



STUDENT HANDBOOK 2020-2021

ABC TRAINING CENTERS
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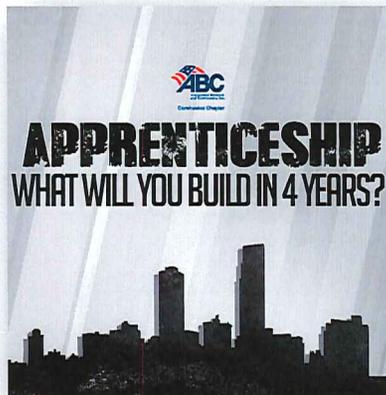


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Education Director: Theresa Ptacek - theresap@abcnebraska.org
Registrar: Mandy Stark - mandys@abcnebraska.org
www.abcnebraska.org

APPRENTICESHIP:

- Assures you future employment;
- Provides increased earning power;
- Provides job security;
- Raises skill levels;
- Eliminates the need for close supervision;
- Nourishes your organization and helps it grow;
- Teaches you to think creatively;
- Increases productivity;
- Creates new skills to meet modern demands;
- Establishes earning power;
- Satisfies the public's demand for quality work;
- Hurdles technological changes;
- Improves your relationship with an employer;
- Provides a means of advancement.

TRAINING ISN'T EXPENSIVE, LACK OF IT CAN COST YOU!



Welcome to the ABC Training Center!

Congratulations on your decision to continue your education through apprenticeship. We are pleased you have chosen ABC & The NCCER Training Program to help increase your technical knowledge and skill level in your craft. You are now part of a program that is recognized as the standard for the construction industry and is used throughout the United States in high schools, colleges, large companies, and for apprenticeship training such as you receive at the ABC Training Center. The training you receive from ABC allows you to be in the Registry of the National Center for Construction Education and Research and can be transferred to any of the many sponsors in the country.

The Cornhusker Chapter of Associated Builders and Contractors is proud to have our apprenticeship training program accredited by the National Center for Construction Education and Research (NCCER) and approved by the U.S. Department of Labor, Office of Apprenticeship and the Nebraska Department of Education/ State Approving Agency. We are committed to doing our best to offer you the finest quality training in the industry and know each year of education will benefit you personally and professionally.

We are here to assist you in reaching your goals. I, along with the ABC Instructors and Education Team, always have an open door for our students. I hope you will take advantage of the opportunities available to you as you navigate your journey through our apprenticeship program.

Anne M. N. Klute, President

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ATTENDANCE SIGN-IN FORM

Course Attendance Sheet

Class/Instructor: _____

Date: _____

	Student	Student Sign-in	Time	Absent/Reason	Employer
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

To receive attendance credit - which is required - you must sign in
each class session

2020-2021 Class Schedule

	Monday	Tuesday	Wednesday	Thursday
1st Semester	Times and Dates subject to change			
August	24	25	26	27
	31	1	2	3
September	Labor Day-7	8	9	10
	14	15	16	17
	21	22	23	24
	28	29	30	
October				1
	5	6	7	8
	12	13	14	15
	19	20	21	22
	26	27	28	29
November	2	3	4	5
	9	10	11	12
	16	17	18	19
Holiday break				
2nd Semester				
January	4	5	6	7
	11	12	13	14
	18	19	20	21
	25	26	27	28
February	1	2	3	4
	8	9	10	11
	15	16	17	18
	22	23	24	25
March	1	2	3	4
	8	9	10	11
	15	16	17	18
	22	23	24	25
	29	30	31	
April				1

ABC TRAINING CENTER INFORMATION

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EEO/AFFIRMATIVE ACTION POLICY

Associated Builders and Contractors welcome minorities and will not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, disability or any other reason prohibited by local, state and/or federal law. The association shall promote equal opportunity and treatment to all enrolled through a positive affirmative action program. The ABC Training Program is available to both member and non-member companies.

ANTI HARRASSMENT POLICY

ABC prohibits any harassment based on any legally protected characteristic. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of these protected attributes, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law; or (2) has the purpose or effect of unreasonably interfering with an individual’s work performance; or (3) otherwise adversely affects an individual’s employment opportunities.

