

Student Handbook & Course Catalog



FINISHING TRADES INSTITUTE
OF THE MID-ATLANTIC REGION

Revised: December 30, 2016

Main Campus:

2190 Hornig Road
Philadelphia, PA 19116

Drums Service Center:

66 Azalea Drive
Drums, PA 18222

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Introduction

Welcome to the Finishing Trades Institute of the Mid-Atlantic Region (FTI).

We are happy to have the opportunity to provide you the best educational programs in our industries. Our curriculum will provide you with the latest techniques and information enabling you to be the best in the field.

The FTI apprenticeship is over 100 years old and you stand in the tradition of a long line of journey workers and apprentices who have made us the standard for excellence in our industries. We hope you enjoy the programs and experiences that are described in the coming pages.

Mike Schurr

Director of Education

DISCLAIMER

The procedures and policies set forth in this Handbook are subject to revision from time to time. The most up-to-date available versions of the policies and procedures are contained in the electronic version of this document which may be accessed online at our website fti.edu

Mission Statement

The Finishing Trades Institute of the Mid-Atlantic Region provides necessary skills to individuals for career advancement to journey person status and continued education in the International Union of Painters and Allied Trades construction industries. This commitment to apprentice and journey person education and training is essential to the success of our various skill trade unions and our contractor associations.

The FTI exists to serve a number of purposes:

To supply all signatory contractors with highly skilled workers including apprentices, journeypersons, supervisors, project managers, etc.

- To facilitate a unique learning environment with varying instructional objectives and technologies.
- To provide activities and resources that fosters a positive, comprehensive training environment.
- To provide career advancement through a combination of classroom instruction as well as shop and field experiences.
- To provide continuing education and training in the form of Journey person Continuing Education classes.

Apprentice development and progression is achieved by partaking in classes such as Health and Safety, Blueprint Reading, Mathematics, and Leadership and Foreperson Training to name a few.

With three (3) state of the art training centers, we specialize in complete training for Coatings Applicator Specialists, Commercial Painter and Wall Coverers, Drywall Finishers, Glaziers, and Multi-Craft Decorators. Men and women are afforded comprehensive curriculum and unequalled training.

It is impressed upon our members the realization that acquiring vital trade specific skills is necessary in securing and maintaining fair wages, health and pension benefits, and favorable working conditions.

The FTI's vision is unparalleled. Our comprehensive training programs are a collaborative effort designed to supply our union contractors and associations the most uniquely qualified workforce, now and into the future.

Our Campuses

The main campus for the FTI-MAR is located on 5 acres in northeast Philadelphia. There are 80,000 square feet of classrooms, labs and office space on this campus. The campus also houses two computer labs and a curriculum library. There is a student break room and locker rooms. Each classroom is equipped with state-of-the-art Smart board technology. Labs meet and exceed industry standards for equipment and materials.

There is a 137 seat lecture hall. There is ample parking for over 200 cars. The campus also has virtual welders and painters for student training.

The Drums instructional service center is 15,000 square feet of classrooms and laboratories located on 2 acres with ample parking for students and staff.

Accreditation and Licensure

The FTI has standards of apprenticeship on file with the US Department of Labor. Inquiries regarding this registration should be addressed to:

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

The FTI is currently accredited by the Council on Occupational Education (February 2009). Inquiries regarding this accreditation status should be addressed to:

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

The FTI is currently licensed with the Pennsylvania Department of Education. Inquiries regarding this status should be addressed to:

The Pennsylvania Department of Education
Office of Postsecondary and Higher Education
333 Market Street
Harrisburg, PA 17126

Hours of Operation

The FTI is opened Monday through Thursday from 8:00 a.m. until 8:00 p.m. and Fridays from 8:00 a.m. until 4:30 p.m. except for legal holidays. **The offices** are open from 8:00 a.m. until 4:00 p.m. on Monday through Friday when classes are scheduled. Some classes are scheduled on Saturdays, Sundays and in the evenings. Please refer to the online registration guide for actual class times.

For the Computer Lab and Library/Media Services, please check the hours that are posted (**Please remember that the Library and Computer Lab may be in use for a meeting or class and takes preference over individual use**).

Board of Trustees

Joe Ashdale

Co-Chairman

District Council 21
2980 Southampton Rd
Philadelphia, PA. 19154
joeash@dc21.com
215-677-7980 / Fax: 215-677-3877

John Gatto

District Council 21
66 Azalea Dr. - Can Do Corporate Park
Drums, PA 18222
organize71@comcast.net
215-677-7980 / Fax: 215-677-3877

William Krez

District Council 21
2980 Southampton Rd
Philadelphia, PA. 19154
NO EMAIL
215-677-7980 / Fax: 215-677-3877

Fran McLaughlin

District Council 21
66 Azalea Dr - Can Do Corporate Park
Drums, PA 18222
org703@msn.com
215-677-7980 / Fax: 215-677-3877

Chuck Murtha

District Council 21
2980 Southampton Rd
Philadelphia, PA. 19154
chuckmurtha@dc21.com
215-677-7980 / Fax: 215-677-3877

Jim Seibert

District Council 21
109 Butt Lane
Aston, PA. 19014
jimseibert@dc21.com
215-677-7980 / Fax: 215-677-3877

Paul Tsourous

Co-Chairman

Jupiter Painting
1500 River Road
Croydon, PA. 19021
agt@jupiterpcc.com
215-785-6920 / Fax: 215-785-0873

Barry Shore

Newman Glass
1515 Haddon Ave
Camden, NJ. 08103
barry@newmanglass.com
856-964-4212 / Fax: 856-964-4040

Karl Miller

Hazleton Painting
150 Butler Drive
Hazleton, PA 18201
kmiller@hazletonpainting.com
(570) 454-7004 / Fax: 570-454-4339

Gene Shaid

S & S Painting
PO Box 178
Gladwyne, PA 19035
shaidpaints@aol.com
610-834-9119 / Fax: 610-260-1527

Ed Yerusolim

EDI Wallcovering Co
111 Park Drive
Montgomeryville, PA. 18936
eddie@ediwallcovering.com
215-283-1980 / Fax: 215-283-1988

Dan Vecchio

MVP Interiors
P.O. Box 94
Williamstown, NJ. 08094
mvpinteriors@comcast.net
856-262-9955 / 856-262-1696

Calendar-2016-2017

September 6, 2016	Fall Semester Begins
November 24-25, 2016	Thanksgiving Holiday
December 23-January 2	Christmas / New Year Holidays
January 3, 2017	Spring Semester Begins
May 25, 2017	Spring Semester Ends
June 3, 2017	Graduation Day

Emergency Procedures/Closing

Fires: All Students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers throughout the School. In case of fire, call the emergency operator by selecting a line and dialing 911 immediately. Give the operator the precise location of the fire and he or she will alert the fire department.

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

Police: To summon the police, select a line and dial 911, and the operator will alert the police department.

Theft: If a theft has taken place, please report it immediately to the administrative office or to a Coordinator/Instructor.

Accidents and Illness: When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by selecting a line and dialing 911.

In the event anyone becomes injured or ill at the School, emergency response should be contacted. Emergency personnel will make determinations as to the needed medical attention and transportation.

Incident Reports: A complete report of every incident, no matter how minor, should be made to the H&S Director within 48 hours of the incident. Copies of incident reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact the local coordinator, and then file an incident report as described above. Any incident involving serious injury should be reported at any time during the day or night to emergency response at (911) then file an incident report as described above. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

Inclement Weather Policy: If the campus is closed, students will be responsible for all assigned work, and classes will be rescheduled. When applicable the FTI follows the closing schedule of the public and parochial school district **where the apprenticeship school is located.**

Student Services

The FTI is dedicated to providing each student the support and services they need to successfully complete their program and enter the industry fully prepared. The services listed below were developed to assist the student in meeting their educational goals. Questions regarding these services should be sent to the Director, Coordinators, or staff.

Rules and Regulations

As a participant in this Program, you have been offered one of the most meaningful opportunities in your life: to develop the knowledge and skills that will enable you to perform at the highest levels of the professional trades represented by the International Union of Painters and Allied Trades (“IUPAT”).

The opportunity that you have been given is unique and valuable. Whether as an apprentice or at some other level of participation, not only will you have the opportunity to develop and/or expand a career in your trade, but you have been admitted to participate into the FTI’s outstanding accomplished Program. It is the sincere hope of the Trustees, Director, Instructors and staff of the Apprentice and Training Program that you strive every day to make the most of this opportunity that you have been awarded. While the Program is demanding and rigorous, the benefits of your dedication will be enormous.

