to the opening of the application period.
- The fact that applications and apprenticeship opportunities are available shall be made known as specified in the Affirmative Action Plan.
- All applications will be identical in form and requirement. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log in order to account for all applications. Applications will be tracked to show race/ethnicity and sex identification and the progress by dates and final disposition of each application.
- Before completing the full application process, each applicant will be required to review the Apprenticeship Standards and be given a copy of the complaint procedure. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided.
- Receipt of the properly completed application form, along with required supporting documents (proof of age, birth certificate or other acceptable documentation; copy of high school diploma, HSE certificate or other acceptable documentation, official high school transcripts, two letters of reference) will constitute a completed application.
- Completed applications will be reviewed to ensure that all of the minimum qualifications have been met. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the right to appeal his/her disqualification. Once the applicant has been disqualified, no further processing will be conducted.

- Applicants meeting all of the minimum qualifications and submitting the required supporting documents will be eligible to participate in the Wonderlic aptitude test.
- Only those candidates scoring 275 or higher (10.5 grade level) in quantitative and verbal on the Wonderlic Basic Skills Test will be scheduled for interviews.
- Should the Trustees find they have enough applications to meet the future labor needs for the Counties, Cities, and Municipalities governed by these standards, the Trustees retain the authority to stop accepting applications at any time.

### Interview Procedures

- The Training Center will schedule the interview and evaluation session. All applicants who have met the basic qualifications, have submitted the required documents, and scored accordingly on the Wonderlic Basic Skills Test will be notified of the date, time and place to appear.
- The Interview Committee will have in its possession for review with regard to each applicant: application form, education verification, high school transcripts, two letters of reference and proof of age.
- After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the individual and about the capacity to participate in the apprenticeship program.
- Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school record, mechanical ability, motivation and vocational training.
- Evaluation shall be based on a standard of industry needs and not by a comparison with other applicants.
- The same questions shall be asked of each applicant.
- The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form.

### Selection from the Committee

- The number of new apprentices to be accepted will be determined before starting interviews. The number will be based on the needs of the industry areas governed by these standards.

- Selection of individuals from the list of interviewed applicants will not be made until all interview sessions are complete and all applicants have been evaluated.
  
- The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form, taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/ her judgment of the applicant derived from the interview.
  
- After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
  
- Applicants will be placed on a "Ranking list of Eligible Applicants" according to:
  - Their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
  - As openings for the registration of new apprentices occur, the highest ranked applicants will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Training Center informed of their current mailing address and telephone number.
  - Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and a notice sent to their address "Certified Mail-Return Receipt Requested" to determine if the applicant is still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
  - Qualified applicants remaining on a preceding ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list will be required to reapply.
  - During the two (2) year period, applicants who feel that their

qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

Any applicant who feels that he/she was wrongfully denied entry to the apprenticeship program may appeal the decision.

### **Enrollment**

Once a student has been notified of their acceptance to the Insulator Program, they will be scheduled to complete a drug screening, physical and chest x-ray. Students will also be scheduled to attend asbestos abatement and OSHA/Process Safety Management certification training classes. Students will complete the enrollment agreement, apprentice expectations, apprenticeship agreement, and supplement to the apprentice agreement prior to beginning the Insulator Program.

### **Registration**

Students enrolled in the apprenticeship program are automatically registered for technical classes each term.

### **Graduation Requirements**

Students who have completed all technical courses in the program and have completed the required hours of on-the-job internship are eligible for graduation from the apprenticeship program. They receive an apprenticeship completion certificate from the US Department of Labor.

### **Certificates and Diplomas**

Students who complete the apprenticeship program receive an apprenticeship completion certificate from the Pennsylvania Apprenticeship Council and the US Department of Labor. Students will also receive a diploma from the IAHFIAW JAC (LU14) Training Center.

## **Student Services**

The IAHFIAW JAC (LU14) Training Center is dedicated to providing each student the support and services they need to successfully complete their program and enter the industry fully prepared. The services listed below were developed to assist the student in meeting their educational goals. Questions regarding these services should be sent to the Administrator or staff.

**Job Placement:** Students of the IAHFIAW JAC (LU14) Training Center's Insulator Program are placed on jobs through Local Union 14. Once they have graduated, journeymen and journeywomen receive placement assistance from the union. Work placement from the union is continuous until retirement

**Continuing Education Programs:** The IAHFIAW JAC (LU14) Training Center is pleased to offer a number of courses and certification programs for the journey worker in the mechanical insulation 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 IAHFIAW JAC (LU14) Training Center website and noted in the monthly Local Union 14 newsletter.

## **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 school per academic year. The cost of attendance budget includes tools, work gear and licenses/certifications. The estimated TOTAL costs for the program over the 5-year period is \$1,200.00.

## **Veteran's Benefits**

The Training Center is pleased to participate in the Montgomery GI Bill veteran's benefits program. The Administrator can assist you in the certification of your benefits agreement. For further information, students should contact the Veterans Administration at [www.gibill.va.gov/education/benefits.htm](http://www.gibill.va.gov/education/benefits.htm)

## **Withdrawal Policy/Leaves of Absences**

Students who wish to withdraw from the Insulator Program should send a request in writing to the Administrator. A leave of absence may be granted for military or medical reasons at the discretion of the Administrator. If the Administrator believes that the student should be granted a leave of absence, the student will be notified in writing.

## **Transfer From Other Institutions**

Students who wish to transfer from another Insulator apprenticeship or technical school will be evaluated through hands on and written tests and if accepted will be placed in the program accordingly.

## **Transfer To Other Institutions**

The IAHFIAW JAC (LU14) Training Center does not have a transfer agreement or partnership with any other school. If a student seeks to continue their education at another school, there is no guarantee that credits earned at the IAHFIAW JAC (LU14) Training Center will be accepted. Transferring credit to another institution will be at the sole discretion of the other school.

## **Grading**

*A - A student performs at 90-100% level*

*B - A student performs at 80-89% level*

*C - A student performs at 70-79% level*

*Fail (F) - A student performs at a level which is lower than 70%* If a required course is failed, the course must be repeated or an equivalent one taken. No Credit is accrued with a grade of F. When a student repeats a course or takes an equivalent after failure, both grades will be recorded on the permanent record.