It is illegal and strictly against ABC’s policy for any instructor or student to be subject to sexual harassment in connection with his or her job, including: being made subject to unwelcome sexual advances, unwelcome requests for sexual favors, or any unwelcome other verbal or physical conduct of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s participation; or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s classroom performance or creating an intimidating, hostile or offensive school environment.

CHANGE OF INFORMATION

PLEASE CHANGE MY RECORDS AS SHOWN BELOW:

Address: _____
Street City Zip

Phone Number: _____

Employer: _____

Name (Please Print) Date

2020 ENROLLMENT FORM

Craft	Level	
Name		
Address		
City	State	Zip
Personal E-mail address		
Home phone	Cell Phone	
Birthdate		
Employer		
Address		
City	State	Zip
Work Phone		
Work E-mail address		

E-MAIL ADDRESS REQUIRED

FOR ALL STUDENTS MY SIGNATURE BELOW INDICATES I HAVE READ AND UNDERSTAND THE FOLLOWING:

I realize I am responsible for all costs, including tuition and lab fees \$50 for all level 1 and 2 students. ABC Member tuition per semester \$575 for level 1, \$550 level 2, 3, and 4. Non-Member tuition per semester \$650 for levels 1, 2, 3, and 4.

Due to online coursework, all level 1 students must purchase new books for \$300,

Member cost or \$350, Non-Member cost. Levels 2, 3, and 4 must also purchase a new book for \$250, Member cost or \$300, Non-Member cost.

NO tuition refunds after September 11, 2020, and NO refunds on books or materials.

(Signature of Student) (Date)

RESPONSIBILITY OF THE STUDENT

All students are required to have an e-mail address in order to participate in web-based training. Each student must apply himself/herself with diligence and care to the various assignments made. Coming to class prepared and with the necessary materials is expected. The student is expected to conduct himself/herself in an adult manner, protect the property and interests of the Training Center, and follow procedures of the program.

ENROLLMENT

A student is not officially enrolled and will not be given credit for the class until ABC has an enrollment form (see page 14), and all fees are paid. **Fees due the first night of class unless paid by the employer. If you are in need of accommodations, please see a member of the ABC Education Team.**

CHANGE OF INFORMATION

If a student makes any changes from the information on the enrollment form, a "Change of Information" card (see page 15) must be completed and turned into an instructor or the ABC Training Center office. These cards are available in the office.

FEEES

All tuition, books, and lab fees are due and payable on or before the first night of class. **There will be no refunds following September 11, 2020.** A full tuition refund will be made prior to that time, if the student notifies the ABC office. There are no refunds on books/materials.

SCHEDULING

Classes for all crafts are scheduled one night each week and will begin promptly at the scheduled start time and typically adjourn within 3 hours of class beginning.

1st year students will attend class 2 nights each week. First semester - 1 night craft training and 1 night core curriculum each week. Second semester - 2 nights craft training. 2nd year students will have 2 nights of craft training both semesters.

A schedule of classes and break times for the 2020-2021 school term is on page 16 of this handbook.

CANCELLATION OF CLASSES

If class is to be canceled because of inclement weather or for any other reason, ABC staff will notify the student by e-mail and/or text. In case of inclement weather, the cancellation will follow the decision of SCC, MCC, UNL, and UNO. In addition to e-mail and/or text, we will contact your employers. It is the student's responsibility to be alert for messages regarding closings. Decisions to cancel because of the weather will be made by approximately 3 p.m. for evening classes, and 6 a.m. for day classes. Please watch for closings on local television and radio stations.

SAFETY POLICY

It is the policy of ABC that every feasible and practical effort be made to provide for a safe and healthful environment for those participating in the ABC Training Program. Students will be expected to comply with all local, state, and federal safety standards, codes, and regulations, which includes the use of personal protective equipment when working with tools and equipment at the training facility. If in doubt, always consult an instructor or address a safety deficiency with the ABC Training Center Office.

CHANGE IN POLICY

Associated Builders and Contractors reserve the right to change these policies and procedures at any time it is determined there is a need to do so. Any and all previous verbal and/or written policy related to modification then becomes null and void. The instructors are responsible for notifying the students of any changes.

10 HOUR OSHA

All first year students are required to complete a 10 Hour OSHA class in order to complete level one. If a student does not attend the scheduled session, a fee of \$75.00 will be charged.

