

# STUDENT HANDBOOK

2021-2022

Volume 4



**WESTERN STATES**

College of Construction

## A MESSAGE FROM THE PRESIDENT

Welcome to Western States College of Construction—WSCC. It is a privilege and honor to serve as the first President of WSCC. We are grateful for the tenacity and vision of the leadership of the Rocky Mountain Mechanical Contractors Association, our local labor partners, UA Locals 3, 58, 145, 192, 208, IBEW Locals 68 and 111, SMART Local 9, and the members of our construction industry who worked hard to build the foundation of WSCC.

At WSCC, we create opportunities and inspire Students to achieve their life goals. We are unique. During our Students' academic journeys, they earn a salary while learning, apply what they learn, and graduate with almost no debt. All classes are taught by highly dedicated industry professionals and the curriculum is designed to prepare Students for an applied and professional career in our industry.

Today, WSCC serves nine different educational campuses in Colorado and Wyoming with six programs. These educational programs have served our community for over 125 years. At graduation, our Students fully participate in building our economy as active members of our construction industry and our society.

I believe the responsibility of education is to build good citizens and leaders; leaders with compassion, integrity, critical thinking skills, and a desire to serve others. Delivering such an education to Students who will be facing a challenging and dynamic marketplace in our industry calls for a different structure; one that requires a dynamic, passionate, and collaborative environment. President John F. Kennedy said it best during his speech at the American University in 1963:



*Dr. Mostafa Khattab  
WSCC President*

*“Professor Woodrow Wilson once said that every man sent out from a university should be a man of his nation as well as a man of his time, and I am confident that the men and women who carry the honor of graduating from this institution will continue to give from their lives, from their talents, a high measure of public service and public support.”*

I'm glad that you have decided to begin your career with us. This Student Handbook provides information on our programs, as well as policies and procedures to help you be successful.



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## ABOUT WESTERN STATES COLLEGE OF CONSTRUCTION

Western States College of Construction (WSCC) is an educational institution jointly formed and administered by the Rocky Mountain Mechanical Contractors Association (RMMCA), The Rocky Mountain National Electrical Contractors Association (RMNECA), and the Sheet Metal and Air Conditioning Contractors' National Association Colorado Chapter (SMACNA Colorado) along with the Joint Apprenticeship Training Committees for the United Association of Plumbers, Pipefitters, Welders and HVAC Service Techs Locals 3, 58, 145, 192, and 208, the International Brotherhood of Electrical Workers Locals 68 and 111, and the Sheet Metal Workers' Local 9.

WSCC exists for setting policies that will direct and guide you through the learning process known as an apprenticeship. WSCC and its respective Education Centers have your best interest in mind as an individual and as a group. Our goal is to make you a journeyman who will be a credit to WSCC, our contractors, the Union and yourself. It is our duty to impose certain rules and regulations which will ensure that these high standards are met.

You will be expected to put forth your best effort and produce quality results, both on the job and in class.

If you neglect this responsibility, you are expected to accept the consequences. Since you have voluntarily chosen this trade as your vocation, if you find WSCC's direction, rules, or regulations to be a gross violation of your conscience or principles, you are free to resign from your craft without prejudice. However, please note your obligations under the Scholarship Loan Agreement.

WSCC presents you with this Handbook. Its rules and regulations should be clearly understood and followed in order to enjoy your education experience. This Handbook contains vital information and guidelines, and should be read thoroughly and carefully, so you can proceed through your apprenticeship Program without incident. Please note that neither WSCC nor its Education Center campuses make any representations, warranties, or guarantees as to the level of knowledge that a student will have upon completion of the Program described in this Handbook. It is the responsibility of each student to learn, to seek assistance from instructors when having any difficulty understanding the subjects taught, and to discuss with your journeyman if having difficulty mastering a skill.

*“The good you do today, will often be forgotten. Do good anyway. Give the best you have, and it will never be enough. Give your best anyway...”*

*~ Mother Teresa*

## VISION

The vision of WSCC is to provide the opportunity for each member of our community to build and sustain an exceptional career while making a positive difference in our community and our country.

## MISSION

The mission of the WSCC is to become the symbol of educational excellence that fuels the success of our graduates, industry, and society.

## VALUES

We hold ourselves accountable to the following list of values in the development of our curriculum, programs, and the service we provide to our industry and the community:

**Excellence:**

We support high-quality education standards for our Students and the industry we serve.

**Integrity:**

We lead and serve with integrity.

**Compassion:**

We are committed to building a good citizen that cares about our community and the industry we serve.

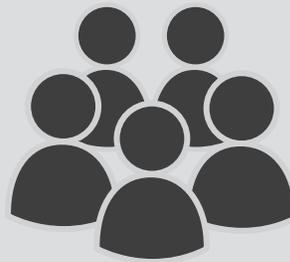
## WSCC BY THE NUMBERS

Average Time Spent  
On The Job Learning

**90%**

Average  
Placement Rate

**98%**



Average Annual  
Total Compensation  
During Apprenticeship\*

**\$78,350**

Average Annual  
Total Compensation  
at Graduation\*

**\$110,000**

\* Total Compensation

# PROGRAMS OF STUDY

## Pipefitting



- Process Piping
- Steam & Hydronic Piping
- Welding

## HVAC/R



- Refrigeration
- Pneumatic Controls
- Service

## Plumbing



- Domestic Water Distribution
- Code & Blueprint Reading
- Medical Gas

## Electrical



- Inside Wiring
- Residential Wiring
- Telecommunications Installer

## Sheet Metal



- Metal Fabrication & Layout
- Welding
- HVAC Service

“Excellence can be achieved if you . . . risk more than others think is safe, love more than others think is wise, dream more than others think is practical, and expect more than others think is possible.”

~ Anonymous

# PIPEFITTING

Program offered at the Cheyenne, Colorado Springs, Denver, and Grand Junction Mechanical Campuses.

Pipefitters play a significant role in all aspects of mechanical construction and mechanical service, including residential, commercial, and industrial markets. A Pipefitter installs, maintains, and repairs piping systems vital to the operation of many processes, including refrigeration, heating, cooling, steam, controls, and the transportation of liquids/gasses. As a Pipefitter, you can work on a wide range of projects, including power generation plants, oil refineries, biodiesel plants, pharmaceutical plants, chemical plants, hospitals, schools, office buildings, sports complexes, retail stores, manufacturing plants, defense and aerospace industries, and more. The career path for a Pipefitter is filled with possibilities. Students can seek positions beyond the position of journeyman as a welder, foreman, general foreman, ACAD detailer, estimator, quality control/quality assurance manager, project manager, and mechanical contractor.



## Estimated Annual Costs

Tuition	\$0
Fees	\$150-208
Books & Materials	\$50-\$500

## Average Salary

During Apprenticeship	\$78,300/year Total Compensation
Upon Graduation	\$105,750/year Total Compensation

## Areas of Study

### General Education

- Math
- Science

### Core Construction Skills

- Code and Blueprint Reading
- Safety
- Customer Service

### Pipefitting Skills

- Refrigeration
- Rigging
- Hydronic Heating and Cooling
- Steam
- Electric Controls
- Soldering and Brazing
- Gas Installation
- Pneumatic Controls
- Pumps
- Testing and Balancing
- Welding
- Advanced Offsets and System layout
- Green Technology

### Term of Apprenticeship

Pipefitting is a five-year program. Students will receive a minimum of 1,700 hours per year of on-the-job-learning and approximately 252 hours per year of related instruction.

### Instructor/Student Ratio

- On-the-Job-Learning: 1 instructor per Student
- Related Instruction: 1 instructor per 10 Students

Upon successful completion of the program, Students will be a certified mechanical Journeyman for Plumbing and will earn up to 45 college credits.



# HVAC SERVICE

Program offered at the Colorado Springs and Denver Campus.

HVAC Service Technicians install, maintain, and repair heating, ventilating, air conditioning, and refrigeration systems in the residential, commercial, and industrial sectors. An HVAC Service Technician cleans, adjusts, and repairs HVAC systems, performs warranty services, troubleshoots defective HVAC systems and equipment, performs preventative maintenance by cleaning reheat coils and air handling units, improves air quality, performs emergency repairs, and ensures compliance.