During your tenure in the Apprentice and Training Program, you should always bear in mind that, in addition to the grants and supplemental training funds that the Program receives, your education is primarily funded by the work of the men and women represented by the IUPAT District Council 21, through direct contributions from their pay package. Every member of District Council 21 has committed to your education, as a way to ensure the high standards and excellence of the trades represented by IUPAT, and to ensure our ever unrivaled ability to provide the highest quality of work to our participating and valued employers. To respect the investment of District Council 21's members, and to achieve the objectives for which this Program was developed, nothing short of your **complete commitment, focus, and dedication** is expected – or accepted. In working for you, so that you can have this opportunity, IUPAT’s members also expect that you will work for them – in dedicating yourself to the excellence of IUPAT and our trades.

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

- Administer the Apprentice and Training Program (“Program” of the FTI);
- Develop uniform policies and procedures that are applicable to all participants; and
- Clearly set forth the obligations and requirements that are applicable to every participant.

These Rules have been developed so that every participant in the Program has the opportunity to know and understand what is required of him or her in order to

successfully participate in the Program. **Every participant in the Program is responsible for knowing and following the Rules of the Program, at all times.**

As a participant in the Program, you are expected to thoroughly read and follow these Rules. If you do not understand a Rule, or how it applies to you; you can contact the Education Director or another Program official. You should not rely on information given to you by another Apprentice or Journeyperson -- even if other participants in the Program tell you what a Rule means, the only correct application of these Rules are the interpretation of the Program. Do not make the mistake of relying on anyone else, because your misplaced reliance **will not** excuse your failure to comply with the Rules, as they are interpreted and applied by the Program.

These Rules may be changed from time to time by the Program and its Trustees. It is your responsibility to know and comply with Rules, as they may be amended or otherwise changed.

A complete set of the rules can be found in Appendix B.

Complaint Procedure

A. Informal Resolution of Disputes. Apprentices are encouraged to informally discuss issues or problems that may arise, whether in the FTI or on the job, with the Education Director, their Craft coordinator, or instructors, in an effort to obtain assistance or resolution. The purposes and objectives of the FTI can be most effectively achieved through the process of cooperative problem solving.

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

Step 1: The apprentice shall present a written grievance stating the specific facts and issues that are the subject of the grievance to the appropriate craft coordinating committee, by presenting the written grievance to the craft coordinator. The CCC shall notify the apprentice of a date and time to appear before the craft committee for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the grievance at the craft committee hearing. The craft committee will issue a written decision regarding the grievance within 15 days after the hearing.

Step 2: If the apprentice is dissatisfied with the decision of the craft committee regarding the grievance, the apprentice can, within 10 days after receiving the CCC decision, appeal the CCC decision in writing to the Program Administrative Committee (PAC), by presenting the written appeal to the Education Director. The appeal shall fully state the bases for the appeal. The PAC shall notify the apprentice of a date and time to appear before the Committee for a hearing regarding the

grievance. The apprentice must present any documents or witnesses that are relevant to the appeal at the PAC hearing. The PAC will issue a written decision regarding the appeal within 15 days after the hearing. The PAC decision shall be the final decision of the FTI as to all matters except termination of an apprentice from the Program.

Step 3: If the apprentice is dissatisfied with the decision of the Program Administrative Committee regarding a grievance appeal on termination of the apprentice from the Program, the apprentice can, within 10 days after receiving the PAC decision, appeal the PAC decision in writing to the Trustees, by presenting the written appeal to the Education Director. The appeal shall fully state the basis for the appeal. The apprentice may be asked to appear before the Trustees if the Trustees, in its sole and exclusive discretion, determine that a further hearing would assist in resolving the appeal. The decision of the Trustee is the final decision of the FTI in all matters, and it is binding on all participants.

In matters where the student believes that the FTI has violated its enrollment agreement or other administrative issues, students may register a final appeal with the:

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

Student Safety

Promotion of good health for all FTI students has always been our concern. For all FTI students, good health is essential to achieving educational goals.

It is the policy of the FTI that all accidents and incidents which results in personal injury or illness, and/or damage to FTI property shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, incidents, and accidents are properly managed in a timely fashion, and that all causes (direct and contributory) are thoroughly identified and that the appropriate actions are taken.

SCOPE

This policy applies to all students, employees and visitors at any FTI Training Center location at which work, study or any other District Council sanctioned activity is being conducted.

PURPOSE

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of the Training Center

community or visitors. Injuries and incidents must be reported and investigated in order to fulfill legal requirements, ascertain compliance with applicable regulations and FTI policies, and assist the Training Center in taking steps to remedy hazardous conditions to prevent recurrence.

DEFINITIONS

Student – an individual who has contracted with and is registered as a FTI apprentice or journeyperson.

Visitor – an individual who is present on FTI Training Center premises.

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

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

Illness – An unhealthy condition of body or mind; sickness.

Injury – arising out of or in the course of an accident, or a disease, suffered by a student, employee, or a visitor as a result of the work / study /environment or activities performed in the course of employment, study or work.

Employee – a person who is employed by the FTI in either a part time or full time capacity.

POLICY

Internal Reporting

- All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, before leaving the Training Center premises, either to his/her Instructor, Coordinator, Health and Safety Director, Education Director, Assistant Education Director, or an authorized representative.

Investigation

- The primary responsibility for investigation of an injury or incident lies with the craft instructor/coordinator or an authorized representative, which may include the Director of Health and Safety, Education Director, or Assistant Education Director.
- The authorized representative is responsible for writing the investigation report, which shall include:
 - An account of the injury or incident;
 - Recommendations for remedial actions to prevent recurrence; and

- The names of the departments, services, and persons to which the recommendations have been forwarded for follow up.

All reports are located in each administrative office.

A copy of the investigation report shall be sent to both the FTI Director of Health and Safety and the Director of Training.

REPORTING PROCEDURES FOR INJURY/INCIDENT REPORTING AND INVESTIGATION POLICY

Responsibilities of Students, Employees and Visitors

- A student, employee or visitor who is a victim of an injury or who has suffered an illness or disease shall:
- Immediately report the injury to the authorized representative;
- Complete and sign the Injury, Illness or Accident Report as soon as possible following the occurrence. All reports are located in each administrative office.

Responsibilities of Instructors, Coordinators or Administrators

An instructor, coordinator or administrator should:

- Ensure that the victim gets immediate medical attention if required;
- Call 911 for Emergency Medical Services if necessary;
- Obtain the names of any witnesses;
- Ensure that any one who is a victim of an injury, illness or accident completes and signs the appropriate reporting form;
- Investigate the injury

Maintaining good health requires access to health care when it is needed. The following medical facilities, health centers, and hospital are available to render the necessary health and medical services:

Major injuries, incidents, or illnesses (Outside of 911 calls):

Frankford Hospital – Torresdale Campus
 Red Lion and Knights Road
 Phila., Pa. 19114
 Phone 215-612-4000

Minor injuries, incidents, or illnesses:

Industrial Health Care Center
 2804 Southampton Road
 Phila., Pa. 19154
 Phone 215-677-0930
 Fax 215-677-3266

Substance abuse and mental health issues:

Allied Trades Assistance Program
2791 Southampton Road
Phila., Pa. 19154
Phone 215-677-8820
Fax 215-677-9046

Additional Injury, Illness or Accident Protocol

- Follow the three emergency action steps recommended by the American Red Cross (Check, Call, and Care).
- Direct the victim to the Training Center Infirmary located directly across from the water fountain outside of Classrooms # 1 and # 2.
- Sound the emergency alarm – if necessary.
- Supervise the evacuation of the building (Please follow guidelines as set forth on the Training Center emergency evacuation floor plans).
- Provide basic care for an injury or sudden illness until the victim receives
- professional medical help.

Campus Security

In addition to the health of our students, the safety and security of our students, their property and campus property is of primary concern. The following policies are in effect to ensure this security.

- 1) All Faculty, staff and students are to report the loss or damage of school equipment to the H&S Director. An incident report form should be used for this purpose.
- 2) No guns, knives or other weapons are permitted on the campuses or in the parking lots at any time. Any student found to possess these items on campus or at their assigned work place will be immediately dismissed.
- 3) Students are to report any threats or attacks made by fellow students to the Education Director or the H&S Director. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed.
- 4) Any other incidents or actions will threaten the harmony or the security of the campus, should be reported immediately to the H&S Director.

Counseling Services

The FTI does not provide any direct counseling services, but does encourage students to seek any assistance that they require. To this end, a list of community counseling resources is available through the coordinator's office. The student should consult the IUPAT DC21 Benefits Office regarding potential coverage for counseling services.