If the student is unsatisfied with the results of this appeal, a complaint concerning the craft training program and/or sponsor can be made to the National Center for Construction Education and Research (NCCER). This complaint must be in writing, signed, and notarized. Based on its policies and procedures on complaints, the NCCER will investigate the complaint and make an independent determination as to its validity.

No appeal concerning dismissal from the program because of failure to follow the policy concerning drugs will be considered. The dismissal will stand.

COUNSELING

If there is any way an instructor, a fellow student, or the ABC Training Center Office can assist the student during the year, please feel free to ask. If these entities cannot help, an agency or person who can will be suggested.

The welfare of students is a prime concern to all connected with the ABC Training Center.

EMPLOYMENT POLICY

ABC has no responsibility for any employment policy, practice, or procedure of any employer and is not responsible for injury, accident, or omission on the job site because of an employer or supervisor. The employer-employee relationship is entirely independent of the ABC program. Instructors are not acting as agents of any employer nor of ABC with respect to employment.

Enrollment in the program is not a guarantee of employment, but the ABC staff will try to assist by making unemployed students aware of vacancies known to the Association.

ATTENDANCE

A student must sign in and record arrival time on the attendance sign-in form (see page 17) located in the classrooms. **If a signature is not on the form or is not legible, the student will be counted absent.** Employers will be notified (if applicable) of attendance on a weekly basis. Employers will receive grade reports on a monthly basis unless circumstances reflect a need for more frequent reporting. Employers will receive a weekly Journeyman Talking Point Report to allow for Apprenticeship/Journeyman education.

An attendance policy is necessary to meet the standards of the Office of Apprenticeship and Training, which requires 144 hours of schooling a year. The Training Trust Committee (a board of employers involved in training) who govern the training trust agree that: "It is not practical for the school to judge excuses. This is adult education, and an absence is an absence!" In other words, even though your reason may be a death in the family or some other hardship, it is still an absence. Please notify the ABC office with the reason for your absence so the information can be submitted to the training trust committee should you be called before this group to discuss the problem. Stated simply: **there are no excused absences!**

After two absences, the student and their employer will be required to meet with representatives from the Education and Training Trust Committees. This group will make the decision whether to allow the student to make up the missed time or be dropped from the program. If a student is late for 3 classes, this will equal one absence. The same principle applies to leaving early. A student who misses class 4 times will be dropped from the program. It is vital that you discuss any planned absences (work requiring you to be out of town, medical events, etc.) with your instructor and the ABC President.

Instructors put their expertise to work during the day and should not be expected to stay late or put in extra hours to assist a student who fails to attend class. Arrangements for taking missed tests is the responsibility of the student, and ten percent (10%) **can be** taken from the grade. **Make-up tests must be completed within 2 weeks of the original test,** failure to do so will result in a grade of zero for the missed test.

Make-up test days are Tuesday & Thursday unless arranged with your instructor. You MUST call the ABC Training Center to schedule your make-up time. The student with the top four year attendance record will be presented with a monetary award and plaque noting, this achievement at his/her graduation.

DROPS

If a student decides to withdraw from a class, the instructor, the training unit representative, or the ABC Training Center office must be notified immediately. If not, a final grade of “F” will be placed on the student’s permanent record.

If the withdrawal is being made prior to September 11, 2020, the ABC office must be notified in writing to refund fees. Refunds will be issued by the 15th of the following month. No refunds for drops after September 11, 2020

REPEATING CLASSES

If a failing grade is received in the course, the student will need to repeat the course, enrolling the following year, and paying tuition costs again.

The instructor may dismiss from class any student creating a disturbance and/or interfering in any way with the instructor’s ability to conduct class. Re-entry into the class can only be through written permission of the President. Dismissal from the program will be authorized by the Board of Trustees following review with the President.

COMPLAINTS AND APPEALS

A complaint or grievance may be discussed with the instructor, the training unit representative or the president. ABC will give serious consideration to any grievance and will work to alleviate the problem or concern. If the complaint is not settled in a satisfactory manner by the entities named above, it may be taken to the Board of Trustees. Appeals must be handled in the following manner.

A written request to the President.

Subsequent appearance before the instructor, executive, and education directors and Board of Trustees’ representatives.