## Estimated Annual Costs

Tuition	\$0
Fees	\$208-\$300
Books & Materials	\$0-\$50

## Average Salary

During Apprenticeship	\$79,644/year Total Compensation
Upon Graduation	\$109,400/year Total Compensation

## Areas of Study

### General Education

- Math
- Science

### Core Construction Skills

- Code and Blueprint Reading
- Safety
- Customer Service

### HVAC Service Skills

- Refrigeration
- Rigging
- Hydronic Heating and Cooling
- Steam
- Electric Controls
- Soldering and Brazing
- Gas Installation
- Pneumatic Controls
- Pumps
- Testing and Balancing
- Preventive Maintenance
- Green Technology

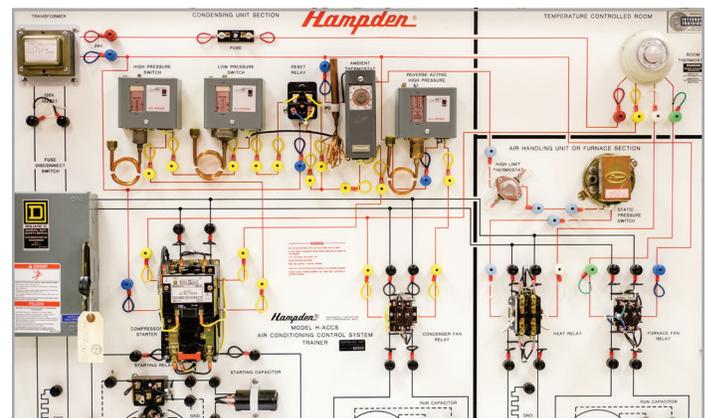
### Term of Apprenticeship

HVAC Service is a five-year program. Students will receive a minimum of 1,700 hours per year of on-the-job-learning and approximately 252 hours per year of related instruction.

### Instructor/Student Ratio

- On-the-Job-Learning: 1 instructor per Student
- Related Instruction: 1 instructor per 12 Students

Upon successful completion of the program, Students will be a certified HVAC Service Journeyman for Pipefitting and will earn up to 45 college credits.



# PLUMBING

Program offered at the Aurora, Cheyenne, Colorado Springs, and Grand Junction Campuses.

Plumbers perform work that is essential to the health and safety of the nation and its citizens. Plumbers install domestic (drinking) water systems, sanitary waste and vent systems, sanitary storm drainage systems, utility piping, natural gas piping and Medical Gas systems. Plumber installations can be in industrial settings, commercial buildings and residential housing. Plumbers complete new construction, remodels, retrofits and service work.

Plumbers are often the first and the last trade on the jobsite. They begin with the underground piping of a building, install the vertical construction and complete the project by setting the fixtures and completing start-up of all plumbing systems in the building. Plumbers also provide service for all plumbing systems, regardless the type of building or home.

The daily responsibilities of a plumber can include installation of any of the systems listed above, with a wide array of different materials including reading and interpreting plumbing system drawings and fixture specifications, fixture installation, troubleshooting and repair of plumbing systems or fixtures, testing, inspecting and repairing of backflow prevention devices, installation, and repair and maintenance of Medical Gas systems.

With a growing focus on green technologies, water conservation and energy efficiency, the demand for plumbers will significantly increase in the coming years.

## Estimated Annual Costs

Tuition	\$0
Books/Supplies/Equipment	\$50-\$500
Fees	\$30-\$300

## Average Salary

During Apprenticeship	\$78,408/year Total Compensation
Upon Graduation	\$106,400/year Total Compensation



## Areas of Study

### General Education

- Math
- Science

### Core Construction Skills

- Code and Blueprint Reading
- Mechanical Drawings
- Safety
- Labor Studies and Leadership

### Plumbing Skills

- Piping and Tubing
- Rigging
- Plumbing Fixtures
- Water Supply and Distribution
- Drainage Waste and Vent Systems
- Pumps
- Welding
- Gas Systems
- Residential Service

### Term of Apprenticeship

Plumbing is a five-year program. Students will receive a minimum of 1,700 hours per year of on-the-job learning and a minimum of 246 hours per year of related instruction.

### Instructor/Student Ratio

- On-the-Job-Learning: 1 instructor per Student
- Related Instruction: 1 instructor per 10 Students

Upon successful completion of the program, Students will be a certified Plumbing Journey person for Plumbing and will earn up to 45 college credits.

# ELECTRICAL

Program offered at the Denver & Grand Junction Electrical Campuses.

Inside Wirepersons install conduit, electrical wiring, fixtures, and electrical equipment inside commercial buildings and in industrial settings.

The Inside Wireperson installs and maintains the various types of electrical systems in commercial and industrial facilities. These systems include lighting, receptacles, motors, heating equipment, and systems that control the operation of all of a facility's energy usage.

Inside Wirepersons also install electrical systems in industrial facilities such as chemical plants, power plants, chip manufacturing facilities, and water plants. An Inside Wireperson also installs fire alarm security systems in high-rise buildings as well as conduit in trenches outside the building.

Once an Inside Wireperson has achieved Journeyman status, they can advance to Foreman, General Foreman, Project Engineer, Project Manager, or other related positions.



## Estimated Annual Costs

Books, Supplies, Materials \$850

Textbooks \$0

## Average Annual Salary

During Apprenticeship \$74,320

Total Compensation

Upon Graduation \$115,350/year

Total Compensation

## Areas of Study

### General Education

- Math
- Science

### Core Construction Skills

- Code and Blueprint Reading
- Safety
- Leadership and Project Management

### Inside Wiring Skills

- Power Distribution
- Rigging
- Bluebeam / Blueprints
- Raceway Systems
- Grounding Systems
- Fire Alarm Systems
- Lighting Systems and Fixtures
- Lighting and Motor Controls
- Troubleshooting
- Preventive Maintenance
- Safety Procedures

### Term of Apprenticeship

Inside Wiring is a five-year program condensed into slightly over 4 years. students will receive approximately 2,000 hours per year of on-the-job-learning and approximately 204 hours per year of related instruction.

### Instructor/Student Ratio

- On-the-Job-Learning: 1 instructor per student
- Related Instruction: 1 instructor per 20 students

Upon successful completion of the program, students will be a certified Electrical Journeyman for Inside Wiring and will have earned 60 college credits.



# SHEET METAL

Program offered at the Colorado Springs, Denver, and Grand Junction campuses.

Sheet metal workers fabricate, install and maintain architectural sheet metal, residential, commercial, and industrial HVAC Systems, and sheet metal signs. They also learn skills such as welding, testing and balancing, blueprint reading, detailing, customer service, and project management.

## Estimated Annual Costs

Tuition	\$0
Fees	\$0
Textbooks	\$0
Exams and Certifications	\$0

## Average Annual Salary

During Apprenticeship	\$81,120
	Total Compensation
Upon Graduation	\$114,000
	Total Compensation



## Areas of Study

### General Education

- Math
- Science
- Trade History

### Core Construction Skills

- Blueprint Reading
- Safety
- Customer Service

### Sheet Metal Skills

- Metal Fabrication and Layout
- HVAC system design and components
- Testing and Balancing
- HVAC Controls
- Welding
- Hoisting and Rigging
- Fans and Blowers
- Motors
- Energy Management
- Refrigeration
- Indoor Air Quality
- Project Management
- Building Information Modeling (BIM)
- Estimating

### Term of Apprenticeship

The Colorado Sheet Metal JATC's apprenticeship program is a four-year program. Students will receive a minimum of 1,800 hours per year of on-the-job-learning and a minimum of 200 hours per year of related instruction.

