

## **WELCOME TO THE ABC TRAINING CENTER**

We congratulate you on the decision to continue your education and are pleased you have chosen us to help increase the technical knowledge and skill level in your trade. 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 Education Center. The training you acquire 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 various 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 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 your trade and know each year of education will benefit you personally and professionally.

Please make us aware if ABC can help in any way as you proceed toward your goal.

## TABLE OF CONTENTS

|                                  |    |
|----------------------------------|----|
| ABC Information                  | 1  |
| Affirmative Action/EEO Statement | 2  |
| Employment Policy                | 2  |
| Responsibility of the Student    | 3  |
| Enrollment                       | 3  |
| Change of Information            | 3  |
| Fees                             | 3  |
| Scheduling                       | 4  |
| Cancellation of Classes          | 4  |
| Attendance                       | 5  |
| Drops                            | 6  |
| Repeating Classes                | 7  |
| Course Material                  | 7  |
| Testing                          | 7  |
| Retakes                          | 8  |
| Grading                          | 8  |
| Evaluations                      | 9  |
| General Guidelines               | 9  |
| Tobacco use                      | 9  |
| Facility                         | 9  |
| Computer lab                     | 10 |
| Causes for Dismissal             | 10 |
| Appeals and Grievances           | 11 |
| Grievances                       | 11 |
| Counseling                       | 12 |
| Parking                          | 12 |
| Safety Policy                    | 13 |
| 10 Hour OSHA                     | 13 |
| Fire Exits                       | 13 |
| Changes in Policy                | 14 |
| Class schedule                   | 15 |
| Enrollment form                  | 16 |
| Change of Information Card       | 17 |
| Attendance Sign-in Form          | 18 |

## **ABC INFORMATION**

### **EDUCATION CENTER**

CONTACTS: Theresa Ptacek, Administrator  
Education Center Director  
[theresap@abcnebraska.org](mailto:theresap@abcnebraska.org)

J. C. Williams,  
Master Electrician

PHONE: (402) 344-4258 1-800-660-4759

FAX: (402) 344-3113

OFFICE: 2602 Harney Street  
Omaha, NE 68131-0365

WEBSITE: [www.abcnebraska.org](http://www.abcnebraska.org)

### **STATE OFFICE**

OFFICE: Cornhusker Chapter  
Associated Builders and Contractors  
830 Westgate Blvd  
Lincoln, NE 68528

PHONE: (402) 477-4451 1-800-213-6386

CONTACTS: Anne M.N. Klute, President/CEO  
Mandy Stark, Chapter  
Development

## **EEO/AFFIRMATIVE ACTION POLICY**

Associated Builders and Contractors welcome minorities and will not discriminate because of race, color, religion, national origin, 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.

## **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 in respect to employment.

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

## **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 also expected to conduct himself/herself in an adult manner, protect the property and interests of the Education Center and follow procedures of the program.

## **ENROLLMENT**

A student is not officially enrolled and will not be given credit for the classes until ABC has an enrollment form (see page 16) and all fees are paid.

## **CHANGE OF INFORMATION**

If a student makes any changes of employer, e-mail, address, etc. it is very important to complete a "Change of Information" card (see page 17) and turn the information into an instructor or the Education Center office. These cards are available in the office and/or on the bulletin boards.

## **FEES**

All tuition and book fees are due and payable on or before the first night of class. **There will be no tuition refunds after September 13, 2017.**

No refunds on books. A student is not allowed to receive a book or attend class until all fees are paid.

### **SCHEDULING**

Classes scheduled at the ABC Education Center are two nights a week for all plumbing levels. Electrical level one students have class 2 nights a week with an instructor, for the 1<sup>st</sup> semester. All Electrical courses include a mandatory online component. A schedule of classes and vacation times for the 2016-2017 school year is on page 15 of this handbook.

### **CANCELLATION OF CLASSES**

Should a class be canceled for any reason, the ABC staff will notify the student by e-mail or text message. In the case of inclement weather, the cancellation will be based on the decision of Metro Community College and UNO. Please be sure to notify the ABC office of any changes to your cell phone or e-mail address. It is the student's responsibility to be alert for messages regarding closings. Decisions to cancel because of weather will be made prior to 3:00 p.m.