Drug Free Workplace and Campus

The unlawful sale, purchase, distribution, possession or use of any controlled substance or the unlawful possession and use of alcohol is prohibited in or on the school owned or controlled property, or within a 200- foot perimeter of school property. No staff member/student is to report to work/class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a staff member/student shall be reason for referral for treatment for a drug/alcohol use disorder or for disciplinary action up to and including termination of employment or expulsion from the School. Such action will be in accordance with the applicable collective bargaining agreements and other policies and procedures; or referral for prosecution consistent with local, state, and federal law. To comply with federal Drug - free Schools/Campuses Act, the School will provide an annual notice regarding its drug prevention program to students and staff and conduct a biennial review of the program. A complete statement of the drug and alcohol policy can be found on Page 29.

Student Government

The Student Union exists to show students how the DC 21 union is structured and what each position's duties are. Even though it is considered an exercise, the voice of the Student Union will be heard and taken seriously. However, all decisions pertaining to the everyday operations of the FTI will be made by the appointed FTI staff members. Your participation in this program will help assure that the DC 21 union remains strong and active in the future, your future.

The Student Union Positions are listed below:

- PRESIDENT
- VICE PRESIDENT
- FINANCIAL SECRETARY
- RECORDING SECRETARY
- CLASS/YEAR STEWARD
- EXECUTIVE BOARD
- POLITICAL ACTION BOARD

The Family Education Rights and Privacy Act of 1974

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulates a wide range of privacy related activities including:

- Management of student records maintained by the School
- Regulations regarding who has access to student records
- For which purposes access to student records is granted

School officials will release educational information upon receipt of a signed, dated, written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made, including:

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, Section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.
- In connection with Financial Aid, to organizations who are conducting studies that are on behalf of educational agencies;
- To Federal or State educational authorities;
- To accrediting organizations;
- In compliance with a lawfully issued subpoena;
- In connection with a health or safety emergency.

Non-School individuals (including parents except as described above) *may not have access* to educational records other than Directory Information unless authorization from the student is obtained or a lawful subpoena/court order is issued to the School. Examples of records not released are grades; grade point average; the specific number of hours/credits enrolled, passed, or failed; Social Security Number; student ID number; name of parents or next of kin; and/or residency status.

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

Tuition and Fees

There are NO tuition and fees for students who have been accepted into the apprenticeship program.

Refund Policy

The only monies collected are a non-refundable application and testing fee. Since there is no tuition, there is NO refund.

Cost of Attendance Budget

The cost of attendance budget is an estimate of the total amount of money it will cost a student to attend school per academic year. The cost of attendance budget includes: tools, work gear and supplies. The estimated TOTAL costs for each program over the 4 year period are as follows:

Program	Estimated Costs*	Tools
Coating Application	\$275	Combo screw driver, 5 in 1 putty knife, Duster, 3-M Respirator, Bullard Blast Hood

Specialist		
Painting and Decorating	\$200	Combination Screw Driver, 5 in 1 Putty Knife, Dusters, 3-M Respirator, Various Filters for Respirator, Commercial Caulk Guns, White Overalls
Drywall Finishing	\$225	Spackle Blades- 3”to 12”, Work Bag, Tape Measure, 5 IN 1 Tool, Spackle Pan, Tape Holder, Cleaning Brush, Tool Belt
Architectural Glasswork	\$200	Tool Bag, Work Apron, Tape Measure, Mallet Pruning Shears
Glazing	\$420	Tool Bag, Work Apron, Tape Measure, Mallet, Pruning Shears, Razor Knife, Small Pry Bar, Claw Hammer, Screwdrivers, Small Dust Brush, Caulk Gun
Multi-craft Decorating	\$245	Spackle Blades- 3”to 12”, Work Bag, Tape Measure, 5 IN 1 Tool, Spackle Pan, Tape Holder, Cleaning Brush, Tool Belt, Respirator

**Students are NOT required to buy their tools through the FTI. They are free to use an outside vendor or bring their own tools if appropriate.*

Veteran’s Benefits

The School is pleased to participate in the Veteran’s Benefits program. The Director can assist you in the certification of your benefits agreement. For further information, students should contact the Veterans Administration at www.gibill.va.gov/education/benefits.htm

Academic Services

The FTI has developed unique programs and curriculum designed to achieve the highest standards of performance in our industries. The successful completion of these programs will enable the student to have a successful career and multiple opportunities within the industry.

Admissions

The Finishing Trades Institute is the official training provider for District Council 21 and accepts Apprentice Applications exclusively online at www.fti.edu

APPLICATION PROCESS: (Please read carefully)

1. Applicant is to complete, print and sign on-line application.
2. Applicant is required to obtain ALL Application Requirements listed below.
3. Applicant is to take the one hour on-line performance assessment provided by Apprentice Performance Solutions, APS.
4. Applicants *passing the performance exam will be eligible for the interview phase of the process and will be notified by mail of a time and date of interview.

SCHEDULING AN APPOINTMENT:

Upon completion of printed application and retrieval of ALL required documents, applicant is to CALL one of the following locations to schedule a time to drop of completed application and take the exam. Walk in applications are not accepted.

- MAIN CAMPUS located at 2190 Hornig Rd Philadelphia, PA 19116 - please call 215-501-0130 ext. 16
- DRUMS CAMPUS located at 66 Azalea Dr. Can do Corporate Park Drums, Pa 18222 - please call 570-788-2814.

APPLICATION REQUIREMENTS:

- Copy of valid driver's license
- Copy of High School Diploma or GED equivalent
- "Official" copy of High School Transcripts or GED grades
- 3 letters of recommendation
- Hand written or typed essays
- \$25.00 Check, Cash, or money order (Made out to FTI)
- 2 Government issued forms of identification
 1. Social Security card
 2. Birth Certificate
 3. Passport
 4. Department of Defense Identification Card
 5. Certification of Naturalization

* The FTI determines what constitutes a passing grade on the performance exam.

Enrollment

Once a student has been notified of their acceptance to the program they must complete BOTH the enrollment agreement document (See Appendix A) and the apprenticeship agreement document. Until these documents have been completed, no student may start the program.

Registration

Students enrolled in the apprenticeship programs are automatically registered for technical classes each term. Students wishing to enroll in the academic classes may do so online and must adhere to the deadlines published on the website. Anyone who wishes to take ACE (Allied Trades Continuing Education) classes must register by the published deadlines listed on the FTI website. Students registering for classes with partnership institutions, e.g., Drexel University, Mountwest Community and Technical College are responsible for meeting the registration deadlines of those institutions.

Job Placement

Students in the apprenticeship program are automatically placed on a job. Once they have graduated, Journeyworkers receive placement assistance from the union. Work placement from the union is continuous until retirement.

Graduation Requirements Students who complete all of their coursework will receive a diploma from the Finishing Trades Institute. Students who have completed the core curriculum, all technical courses in their program and have completed 6000 hours of on-the-job internship are eligible for graduation from the apprenticeship program. They receive an apprenticeship completion certificate from the US Department of Labor. Additionally, students who are in the Glazing Program beginning July 2016 will receive their Associate in Specialized Technology Degree. Graduation ceremonies are held once a year in the Spring.

Certificates and Diplomas

Students who complete all of their coursework will receive a diploma from the Finishing Trades Institute. Students who complete the apprenticeship program also receive an apprenticeship completion certificate from the US Department of Labor. The FTI-MAR offers Associate of Specialized Technology program in Glazing Technologies beginning in the 2016-2017 Academic Year. The FTI also has a cooperative agreement with Mountwest Community and Technical College in Huntington, West Virginia. For more information on the MCTC program, speak with your coordinator.

Transfer of Credits-A.A.S. Degree

Students who are enrolled in the Associate of Specialized Technology Degree Program are permitted to transfer up to 45 credits in the program as long as they have received a grade of C or better for those classes. Transfer credits are accepted from accredited institutions, ACE evaluated programs and military training. Even with the transference of credits, students will have to meet all program requirements before they can receive their degree.

Withdrawal Policy/Leaves of Absences

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

Continuing Education Programs

The FTI is pleased to offer a number of courses and certificate programs for the journey worker in the field. The programs are offered under ACE (Allied Trades Continuing Education). Whether you are interested in updating your skills, learning something new or working towards advancement, these courses are designed with you in mind. A schedule of classes is posted on the FTI website.

Grading

A - A student performs at 90-100% level

B - A student performs at 80-89% level

C - A student performs at 70-79% level

D - A student performs at 60-79% level

Fail (F) - *A student performs at a level which is lower than 60%* If a required course is failed, the course must be repeated or an equivalent one taken. No Credit is accrued with a grade of F. When a student repeats a course or takes an equivalent after failure, both grades will be recorded on the permanent record.