### Instructor/Student Ratio

- On-the-Job-Learning: 1 instructor per Student
- Related Instruction: 1 instructor per 12 Students

*Upon successful completion of the program, Students will be a certified Sheet Metal Journey person and will earn an average of 60 college credits.*

# GENERAL STUDENT INFORMATION



## WELCOME TO WSCC!

Apprenticeship is a wise choice for discerning students. Apprentices receive current and relevant hands-on education with employers that are dedicated to creating the next generation of skilled trades workers. Industry demands for qualified trades specialists and construction leaders are ever increasing. Apprenticeship requires a serious commitment. Students receive up to five years of comprehensive instruction both in the field and in the classroom, from industry experts with decades of experience. Every year, many students apply for the limited number of apprenticeship positions, but few are selected. If you believe you have the dedication and drive to pursue a high-paying career in the trades, contact [heather@westernstatescollege.org](mailto:heather@westernstatescollege.org)



*Heather Sherwood  
Director of Academic Affairs*

## Apprenticeship Registration

WSCC's Education Center Campuses have standards of apprenticeship on file with the:

U.S. Department of Labor  
Office of Apprenticeship  
200 Constitution Ave. NW  
Washington, DC 20210

## Statement of Non-Discrimination

WSCC complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational programs, activities, or facilities.

WSCC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all of our students, instructors, staff, and volunteers.

It is the belief of WSCC and its Education Center campuses that all students shall be entitled to quality education and on-the-job instruction. WSCC and its Education Center campuses take every action to increase ethnic, cultural, and gender diversity.

*Continues on page 13*

## GENERAL STUDENT INFORMATION *(Continued)*

### WSCC Rules and Regulations

WSCC and its Education Center Campuses wish to provide a learning environment that is safe and conducive to learning. The following policies were developed to ensure an optimal learning environment for all. Failure to comply with any or all of the stated rules and/or policies will result in progressive discipline and/or automatic termination by any of the Education Center campuses of WSCC. WSCC and its Education Center campuses reserve the right to make exceptions for extenuating circumstances upon written request to the Program Director of the respective Education Center campus.

### Student Rights and Responsibilities

- All students shall have the right to be treated with dignity and respect.
- All students have the right to personal privacy except as otherwise provided by law.
- All students shall have the right to participate in all areas and activities of WSCC and its campuses, free from any form of discrimination, including harassment, on the basis of race, color, ethnicity, national origin, religion, sex, gender identity or expression, disability, age, or veteran status in accordance with applicable federal and state laws.
- Each student is responsible for adhering to WSCC and its affiliated respective Education Center campus policies and rules. Violations are subject to disciplinary action by WSCC or its Education Center campuses.
- Each student is responsible for respecting the rights and property of other students, instructors, staff, volunteers, and others affiliated with WSCC and its campuses.
- Each student is responsible for using appropriate care with instructional materials and facilities.
- Each student is responsible for keeping all the areas of WSCC and its campuses in a clean condition and dispose of trash appropriately.
- Each student is responsible for attending classes dressed in proper attire. This includes, without limitation: no shorts, tank tops, or flip flops. Non-compliance may result in being denied entry into the class as well as being marked as an unexcused absence.
- Each student is responsible for notifying their respective Local Union Hall and respective Program Director within 24 hours of any contact information changes, including without limitation: mailing address, telephone number, and email address. Failure to comply can result in the loss of job opportunities when unemployed.

### Grievance Procedures

If a student believes an issue exists that adversely affects his or her participation in the Apprenticeship Agreement or applicable Standards of Apprenticeship, relief may be sought, depending on the nature of the issue, through one or more of the following avenues.



- For issues regarding wages, hours, working conditions, and other issues covered by a Collective Bargaining Agreement, students may seek resolution through the applicable Grievance and Arbitration Articles of the Collective Bargaining Agreement.
- For Apprenticeship Program administrative issues or issues concerning provisions of the Apprenticeship Agreement or provisions of the applicable Standards of Apprenticeship not addressed in the Collective Bargaining Agreement, the student may choose to have the issue reviewed by the Education Center. The applicable campus shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the applicable Standards of Apprenticeship. The applicable campus shall make such rulings as it deems necessary in each individual case. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the applicable Standards of Apprenticeship over which differences occur.
- If the student believes the Education Center campus did not resolve the issue to his or her satisfaction, the student may appeal to the U.S. Department of Labor Office of Apprenticeship and /or online to the Division of Private Occupational Schools at [higher.colorado.gov/dops](http://higher.colorado.gov/dops) or by calling 303-862-3001. DPOS has a two-year limitation from last date of attendance on filing a complaint.
- Any student or applicant for apprenticeship who believes he or she has been discriminated against on the basis of race, color, religion, national origin, sex, or veteran status with regard to the apprenticeship, or that equal opportunity standards with respect to his or her selection have not been followed in the operation or the Apprenticeship Program, may directly contact the Federal Equal Opportunity Commission (EEOC) and/or the U.S. Department of Labor Office of Apprenticeship.

*Continues on page 14*

## GENERAL STUDENT INFORMATION *(Continued)*

### **WSCC Rules and Regulations (cont'd)**

Complaints to the U.S. Department of Labor, which may be filed by the student or an authorized representative of the student, must be filed no later than 180 days from the date of the alleged discrimination or specified failure to follow equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

The respective Education Center campus shall provide each applicant and student with this complaint procedure and the name and address of the federal contact for receiving complaints.

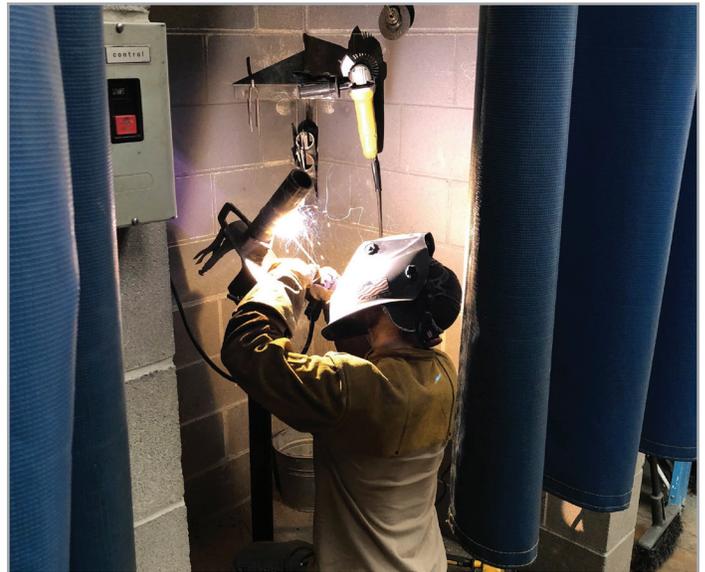
### **Prohibited Conduct, Violation of Policies and/or Rules**

The following conduct is strictly prohibited at WSCC or its affiliated campuses and may result in progressive discipline and/or automatic termination.

- Possession of firearms, ammunition, large knives, or other weapons.
- Threats or acts of violence, fighting, assault, verbal abuse, intimidation, harassment, or sexual harassment to any student, instructor, administrator, or visitor of WSCC or its affiliated campuses.
- Engaging in use, possession, or distribution of alcohol, marijuana, illegal, or controlled substances as defined in CRS 12-22-303.
- Destruction, tampering, stealing, or misuse of school equipment or personal property of others affiliated with WSCC and its affiliated campuses.
- Falsifying information, cheating, or plagiarizing of any kind.
- Violation of this student Handbook or any other policy or rule of WSCC or its campuses.
- Persistent absenteeism or tardiness from school or with the employer.
- Any act or safety violation that has the potential to cause injury to the student, classmates, instructors, staff, or the public.
- Violating federal, state or local laws or regulations that impact WSCC's educational environment.

### **Apprenticeship**

WSCC's Education Center campuses have developed unique programs and curriculum designed to achieve the highest standards of performance in our industry. The successful completion of these programs will provide the support required for the student to have a successful career and multiple opportunities within the industry. Always bear in mind that, in addition to the grants and supplemental funds received by WSCC and its respective Education Center programs, your education is primarily funded by the men and women represented by the participating unions, through direct contributions from their wage packages. Every member of the participating unions has committed to your education, to ensure high standards of excellence and the ability to provide the highest quality of work for employers.