*Incomplete (I) –* In exceptional cases, where an unanticipated event beyond their control interferes with a student's completion of course requirements, a letter grade of "I" (Incomplete) may be given to a student, at the instructor's discretion. Responsibility for completion of work rests with the student and must be completed within one year.

*Administrative Withdrawal (AW) –* This code is used on grade reports when a student either never attended or attended no more than two classes but did not officially drop or withdraw.

Students should refer to the individual course syllabi to determine how their grade will be assessed.

## Satisfactory Academic Progress

Students must maintain a 70% average in all classes to make satisfactory academic progress. In addition, the IAHFIAW JAC (LU14) Training Center uses a competency-based approach to all classes. Students are given ample opportunity to complete each competency. Students, who are unable to meet a competency after several efforts, will be given additional support to meet the competency. If a faculty member feels that a student will be unable to meet the required competencies, that student will be notified and given 90 days to meet the competency or be dismissed from the program.

## Academic Services

The IAHFIAW JAC (LU14) Training Center has developed a unique program and curriculum designed to achieve the highest standards of performance in our industry. The successful completion of the Insulator Program will enable the student to have a successful career and multiple opportunities within the mechanical insulation industry.

## Advisement

Staff is 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 Administrator and the staff are available to provide general advisement on available services and continuing education opportunities.

## Computer Services

The IAHFIAW JAC (LU14) Training Center has laptops and tablets which are available to students during Training Center hours. Whether using this service on your own time or during class, the following rules apply.

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any 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; or**
- **Engaged in for any purpose that is illegal or contrary to IAHFIAW JAC (LU14) Training Center policy or business interests.**

*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 IAHFIAW JAC (LU14) Training Center. However, the IAHFIAW JAC (LU14) Training Center 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 IAHFIAW JAC (LU14) Training Center 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 IAHFIAW JAC (LU14) Training Center 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 mechanical insulation industry and construction trades and a variety of videos and CDs related to craft specialization and labor history. The IAHFIAW JAC (LU14) Training Center provides students with access to all instructional material through a downloadable database or flash drives.

## **Transcripts and Student Records**

Students may request a copy of their transcript at any time. Official copies of their transcripts are available at no cost. Students wishing to obtain a copy of their student records can do so by filling out an appropriate “record request form” (supplied by Administrator or Office Manager). Once the form is complete and turned in, the record will be made available to the student.

## **Rules and Regulations**

As a participant in the Insulator Program, 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 International Association of Heat and Frost Insulators and Allied Workers.

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 to participate in IAHFIAW JAC (LU14) Training Center’s outstanding accomplished program. It is the sincere hope of the trustees, instructors, and staff of the program that you strive every day to make the most of this opportunity that you have been awarded. While the program is demanding and rigorous, the benefits of your dedication will be enormous.

Bearing this in mind, these Rules and Regulations (hereafter referred to as “the Rules”) have been adopted by the Trustees of the IAHFIAW JAC (LU14) Training Center in order to:

- Administer the Apprentice and Training Program (“Insulator Program” of the IAHFIAW JAC (LU14) Training Center);
- Develop uniform policies and procedures that are applicable to all participants; and



- Clearly set forth the obligations and requirements that are applicable to every participant.

These Rules have been developed so that every participant in the Insulator Program can know and understand what is required of him or her to successfully participate. Every participant in the Insulator Program is responsible for always knowing and following the rules. If you do not understand a rule, or how it applies to you; you can contact the Administrator or another staff member. You should not rely on information given to you by another apprentice or journey person – even if other participants tell you what a rule means, the only correct application of these rules are the interpretation of the program. 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 program. These rules may be changed from time to time by the program and its trustees. It is your responsibility to know and comply with rules, as they may be amended or otherwise changed.

Failure to comply with the rules and policies of the IAHFIAW JAC (LU14) Training Center's Insulator Program will result in disciplinary measures including, but not limited to those outlined in this document. Potential disciplinary measures include, but are not limited to fines, and suspension or cancelation of apprenticeship. Canceled apprentices lose all program privileges, including working privileges – canceled apprentices may not work for any signatory industry employer. The IAHFIAW JAC (LU14) Training Center shall at all times fully maintain its ability to take whatever disciplinary action it sees fit to carry out the apprenticeship program rules and regulations. A complete set of the rules can be found in Apprentice Expectations (Appendix A).

### **Attendance / Absenteeism / Make-Up Work**

All students are required to be present and punctual each scheduled class day. Any absence from a training class excused or otherwise must be made up at the next available makeup day and prior to the end of the semester. Failure to make up a missed class will result in disciplinary action.

### **Conduct**

- 1) All students must be prepared for the school day. Those who are not (No books, tools, not wearing proper attire or not having required items) will be dismissed and must make up any missed time.
- 2) Any act of dishonesty will result in automatic cancelation.
- 3) Any student caught defacing property of the IAHFIAW JAC (LU14) Training Center or Local Union 14 will be required to pay to replace damaged property and could be dropped from the program. Any offense of this matter will be reported to the Joint Apprenticeship Committee.
- 4) Smoking is allowed only in designated areas outside the building. Smokeless tobacco (snuff, chew, vaping and e-cigarettes) will not be allowed or tolerated in the classroom or

on the training floor. If there is a need to smoke, butts will be disposed of in proper containers.

5) Cell phones will be shut off during class, unless prior approval is given for emergency messages use only. There will be no playing with cell phones in class or in the shop area.

6) Horseplay and profanity will not be allowed in IAHFIAW JAC (LU14) Training Center.

## **Program Schedule**

Apprenticeship Training is typically broken into ten 8-hour classroom/shop sessions per semester. Apprentices are given a class schedule prior to the start of each new semester.

## **Insulator Program Curriculum / Course Descriptions**

**METL311** – **Advanced Metal Jacketing I – Piping – 80 hours** – This course is designed to teach the Insulator the many aspects of metal jacketing used to protect the insulation. Fittings and many other unusual shapes must have templates and patterns developed. This course uses a tremendous amount of geometry to be able to develop such templates. The course uses a traditional manual, shop fabrication (layout and pattern making), as well as an interactive CD that clearly illustrates the many complex layouts for piping applications.