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

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

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

Satisfactory Academic Progress

Students must maintain a C average in all academic classes to make satisfactory academic progress. In addition, the FTI-MAR uses a competency-based approach to all classes that are non-academic or part of the degree completion program. Students are given ample opportunity to complete each competency. Students, who are unable to meet a competency after several efforts, will be given additional support to meet the competency. If a faculty member feels that a student will be unable to meet the required competencies, that student will be notified and given 90 days to meet the competency or be dismissed from the program. Students are expected to meet 85 percent of the competencies for that program each year. Students who fall below this standard will be notified and required to do remedial work until they meet this standard.

Remedial Assistance

Students who enter the program are required to read at the 9th grade level. Approximately, 90-95 of all reading material is at that level. Some texts and manuals have higher reading levels because of the technical nature of the industry. Students who have difficulty comprehending these materials have two options for remedial assistance as described below:

- Peer-to-peer assistance-Through the student union and faculty, students who need assistance in technical subject areas may be assigned a peer counselor, who will work with them to master a particular skill or reading requirement.
- Pipeline to the Trades-Through this program, remedial adult education instructors are retained to offer an intensive tutoring program (4 weeks) in reading, writing and mathematics. Students with specific difficulties will be assigned to this intensive program. After they complete the program, they may sign up for follow-up tutoring or the peer-to-peer assistance program,

Finally, because we have a small student-teacher ratio, many of our students are given the opportunity to work with instructors on remedial issues.

Advisement

Staff is available for consultation on student progress, professional development and remediation requirements. Please check posted office hours to meet with a faculty member or call to schedule an appointment.

The coordinator and the staff are available to provide general advisement on available services, financial aid, partnership programs and continuing education opportunities. Schedule an appointment to discuss these services.

Computer Services

The FTI has a computer lab which is open to students according to the hours posted. Whether using this service on your own time or during class, the following rules apply.

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- **Discriminatory or harassing;**
- **Derogatory to any individual or group;**
- **Obscene, sexually explicit or pornographic;**
- **Defamatory or threatening;**
- **In violation of any license governing the use of software; or**
- **Engaged in for any purpose that is illegal or contrary to FTI policy or business interests.**

Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the FTI. However, the FTI reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other FTI policies. Students should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.

Library/Media Services

The FTI is now a member of iTunes University. All students have access to all of our curriculum plus over 3 million volumes through iTunes U. Students will receive an iTunes U password during orientation. The School also has access to a number of online databases in the construction field and an academic research database.

Transcripts and Student Records

Students may request a copy of their transcript at any time. Official copies of their transcripts are available at a cost of \$5.

Students wishing to obtain a copy of their student records can do so by filling out an appropriate "record request form" (supplied by Coordinator, Office Manager, and or

Director of Training). Once the form is complete and turned in with a \$5 processing fees, the record will be made available to the student.

Degree Completion Through Mountwest Community and Technical College

In addition to completing their apprenticeship, students must complete the following classes through MCTC to earn their associates degree. This is an optional program and hours for these classes are not included in the overall hours necessary to earn the diploma or apprenticeship certificate.

Course Number	Course Name	Class Hours	Lab Hours	Credit Hours
ENL111	Written Communication	48	0	3
COM112	Oral Communication	45	0	3
IT101	Fundamentals of Computers	45	0	3

Diploma/Degree Programs

The FTI-MAR offers six apprenticeship programs which are described below. Beginning in the 2016-2017 academic year, the glaziers program will offer the associates degree.

Coating Application Specialist Diploma

CIP Code 47-2141.00

A coating application specialist paints walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. They may remove old paint to prepare surface prior to painting. They may mix colors or oils to obtain desired color or consistency. Specific objectives for this program include:

- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Estimating the Quantifiable Characteristics of Products, Events, or Information** — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

The Coating Application Specialist Program takes 4 years to complete with a total 640 hours of class time and 6000 internship as follows:

Course Number	Course Name	Course Description	Class Hours	Intern Hours	MCTC ¹ Credits
ORT001	Orientation	Overview of the program requirements, intro to the union and benefits. Also provides information on substance abuse, drug testing and help for addiction.	40	65	0
SFT120	Safety in the Construction Trades	This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA10 and basic First Aid/CPR certifications.	40	200	3
ENVS114	Green Building Technologies	This course will enable students to develop practices that save energy; reduce the production of waste; use environmentally friendly products and materials; recycle materials; adopt sustainable strategies; work to protect employee health and safety; and adopt other practices, technologies and high performance work processes that reduce carbon emissions while retaining good jobs at family-sustaining wages.	40	135	3
MAT198	Math for Construction	This course begins with the basic facts of arithmetic and continues through some of the early stages of algebra. Reviewing and practicing these basic mathematical concepts are intended to help all tradesmen use math to his/her advantage and to avoid making costly mistakes on the job. Participants in this course will learn to competently add, subtract, multiply and divide decimal fractions, have a basic understanding of percentages.	40	50	3
ARCH100	Blueprints and Architectural Drawings	This course will build upon the students' basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints.	40	50	3
SFT112	Elevated Platforms	The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.	40	200	3
OD113	Leadership	This course prepares students to take an active role in the construction industry by learning how to use effective communication and planning to make better use of human and physical resources in the work place to effectively form and lead highly motivated teams and to foster a safe and productive work environment.	40	200	0
SFT200	Lead Safety	This course presents the NJ/EPA model curriculum for lead-based paint (LBP) abatement workers. Using classroom activities, demonstrations and significant hands-on training. Students will learn how to safely abate lead-based paint in both interior and exterior environments.	40	200	3
PAT130	Intro to Industrial Painting	This class will orient individuals to the industrial painting profession. Topics to be covered include coating materials, tools, equipment and terminology. The differences between industrial painting and commercial painting will be identified and described.	60	300	3
PAT131	Surface Preparation	This course covers the tools, materials and methods used for cleaning and preparing surfaces using solvents, hand tools and power tools. Content in this course is based on the methods and procedures specified by SSPC and NACE.	40	900	3
PAT132	Materials for Industrial Painting	This course covers the tools, materials and methods used for cleaning and preparing surfaces using solvents, hand tools and power tools. Content in this course is based on the methods and procedures specified by SSPC and	40	800	3

¹ Students also receive 12 credits for the Internship.

		NACE.			
PAT133	Techniques of Spraying	This course covers the fundamentals of spray painting with a detailed discussion of the most common spray painting systems: electrostatic, turbine, airless, conventional, air, HVLP, and turbine. Student will also learn how to safely use spray equipment and the potential hazards involved.	70	1550	6
PAT230	Testing and Quality Control	This course covers quality control and quality assurance. Students learn how to recognize failures of paint coatings, causes of failures and their remedies. Students also learn to conduct a quality control inspection and the standards that apply to the various tasks performed during the inspection process.	60	850	3
SFT214	Lead Abatement	This course presents the NJ/EPA model curriculum for lead-based paint (LBP) abatement workers. Using classroom activities, demonstrations and significant hands-on training. Students will learn how to safely abate lead-based paint in both interior and exterior environments.	50	500	3
TOTALS			640	6000	39

Painting-Decorating Diploma

CIP Code 47-2141.00

A painter/decorator paints walls, buildings, and other structural surfaces, using brushes, rollers, and spray guns. They may remove old paint to prepare surface prior to painting. They may mix colors or oils to obtain desired color or consistency. Specific objectives for this program include:

- **Getting Information** — Observing, receiving, and obtaining information from all relevant sources.
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Estimating the Quantifiable Characteristics of Products, Events, or Information** — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

The Painting Decorating Program takes 4 years to complete with a total 640 hours of class time and 6000 hours of internship as follows:

Course Number	Course Name	Course Description	Class Hours	Intern Hours	MCTC ² Credit Hours
ORT001	Orientation and Drug Awareness	Overview of the program requirements, intro to the union and benefits. Also provides information on substance abuse, drug testing and help for addiction.	40	65	0
SFT120	Safety in the Construction Trades	This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA10 and basic First Aid/CPR certifications.	40	200	3
ENVS114	Green Building Technologies	This course will enable students to develop practices that save energy; reduce the production of waste; use environmentally friendly products and materials; recycle materials; adopt sustainable strategies; work to protect employee health and safety; and adopt other practices, technologies and high performance work processes that reduce carbon emissions while retaining good jobs at family-sustaining wages.	40	135	3
MAT198	Math for Construction	This course begins with the basic facts of arithmetic and continues through some of the early stages of algebra. Reviewing and practicing these basic mathematical concepts are intended to help all tradesmen use math to his/her advantage and to avoid making costly	40	50	3