COVID-19 GUIDELINES

As of August 3, 2020, until further notice: All policy modifications will be based upon changes to the current local COVID-19 restrictions and suggested recommendations. As the staff and students return to school, ABC is working to provide a safe and healthy environment for everyone. Temperatures will be taken and recorded for anyone entering the facility. During this phase in the state of Nebraska, masks must be worn by everyone inside the training centers.

PARKING

All parking lot spaces in front of the center are reserved for instructors, staff, and the handicapped. DO NOT park in these spaces. Students will be entering on the north side of the building. The parking area one block to the west of the Training Center is also available. Street parking is available on all streets surrounding the Training Center.

CAUSES FOR DISMISSAL

ABC does not anticipate the need for dismissal of any student; however, the following situations could result in termination from the program:

- A failing grade for two consecutive semesters.
- Improper conduct while in class or on the premises.
- The use, possession, selling, distributing, or transporting of any firearm, alcoholic beverages, illegal drugs, or any item related to illegal drugs or substance use in or around the Training Center will result in immediate dismissal with no appeal.
- Acts of discrimination or harassment.
- Excessive absences. This decision to be made following the student's meeting with the President and members of the apprentice committee.
- Failure to follow the policies concerning the computer/phone policy and electronic communications.

COURSE MATERIAL

ABC, is an NCCER accredited training program, will use the *NCCER Connect* curriculum. Students will be expected to have their own calculator and any other essential craft information, such as a copy of the National Electrical Code. Small hand tools should be furnished by the student, but arrangements can be made if these are not available.

TESTING

As part of the National Center for Construction Education and Research's (NCCER) national apprenticeship program, written and performance tests are required for each module in the *NCCER Connect Series* in order to receive credit on the NCCER transcript. Seventy percent is considered passing on all written exams, and the performance exams are on a pass/fail basis. **Cell phones are NOT allowed in the student's possession during testing. A phone area will be designated in each classroom.**

EXAMINATION RETAKES

Should a student fail a written exam, he/she may retake **ONLY ONE FAILED EXAM A SEMESTER**. The grade on the second test will then be averaged with the grade from the first test. **The first retake will be free. Any retakes needed after the first opportunity will require a \$20 fee prior to testing. Retakes will be given on Tuesdays and Thursdays at the ABC Training Center unless arranged with your instructor. You must call the ABC Training Center to schedule your retake.** If a student attends class and gives the instructor and curriculum his/her attention, there will be no reason for a failed exam.

GRADING SYSTEM

Written exam grades will be as follows:

94-100% A

87-93% B

75-86% C

70%-74% D

Performance exams are graded pass/fail.

Attendance, classroom performance, and/or extra-curricula credit may be considered together with examination scores in the averaging of the final grade for the course; however, the National Center for Construction Education and Research will only recognize the exams from the *NCCER Connect Series*.

If a student is struggling with his/her grades or work during the semester, the instructor will notify ABC, who will address this problem with the student and/or employer and try to assist.

EVALUATIONS

At the end of each semester, all students will be asked to complete an evaluation form concerning the instructor, course work, and facilities. These evaluations will be confidential, and results will be tabulated for the purpose of maintaining and improving the quality of the program. It is hoped that each student will give this form serious and fair consideration.

FACILITY GUIDELINES

The following guidelines will be enforced:

There will be **no smoking or use of chewing tobacco or vaping** allowed in the ABC Training Center, classrooms, or shop areas. Receptacles are provided at the entrances for smokers, and the use of these containers is expected and appreciated.

The residue of chewing tobacco is extremely unsanitary and unsightly and ***must not be found*** in containers in or around the ABC Training Center.

Sunflower seeds ***are not allowed*** in the Training Center.

All students, as well as instructors and ABC staff, need to cooperate and participate in keeping the ABC Training Center clean. Remember, the classrooms, shop and restrooms are shared; please show consideration for your peers by keeping these rooms clean. If all classes make a point of cleaning up after themselves, we will be able to take pride in the building. Instructors will allow time for clean-up at the end of each session.

Food, pop, and coffee will be allowed in the classrooms as long as cleanliness is maintained. Please assist with this.

Profane and/or disrespectful language is not allowed.

Cell phones ***must be turned off during class***.

No iPod's, MP3's or radios will be permitted.