**METL312** – **Advanced Metal Jacketing II – Equipment – 80 hours** – This course is designed to teach the Insulator the many aspects of metal jacketing used to protect the insulation. Equipment and many other unusual shapes must have templates and patterns developed. This course uses a tremendous amount of geometry to be able to develop such templates. The course uses a traditional manual, shop fabrication (layout and pattern making), as well as an interactive CD that clearly illustrates the many complex layouts for equipment applications.

**METL413** – **Advanced Metal Jacketing III – Equipment – 80 hours** – This course is designed to teach the Insulator the many aspects of metal jacketing used to protect the insulation. Dome shaped equipment must have templates and patterns developed. This course uses a tremendous amount of geometry to be able to develop such templates. This course uses traditional manual, shop fabrication (layout and pattern making), as well as an interactive CD that clearly illustrates the many complex layouts for dome shaped equipment applications.

**PADS401** – **Removable Insulation Design and Engineering – 45 hours** – This course is designed to teach the Insulator about the removable and reusable insulation technology. The student will experience all of the design, production and installation. Selection of materials, layout and assembly including use of sewing machine.

**ARCH411** – **Blueprints, Codes and Specifications – 45 hours** – This course is designed to offer the Insulator an in-depth approach and understanding of how to receive information and detailed specifications from a set of plans. Understanding a set of plans on a construction jobsite is important to the foreman and/or journeypersons for coordination and Planning. The completion of the course will increase the skill level and confidence to read and comprehend a set of plans.

**SPVN501 – Effective Supervision – 16 hours** – This unique course teaches effective supervision for construction jobsites. Dealing with and understanding employee motivation is key for any labor-management relationship. Controlling, rewarding and disciplining the workforce in a proper manner will enhance the organizational management, and offer a productive environment.

**LABR101 – Labor History – 45 hours** – The course offers a brief explanation of the Union labor movement as well as local labor issues. Structure of a labor union and challenges that it faces are heavily discussed. Organizing concepts are presented as well.

**ASBS501 – Supervisor Asbestos Abatement – 40 hours** – This Federal EPA Training Model (40 CFR part 763) certification course is required training for workers and supervisors to be involved with the abatement of asbestos.

**FDEX101 – Field Experience I – 1800 hours** – This is the first year of field experience for the apprentice. The apprentice will learn, under strict supervision, basic instructions and practices on an insulation industry construction jobsite. All hours are documented and verified by the mentoring supervisor. All apprentices must comply with two forms of evaluation to verify learned outcomes. Foreman's evaluation and a journal kept by the apprentice are completed on a weekly basis.

**FDEX212 – Field Experience II – 1800 hours** – This is the second year of field experience for the apprentice. The apprentice's work responsibilities will increase as the supervision feels that the apprentice can handle more than basic applications. All hours are documented and verified by the mentoring supervisor. All apprentices must comply with two forms of evaluation to verify learned outcomes. Foreman's evaluation and a journal kept by the apprentice are completed on a weekly basis.

**FDEX312 – Field Experience III – 1800 hours** – This is the third year of field experience for the apprentice. The apprentice will be able to advance themselves to some complex insulation situations while under supervision from mentoring journey persons and supervisors. All hours are documented and verified by the mentoring supervisor. All apprentices must comply with two forms of evaluation to verify learned outcomes. Foreman's evaluation and a journal kept by the apprentice are completed on a weekly basis.

**FDEX412 – Field Experience IV – 1800 hours** – This is the fourth year of field experience for the apprentice. The apprentice is given projects and tasks that are very similar to that those of a journey person's responsibility, still within a supervisory mentoring process. All hours are documented and verified by the mentoring supervisor. All apprentices must comply with two forms of evaluation to verify learned outcomes. Foreman's evaluation and a journal kept by the apprentice are completed on a weekly basis.

**FDEX512 – Field Experience V – 1800 hours** – This is the fifth and final year of field experience for the apprentice. The apprentice is given projects and tasks that are very similar to that those of a journey person's responsibility, still within a supervisory mentoring process. All hours are documented and verified by the mentoring supervisor. All apprentices must comply with two forms of evaluation to verify learned outcomes. Foreman's evaluation and a journal kept by the apprentice are completed on a weekly basis.

**VABR101 – Vapor Barriers – 16 hours** – This introductory course will address the need and application of vapor barriers to piping and mechanical insulation applications. The science of condensation and dew points will be examined to fully explain why vapor barriers are so important.

**COMP501 – Computer Labor Management – 16 hours** – This introductory course is designed to offer the apprentice a basic understanding to today’s common and popular programs so that the apprentice can apply basic computer skills in a Labor Management situation possibly even job-site record keeping. The programs discussed are Microsoft Outlook, Windows, Excel and Word.

**DSRP502 – Disaster Response – 16 hours** – This course is designed to offer a worker some basic health and safety skills when/if working on either a man-made or natural disaster site. Regular construction training fully does not prepare someone to work and experience the numerous uncommon situations associated with a disaster. This course also is an OSHA certifiable training course, OSHA #7600.

**MATH101 – Applied Insulator’s Math I – 30 hours** – Problem solving techniques that are needed for circulator geometric functions for Mechanical Insulation Industry applications. Topics include, pipe sizes, miter determination and basic geometric operations such as circumference and diameters relationships. Algebraic functions up to two step calculations.

**MATH212 – Applied Insulator’s Math II – 30 hours** – This Insulator advanced math course will prepare the Insulator to be able to accurately estimate, order and distribute material needed on a jobsite. Estimating material for pipe, ductwork, and tanks (equipment) accurately enhances the effectiveness and professionalism of the jobsite. Advanced levels of geometry will also be used for Parallel Line Development techniques.