² Students also receive 12 credits for the Internship.

		mistakes on the job. Participants in this course will learn to competently add, subtract, multiply and divide decimal fractions, have a basic understanding of percentages.			
ARCH100	Blueprints and Architectural Drawings	This course will build upon the students' basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints.	40	50	3
SFT112	Elevated Platforms	The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.	40	200	3
OD113	Leadership	This course prepares students to take an active role in the construction industry by learning how to use effective communication and planning to make better use of human and physical resources in the work place to effectively form and lead highly motivated teams and to foster a safe and productive work environment.	40	200	0
SFT200	Lead Safety	This course presents the NJ/EPA model curriculum for lead-based paint (LBP) abatement workers. Using classroom activities, demonstrations and significant hands-on training. Students will learn how to safely abate lead-based paint in both interior and exterior environments.	40	200	3
PAT120	Intro to Painting	This class will orient individuals to the painting profession. The topics to be covered include painting materials, tools, equipment and terminology. An overview of the characteristics of light and color will also be provided.	40	500	3
PAT121	Techniques of Painting	This course covers surface preparation, selection and characteristics of materials, standards and specifications related to abrasive blasting, H2O blasting, and painting. Special emphasis will be placed on characteristics of normal and abnormal surface deterioration and thermal spraying for metal substrates.	70	2500	6
PAT122	Intro to Wallcovering	This course covers the basic principles of wall covering. Students will learn how to prepare a surface wall covering and how to apply wall covering. Tools and materials of the wall covering trade will also be discussed.	40	80	3
PAT133	Techniques of Spraying	This course covers the fundamentals of spray painting with a detailed discussion of the most common spray painting systems: electrostatic, turbine, airless, conventional, air, HVLP, and turbine. Student will also learn how to safely use spray equipment and the potential hazards involved.	40	1200	3
PAT220	Techniques and Applications of Spray Paint	This course covers the fundamentals of spray painting with a detailed discussion of the most common spray painting systems: electrostatic, turbine, airless, conventional, air, and help. Students will also learn the potential hazards involved with spray equipment and how to use spray equipment safely.	70	80	3
PAT221	Decorative Finishes	This course emphasizes high end finishes such as faux effects, wood graining and other special paint materials.	60	540	3
TOTALS			640	6000	39

Drywall Finishing Diploma

CIP Code 47-2082.00

A drywall finisher seals joint between plasterboard and other wallboard to prepare wall surface for painting or papering. Students who graduate from this program will be Journeyworkers in the drywall finishing industry. Specific objectives for this program include:

- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment** — Providing documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

The Drywall Finishing Program takes 4 years to complete with a total 640 hours of class time and 6000 internship hours as follows:

Course Number	Course Name	Course Description	Class Hours	Intern Hours	MCTC ³ Credit Hours
ORT001	Orientation and Drug Awareness	Overview of the program requirements, intro to the union and benefits. Also provides information on substance abuse, drug testing and help for addiction.	40	65	0
SFT120	Safety in the Construction Trades	This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA10 and basic First Aid/CPR certifications.	40	200	3
ENVS114	Green Building Technologies	This course will enable students to develop practices that save energy; reduce the production of waste; use environmentally friendly products and materials; recycle materials; adopt sustainable strategies; work to protect employee health and safety; and adopt other practices, technologies and high performance work processes that reduce carbon emissions while retaining good jobs at family-sustaining wages.	40	135	3
MAT198	Math for Construction	This course begins with the basic facts of arithmetic and continues through some of the early stages of algebra. Reviewing and practicing these basic mathematical concepts are intended to help all tradesmen use math to his/her advantage and to avoid making costly mistakes on the job. Participants in this course will learn to competently add, subtract, multiply and divide decimal fractions, have a basic understanding of percentages.	40	50	3
ARCH100	Blueprints	This course will build upon the students' basic mathematics,	40	50	3

³ Students also receive 12 credits for the Internship.

	and Architectural Drawings	trigonometry, measurement skills and knowledge by accurately using math when reading blueprints.			
SFT112	Elevated Platforms	The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.	40	200	3
OD113	Leadership	This course prepares students to take an active role in the construction industry by learning how to use effective communication and planning to make better use of human and physical resources in the work place to effectively form and lead highly motivated teams and to foster a safe and productive work environment.	40	200	0
SFT250	Drywall Safety	This course is designed to provide advanced safety awareness and practices for workers within all trade areas. Students will gain useful exposure and knowledge to basic safety practices including but not limited to First Aid/CPR, First Aid/AED (Automatic External Defibrillator), respiratory protection, fall protection and safety protocol when using power tools.	40	200	3
PAT110	Intro to Drywall	In this course, participants will learn to appreciate the quality of work done by Finishers skilled in the techniques of filling. Filling, along with sanding, are the Drywall Finishers final touches before completing a drywall job.	40	300	3
PAT111	Materials of Drywall	A Drywall tradesman must be familiar with the choices of materials that can and should be used on a particular job. The materials used, coupled with the proper procedures for application are crucial to properly finishing a job. Participants will discuss the advantages of drywall construction and the materials used.	40	100	3
PAT112	Taping and Filling Techniques I	Taping is the process of gluing or adhering paper or a fiberglass tape over wallboard joints such as butt joints, flat joints and angle joints. Taping reinforces joints and provides a smooth surface for applying further coats of filler.	30	400	2
PAT113	Taping and Filling Techniques II	There are many types and uses for filling compounds. Various factors of a job site, including climate conditions, materials used, and purpose will determine the type of filling compound that will be used.	80	1650	5
PAT210	Automatic Taping Tools	The most commonly used method of taping in the industry is the automatic taping tool, also known as the Bazooka®. Students will gain hands on experience while learning the parts, functions, safety, and maintenance procedures of the tool. Operating procedures will be described and/or demonstrated.	50	800	3
PAT211	Advanced Drywall Techniques	In this course, the participating Drywall Finisher will become familiar with the various inspections that are needed and codes that must be followed based on recognized national or local building codes and regulations. The most common inspections are conducted on electrical, plumbing, construction framing, and insulation work. Participants in this course will be given the skills and knowledge they need to know if inspections have been conducted and passed to ensure their safety and to prevent expensive problems that could occur when work is nearly or fully completed.	80	1650	5
TOTALS			640	6000	39

Multi-Craft Decorating Diploma

CIP Code 47-2141.00

The multi-craft decorator combines both the basic skills of the commercial painter/decorator and the drywall finisher. Specific objectives for this program include:

- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

The Multi-Craft Decorating Program takes 4 years to complete with a total 640 hours of class time and lab time and on the job internship as follows:

Course Number	Course Name	Course Description	Class Hours	Intern Hours	MCTC ⁴ Credit Hours
ORT001	Orientation and Drug Awareness	Overview of the program requirements, intro to the union and benefits. Also provides information on substance abuse, drug testing and help for addiction.	40	65	0
SFT120	Safety in the Construction Trades	This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA10 and basic First Aid/CPR certifications.	40	200	3
ENVS114	Green Building Technologies	This course will enable students to develop practices that save energy; reduce the production of waste; use environmentally friendly products and materials; recycle materials; adopt sustainable strategies; work to protect employee health and safety; and adopt other practices, technologies and high performance work processes that reduce carbon emissions while retaining good jobs at family-sustaining wages.	40	135	3
MAT198	Math for Construction	This course begins with the basic facts of arithmetic and continues through some of the early stages of algebra. Reviewing and practicing these basic mathematical concepts are intended to help all tradesmen use math to his/her advantage and to avoid making costly mistakes on the job. Participants in this course will learn to competently add, subtract, multiply and divide decimal fractions, have a basic understanding of percentages.	40	50	3
ARCH100	Blueprints and Architectural Drawings	This course will build upon the students' basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints.	40	50	3
SFT112	Elevated Platforms	The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools	40	200	3

⁴ Students also receive 12 credits for the Internship.