### **Admissions and Enrollment**

The admission process is managed by each Education Center campus, and the requirements are in accordance with the Affirmative Action Plan and Selection Procedures for each program of study. In general, the admission process includes an informational meeting with the Program Director, sitting for any required exams, an interview with the program's advisory committee, and signing the apprenticeship contract. Details can be found on the website for each campus and in their respective student handbooks.

All applicants, regardless of program, are required to meet the following minimum qualifications:

*Continues on page 15*

## GENERAL STUDENT INFORMATION *(Continued)*

### **Apprenticeship (cont'd)**

- All applicants shall be at least eighteen (18) years of age except as noted below. Applicants shall submit reliable proof of birth date with the complete application to ensure meeting the minimum age requirement. Examples of acceptable proof include a valid driver's license, birth certificate, or other State identification. An applicant who is seventeen (17) years of age at the time of application who otherwise meets all qualifications, may be rated and ranked and placed on the Pool of Eligible Applicants list.
- Applicants shall be high school graduates or provide proof of equivalent educational attainment such as successful completion of the General Education Development (GED) tests. Each applicant shall submit, with completed application, a high school transcript or an official report of GED test results. At the time of apprenticeship admission, a student without high school diploma or GED is advised that he/she will not be eligible to be admitted to WSCC or any degree programs. The student might be given an opportunity to secure the high school diploma or GED prior to graduation to join WSCC.
- Applicants must have a current valid driver's license. Each applicant shall, with the completed application, submit proof of license.

### **Indenturing**

A student's indenture date will commence on the date the student signs the Apprenticeship Agreement. students are indentured to the respective Joint Apprenticeship Training Committee (JATC), not to an employer. students are not, under any circumstances, to leave a place of employment or permit themselves to be "loaned out" to another employer.

### **Apprenticeship Agreement**

After an applicant for apprenticeship has been selected, but before employment as a student, or enrollment in related instruction, a written Apprenticeship Agreement shall be signed by the student and the respective Education Center and approved by and registered with the Registration Agency.

### **Scholarship Loan Agreement**

Applicants accepted for an apprenticeship program are required to sign a Scholarship Loan Agreement, which states that the Applicant may be required to pay back the costs of training, necessary equipment, maintenance, and apprenticeship program operation if the applicant fails to complete the apprenticeship program. These costs are determined annually and require renewal of the



Scholarship Loan Agreement each year until program completion. Each Scholarship Loan Agreement clearly states the cost of training and the total amount owed should the student leave the program prior to completion. Upon completion, graduates must agree that for a certain period of time they will not seek or accept employment in the industry for which they were trained unless work is performed under a collective bargaining agreement with a contributing employer. Please refer to your Education Center Program Director for additional information.

### **Registration**

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

### **Job Placement**

Students in an apprenticeship program are placed with a contractor at a jobsite. Once the student has graduated and obtained journeyman status, they will receive placement assistance from the union. Work placement from the union is continuous until retirement.

### **Graduation Requirements**

Students who have successfully completed the minimum required hours of core curriculum, technical courses, practical tests, and licensing exams in their program in addition to having completed the minimum required hours of on-the-job training, are eligible for graduation from their apprenticeship program. Specific minimum hour requirements vary by apprenticeship program. Graduates will receive an apprenticeship completion certificate from the respective affiliated WSCC Education Center.

### **Transfer from Other Apprenticeship Institutions**

Students who wish to transfer from another apprenticeship institution must complete the admissions process. Once accepted into the program, advanced standing is not guaranteed.

*Continues on page 16*

## GENERAL STUDENT INFORMATION *(Continued)*

### ***Apprenticeship (cont'd)***

#### **Transfer Between Programs or Campuses**

students who wish to transfer to another apprenticeship program within WSCC must go through the admissions process for that specific program. Requirements for admission to specific apprenticeship programs within WSCC can be found on the websites of the respective Education Center campuses. WSCC does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

#### **Credit for Previous Experience**

Education Centers may grant credit towards the term of apprenticeship to new students who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under each campus' Standards of Apprenticeship. The JATC is not required to grant any advanced standing for credits received from trade schools or other apprenticeship programs and makes no guarantees as such.

Applicants seeking credit for previous experience gained outside the supervision of the respective Education Center must submit a request at the time of admission and furnish such records and affidavits to substantiate the claim.

Applicants requesting credit who are selected into the program shall start at the beginning wage rate.

Students shall access their specific program handbook for additional information regarding credit for previous experience.

#### **Withdrawal Policy**

Students who wish to withdraw from their apprenticeship program shall submit a written request to the respective Education Center Program Director.



### **Advisement**

Staff is available for consultation on related student matters. Please check your Education Center campus for specific office hours to meet with a representative or call to schedule an appointment. The staff will provide advisement related to the following items:

- Student progress,
- Professional development,
- Remediation,
- Disability and accommodation,
- Partnership programming, and
- Continuing education programming.

### **Transcripts**

Students may request a copy of their transcript at any time. Official copies of student transcripts are available at no cost to students in good standing. Students wishing to obtain a copy of their student records can do so by filling out an appropriate record request form. Record request forms can be submitted to the Education Center Program Director.

### **Remedial Assistance**

Some texts and manuals require higher reading skills because of the technical nature of the industry. Students who have difficulty comprehending these materials may contact their Education Center Program Director to request assistance.

### **Accommodation Policy**

WSCC seeks to ensure access by providing accommodations to individuals with a disability as defined under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Accommodation is the provision of aids; or modification to testing, services, or a program of study, that allows access by individuals with disabilities.

Individuals requesting accommodation are required to self-disclose to their respective Education Center Program Director and submit a request in writing, which generates a durable record. The request should be accompanied by documentation of the disability, including information from an appropriate licensed professional, if available, which should address the current functional limitation(s), the prognosis, and recommendation(s) of appropriate accommodation. Accommodations should be requested on a course-by-course (or exam-by-exam) basis.

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## GENERAL STUDENT INFORMATION *(Continued)*

### **Apprenticeship (cont'd)**

#### **Classroom Conduct**

Students will report to class on time and ready to learn. Students will conduct themselves respectfully toward their peers and instructors. WSCC and its affiliated Education Center campuses must always be treated with respect.

Students will not interrupt their classmates or instructor, engage in condescending behavior, or disrupt the learning environment. Abusive behavior will not be tolerated. The offending student may be asked to leave the premises and be marked as an unexcused absence.

Students must maintain a high standard of academic integrity. WSCC and its Education Center campuses hold a zero-tolerance policy for academic dishonesty, which includes, but is not limited to: lying, cheating, stealing, forging signatures, and using unauthorized materials on any assignment, quiz, or exam. Repeated dismissals may result in a disciplinary meeting before the JATC.

#### **Electronics Policy**

Electronic devices may be used during allotted break times and are not allowed in the classroom, unless approved by the instructor for reference material during study time.

Any student found with an active electronic device or found using any electronic device without instructor consent in the classroom will be referred to the Program Director and may be subject to citation.

Electronic devices include, but are not limited to: cellular phones, tablets, smartphones, cameras, or any other disruptive device that has not been previously approved for use in the classroom.

#### **Excused Absences Policy**

WSCC and its Education Center campuses acknowledge there are some circumstances that are outside the control of the student. These circumstances are deemed extenuating, and the student may request an excused absence, or a make-up class. Should a student need to request an excused absence or a make-up class, documentation will be required when possible.

When possible, planned absence requests should be made in advance, in writing to the Program Director.



#### **Extenuating Circumstances**

Include, but are not limited to:

- Jury duty with documentation of selection;
- Unexpected deaths, funerals, and memorials; and
- Automobile accidents.

#### **Employer Extenuating Circumstances**

If an employer must take a student away from their established Education Center for work or instructional purposes, the employer must arrange with the respective Program Director and solidify their request in writing.

#### **Medical Extenuating Circumstances**

In the event of an absence caused by a medical issue, the student must furnish a letter from their medical provider to the respective Program Director.

Students who cannot attend work for medical purposes or restrictions will not be allowed to attend related instruction courses for their own health and safety and for liability purposes. A student may resume classes once they are medically released back to work and are in good health.