**SAFE101 – Construction Safety I – 10 hours** – The introductory Construction Safety class offers basic safety instructions to entry-level workers. The OSHA 10-hour certification is given. The OSHA course incorporates the following topics:

- Introduction to OSHA
- Tool Safety
- PPE
- Fire Safety
- Ergonomics
- Confined Space
- Scaffolds
- Ladders and Stairways
- Hazard Communications
- Rigging
- Electrical Safety
- Fall Protection

**SAFE201 – Construction Safety II – 32 hours** This safety course is intended to certify the students in Scaffolds. **Scaffold Erector** and **Scaffold User** are two major certifications that the student will receive. Mold remediation is also taught, which is the operation, handling and disposing mold-infected materials. This course includes expanded training on Fall Protection and Confined Spaces. Adult CPR and First Aid certification training is taught as well.

**SAFE501 – Construction Safety III – 30 hours** – The Construction Safety class offers detailed safety instructions to Supervisory-level workers. The OSHA 30-hour certification is given. The OSHA course incorporates the following topics:

- Introduction to OSHA
- Fall Hazards
- Struck-By Hazards
- Caught –In or – Between
- Electrocution
- Material Handling
- Excavation Hazards
- Health Hazards
- Tool Safety
- PPE
- Fire Safety
- Ergonomics
- Confined Space
- Scaffolds
- Ladders and Stairways
- Hazard Communications
- Rigging

**INSP101 – Fundamental Insulation I – Piping – 80 hours** –This course includes a wide range of basic skills the Insulator will use when insulating piping. The apprentice will learn to apply many types of insulation, finishes, and coverings to straight pipe, fittings, valves, and other applications. It also covers virtually every major type of insulation material and its characteristics, attachment method, device, sealing and finishing materials that is used on pipe in the thermal range, from low temperature to hot. Basic protective jacketing (metal) techniques are introduced with advanced levels of applications.

**INSE212 – Fundamental Insulation II – Equipment – 88 hours** – Fundamental Insulation Skills II: Cylindrical Shapes, Air Handling Systems, Underground, and Cryogenic includes a wide range of basic skills the insulator will use in insulation work. In this course the student will learn to apply insulation, finishes, and coverings to tanks, vessels, and equipment; HVAC ducts, plenums, and breechings; underground pipe; and equipment for cryogenic service.

**FTOP210 – Firestop and Smoke Seal Penetrations – 16 hours** – This course was developed so that each student will understand the Firestop and Smoke Seal industry and develop the required skill of selecting and applying recognized approved Firestop and Smoke seal systems.

**ORNT101 – Orientation – 5 Hours** – This course is designed to acquaint students with the school, the program, the requirements of apprenticeship and their job requirements and benefits. All students must complete the orientation program.

**CRVW503 – Curriculum Review – 80 Hours** – This course was designed to enhance individual student skill sets. Each student is evaluated on their skills and a series of individual lesson plans is developed for their specific needs.

**WELD501 – Introduction to Welding – 8 Hours** – This introductory course is designed to offer the student with some basic welding skills. Upon completion students will be able to:

- Identify welding types, joint design and positions used in welding.
- Identify common welding symbols.
- Identify and demonstrate the proper use of personal protective equipment for use in welding.
- Identify and demonstrate the proper and safe use of welding machinery and equipment

**LSKL501 – Life Skills – 16 Hours** – This course was designed to address the importance in preparing for financial stability. Students will be introduced to:

- Savings plans
- Investment Plans
- Retirement Plans

*Apprenticeship Preparatory*

Course Number	Course Name	Class Hours
ASBS501	Supervisor Asbestos Abatement	8
ASBS501	Supervisor Asbestos Abatement	8
ASBS501	Supervisor Asbestos Abatement	8
ASBS501	Supervisor Asbestos Abatement	8
ASBS501	Supervisor Asbestos Abatement	8
ASBS501	Supervisor Asbestos Abatement	8
SAFE101	Construction Safety I	5
SAFE101	Construction Safety I	5
<b>TOTALS</b>		<b>58</b>

<u>Local 14 JATC Apprentice Curriculum</u>						
<u>DATE:</u>	<u>Period</u>	<u>Unit #</u>	<u>Lesson #</u>	<u>Hrs</u>	<u>Actual Presentation</u>	<u>Instructor</u>
	1	ORNT101	1	1(2)	Introduction to the Apprenticeship School	Krawczyk
	1	ORNT101	2	1	Introduction to the workings of the International Association of Insulators	Krawczyk
	1	ORNT101	3	1	Introduction to the workings of Local 14, Philadelphia	Krawczyk
	1	ORNT101	4	1	Introduction to the working of the Health & Welfare/Pension program.	Krawczyk
	1	MATH101	1	4	Iron & Copper Pipe Sizes, OD's & ID's, Circumferences, Radius and Diameters	McDowell
	1	LABR101	1	8	Intro to Union & Organized Labor/ Assignments for written Presentations	McDowell
	1	MATH101	2	4	Short & Long Radius Miter lay-outs.	McDowell
	1	LABR101	2	4	Milestones of the American Labor Movement	McDowell
	1	MATH101	3	4	Determining Heal & Throat measurements for Sweeps & Field Bends	McDowell
	1	LABR101	2	4	Milestones of the American Labor Movement	McDowell

1	MATH101	4	4	Geometrical drawings utilizing Wing Dividers	McDowell
1	LABR101	3	4	MOVE/COMET Programs	McDowell
1	MATH101	5	4	Using Applied Geometry principles to create patterns for insulation	McDowell
1	LABR101	3	4	Professional Craftsman's Code of Conduct	McDowell
1	MATH101	6	4	Examination: Student will demonstrate the skills dev. For geometric lay-out	McDowell
1	LABR101	4	4	History of the Int'l Association of Heat & Frost Insulators & Allied Workers	McDowell
1	MATH101	7	4(6)	3E Insulation Appraisal: Engineering an Insulation System	McDowell
1	LABR101	5	4(8)	Student Presentations of Labor Law/History	McDowell
1	LABR101	6	7	History and Evolution of American Labor Laws	McDowell
1	LABR101	7	1	Examination: Written exam on Labor History	McDowell
1	LSKL501	1	4	Life Skills	McDowell
1	LSKL501	2	4	Life Skills	McDowell
2	INSP101	1	4	ON LINE: Fundamentals of Insulation I – A.1 to A.6	McDowell
2	INSP101	2	4	Categories of Insulation/Types of Pipe & Sizes	McDowell
2	INSP101	3	4(8)	Twist Wire/Apply Fiberglass: Straight & Tees	McDowell
2	INSP101	4	2	ON LINE: Armaflex - 90's, 45's & Tees.	McDowell
2	INSP101	5	8	Armaflex – Straight, 90's, 45's, Tees and Laterals.	McDowell
2	INSP101	6	8	Straight Metal & PVC, Hangers, Supports and Hand-Fabs.	McDowell
2	INSP101	7	8	Templates for Equal/Unequal Tees, Valves and Bonnets.	McDowell
2	INSP101	8	4	ON LINE: Miters – Long and Short Radius 90 degree Elbows.	McDowell
2	INSP101	9	8	Cut and Apply Miters	McDowell