		and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.			
OD113	Leadership	This course prepares students to take an active role in the construction industry by learning how to use effective communication and planning to make better use of human and physical resources in the work place to effectively form and lead highly motivated teams and to foster a safe and productive work environment.	40	200	0
SFT260	Multi-Craft Safety	This course is designed to provide advanced safety awareness and practices for workers within all trade areas. Students will gain useful exposure and knowledge to basic safety practices including but not limited to First Aid/CPR, First Aid/AED (Automatic External Defibrillator), respiratory protection, fall protection and safety protocol when using power tools.	40	200	3
PAT110	Intro to Drywall	In this course, participants will learn to appreciate the quality of work done by Finishers skilled in the techniques of filling. Filling, along with sanding, are the Drywall Finishers final touches before completing a drywall job.	60	300	3
PAT111	Materials of Drywall	A Drywall tradesman must be familiar with the choices of materials that can and should be used on a particular job. The materials used, coupled with the proper procedures for application are crucial to properly finishing a job. Participants will discuss the advantages of drywall construction and the materials used.	50	100	3
PAT112	Taping and Filling Techniques I	Taping is the process of gluing or adhering paper or a fiberglass tape over wallboard joints such as butt joints, flat joints and angle joints. Taping reinforces joints and provides a smooth surface for applying further coats of filler.	40	1400	3
PAT120	Intro to Painting	This class will orient individuals to the painting profession. The topics to be covered include painting materials, tools, equipment and terminology. An overview of the characteristics of light and color will also be provided.	60	500	4
PAT121	Techniques of Painting	This course covers surface preparation, selection and characteristics of materials, standards and specifications related to abrasive blasting, H2O blasting, and painting. Special emphasis will be placed on characteristics of normal and abnormal surface deterioration and thermal spraying for metal substrates.	70	2500	5
PAT122	Intro to Wallcovering	This course covers the basic principles of wall covering. Students will learn how to prepare a surface wall covering and how to apply wall covering. Tools and materials of the wall covering trade will also be discussed.	40	100	3
TOTALS			640	6000	39

Architectural Glassworker Diploma

CIP Code 47-2121.00

Glassworkers fabricate architectural metal and glass in a shop environment. Students who complete this program are eligible to transfer into the glazier program at year 3. Specific objectives for this program include:

- **Controlling Machines and Processes** — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Judging the Qualities of Things, Services, or People** — Assessing the value, importance, or quality of things or people.

The Architectural Glasswork Program takes 2 years to complete with a total 360 hours of class time and 3000 internship hours as follows:

Course Number	Course Name	Course Description	Class Hours	Intern Hours	MCTC ⁵ Credit Hours
SFT110	Safety in the Construction Trades	This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA10 and basic First Aid/CPR certifications.	40	175	2
ENVS113	Environmental Technologies	This environmental science course will enable students to develop practices that save energy; reduce the production of waste; use environmentally friendly products and materials; recycle materials; adopt sustainable strategies; work to protect employee health and safety; and adopt other practices, technologies and high performance work processes that reduce carbon emissions while retaining good jobs at family-sustaining wages.	40	40	3
MAT199	Math for Trade Unionists	This course begins with the basic facts of arithmetic and continues through some of the early stages of algebra. Reviewing and practicing these basic mathematical concepts are intended to help all tradesmen use math to his/her advantage and to avoid making costly mistakes on the job. Participants in this course will learn to competently add, subtract, multiply and divide decimal fractions, have a basic understanding of percentages and the Pythagorean Theorem, as well as the ability to describe and measure basic angles, polygons and triangles using a protractor.	40	100	3
SOSC131	Leadership and Organizational	This course prepares students to take an active role in the construction industry by learning how to use effective communication and planning to make better use of human and physical resources in the	40	100	3

⁵ Students receive 6 credits for their internship.

	Development	work place to effectively form and lead highly motivated teams and to foster a safe and productive work environment.			
PAT140	Intro to Architectural Glasswork	This class covers the knowledge and skills related to health and safety, customer service, history of glass making, glass industry terminology, primary glass manufacture, glass processes, glass types, glazing materials, glass properties, legislations and standards, glass ordering, pricing materials, documentation, and plastics used in glazing.	50	140	2
PAT141	Sealant Theory and Application	This course is designed to provide an introduction to sealants used in the glazing trade. Students will learn sealant terminology, selection, forms, and their proper and most effective use for a given project. The basic principles regarding joint design and measurements as well as the proper substrate preparation techniques will be discussed. Additionally, students will learn the basics of structural glazing including its methods, applications and safety factors.	32	200	2
PAT142	Glass Fabrication	This course is designed to build basic skills and knowledge necessary for fabricating glass including mirrors, spandrel glass, architectural panels and Ribbon Window Systems. Students will also learn the purpose and techniques for anodizing aluminum surfaces that often surround glass installations.	68	400	2
PAT241	Installation, Layout and Building Controls	This course is designed to introduce the glazier to curtain wall installation methods, practices and testing standards. Students will also learn the basics of aluminum entrances, storefront installations, Ribbon window installations and the use of transits, levels and lasers. All aspects of installation and layout will be discussed as well as building control basics.	60	1845	3
	TOTALS		360	3000	20

Glaziers install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops. Specific objectives for this program include:

- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Getting Information** — Observing, receiving, and obtaining information from all relevant sources.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Estimating the Quantifiable Characteristics of Products, Events, or Information** — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

The Glazing Program takes 4 years to complete with a total 844 hours of class time and 6000 hours internship time as follows:

Associates Degree in Specialized Technology in Glazing CIP Code 47-2121.00

Beginning Academic Year 2016-2017, students accepted to the glaziers apprenticeship will automatically enrolled in the Glaziers Associate in Specialized Technology Degree Program. The requirements for that program are as follows:

Course Number	Course Name	Course Description	Class Hours	Intern Hours	Credit Hours
ARCH143	Architecture and Blueprints I	This course will build upon the students' basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints. Reading blueprints, measuring, layout, fabrication and other functions specific to the glazing trade require accurate calculations and measurements for the success of any glazing job. Reading blueprints and tape rules or taking other measurements accurately will lead to properly cut glass or aluminum and will contribute to a timely and successful job.	36	200	2

ARCH243	Architecture and Blueprints II	This class engages students in application of architectural drawings and blueprints as they work in teams to complete a steel structural glazing project.	36	200	2
COM112	Oral Communication	This course provides instruction and experience in preparation and delivery of presentations in public settings and group discussions. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students will be able to design and deliver well-organized presentations and participate in group discussions with appropriate audiovisual support.	45	40	3
CONT130	Internship Year One	This course consists of paid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college student's record. There are specific categories of work experience as noted in the internship column.	0	(1500)	3
CONT140	Internship Year Two	This course consists of paid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college student's record. There are specific categories of work experience as noted in the internship column.	0	(1500)	3
CONT150	Internship Year Three	This course consists of paid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college student's record. There are specific categories of work experience as noted in the internship column.	0	(1500)	3
CONT160	Internship Year Four	This course consists of paid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college student's record. There are specific categories of work experience as noted in the internship column.	0	(1500)	3
ENL111	Written Communication	This course provides instruction and experience in preparation and delivery of written communication in workplace and personal settings. Emphasis is placed on the writing process including production of unified, coherent, well-developed essays, letters and memos using standard written English.	48	40	3
ENVS113	Environmental Technologies	This environmental science course will enable students to develop practices that save energy; reduce the production of waste; use environmentally friendly products and materials; recycle materials; adopt sustainable strategies; work to protect employee health and safety; and adopt other practices, technologies and high performance work processes that reduce carbon emissions while retaining good jobs at family-sustaining wages.	45	40	3
HUM210	History of Labor Through Film	This course will use feature-length films to take an in-depth look at key issues pertaining to working people in the United States, the role of organized labor and the challenges faced by unions and their members. Students will view fiction and non-fiction films that portray incidents in the history of American labor. We will study the work lives and labor unions of miners, dockworkers, packinghouse workers, textile workers and farm workers among others. We will also discuss the meaning of the events depicted in the films by situating them within a historical context.	45	40	3
IT101	Fundamentals of Computers	An introduction to computers and the fundamentals of operating systems and software programs. Provides hands-on experience with computer applications including word processing, spreadsheets, electronic mail, and the Internet.	45	40	3
MAT199	Math for Trade Unionists	This course begins with the basic facts of arithmetic and continues through some of the early stages of algebra. Reviewing and practicing these basic mathematical concepts are intended to help all	46	200	3