Depending on the length of the absence for a medical issue, the student may need to take a medical leave of absence from their current term and resume related instruction once they are released back in good health. Medical documentation of their release must be provided to the respective Education Center office.

#### **Drug, Marijuana and Alcohol Policy**

There is a zero-tolerance policy for the consumption and/or use of alcohol, marijuana, illegal drugs, or prescription drugs (without a valid prescription). Violators will be subject to respective Education Center campus apprenticeship agreement cancellation.

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## GENERAL STUDENT INFORMATION *(Continued)*

### **Apprenticeship (cont'd)**

#### **Medications**

Students who are taking prescriptions or prescription medications have an obligation to determine whether there are any potential side effects that may affect the student's ability to perform his/her job duties safely and competently. Students also have an obligation to notify the respective Education Center and/or Program Director of any such side effects prior to reporting to the respective Education Center with the medication in his/her system. In doing so, the student need not disclose the name of the medication or underlying medical condition. Medical verification of the ability to safely and competently perform the tasks required on any WSCC campus may be required before the student can return to class for safety purposes.

#### **Rehabilitation Assistance**

Although WSCC and its Education Center campuses support voluntary treatment efforts for students with drug and/or alcohol dependency problems, it is up to each student to pursue treatment before dependency problems result in unsatisfactory performance, attendance, or safety records, etc. and before the student violates this policy.

When you voluntarily report a drug and/or alcohol dependency problem and seek assistance, you may be placed on a leave of absence from the apprenticeship program to allow for extended outpatient or inpatient rehabilitation treatment, and a written request may need to be submitted to the Program Director. A student cannot return from a leave of absence until they have documentation from a competent medical authority.



### **Veterans Policy**

WSCC and its Education Center campuses are proud to participate in the Veterans' Benefits program. The administrative staff of the Education Center campus can assist in the certification of the benefits agreement. For detailed information on how to obtain benefits, contact the Veterans Administration at [www.gibill.va.gov/education/benefits.html](http://www.gibill.va.gov/education/benefits.html).

- Any problems incurred by the student in receiving veterans' benefits should be dealt with through the respective Education Center office.
- Specific staff in the respective Education Center office have been identified as certifying agents and are the only individuals allowed to submit and sign form 22-6553d-1.
- The monthly certification form must be turned into the respective Education Center office and a correctly filled out Work Report for OJT verification. Only the hours worked in accordance with the state standards will be verified by the certifying official.

Should a student report work hours that have exceeded the allotted amount in a specific process, the hours will not be included in form 22-6553d-1.

### **FERPA**

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and its implementing federal regulations affords to persons who are currently, or were formerly, in attendance at WSCC or any of its affiliated Education Centers as registered students, a right of access to their educational records that contain information directly related to such persons. You may view the Federal Family Educational Rights and Privacy Act on the U.S. Department of Education website at: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). FERPA regulations require the following:

#### **Access Rights of Students**

- A student may obtain access to his or her education records by submitting the request form to the respective Program Director. The Education Center is required to grant the request within 45 days.
- A student will ordinarily not be provided with copies of any part of his or her record other than his or her transcript, unless the inability to obtain copies would effectively prevent him or her from exercising his or

*Continues on page 19*

## GENERAL STUDENT INFORMATION *(Continued)*

### FERPA *(cont'd)*

her right to inspect and review his or her education records. In cases where copies will be provided, the respective Education Center may impose a charge for making such copies at such uniform rates as it shall determine. In general, the charges imposed will not exceed \$.10 per page. An exception is the case of transcripts, which are free.

- A student has the right to be provided with a list of the types of educational records maintained by WSCC and its affiliated Education Centers that relate to students.
- A student may request that his or her records be amended to eliminate any information contained therein that he or she believes is inaccurate, misleading, or violates his or her privacy or other rights.
- If WSCC or its affiliated Education Centers decide to refuse to amend a student's records, he or she is entitled to a hearing to challenge the content of his or her educational records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights. Normally, an informal hearing will suffice with a Program Director of an affiliated Education Center who has the authority to make changes in a student's records.

If a student is dissatisfied with the results of such a hearing, the student should be referred to the Board of Trustees.

- If, after a hearing, the affiliated Education Center decides that the student's records are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights, the student has the right to place on his or her records a statement commenting upon the information and/or setting forth any reasons for disagreeing with the decision of the Education Center.

### Access to Educational Records

WSCC and its Education Center campuses will not generally permit access to, or release of, educational records or personally identifiable information contained therein to any party without the written consent of the student. WSCC and its campuses may, however, as provided in the Act, release such data to certain persons, including:



- Officials of the local union have a legitimate educational interest in obtaining access to the records. Such access will be granted if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- Persons who require access in connection with the student's application for, or receipt of, financial aid.
- WSCC and its affiliated Education Centers may release such information in compliance with a judicial order or pursuant to any lawfully issued subpoena. As a general policy, before any information is so released, WSCC and its Education Centers will first notify the student at the student's most recent address as shown in the records maintained by the Education Center campus. However, in compliance with the Act, some judicial orders and subpoenas issued for law enforcement purposes specify that WSCC and its Education Centers cannot disclose to any person the existence or contents of the order or subpoena of the information furnished in compliance with it.
- In connection with an emergency, WSCC and its Education Centers may release information from educational records to appropriate persons if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

Upon written consent or request by a student, WSCC and its Education Centers will release information from the student's educational records to third parties. The student should make a request for such release to the department or office having custody of the record involved. WSCC and its campuses may impose a charge for copying a student's records in connection with such release.

It shall be a condition of the release by WSCC and its campuses of any personal information on a student to a third party that the party to which the information is

*Continues on page 20*

## GENERAL STUDENT INFORMATION *(Continued)*

### **FERPA (cont'd)**

released will not permit any other party to have access to such information without the written consent of the student. An institution to which such information is released may permit its officers, employees, and agents to use such information but only for the purposes for which the disclosure was made. These restrictions do not apply to certain subpoenas and court orders.

### **Student Policies**

#### **Probationary Period**

Each program has its own probationary period. During this period, either the student or the Education Center may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing.

The records for each probationary student shall be reviewed prior to the end of the probationary period, shall consist of periodic reports from the student's employer or employers, a complete record of attendance and grades in related instruction, and any disciplinary action taken during the probationary period. Any probationary student considered to be unsatisfactory after a review of the probationary records shall have his or her Apprenticeship Agreement canceled before the expiration of the probationary period, and the Registration Agency will be so notified.

After the probationary period, the Apprenticeship Agreement may be canceled at the request of the student or may be suspended or canceled by the Education Center for reasonable cause, after documented due notice to the student and a reasonable opportunity for corrective action. In such cases, the Education Center will provide written notice to the student and to the Registration Agency of the final action taken.



#### **Disciplinary Action**

The respective Education Center may take disciplinary action against any student or for failure to comply with the Apprenticeship Agreement or the applicable Standards of Apprenticeship.

Before invoking disciplinary action, the Education Center will notify the student or the contractor of the infraction and provide a reasonable opportunity for corrective action. When disciplinary action is to be imposed, the Education Center will notify the student or contractor by certified mail to appear before the advisory committee for a hearing. If the student or contractor fails to appear before the Education Center, after due notice, the disciplinary action may be invoked without a hearing.

Disciplinary action may include postponement of the student's advancement in the program or temporary removal of the student from the job, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the student from the Apprenticeship Program. Such action will occur only after due notice to the student and opportunity for corrective action. Removal of the student by the Education Center shall cancel the student's Apprenticeship Agreement and the opportunity to complete the program.

Records of all disciplinary actions shall be maintained by the respective Education Center. The Registration Agency shall be notified whenever a disciplinary action results in cancellation, and/or postponement of an Apprenticeship Agreement.

#### **Religious Accommodation**

WSCC respects the sincerely held religious beliefs and practices of all students and will make, upon request, accommodations for religious observances when a reasonable accommodation is available that does not create an undue hardship to this program. There shall not be any inquiries regarding religion, beliefs, or faith until a student is indentured, and a situation arises causing a job site or related instruction conflict.