	2	SAFE201	1 to 6	### #	1 <sup>st</sup> Air First Responder/CPR with AED	McDowell
	2	VABR101	1 to 5	8	ON LINE: Vapor Barriers & Examination	McDowell
	2	VABR101	6 to 10	8	Mold Remediation & Examination	McDowell
	2	INSP101	10	8	Cement to Pipe Ends, 90 degree Elbows/Fab Cloth (FG Cloth) & Mastic	McDowell
	2	INSP101	11	2	ON LINE: Fundamentals of Insulation I -Module D	McDowell
	2	INSP101	12	8	Fiberglass Board to Duct work (Armaflex Sheet goods-Tee & 90 ???)	McDowell
	2	INSP101	13	8	Examinations – Written and Hands-On	McDowell
	3	INSE212	1	4	ON LINE: Fundamentals of Insulation II – A.1 to A.6 Introduction to Equipment	McDowell
	3	INSE212	2	4	Insulating Cryogenics	McDowell
	3	INSE212	3	4(6)	Insulating Cryogenics	McDowell
	3	INSE212	3	4	Insulating Cryogenics	McDowell
	3	INSE212	4	4	Establishing a Vapor Barrier – Applying PVC Jacket	McDowell
	3	INSE212	5	4(8)	PVC applied to Elbows, Tees, Wyes & Valves	McDowell
	3	INSE212	5	4	PVC applied to Elbows, Tees, Wyes & Valves	McDowell
	3	INSE212	6	1	ON LINE: Fundamentals of Insulation II – Module B	McDowell
	3	INSE212	7	1	ON LINE: Fundamentals of Insulation II – Module C	McDowell
	3	INSE212	8	4	Semi-Rigid Insulation on Cylinders and Tanks	McDowell
	3	INSE212	8	4	Semi-Rigid Insulation on Cylinders and Tanks	McDowell
	3	INSE212	9	4	Applying LAGS to a Cylindrical Shape	McDowell
	3	INSE212	10	4	Chicken Wire & Cement to Tank Heads	McDowell
	3	INSE212	10	4	Chicken Wire & Cement to Tank Heads	McDowell

	3	INSE212	11	4	Fab-Cloth & Mastic (Fiberglass Cloth) to Tank Heads	McDowell
	3	INSE212	12	2	ON LINE: Fundamentals of Insulation II – Module D	McDowell
	3	INSE212	13	4(8)	Applying Armaflex to Tank Heads	McDowell
	3	INSE212	13	4	Applying Armaflex to Tank Heads	McDowell
	3	INSE212	14	2	ON LINE: Fundamentals of Insulation II – Module E	McDowell
	3	INSE212	15	2(4)	Applying Fiberglass Board to Duct Work	McDowell
	3	INSE212	15	2(4)	Applying Fiberglass Board to Duct Work	McDowell
	3	INSE212	16	4	Applying Armaflex Sheet Goods to Duct Work	McDowell
	3	INSE212	16	4	Applying Armaflex Sheet Goods to Duct Work	McDowell
	3	INSE212	17	4	Complete Duct Work (MAYBE SHEET GOOD ARMAFLEX TO 90, TEE, Reducers)	McDowell
	3	INSE212	17	4	Complete work and Practice	McDowell
	3	INSE212	18	8	Examinations: Written & Hands-On.	McDowell
	4	SAFE201	7	5.5	Scaffold User	McDowell
	4	SAFE201	8	2	Students – Inspect Scaffold & Aerial Lifts	McDowell
	4	SAFE201	9	0.5	Examination – Scaffold User	McDowell
	4	SAFE201	1 to 3	4	1 <sup>st</sup> Aid – First Responder	McDowell
	4	SAFE201	4 to 6	4	CPR with AED	McDowell
	4	SAFE201	10	5.5	Confined Space	McDowell
	4	SAFE201	11	2	Students – Identify Confined Space and Dangers	McDowell
	4	SAFE201	12	0.5	Examination – Confined Space	McDowell
	4	FTOP210	1	3	Introduction to Firestop & Smoke Seal	McDowell
	4	FTOP210	2	3	Materials Used for Firestop and Smoke Seal	McDowell
	4	FTOP210	3	2	Students – Identify Penetration & select UL Approved System to Seal openings	McDowell