		tradesmen use math to his/her advantage and to avoid making costly mistakes on the job. Participants in this course will learn to competently add, subtract, multiply and divide decimal fractions, have a basic understanding of percentages and the Pythagorean Theorem, as well as the ability to describe and measure basic angles, polygons and triangles using a protractor.			
MAT299	Applied Mathematics	Course content includes the fundamental processes of mathematics with emphasis on problem-solving techniques. Included is introductory algebra, rudiments of analytic geometry, and elementary trigonometry.	40	200	2
PAT140	Intro to Glazing	This course is designed to provide an introduction to glazing and the tools of the trade. Students will learn fundamentals of the glazing industry including the different purposes windows serve in a building's design, trade terminology, symbols, trade tools and materials. Students will learn the management of glass cutting projects.	50	500	2
PAT141	Sealant Theory and Application	This course is designed to provide an introduction to sealants used in the glazing trade. Students will learn sealant terminology, selection, forms, and their proper and most effective use for a given project. The basic principles regarding joint design and measurements as well as the proper substrate preparation techniques will be discussed. Additionally, students will learn the basics of structural glazing including its methods, applications and safety factors.	32	200	2
PAT142	Glass Fabrication	This course is designed to build basic skills and knowledge necessary for fabricating glass including mirrors, spandrel glass, architectural panels and Ribbon Window Systems. Students will also learn the purpose and techniques for anodizing aluminum surfaces that often surround glass installations.	40	800	2
PAT241	Installation, Layout and Building Controls	This course is designed to introduce the glazier to curtain wall installation methods, practices and testing standards. Students will also learn the basics of aluminum entrances, storefront installations, Ribbon window installations and the use of transits, levels and lasers. All aspects of installation and layout will be discussed as well as building control basics.	48	2500	3
PAT243	Specialties in the Glazing Trade	This course is designed to enhance the basic skills of a glazier in performing specialty work. Specialized glazing work may include aquarium and shower door installation, auto glass work, glass shelving, Herculites, stained glass and clear story. Glaziers will learn techniques and procedures as well as safety regulations and safe handling of all materials and installations.	40	400	2
PAT249	Welding Certification	This course prepares students for 3G and 4G certifications in welding. Students must pass these certifications through the American Welding Society (AWS) certification program in order to complete the course. Students will learn how to prepare all related applications and paperwork as well as the requisite welding samples. Students will have the opportunity to practice their techniques on simulators as well as actual welding equipment.	80	100	4
SFT110	Safety in the Construction Trades	This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA10 and basic First Aid/CPR certifications.	40	100	2
SFT112	Elevated Platforms	The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.	40	100	2
SFT210	Advanced Safety Techniques	This course is designed to provide safety awareness and practices for workers within all trade areas. Students will gain useful exposure and knowledge to basic safety practices including but not limited to	40	100	2

		First Aid/CPR, First Aid/AED (Automatic External Defibrillator), respiratory protection, fall protection and safety protocol when using power tools. Students will earn their OSHA 30 certification.			
SOSC131	Leadership and Organizational Development	This course prepares students to take an active role in the construction industry by learning how to use effective communication and planning to make better use of human and physical resources in the work place to effectively form and lead highly motivated teams and to foster a safe and productive work environment.	48	200	3
	TOTALS		844	6000	60

Administration and Faculty

Michael Schurr – Education Director, Instructor, Written Communications
 Kara Peters – Administrative Assistant
 Bill Brinkman – Maintenance Engineer

Jack Altieri – Coordinator, C.A.S. (Industrial Paint)
 Domenic Gaeta – Coordinator, Instructor, Painting
 Nancy Gentile – Academic Advisor, Instructor, Oral Communications
 Matt Fox – Full Time Instructor, Glazing
 Joe McGee – Coordinator, Instructor Glazing
 Dennis McDonough – Recruitment Coordinator, VIP Instructor, Instructor, Computers
 Martin McNulty – Full Time Instructor, Safety and Health
 Dave Santangelo – Coordinator, Instructor, Drywall Finishing
 Joe Weiss – Multi-Craft Decorator Regional Coordinator (Eastern PA)

Neil Amadio – Instructor, Glazing
 James Blocker – Instructor, Glazing, Welding
 Joseph Joniec – Instructor, Wallcovering
 Mike Metz – Instructor, Leadership, Glazing
 Roberto Rios, Instructor, Glazing Welding
 Terry Rooney – Instructor, Glazing
 Arnaldo Rosado – Instructor, Glazing
 Joseph Valecce – Instructor, Glazing, Welding
 William Gentile- Instructor, History of Labor
 Micahel Zachwieja- Instructor, Applied Mathematics

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

Appendix A

ENROLLMENT AGREEMENT

ENROLLMENT AGREEMENT
Multi Craft Decorator

Finishing Trades Institute of the Mid-Atlantic Region
2190 Hornig Road
Philadelphia, PA 19116
215-501-0130
www.fti.edu

This is an agreement between the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) and Student Name: _____ to enroll in the Multi Craft Decorator Program. This program consists of 6640 clock hours of classroom, laboratory and on-the-job training over a four year period. At the end of this program you will receive an apprenticeship completion certificate from the United States Department of Labor and will become a Journeyworker in the drywall finishing field. There are no tuition or fee costs for this program. Students will be required to purchase their own tools, uniforms and boots at a cost of approximately \$245.00 over the four year period.

This program begins in _____ (Month) _____ (Year). Your estimated completion date is _____ (Month) _____ (Year). Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog. Since there are no tuition charges for this program, there will be no refund due to the student. The one-time \$20 application and test taking fee is non-refundable.

At the end of the program, you will become eligible for employment through the International Union of Painters and Allied Trades District Council 21. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED. However you will be part of an employment placement service through the union that will be available to you until you retire. Should you have any questions or concerns regarding this enrollment agreement, please contact Joe Weiss, Coordinator of the Multi Craft Decorator. A copy of the FTI-MAR complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the FTI-MAR Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this _____ day of _____, 20____.

Student

School Representative

ENROLLMENT AGREEMENT
Coating Applicator Specialist

Finishing Trades Institute of the Mid-Atlantic Region
2190 Hornig Road
Philadelphia, PA 19116
215-501-0130
www.fti.edu

This is an agreement between the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) and Student Name: _____ to enroll in the Coating Applicator Specialist Program. This program consists of 6640 clock hours of classroom, laboratory and on-the-job training over a four year period. At the end of this program you will receive an apprenticeship completion certificate from the United States Department of Labor and will become a Journeyworker in the drywall finishing field. There are no tuition or fee costs for this program. Students will be required to purchase their own tools, uniforms and boots at a cost of approximately \$275.00 over the four year period.

This program begins in _____ (Month) _____ (Year). Your estimated completion date is _____ (Month) _____ (Year). Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog. Since there are no tuition charges for this program, there will be no refund due to the student. The one-time \$20 application and test taking fee is non-refundable.

At the end of the program, you will become eligible for employment through the International Union of Painters and Allied Trades District Council 21. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED. However you will be part of an employment placement service through the union that will be available to you until you retire. Should you have any questions or concerns regarding this enrollment agreement, please contact Jack Altieri, Coordinator of the Coating Applicator Specialist. A copy of the FTI-MAR complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the FTI-MAR Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this _____ day of _____, 20____.

Student

School Representative

ENROLLMENT AGREEMENT
Drywall Finishing

Finishing Trades Institute of the Mid-Atlantic Region
2190 Hornig Road
Philadelphia, PA 19116
215-501-0130
www.fti.edu

This is an agreement between the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) and Student Name: _____ to enroll in the Drywall Finishing Program. This program consists of 6640 clock hours of classroom, laboratory and on-the-job training over a four year period. At the end of this program you will receive an apprenticeship completion certificate from the United States Department of Labor and will become a Journeyworker in the drywall finishing field. There are no tuition or fee costs for this program. Students will be required to purchase their own tools, uniforms and boots at a cost of approximately \$225.00 over the four year period.

This program begins in _____ (Month) _____ (Year). Your estimated completion date is May _____ (Year).

Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog.

Since there are no tuition charges for this program, there will be no refund due to the student. The one-time \$20 application and test taking fee is non-refundable.

At the end of the program, you will become eligible for employment through the International Union of Painters and Allied Trades District Council 21. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED. However you will be part of an employment placement service through the union that will be available to you until you retire. Should you have any questions or concerns regarding this enrollment agreement, please contact David Santangelo, Coordinator of the Drywall Finishing Program. A copy of the FTI-MAR complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the FTI-MAR Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this _____ day of _____, 20____.

Student

School Representative

ENROLLMENT AGREEMENT
Glazing

Finishing Trades Institute of the Mid-Atlantic Region
2190 Hornig Road
Philadelphia, PA 19116
215-501-0130
www.fti.edu

This is an agreement between the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) and Student Name: _____ to enroll in the Glazing Program. This program consists of 6760 clock hours of classroom, laboratory and on-the-job training over a four year period. At the end of this program you will receive an apprenticeship completion certificate from the United States Department of Labor and will become a Journeyworker in the glazing field. There are no tuition or fee costs for this program. Students will be required to purchase their own tools, uniforms and boots at a cost of approximately \$400.00 over the four year period.