At the time the student is indentured into the apprenticeship program, the student shall be given written notice of their obligation to report potential conflicts with the apprenticeship program due to religious beliefs, practices, or observances. The written notice shall inform the student that the Program Director must be informed in writing of any religious beliefs,

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## GENERAL STUDENT INFORMATION *(Continued)*

### ***Student Policies (cont'd)***

practices, or observances which would potentially conflict with his or her ability to engage in or complete any of the requirements of a student. The student shall inform the Program Director of potential religious-based conflicts in writing within twenty days after the student has been indentured.

Additionally, a student whose religious beliefs or practices conflict with his or her rights, obligations, and duties as a student and who seeks a religious accommodation must submit a written request for the accommodation as well as a notarized notice from a religious affiliation representative to the Program Director. The obligations and duties of a student include without limitation adherence to a work schedule or job dispatch; attendance and participation in regularly scheduled examinations, tests, and classes, or other requirements in his or her capacity as a student.

The student must inform the Program Director of all potential religious-based conflicts which the student knew or reasonably should have known at the time he/she is indentured. If conflicts arise following the time frame noted above, the student must inform the Program Director as soon as possible.

The written request of the student will describe the nature of the religious conflict, including the days, dates and times affected, and the student's suggested accommodation. The JATC reserves the right to request the student to provide notarized written documentation from a leader or authorized representative of the student's religious congregation (e.g., priest, minister, rabbi, imam, etc.) to verify if a conflict exists.

The Program Director will evaluate any written request considering whether a conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available which is reasonable, and which would not create an undue hardship on the JATC's operations. If necessary, the Program Director and student should confer fully and promptly to the extent needed to share any necessary information about the student's religious needs and the available accommodation options. Depending on the type of conflict, and suggested and available alternative accommodations, the Program Director may confer with other members of the JATC for alternative accommodations.

The Program Director and the student will meet to discuss the request and decision on an accommodation. If the student accepts the proposed religious accommodation, the Program Director will implement the decision. If the student rejects the proposed accommodation or if the JATC is unable to accommodate, the student will be provided with a written explanation thereof.

### **On-the-Job Training Rules and Regulations**

#### **On-the-Job Training**

Students will be required to apply themselves diligently to their on-the-job training (OJT) to work hard and cooperate with their journey person. A record of repeated discharges for other than reduction of force, or adverse reports from a student's employer will be cause for an explanation to the respective Education Center. If it is found that the student is not suited to this trade, or that the student lacks aptitude or work ethic for this trade, the respective Education Center, as a justice to the student, the employer, and the trade, will recommend removal from the apprenticeship program.

#### **Required Number of Work Hours**

All students must complete the required number of on-the-job training hours before they are granted approval by the respective Education Center to advance to the next period or complete the program.



#### **Advancement Policy**

Related instruction and on-the-job training go hand in hand. To be advanced to the next term and rate of pay, the student must meet the following conditions:

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## GENERAL STUDENT INFORMATION *(Continued)*

### ***On-the-Job Training Rules and Regulations (cont'd)***

- Overall competency, which includes aptitude, attitude, and dedication to professional development.
- Credit for prior experience, demonstration of mastery, or recognition of an achievement. The respective Education Center may grant credit, advance standing, or increase wage progression at its discretion for achievement or experience, which is equivalent to the respective Education Center's programs. Such credit will be based on: demonstrated skills, documented experience, documented classroom instruction, certification achievement, and/or results of any objective examination the JATC may require.
- Minimum OJT hours met, and assessment of work performed.
- Passing grade for related instruction.

Advancement will occur if you are out of work but worked overtime in previous months and were able to accumulate the hours needed.

Advancements are completed year-round provided the student meets the minimum program standards.

Advancements are to coincide with the successful completion of the associated school term and require cumulative OJT hours.

If the student accumulates the required OJT hours prior to their annual advancement date, they will not be advanced ahead of schedule because they must complete both the related instruction and OJT requirements.

Any wage rate discrepancies should first be directed to the respective Education Center office first to be resolved.

In the event of unsatisfactory progress, a student's advancement will be held until the decision of the respective Education Center is made.

### **Work Report**

Work reports a vital part of each student's file. They are the record of OJT hours. It is the student's responsibility to ensure the reports are promptly and accurately completed as follows:

- The student shall keep a daily record of their hours and activities.
- At the end of the month, the student shall enter the total hours for each work experience.

- Each month, the student shall total hours in each category to track how close they are to completion rates in each required category. Students may exceed categories by the end of their apprenticeship program.
- In the event a student is unemployed, that student is responsible for completing a zero-hour work report. Zero-hour work reports do not require a signature from a supervisor or journeyman.
- Work hours, both straight time and overtime are to be recorded. It is very important that the student keep an accurate accounting of the dates and hours worked. Work hours will be randomly checked against hours reported by contractors to the various trust funds.
- The reports are also subject to periodic examination by the Federal Department of Labor, Office of Apprenticeship (DOL/OA), the State Apprenticeship and Training Division (ATD) and, if applicable, the Veterans Administration (VA).
- If a student has any difficulty submitting their work reports, they should contact the appropriate respective Education Center office immediately. Collection dates vary by Education Center. Students shall reference their Education Center's handbook for reporting requirements.



### **Employment Policy**

Every student must make every effort to maintain steady employment. A student does so when he/she is employed enough to maintain the continuous flow of on-the-job training (OJT) and related supplemental instruction. If a student is not maintaining the minimum hours of OJT per semester, their progress may be deemed unsatisfactory

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## GENERAL STUDENT INFORMATION *(Continued)*

### ***On-the-Job Training Rules and Regulations (cont'd)***

and the Education Center staff will further evaluate the situation to determine if a cancellation of the Apprenticeship Agreement is warranted, unless it is determined that a lack of employment is due to industry conditions and no fault of the student. If it is discovered that the student has not made themselves available for work, they may be cited to provide reasons why they should not be dropped from the apprenticeship.

### **Unemployment: Laid Off, Disability, or Leave of Absence**

#### **Laid Off/Disabled (temporary: <2 weeks)**

If you are unemployed for an entire month or longer due to lack of work, your obligation to submit a zero-hour Work Report still applies.

#### **Leave of Absence/Disability (long term: >2 weeks)**

If a student has left work due to a disability that lasts more than 2 weeks, the student must inform the Program

Director as soon as possible. Leave of absence requests can be written to the respective Education Center and submitted to the Program Director for approval at the next scheduled respective JATC meeting.

When a student is on a leave of absence, they must follow the procedures of the Program JATC or applicable Local Union hiring hall and give the Dispatch Agent an indication of when they expect to be available for work. Once a student is ready to return to work, they must contact their Program Director.

Students who have taken a leave of absence, regardless of the circumstances, DO NOT have to submit monthly



OJT reports as they are not working and have temporarily left the program. Upon resuming their apprenticeship program, the student must resume submitting OJT reports even if they are unemployed upon their return.

While on leave of absence, the student must notify the respective Education Center office of their intentions every 12 months or less, whether it is to continue/extend their leave of absence or to give a return date.

### **Safety, Security, and Emergency Procedures**

WSCC and its Education Centers strive to provide all students with a safe and healthy learning environment. To accomplish these goals, students must diligently undertake efforts to promote safety. The respective Education Centers, through their supervisory personnel, shall develop and implement safety rules and regulations. This process will be ongoing and will require periodic safety audits. Safety audits will be undertaken to determine the necessity and feasibility of providing protective clothing, devices, or safeguards to make the classrooms and labs safe. WSCC instructors shall also undertake the responsibility to educate students as to hazards of the construction industry and to train students about such hazards and the proper and safe methods to perform all tasks.

Students shall devote their full skill and attention to the performance of their learning responsibilities using the highest standard of care and good judgment. Students will follow all safety rules and regulations, including the use of protective clothing, devices, or equipment; attendance at all related instruction classes; and following the directions of warning signs, signals, or the commands or directions of the instructional staff. Finally, all school-related injuries or illnesses are to be reported to the Instructor immediately, regardless of severity. In the case of significant injury, a student's reporting obligation will be deferred until circumstances reasonably permit a report to be made.