	4	<i>FTOP210</i>	3	1	<i>Students – Identify Penetration &amp; select UL Approved System to Seal openings</i>	<i>McDowell</i>
	4	<i>FTOP210</i>	4	2	<i>Identify Penetration, Select Approved UL System, Select Material</i>	<i>McDowell</i>
	4	<i>FTOP210</i>	5	2	<i>Student – Apply approved Firestop System</i>	<i>McDowell</i>
	4	<i>FTOP210</i>	6	2	<i>Student User UL Specification Book</i>	<i>McDowell</i>
	4	<i>FTOP210</i>	7	1	<i>Examination – Written</i>	<i>McDowell</i>
	4	<i>MATH212</i>	1	4	<i>Geometry – Lay-out: Equal &amp; Unequal Tees, End caps.</i>	<i>McDowell</i>
	4	<i>MATH212</i>	2	4	<i>Geometry – Equal Lateral</i>	<i>McDowell</i>
	4	<i>MATH212</i>	3	4	<i>Geometry – Unequal Lateral</i>	<i>McDowell</i>
	4	<i>MATH212</i>	4	4	<i>Geometry – Long Radius &amp; Short Radius Gores, Butterfly Gores.</i>	<i>McDowell</i>
	4	<i>PADS401</i>	1	8	<i>Pads – Measure, cut &amp; construct (Learn to use Hog-ring gun &amp; Compressor)</i>	<i>McDowell</i>
	4	<i>PADS401</i>	2	6	<i>Pads – Create and apply to flange and valve.</i>	<i>McDowell</i>
	4	<i>PADS401</i>	3	2	<i>Pads – Create 90 degree Elbow and Square for Pump Box</i>	<i>McDowell</i>
	4	<i>PADS401</i>	3	2	<i>Pads – Create 90 degree Elbow and Square for Pump Box</i>	<i>McDowell</i>
	4	<i>PADS401</i>	4	6(4)	<i>Pads for Turbines and Irregular Surfaces</i>	<i>McDowell</i>
	5	<i>METL311</i>	1	8	<i>Intro to Metal Equip -Brake, Beader/Crimper Lay-out End Caps and Equal Tee</i>	<i>McDowell</i>
	5	<i>METL311</i>	2	8	<i>End Caps, Equal &amp; Unequal Tee, Valve and Bonnet</i>	<i>McDowell</i>
	5	<i>METL311</i>	3	8	<i>Lay-out and apply 90 degree Elbow Gores</i>	<i>McDowell</i>
	5	<i>METL311</i>	4	8	<i>Lay-out and apply Equal Lateral</i>	<i>McDowell</i>
	5	<i>METL311</i>	5	8	<i>Lay-out and apply Unequal Lateral</i>	<i>McDowell</i>
	5	<i>METL311</i>	6	8	<i>End Caps, Equal &amp; Unequal Tees and Laterals</i>	<i>McDowell</i>

	5	<i>METL311</i>	7	8	<i>Piping Obstructions – Hangers, Unions, Couplings, etc.</i>	<i>McDowell</i>
	5	<i>METL311</i>	8	8	<i>Sweeps and Elbows</i>	<i>McDowell</i>
	5	<i>METL311</i>	9	8	<i>Short Radius 90 degree Elbows and Butterfly 90's</i>	<i>McDowell</i>
	5	<i>METL311</i>	10	8	<i>Examination – Lay-Outs (Make Patterns???)</i>	<i>McDowell</i>
	6	<i>MATH212</i>	5	2(4)	<i>Geometry: End Caps, Flange Covers, Cones &amp; Concentric Reducers</i>	<i>McDowell</i>
	6	<i>METL312</i>	1	2(8)	<i>End Caps, Flange Covers, Cones, Concentric Reducer</i>	<i>McDowell</i>
	6	<i>MATH212</i>	6	2(4)	<i>Geometry: Eccentric Reducers</i>	<i>McDowell</i>
	6	<i>METL312</i>	1	2	<i>Eccentric Reducers</i>	<i>McDowell</i>
	6	<i>METL312</i>	2	8	<i>Long Radius 90 Degree Elbow and 45 degree Elbow</i>	<i>McDowell</i>
	6	<i>METL312</i>	3	8	<i>Long Radius Sweeps</i>	<i>McDowell</i>
	6	<i>METL312</i>	4	8	<i>Short Radius Butterfly Gores and Gang Piping 90 degree alternative techniques</i>	<i>McDowell</i>
	6	<i>METL312</i>	5	8	<i>Flex-Clad and sheet Metal to Square to Round, insulated ductwork.</i>	<i>McDowell</i>
	6	<i>METL312</i>	6	8	<i>LR &amp; SR 90's, Butterfly Gores, Sweeps and Reducers.</i>	<i>McDowell</i>
	6	<i>METL312</i>	7	8	<i>Sheet metal applied to an Off-Set Tee</i>	<i>McDowell</i>
	6	<i>METL312</i>	8	8	<i>Sheet metal applied to a Concentric Reducer</i>	<i>McDowell</i>
	6	<i>METL312</i>	9	8	<i>Sheet metal applied to a Eccentric Reducer</i>	<i>McDowell</i>
	6	<i>MATH212</i>	7	3	<i>Examination: Student will complete a series of assigned patterns.</i>	<i>McDowell</i>
	6	<i>METL312</i>	10	2	<i>Examination: Apply sheet metal to insulated piping obstructions</i>	<i>McDowell</i>
	6	<i>MATH212</i>	7	3	<i>Examination: Student will complete a series of assigned patterns.</i>	<i>McDowell</i>

	6	METL312	10	2	<i>Examination: Apply sheet metal to insulated piping obstructions</i>	McDowell
	7	ARCH411	1	4	<i>Introduction to Architectural Rule and Blueprints</i>	McDowell
	7	SAFE201	1 to 3	4	<i>1<sup>st</sup> Aid – First Responder</i>	McDowell
	7	ARCH411	1	4	<i>Introduction to Architectural Rule and Blueprints</i>	McDowell
	7	SAFE201	4 to 6	4	<i>CPR with AED</i>	Fitzgerald
	7	ARCH411	2	4	<i>Interpret Plans and Elevations</i>	McDowell
	7	INSP101	14	4	<i>New Product Application</i>	McDowell
	7	ARCH411	2	4	<i>Interpret Plans and Elevations</i>	McDowell
	7	INSP101	14	4	<i>New Product Application</i>	McDowell
	7	ARCH411	3	4	<i>Interpret Plumbing &amp; basic Mechanical Systems, Sectional Views, Isometrics</i>	McDowell
	7	COMP501	2	4	<i>Microsoft Windows for Computer Labor Management</i>	McDowell
	7	ARCH411	3	4	<i>Interpret Plumbing &amp; basic Mechanical Systems, Sectional Views, Isometrics</i>	McDowell
	7	COMP501	4	4	<i>Microsoft Excel to create Templates, named ranges &amp; Using Data (Import/Export)</i>	McDowell
	7	ARCH411	4	4	<i>Plumbing drawings for material Take-Off to estimate material needed</i>	McDowell
	7	INSP101	15	4	<i>Stovepipe and Segmented Fittings</i>	McDowell
	7	ARCH411	4	4	<i>Plumbing drawings for material Take-Off to estimate material needed</i>	McDowell
	7	INSP101	15	4	<i>Stovepipe and Segmented Fittings</i>	McDowell
	7	ARCH411	5	4	<i>Reading mechanical drawings to do Take-Offs</i>	McDowell
	7	ARCH411	5	4	<i>Field Trip</i>	McDowell
	7	ARCH411	6	4	<i>Differences between Commercial &amp; Industrial drawings (Focus on Industrial)</i>	McDowell