## ATTENDANCE

A student must sign in and record **exact** arrival time on the attendance sign-in form (see page 18) located in the classroom. In addition, the student needs to sign out when class is dismissed. **If a signature is not on the form or is not legible, the student will be counted absent.** ABC staff will pick up the form after class starts.

An attendance policy is necessary to meet the standards of the Office of Apprenticeship and which requires 144 hours of schooling a year. The Trustees (a board of employers involved in training) who governs the Training Center agrees 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 office with the reason for your absence so the information can be submitted to the apprentice committee should you be called before this group to discuss the problem. Stated simply: there **are no excused absences**. One absence per semester is allowed.

After one absence, a notice will be sent to the student's employer. Following two absences, the student will meet with members from the Trustees and it will be mandatory for him to make up six hours within ten days of meeting with them.

An absence will be recorded in the database for any student who misses. Make-up hours must be scheduled with the Education Center staff and completed in three-hour time periods only. If a student is late for 3 classes, this will equal one absence. The same principle applies for leaving early. A student who misses class four times will be automatically dropped from the program.

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. An arrangement 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 by the next class period. Failure to do so will result in a grade of zero for the missed test.

The student with the top 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 class, the Education Center office must be notified immediately. If not, a final grade of "F" will be placed on the student's permanent record.

If withdrawal is being made prior to September 17th the Education Center office must be notified in order to authorize

a refund of fees. Refunds will be issued after the 15<sup>th</sup> of the following month.

### **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.

### **COURSE MATERIAL**

ABC, as a NCCER accredited training program, will use the *NCCER* curriculum. Students will be expected to have their own calculator and any other essential trade information such as the National Electrical Code for electricians and the Omaha Plumbing Code for plumbers. The student should furnish small hand tools, but arrangements can be made if these are not available.

### **TESTING**

As part of the National Center for Construction Education and Research's national program, written and performance tests are required for each module in the *NCCER* in order to receive credit on the NCCER transcript. A seventy percent or higher must be achieved on ***all*** written exams. Performance exams are graded on a pass/fail basis.

### **RETAKES OF EXAMINATIONS**

Should a student fail a written exam, he/she is required to schedule a session in the computer lab to review the module before a retake is permitted. The grade on the

second test can have 10% taken from it, and will then be averaged with the grade from the first test. If a student attends class and gives the instructor and curriculum his/her attention, there will be no reason for a failed exam.

### **GRADING**

Written exam grades will be as follows:

94-100% A Excellent

87-93% B Good

75-86% C Fair

70%-74% D Poor

Attendance and classroom performance can be considered together with examination scores in the averaging of the final grade for the course. The National Center for Construction Education and Research will only recognize exams from the *NCCER* curriculum. Instructor may create additional quizzes and tests to factor into the semester grade.

If a student is experiencing difficulty in 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 attempt to resolve the issue.

### **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 each student will give this form serious and fair consideration.

### **GENERAL GUIDELINES**

The following guidelines will be enforced:

- Chewing tobacco and smoking are not allowed in the Education Center. Ashtrays are provided at the entrances for smokers. Residue from chewing tobacco needs to be disposed of properly outside the facility.
- Sunflower seeds are not allowed in the Center.
- All students, as well as instructors and ABC staff need to participate and assist in keeping the Education Center clean. Remember the classrooms, shop and restrooms are shared; please show consideration for everyone by keeping these rooms clean. Use the boot scrapers located by the entry doors. Food and beverages will be allowed *as long as* individuals clean up after themselves.

9

- .Any improper use of the e-mail, Internet or computer systems will not be tolerated.
- Profane and or disrespectful language is not allowed.
- Cell phones must be turned off and texting is not allowed during class.

- No Smartphone, Blackberry, Droid, IPod, MP3, iPad, or radio usage will be permitted in class.

### **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. a failing grade for two consecutive semesters.
- b. improper conduct while in class or on the premises.
- c. the use, possession, selling, distributing or transporting of any weapon, alcoholic beverage, illegal drug, or any item related to substance use in or around the Center will result in immediate dismissal with no appeal.
- d. acts of discrimination or harassment.
- e. excessive absences. This decision to be made following the student's meeting with the Education Center Director and members of the apprentice committee.
- f. Failure to follow the policies regarding electronic communications.<sup>10</sup>

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. Reentry into the class can only be through written permission of the Education Center Director.. Dismissal from the program will be authorized by the apprentice committee following review with the Education Center Director.