Failure to report an injury or illness may result in a citation to the respective Education Center.

Safety rules and regulations will be issued or modified from time to time and shall be effective immediately. New or revised rules and regulations will be distributed to students and posted on the student bulletin board.

### **Objectives**

It is WSCC's policy that all accidents and incidents which result in personal injury or illness, and/or damage to WSCC and its Education Center campuses' property shall

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## GENERAL STUDENT INFORMATION *(Continued)*

### ***Safety, Security, and Emergency Procedures (cont'd)***

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. This policy applies to all students, employees, and visitors at any WSCC location at which work, study, or any other WSCC-sanctioned activity is being conducted. This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of WSCC, as well as visitors. Injuries and incidents must be reported and investigated to fulfill legal requirements, ascertain compliance with applicable regulations and WSCC policies, and assist in taking steps to remedy hazardous conditions to prevent recurrence.



### **Activities to Achieve Objectives**

#### **Internal Reporting**

All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved using the injury, illness, or accident report form before leaving the respective Education Center campus premises. The report should be provided to either the Instructor or Program Director.

#### **Investigation**

The primary responsibility for investigation of an injury or incident lies with the Program Director or other authorized representative.

The authorized representative is responsible for writing the investigation report, which shall include the following:

- An account of the injury or incident;
- Recommendations for remedial actions to prevent recurrence; and
- The names of the departments, services, and persons to which the recommendations have been provided.

All investigation reports are stored in the administration office of the WSCC. A copy of the investigation report shall be sent to the Program Director of the respective Education Center.

### **Roles and Responsibilities**

#### **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 due to an incident or accident at WSCC shall abide by the following:

- Immediately report the injury to the authorized representative.
- Complete and sign the injury, illness, or accident report as soon as possible following the incident. Administrative assistants have copies of all the reports.

#### **Responsibilities of Instructors, Directors, or Administrators**

An Instructor, Program Director or Administrator shall abide by the following:

- Ensure that the victim gets immediate medical attention if necessary,
- Call 911 for Emergency Services if necessary,
- Obtain names of witnesses,
- Ensure anyone who is a victim completes and signs the reporting form, and
- Investigate the injury.

#### **Additional Injury, Illness, or Accident Protocols**

Follow the three (3) emergency action steps recommended by the American Red Cross (Check, Call, & Care).

Sound the emergency alarm, if necessary.

Supervise the evacuation of the building (follow guidelines as set forth on the emergency evacuation floorplans).

Provide basic care for an injury or sudden illness until the victim receives professional medical help.

### **Emergency Procedures**

#### **Fires**

All students are urged to acquaint themselves with the emergency evacuation plans, location of the exits, fire alarm switches, fire escapes, and available fire extinguishers throughout the respective Education Center campus facilities. In case of fire, dial 911 immediately.

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## GENERAL STUDENT INFORMATION *(Continued)*

### ***Safety, Security, and Emergency Procedures (cont'd)***

Give the 911 operator the precise location of the fire, and they will alert the fire department.

#### **Emergency Evacuation**

When a fire alarm sounds, all instructors and students should proceed to the closest exit and assemble in the appropriate campus location for a head count by the Instructor before being dismissed. Emergency evacuation instructions for each respective Education Center campus are posted in classrooms and high traffic locations.

#### **Police**

To summon the police, dial 911, and the operator will alert the police department.

#### **Theft**

If a theft has taken place at WSCC or any of its affiliated Education Center campuses, report it immediately to the Instructor or to the Education Center administrative office.

#### **Accidents and Illnesses**

In the event anyone becomes injured or ill at any of the affiliated campuses, an emergency response should be contacted by the Instructor. 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 local Program Director within forty-eight hours of the incident. Copies of the incident reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact your local Program Director 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, and then file an incident report as described above. In incidents where there is doubt as to whether the incident is serious enough to require a report, it is better to report it.

#### **Active Shooter**

The Active Shooter Procedure is located in Appendix B.

### **In-Network Health Facilities**

Students shall consult their local Education Center handbook for a list of local emergency and non-emergency medical facilities.

### **Substance Abuse and Mental Health Issues**

WSCC and its Education Centers do not provide any direct counseling services for substance abuse or mental health issues, but they do encourage students to seek any assistance that they require. Students should refer to their Program Director and Union Benefits office regarding full medical and mental health care access and coverage.

### **Education Center Security**

In addition to the health and safety of our students, faculty, and staff; their property and campus property is of primary concern. The following policies help ensure this security.

- All faculty, staff, and students are to report the loss or damage of school equipment to the Program Director. An incident report form shall be used for this purpose.
- No firearms or large knives are allowed on WSCC or its affiliated Education Center campuses.
- Students are to report any threats or attacks made by fellow students to the Program Director. A full investigation will be conducted. If these reports are substantiated by the respective Education Center, the offending student will be immediately dismissed.
- Any other incidents or actions that will threaten the harmony or the security of the campus should be reported immediately to the Program Director.



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## GENERAL STUDENT INFORMATION *(Continued)*

### *Safety, Security, and Emergency Procedures (cont'd)*

#### **On-the-Job Safety**

All students shall wear proper clothing and maintain their personal appearance in such a manner as to not create a health or safety hazard to themselves, their fellow workers, or their employers.

If a student is asked to work in an environment that they believe to be unsafe, they must inform their journey person, foreman, or jobsite safety personnel immediately. If the situation still exists as to the safety of the work environment, the student should call the local Program Director. Do not proceed back to work in an unsafe environment.

#### **Education Center Safety**

All students attending related instruction classes will be required to wear suitable clothing and footwear necessary to protect themselves from unforeseen hazards. This clothing will be in such condition as not to soil the carpeting, chairs, or stools in the Education Centers. If a student continues to appear for class in grimy clothing and shoes or without the proper footwear, he/she is to be dismissed from class and marked with an unexcused absence. The determination of what is suitable is left to the discretion of the Instructors or staff.



Each Education Center campus requires the wearing of protective eye devices by all persons performing or attending hazardous operations. Areas such as the Welding & Brazing Labs and some areas used for Rigging

and Electrical education, are considered “high-hazard” areas and require the wearing of protective eye coverage and protective footgear at all times to guard against accident, injury, and potential liability. All accidents, regardless of how minor, should be reported to the Instructor who will report the accident to an appropriate staff member or instructor.

By order of the respective Education Center and as prudent safety practices dictate, all equipment guards and appropriate personal protective equipment shall be in place when engaging in any activities at any WSCC facility. Any person observed ignoring this policy will be asked to leave the premises immediately.

#### **Inclement Weather Policy**

If campus is closed, students will be responsible for all assigned work and classes that are rescheduled. WSCC campus closing schedules are determined by the Program Director for each campus location. Students going to school at any of the affiliated respective Education Center campuses will need to check with the Program Director or call the class instructor.

#### **Harassment, Discrimination, and Bullying Policy**

It is the policy of WSCC and its Education Centers that students participating in OJT and receiving classroom instruction should be free from all forms of discrimination and harassment by all persons associated with this program, including other students.

WSCC and its Education Centers intend to provide a workplace and campus free from discrimination and harassment of any kind, including but not limited to sex, sexual orientation, race, color, religion, national origin, political affiliation, marital status, age, mental, physical disability, veteran status, or association with a particular sex, sexual orientation, or any other status protected by law.

Unwelcome verbal and/or physical advances, requests for favors, and other verbal and/or physical conduct constitutes harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's education or employment;
- Submission to or rejection of such conduct is used as a basis for instruction or employment decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's work or school performance or creating an intimidating, hostile, or offensive learning environment.

WSCC and its Education Centers acknowledge that a safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, cyberbullying, or any other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment. WSCC expects that all students demonstrate appropriate behavior by treating

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## GENERAL STUDENT INFORMATION *(Continued)*

### ***Harassment, Discrimination, and Bullying Policy (cont'd)***

others with civility and respect and refusing to tolerate harassment, intimidation, bullying, or cyberbullying.