	7	<i>ARCH411</i>	7	4	<i>Examination – Read a drawing and do Take-Off for insulation materials.</i>	<i>McDowell</i>
	8	<i>METL413</i>	1	8	<i>Lay-out, Cut and apply Head Gores</i>	<i>McDowell</i>
	8	<i>METL413</i>	2	8	<i>Lay-out, Cut and apply Gores to Domed Heads</i>	<i>McDowell</i>
	8	<i>METL413</i>	3	8	<i>Segmented 90 Elbow (2, 3, 5 &amp; 7 piece) Lay-outs</i>	<i>McDowell</i>
	8	<i>METL413</i>	4	8	<i>Apply Segmented 90's</i>	<i>McDowell</i>
	8	<i>METL413</i>	5	8	<i>Lay-out and apply PVC to Off-Set Tees</i>	<i>McDowell</i>
	8	<i>METL413</i>	6	4	<i>Apply Flashing materials for Pump Boxes</i>	<i>McDowell</i>
	8	<i>PADS401</i>	5	4	<i>Set-Up, Thread and operate Sewing Machines</i>	<i>McDowell</i>
	8	<i>METL413</i>	6	4	<i>Apply Flashing materials for Pump Boxes</i>	<i>McDowell</i>
	8	<i>PADS401</i>	6	4	<i>Set-Up, Thread and operate Sewing Machines</i>	<i>McDowell</i>
	8	<i>METL413</i>	7	4	<i>Apply Sheet Metal to Pump Box using Pittsburgh Machine</i>	<i>McDowell</i>
	8	<i>PADS401</i>	6	4	<i>Set-Up, Thread and operate Sewing Machines</i>	<i>McDowell</i>
	8	<i>METL413</i>	8	4	<i>Apply Metal to Cylinder with Pittsburgh Machine</i>	<i>McDowell</i>
	8	<i>PADS401</i>	6	4	<i>Construct Pads with Hog-Rings or by Sewing</i>	<i>McDowell</i>
	8	<i>METL413</i>	9	4	<i>Examination – Sheet Metal Application</i>	<i>McDowell</i>
	8	<i>PADS401</i>	7	4	<i>Examination – Written Examination for PADS</i>	<i>McDowell</i>
	9	<i>SPVN501</i>	1	4	<i>Labor Management Cooperative Trust – Foreman's Seminar</i>	<i>McDowell</i>
	9	<i>SPVN501</i>	2	4	<i>Labor Management Cooperative Trust – Foreman's Seminar</i>	<i>McDowell</i>
	9	<i>SPVN501</i>	3	4	<i>Labor Management Cooperative Trust – Foreman's Seminar</i>	<i>McDowell</i>

	9	SPVN501	4	4	Labor Management Cooperative Trust – Foreman’s Seminar	McDowell
	9	LSKL501	3	4	Life Skills	McDowell
	9	LSKL501	4	4	Life Skills	McDowell
	9	COMP501	3	4	Use of Microsoft WORD for reports and presentations	McDowell
	9	SAFE501	1	4	OSHA 30 – Intro to OSHA & Managing Safety & Health	McDowell/Greene
	9	SAFE501	2	4	OSHA 30 – Focus 4 – Struck-BY, Electric & Caught-In-Between	McDowell/Greene
	9	SAFE501	3	4	OSHA 30 – Focus 4 – Falls, PPE, Respirators & Health Hazards	McDowell
	9	SAFE501	4	4	OSHA 30 – Asbestos & Silica, Aerogel and Confined Space	McDowell
	9	SAFE501	5	4	OSHA 30 – Ladders & Stairwells, Fall Protection, Ergonomics & Cranes/Hoists	McDowell
	9	SAFE501	6	4	OSHA 30 – Excave’s, Scaffold, Material Handling & Fire Protection & Prevention	McDowell
	9	SAFE501	7	4	OSHA 30 – Tools, Concrete & Masonry, Safety & Health Programs	McDowell
	9	SAFE501	8	4	OSHA 30 – Allied Trades Assistance Program, Incentive Safety Awards	McDowell
	9	SAFE501	9	4	OSHA 30 – Welding and Cutting, Review and Written Examination	McDowell
	9	DSPR502	1	4	Disaster Response 7500	McDowell
	9	DSPR502	2	4	Disaster Response 7500	McDowell
	9	DSPR502	3	4	Disaster Response 7500	McDowell
	9	DSPR502	4	4	Disaster Response 7500	McDowell
	10	CRVW503	1	8	Basic Insulation techniques, Cut wire & bands, apply straight metal	McDowell
	10	CRVW503	2	8	Applying Closed Cell insulation (Armaflex) to small bore piping	McDowell

<i>10</i>	<i>CRVW503</i>	<i>3</i>	<i>8</i>	<i>Applying End Caps and Equal Tees: Insulation, Metal and/or PVC</i>	<i>McDowell</i>
<i>10</i>	<i>CRVW503</i>	<i>4</i>	<i>8</i>	<i>Applying Equal &amp; Unequal Tees: Insulation, Metal &amp; PVC</i>	<i>McDowell</i>
<i>10</i>	<i>CRVW503</i>	<i>5</i>	<i>8</i>	<i>Applying Insulation, Metal and/or PVC to Equal &amp; Unequal Laterals</i>	<i>McDowell</i>
<i>10</i>	<i>CRVW503</i>	<i>6</i>	<i>8</i>	<i>Application of Gores to Short &amp; Long Radius 90 degree and Butterfly 90's</i>	<i>McDowell</i>
<i>10</i>	<i>CRVW503</i>	<i>7</i>	<i>8</i>	<i>Application of insulation and Metal to Concentric &amp; Eccentric Bevel Reducers</i>	<i>McDowell</i>
<i>10</i>	<i>CRVW503</i>	<i>8</i>	<i>8</i>	<i>Journeyman's Examination</i>	<i>Krawczyk</i>
<i>10</i>	<i>CRVW503</i>	<i>9</i>	<i>8</i>	<i>Journeyman's Examination</i>	<i>Krawczyk</i>
<i>10</i>	<i>CRVW503</i>	<i>10</i>	<i>8</i>	<i>Journeyman's Examination</i>	<i>Krawczyk</i>