## **APPEALS AND GRIEVANCES**

A complaint or grievance may be discussed with the instructor, the Training Center Registrar, or the night supervisor. 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 those named above, it may be taken to the apprentice committee. Appeals must be handled in the following manner.

1. Written request to the Education Center Director.
2. Subsequent appearance before the Instructor, Education Center Director and Trustees.

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. 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, the training unit representative or the Education Center Director can assist the student during the year, please feel free to ask. If these entities can not help, an agency or person who can assist will be suggested.

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

### **PARKING**

All parking spaces bordering the Education Center are reserved for instructors, staff and the handicapped. **DO NOT** park in these spaces; a parking permit is necessary. Parking is at a premium in this area, therefore, we

12

encourage car pooling. The parking area directly north of the education center is available except for the front row. We are allowed to use the lot south of our facility, as well. This is an advantage provided by our business neighbor. Please make every effort to keep this parking lot clean, so we may keep this privilege.

### **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 using the Education Center. 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 Center. If in doubt, always consult an instructor or address a safety deficiency with the Education Center Director.

### **10 HOUR OSHA**

All first year students are required to attend a 10 Hour OSHA class in order to complete level one. The dates for these courses will be determined later in the first semester

### **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 then becomes null and void. The instructors and apprentice council are responsible for notifying the student body of any changes.

A complete copy of all policies and procedures for the ABC Education Center is available in the education center office.

I acknowledge I have been informed of the regulations and understand the ABC student handbook.

Student name (print) \_\_\_\_\_

**ABC Education Center 2602 Harney Street Omaha, NE 68131**

Orientation September 6, 2017 5:30 pm – 6:30 pm

**Electrical** **Start Date**

Electrical 1A(a) Monday evenings 5:30 pm – 8:30 pm 9/11/2017

Electrical 1A (b) Wednesday evenings 5:30 pm – 8:30 pm 9/13/2017

Electrical 2A(a) Tuesday evenings 5:30 pm – 8:30 pm 9/12/2017

Electrical 2A (b) Monday evenings 5:30 pm – 8:30 pm 9/11/2017

Electrical 3A(a) Monday evenings 5:30 pm – 8:30 pm 9/11/2017  
Electrical 3A(b) Monday evenings 5:30 pm – 8:30 pm 9/11/2017  
Electrical 4A Tuesday evenings 5:30 pm – 8:30 pm 9/12/2017

**Plumbing**

Plumbing 1A Tuesday and Wednesday nights 5:30 pm – 8:30 pm 9/12/2017  
Plumbing 2 Monday and Tuesday evenings 5:30 pm - 8:30 pm 9/11/2017  
Plumbing 3 Monday and Tuesday evenings 5:30 pm - 8:30 pm 9/11/2017  
Plumbing 4 Monday and Tuesday evenings 5:30 pm - 8:30 pm 9/11/2017  
Core Curriculum Tuesday evenings 5:30 pm - 8:30 pm 9/19/2017

**Carpentry**

Carpentry 4A Monday evenings 5:00 pm – 8:00 pm 9/11/2017

1<sup>st</sup> semester Classes end the week of December 11, 2017

15  
**ENROLLMENT FORM**

**TRADE:** \_\_\_\_\_

**YEAR: I II III IV (PLEASE CIRCLE)**

PLEASE PRINT CLEARLY!

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CELL PH:** \_\_\_\_\_ **BIRTH DATE:** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_



**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                      |         |                 |      |               |          |

**APPRENTICESHIP:**

**A**ssures you future employment;

**P**rovides increased earning power;

**P**rovides job security;

**R**aises skill levels;

**E**liminates the need for close supervision;

**N**ourishes your organization and helps it grow;

**T**eaches you to think creatively;

**I**ncreases productivity;

**C**reates new skills to meet modern demands;

**E**stablishes earning power;

**S**atisfies the public's demand for quality work;

**H**urdles technological changes;

**I**mproves your relationship with an employer;

**P**rovides a means of advancement.

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