

## **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 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 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.

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## **ABC TRAINING CENTER INFORMATION**

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## **EEO/AFFIRMATIVE ACTION POLICY**

Associated Builders and Contractors welcome minorities and will not discriminate because 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.

## **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 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.

## **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.

## **FEES**

All tuition and book fees are due and payable on or before the first night of class. **There will be no refunds following September 17, 2014.** 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 trades scheduled one night each week and will begin promptly at 6:00 p.m. and end at 9:00 p.m.

A schedule of classes and break times for the 2014-2015 school term is on [page 16](#) of this handbook.

## **CANCELLATION OF CLASSES**

If class is to be cancelled because of inclement weather or for any other reason, ABC staff will notify the student by e-mail. In case of inclement weather, the cancellation will be based on the decision of Lincoln Public Schools and UNL. In addition to e-mail we will contact your employers. It is the student's responsibility to be alert for messages regarding closings. Decisions to cancel because of weather will be made by approximately 3:00 p.m.

## **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.** If there are no identical names in the class, a first initial and last name can be used. Employers will be notified (if applicable) of attendance on a weekly basis.

An attendance policy is necessary to meet the standards of the Bureau 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 will be required to meet with representatives from the Training Trust Committee. 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 principal applies for leaving early. A student who misses class four times will be 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. 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 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 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 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 17, 2014 the ABC office must be notified in writing to refund fees. Refunds will be issued by the 15th 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 *NCCERconnect* curriculum. Students will be expected to have their own calculator and any other essential trade 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 national apprenticeship program, written and performance tests are required for each module in the *NCCERconnect 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.

## **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 may have 10% taken from it and will then be averaged with the grade from the first test. A \$15.00 fee may be assessed for any exam, which is repeated. 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 Excellent

87-93% B Good

75-86% C Fair

70%-74% D Poor

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

## FACILITY GUIDELINES

**The following guidelines will be enforced:**

- There will be **no smoking** 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 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 will make a point of cleaning up after themselves, we will be able to take pride in the building.
- Food, pop and coffee will be allowed in the classrooms as long as cleanliness is maintained. Please assist with this.
- The guidelines for the computer lab will be posted and/or distributed to all students using the computer lab. 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 during class.***
- No IPOD's, MP3's or radios will be permitted.

## **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 center is also available.

## **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 firearm, alcoholic beverages, illegal drugs, or any item related to illegal drugs or substance use in or around the training facility 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 President and members of the apprentice committee.
- f. Failure to follow the policies concerning the computer lab and electronic communications.

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 President. Dismissal from the program will be authorized by the apprentice committee 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 apprentice committee. Appeals must be handled in the following manner.

1. Written request to the President.
2. Subsequent appearance before the instructor, executive and education directors and Training Trust Committee representatives.

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 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.

## **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 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.

**CLASSES BEGIN WEEK OF  
SEPTEMBER 8, 2014  
ENROLLMENT FORM**  
**Please fill out completely**

Trade	Level	
Name		
Address		
City	State	Zip
E-mail address :		

If you don't have a personal e-mail,  
please check here. ABC staff will assist in  
obtaining one for you at no cost.

Home phone	Cell Phone	
Birth date		
Employer		
Address		
City	State	Zip
Work Phone		

**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 at \$550.00 per semester.

**ALL** students must purchase a new book and online component @ \$290.00 for level one, \$240.00 for upper levels. Discounted ABC member price \$240.00 for level one and \$195.00 for upper levels.

**NO** tuition refunds after September 17, 2014.

**NO** refunds on books or materials.

(Signature of Student)

(Date)

## **CHANGE OF INFORMATION**

**PLEASE CHANGE MY RECORDS AS SHOWN  
BELOW:**

ADDRESS \_\_\_\_\_

#### PHONE

EMPLOYER \_\_\_\_\_

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**NAME (Please Print)**

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DATE

**2014-2015 CLASS SCHEDULE****FIRST SEMESTER**

	M	TU	W
September	8	9	10
	15	16	17
	22	23	24
	29	30	

October		1
	6	7
	13	14
	20	21
	27	28
		29

November	3	4	5
	10	11	12
	17	18	19

**\*THANKSGIVING BREAK\***

December	1	2	3
	8	9	10

**SECOND SEMESTER**

January	5	6	7
		12	13
		19	20
		26	27
			28

February	2	3	6
	9	10	11
	16	17	18
	23	24	25

March			<b>SPRING BREAK*</b>
	9	10	11
	16	17	18
	23	24	25
	30	31	

April			1
	6	7	8

## **ATTENDANCE SIGN-IN FORM**

**Course Attendance Sheet**

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

## **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!**