## Administration and Faculty

Edward Krawczyk     Apprenticeship Administrator, Chief Administrative Officer  
Instructor, Health and Safety/Labor History

Karen Bigle             Administrative Assistant

Matthew McDowell     Instructor, Health and Safety/Labor History, Technical  
Training/Practical Applications, Blueprints, Codes, and  
Specifications

Lewis C. Fitzgerald     Instructor, Health and Safety/Labor History

Robert Capaldi         Instructor, Health and Safety

Kevin Greene            Instructor, Health and Safety

*Additionally, departments often use subject matter experts for specialty classes.*

# Appendix A

## APPRENTICE EXPECTATIONS

(9-1-2016)

1. No firearms allowed in or on the IAHFIAW JAC (LU14) Training Center premises.
2. No cell phones in classroom or shop area
  - a. All cell phones brought into Training Center are to be placed in designated areas.  
(Instructor will designate area)
  - b. Cell phones may be used in the Training Center ONLY during lunch and scheduled breaks.
3. No smoking or eating in the classroom or workshop.
4. Any apprentice stealing or destroying another individual's or the Training Center's property will be immediately excused from class and will appear before the Joint Apprenticeship Committee at their next regularly scheduled meeting.
5. Lateness
  - a) Excused Lateness (call in prior to start of class) - class time will be made up at the instructor's discretion. (Note: It is the discretion of the instructor or Administrator as to excuse lateness.)
  - b) Unexcused Lateness: (no call prior to start of class) - class time will be made up at the instructor's discretion and will result in an infraction.
  - c) All lateness (Excused or Unexcused) will result in 1 point off final average for that semester.
6. Attending Class Unprepared
  - a) Notebooks, books or any assigned work – Student will be sent home and marked as an unexcused absence.

7. Any apprentice failing to adhere to safety standards in classroom or shop will be dismissed from class. This class will be considered an unexcused absence and must be made up at the discretion of the instructor.
8. All apprentices will be appropriately dressed at all times.
  - a. Classroom - Long or short sleeve shirts, long pants or shorts, and appropriate footwear.
  - b. Workshop - Long or short sleeve shirts, long pants and appropriate footwear - work shoes or sneakers. No open toe shoes. Safety glasses and cut resistant gloves must be worn when working in the shop. Additional safety equipment will be worn when necessary or requested. (Note: failure to dress appropriately will result in an infraction and you will be asked to leave and marked for an unexcused absence.)
9. Job Reports
  - a) Job reports must be current at the start of each scheduled class. Showing up to class with job reports being "Not Current" will be documented. The Joint Apprenticeship Committee will be notified of any apprentice having three documented "Not Current" within a semester. Should there be any additional documented "Not Current" apprentice will be, at the Administrator's discretion, scheduled to appear before Joint Apprenticeship Committee.
  - b) Any apprentice purposely falsifying information on job report will be, at the Administrator's discretion, scheduled to appear before Joint Apprenticeship Committee.
10. Absenteeism
  - a) Excused Absences (Call in at least 1 day prior to start of class) - class time will be made up at the instructor's discretion. Examples: death in immediate family, apprentice illness and other situations as determined by the Administrator.
  - b) Unexcused Absences (Call in prior to start of class) - class time will be made up at the instructor's discretion and will result in an infraction.
  - c) The apprentice should remember to schedule vacations and other long-term planned activities for time periods when there are no scheduled classes. APPRENTICES ARE EXPECTED TO BE AT ALL SCHEDULED SCHOOL ACTIVITIES THROUGHOUT THE YEAR. These activities include Asbestos Recertification, Process Safety Management Courses, Working the Polls on Election Day and other school activities as they may arise.

11. All apprentices are required to maintain New Jersey & Pennsylvania Asbestos Licenses, TWIC and Process Safety Management certifications.
  - a) Any apprentice failing to maintain any of the required certifications will be, at the discretion of the Administrator, scheduled to appear before the Joint Apprenticeship Committee.
  
12. Any apprentice failing to complete ALL required classes by the end of a semester/period will receive an incomplete and be required to repeat that semester/period. (Note: Any Apprentice receiving an incomplete will be removed from the Apprentice Incentive Program eligibility list, unless granted exemption from the Joint Apprenticeship Committee.)
  
13. Union Meetings
  - a) ALL apprentices must attend at least three (3) Union Meetings each period/semester. Should any apprentice fail to meet their union meeting requirement, their pay increment will be withheld until this obligation is satisfied.
  
14. Drug Policy
  - a) In addition to the Built-Rite CUDAP Program and the Collective Bargaining Agreement's Drug Policy, the Joint Apprenticeship Committee Policy states that any apprentice who tests positive in any Drug or Alcohol Screening Program and is found to be "Not Work Ready" will be placed on "probation" for the first offense and dismissed from the program for a second offense. *Voluntary admission to a Drug Rehabilitation program will also be considered an offense.*
  
15. It is the apprentice's responsibility to work every available hour. Excessive missed time from work will not be tolerated.
  
16. Should the apprentice fail to comply with the stated requirements listed above, the Administrator reserves the right to bring said apprentice before the Joint Apprenticeship Committee for disciplinary action. More than two absences (unexcused), chronic tardiness, being unprepared or failure to maintain all required certifications may require the Apprentice to come before the Joint Apprenticeship Committee to explain their actions.

17. In order to advance in pay for the next period, all apprentices will be required to have a valid New Jersey Asbestos License, Pennsylvania Asbestos License, TWIC Card and Process Safety Management/Built Rite Card. All job reports must be current, also.

**APPRENTICE'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