Any student who feels he/she has been subjected to discrimination or harassment, in the workplace or at school, should report the discrimination and/or harassment, in writing, on the Incident Report form located in Appendix A. Turn the completed form into either the Program Director, and/or the respective JATC Chairman or Secretary. Every effort will be made to keep the report as confidential as possible. Students may raise such issues without fear of any retaliation.

Anyone who is found to have violated this Harassment, Discrimination, and Bullying Policy is subject to significant disciplinary penalties, including termination from the apprenticeship program.

### **Student Code of Ethics**

As a student, I will:

- Be concerned with my responsibilities regarding being dependable in showing up for work on time and in calling my employer when I cannot make it to work.
- Be honest in all respects with my employer regarding the property of others and in my willingness to give them a fair day's work for a fair day's pay.
- Be concerned with my apprenticeship education and will make every effort to be a credit to the program in the way I conduct myself on and off the job, the way I undertake my studies in school, and the willing attitude I take on the job.
- Remember that my related schoolwork is a vital part of my overall education as a student and as such, deserves my best efforts in attendance, in being on time, and in carrying out my studies.
- Set my goals high, always seeking to further my knowledge and skills whereby I can better the construction industry and my future.
- Be slow to anger, remembering my own faults, and always be willing to talk over personal differences with those with whom I work.
- Consider my own shortcomings prior to criticizing others around me.

- Be quick to compliment the good works of others while remembering that each of us is hungry for a kind word.
- Remember that I have been given a body which can perform physical acts necessary for me to earn a living. It is up to me to discipline it, take care of it, respect it, and in safety look out for it.
- Remember that as a tree becomes great in size and height, its roots form the strength to enable it to withstand the onslaught of the elements. So it is with apprenticeship education, which out of necessity must include many dirty, difficult, and often unpleasant tasks. Have a cheerful attitude in your approach to these tasks. Many have gone through the same troubled times in becoming a good Journeyman. Your personal discipline will be your strength.
- Remember that mistakes are part of mastering any job. It is important that we fully understand why we made a mistake in order that we never make the same one twice. *Lame alibis*, such as "I didn't know," or "I didn't understand," should never be offered and are never acceptable. If you do not know, find out; if you do not understand, ask for an explanation until you do understand. Always think things through first.
- Remember that personal inner satisfaction comes only from knowing that you have given your best effort, that a job is well done. Maintain high standards.
- Remember that I am only limited by the goals which I set. What I am or hope to be will be largely governed by my own action or lack of action. Success is never an accident.

## APPENDIX A • AFFIRMATIVE ACTION PLAN

WSCC has adopted the following nondiscriminatory pledge and Affirmative Action Plan (AAP) and enters into this AAP with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship programs. This AAP complies with Title 29, Code of Federal Regulations (CFR) part 30 regarding Equal Employment Opportunity in Apprenticeship.

### **Section II - Equal Opportunity Pledge Title 29 CFR 29.S(b)(21) and 30.3(b)**

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30.

### **SECTION III - Affirmative Action Plan Title 29 CFR 29.S(b)(21) and 30.4**

If the sponsor has five or more apprentices, the JATC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendices C & D, respectively. For programs with fewer than 5 apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

## APPENDIX B • ACTIVE SHOOTER PROCEDURE

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.
- 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 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.

### Evaluation of Procedure

This procedure will be evaluated annually by the Institutional Advisory Committee and JATC. They will consider any changes to the law, any additional building safety needs, etc. The Program Director will implement any changes to the procedure based on the committee's findings. Changes to the procedure will be communicated to all staff, faculty, and apprentices in a timely manner.

## WSCC BOARD OF DIRECTORS

The Board of Directors is comprised of a team of industry professionals. Their role is to provide guidance to the college on identifying and achieving program objectives. In addition to the Board of Directors, each program has its own advisory committee comprised of employers and industry professionals. These committees are responsible for admissions, curriculum content, and technology assessment.



### Members of the WSCC Board of Directors

- Rich Martin, Business Manager at UA Local 192
- Brodie Arndt, Vice President, Murphy Company
- Gary Arnold, Business Manager at UA Local 208
- Rory Berumen, Executive Director, RMC NECA
- Kurt Bocim, Director of Operations, Tolin Mechanical Systems
- Ben Bradford, Manager of Warehouse and Logistics - Murphy Company
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- Dale Thrower, Business Manager at UA Local 58
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- Todd VonLintel, Vice President of Operation, U.S. Engineering
- Sean Wyatt, Business Manager, Plumbers Local 3

### WSCC Staff

- Mostafa Khattab, Ph.D., WSCC President
- Heather Sherwood, WSCC VP of Academic Affairs

### Administrative Campus

1391 Speer Blvd., Suite 450 • Denver, CO 80204  
(303) 757-3956 [westernstatescollege.org](http://westernstatescollege.org)  
Heather Sherwood, Director of Academic Affairs  
[heather@westernstatescollege.org](mailto:heather@westernstatescollege.org)

### Denver Plumber Campus

17100 E. 32nd Place • Aurora, CO 80011  
(303) 739-9100 [plumberslocal3.org](http://plumberslocal3.org)  
Johnnie Norris, Program Director  
[johnnie@westernstatescollege.org](mailto:johnnie@westernstatescollege.org)

## WSCC CONTACT INFORMATION

### Cheyenne Plumber & Pipefitter Campus

411 W. 5th Street • Cheyenne, WY 82007  
(307) 634-5837 [plumbers192.org](http://plumbers192.org)  
TBD, Program Director  
[Daniel.Meyer@westernstatescollege.org](mailto:Daniel.Meyer@westernstatescollege.org)

### Colorado Springs Plumber, Pipefitter, & HVACR Campus

2870 Janitell Road • Colorado Springs, CO 80906  
(719) 473-9690 [local58.org](http://local58.org)  
Beto Herrera, Program Director  
[Beto.Hererra@westernstatescollege.org](mailto:Beto.Hererra@westernstatescollege.org)

### Colorado Springs Sheet Metal Campus

1420 Quail Lake Loop • Colorado Springs, CO 80906  
(719) 634-0388 [smarthvac.training](http://smarthvac.training)  
Bill Benavidez, CO Statewide Director  
[Bill.Benavidez@westernstatescollege.org](mailto:Bill.Benavidez@westernstatescollege.org)

### Denver Electrical Campus

5660 Logan Street • Denver, CO 80216  
(303) 297-0229 [djeatc68.com](http://djeatc68.com)  
Dan Hendricks, Program Director  
[Dan.Hendricks@westernstatescollege.org](mailto:Dan.Hendricks@westernstatescollege.org)

### Denver Pipefitter Campus

6350 N. Broadway • Denver, CO 80216  
(303) 428-6541 [pipe208.com](http://pipe208.com)  
Eric Ortega, Program Director  
[eric@westernstatescollege.org](mailto:eric@westernstatescollege.org)

### Denver Sheet Metal Campus

1515 West 47th Avenue • Denver, CO 80211  
(720) 855-0305 [smarthvac.training](http://smarthvac.training)  
Bill Benavidez, CO Statewide Director  
[Bill.Benavidez@westernstatescollege.org](mailto:Bill.Benavidez@westernstatescollege.org)

### Grand Junction Plumber & Pipefitter Campus

3168 Pipe Court • Grand Junction, CO 81504  
(970) 245-2012 [local145.org](http://local145.org)  
Daniel Schulte, Program Director  
[Daniel.Schulte@westernstatescollege.org](mailto:Daniel.Schulte@westernstatescollege.org)

### Grand Junction Sheet Metal Campus

2980 Gunnison Ave. • Grand Junction, CO 81504  
(303) 623-5463 [smarthvac.training](http://smarthvac.training)  
Bill Benavidez, CO Statewide Director  
[Bill.Benavidez@westernstatescollege.org](mailto:Bill.Benavidez@westernstatescollege.org)

### Grand Junction Electrical Campus

786 Valley Ct. • Grand Junction, CO 81505  
(303) 295-1903 [wcjatc.com](http://wcjatc.com)  
Daniel Hendricks, Electrical Program Director  
[DanielHendricks@westernstatescollege.org](mailto:DanielHendricks@westernstatescollege.org)





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(303) 757-3956