This program begins in _____ (Month) _____ (Year). Your estimated completion date is _____ (Month) _____ (Year). Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog. Since there are no tuition charges for this program, there will be no refund due to the student. The one-time \$20 application and test taking fee is non-refundable.

At the end of the program, you will become eligible for employment through the International Union of Painters and Allied Trades District Council 21. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED. However you will be part of an employment placement service through the union that will be available to you until you retire. Should you have any questions or concerns regarding this enrollment agreement, please contact Joseph McGee, Coordinator of the Glazing Program. A copy of the FTI-MAR complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the FTI-MAR Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this _____ day of _____, 20__.

Student

School Representative

ENROLLMENT AGREEMENT
Painting and Decorating

Finishing Trades Institute of the Mid-Atlantic Region
2190 Hornig Road
Philadelphia, PA 19116
215-501-0130
www.fti.edu

This is an agreement between the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) and Student Name: _____ to enroll in the Painting and Decorating Program. This program consists of 6760 clock hours of classroom, laboratory and on-the-job training over a four year period. At the end of this program you will receive an apprenticeship completion certificate from the United States Department of Labor and will become a Journeyworker in the painting and decorating field. There are no tuition or fee costs for this program. Students will be required to purchase their own tools, uniforms and boots at a cost of approximately \$200.00 over the four year period.

This program begins in _____ (Month) _____ (Year). Your estimated completion date is _____ (Month) _____ (Year). Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog. Since there are no tuition charges for this program, there will be no refund due to the student. The one-time \$20 application and test taking fee is non-refundable.

At the end of the program, you will become eligible for employment through the International Union of Painters and Allied Trades District Council 21. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED. However you will be part of an employment placement service through the union that will be available to you until you retire. Should you have any questions or concerns regarding this enrollment agreement, please contact Dominic Gaeta, Coordinator of the Painting and Decorating Program. A copy of the FTI-MAR complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the FTI-MAR Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this _____ day of _____, 20____.

Student

School Representative

Appendix B

APPRENTICE AGREEMENT RULES AND REGULATIONS

ARTICLE I: THE TRUSTEES OF THE FTI AND ADMINISTRATION OF THE PROGRAM

The JATC: The Trustees of the FTI govern all aspects of the Program. The Trustees, who are composed of an equal number of Union and Management representatives, are called the Joint Apprentice Training Committee (“JATC”). The JATC meets quarterly during a fiscal year.

The Trustees of the FTI are responsible for the content of the Program’s instruction, the training of Program participants, the organization of the Program, the standards of performance and conduct that are applicable to Program participants, the administration and management of the Program, and every other aspect of the Program activity and function. **It is within the power of the Joint Apprentice Training Committee to take any and all actions of any character, including but not limited to withholding wage increases and dispensing whatever disciplinary action they deem necessary in their sole and exclusive judgment, in order to achieve the objectives and requirements of the Program.**

Education Director: In accordance with the directives of the FTI, the Program is administered on a day to day basis by an Education Director. The Education Director has overall responsibility for the operations of the FTI, the FTI premises, implementing these Rules, carrying out the directions of the Trustees, and ensuring that the conduct of the FTI is consistent with its objectives and policies. Any questions or problems related to the FTI, these Rules, or your participation in the Program may be addressed to the Education Director.

The Craft Coordinators: In accordance with the directives of the FTI, each trade within the Program is to be administered, under the supervision of the Director, by a Craft Coordinator. The Craft Coordinators are responsible for the day to day activities of their specific Program, including all aspects of a participant’s instruction, participation and training. Any questions or problems related to your instruction, participation and training within your specialty should be addressed to the appropriate Craft Coordinator or Education Director.

The Program Administrative Committee (PAC): In accordance with directives of the FTI, a Program Administrative Committee (PAC) shall exist and report to the FTI Board of Trustees. The PAC shall consist of the Education Director (chairperson), the Craft Coordinators, and other Program Coordinators as may be designated by the Director. The PAC shall carry out the functions, which are assigned to it by the FTI and the Education Director.

The Craft Committees: In accordance with the directives of the FTI, a craft committee shall exist for each craft. Each craft committee shall report to the PAC. The craft committees shall consist of the Craft Coordinator (chairperson), industry employers, and additional persons as appointed by the Training Coordinator, with the approval of the Education Director. The Education Director shall be an ex-officio member of all craft

committees. The craft committees shall carry out the functions, which are assigned to them by the FTI, the PAC, and the Education Director.

Program Sub-Committees: The Director may appoint subcommittees in any area of program function or administration as deemed necessary. Such subcommittees shall report to the Director and, through the Director, to the PAC.

ARTICLE II: THE FTI PROGRAM PREMISES AND OFFICE

Persons Permitted on Premises: The premises of the Program are open only to participants in the Program, and such persons as are invited to the premises by the Program.

Participants in the Program are not allowed to be on the Program's premises or property at any time during which the Program is not in operation, or for any purpose other than participating in the training for which they are enrolled, absent the express permission of the Education Director or a Program representative. For the protection of Program participants and employees, participants are not allowed to bring any person onto the premises or property of the Program without the express permission of the Director or a Program representative.

Expulsion from Premises: While on the property or premises of the Program, a participant will comply with all Rules and instructions from Program staff and employees. If instructed to leave the property or premises of the Program, a participant shall do so immediately and without disruption. A participant, who has been instructed to leave the property or premises of the Program, may not reenter until expressly permitted to do so by the Director or a Coordinator.

Program Office: The Program office shall be open at such times as established by the Director, and staffed in accordance with the Program's requirements. Telephone messages for Craft Coordinators should be left with the appropriate Coordinator. All other communications should be dropped off at or mailed to the Program office.

ARTICLE III: COMMUNICATIONS TO RESIDENCE OR BY TELEPHONE

It is the **responsibility of every Program participant** to ensure that the Program knows how to reach you at your address and by telephone. You must make certain that the Program Office has on record a valid mailing address and telephone number(s) where you can be readily contacted. Program participants are responsible for notifying the Program immediately of any change of address or telephone number. Failure to do so may result in undue delays in important communications and instructions. **You will be held responsible for complying with any and all directives and instructions from the Program. A change in your address or telephone number, or the inability of the Program to contact you, WILL NOT excuse your failure to comply.**

ARTICLE IV: PARTICIPANT REQUIREMENTS

Drivers License: All Program participants must possess and produce upon request a valid driver's license from the state in which they reside. If a license is revoked at any time during participation in the Program, the participant must notify his/her employer and the applicable Craft Coordinator immediately. A Program participant is absolutely prohibited to operate any employer or Program vehicle while the participant's license is revoked. A poor driving record may affect an apprentice's employment.

Arrest/Conviction: A Program participant must notify the Program Office if (s)he is arrested or convicted of any criminal offense of any character whatsoever. Periodic criminal record checks may be required and conducted by the Program. Participation in the Program may be terminated if, in the sole and exclusive judgment of the Craft Committee and Board of Trustees, a criminal arrest or conviction impairs the participant's ability to participate in the Program, or otherwise reflects upon the participant's fitness as a Program participant. Failure to disclose an arrest or conviction is grounds for immediate discharge.

ARTICLE V: TERM OF APPRENTICESHIP AND PARTICIPANT AGREEMENT

Length of Apprenticeship: The contents and length of the apprenticeship training within each trade shall be established, and may at any time and without notice be changed, by the FTI. Any change in the content or term of a training program may affect participants in the program at the time of the change, in the sole and exclusive discretion of the FTI. The Program craft apprenticeships are as follows:

1) **Drywall Finishing:** The Drywall Finishing apprenticeship is a four-term/6,000 hour program. The apprentice must serve at the trade during each apprenticeship term; at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases will depend on; work and school hours, apprentice's compliance with Program rules and regulations, and his/her standing with the employer.

2) **Glazing:** The Glazing apprenticeship is a four-term/6,000 hour program. The apprentice must serve at the trade during each apprenticeship term; at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases will depend on: (1) work and school hours, (2) anniversary/start dates, (3) apprentice's compliance with Program rules and regulations and (4) his/her standing with the employer.

3) **Commercial Paint & Wall Covering:** The Commercial Painting & Wall Covering apprenticeship is a four-term/6,000 hour program. The apprentice must serve at the trade during each apprenticeship term; at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable

collective bargaining agreements. All apprentice wage increases will depend on; work and school hours, apprentice's compliance with Program rules and regulations, and his/her standing with the employer.

4) Coatings Applicator Specialist (CAS): The CAS apprenticeship is a four-term/6,000 hour program. The apprentice must serve at the trade during each apprenticeship term; at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases will depend on; work and school hours, apprentice's compliance with Program rules and regulations, and his/her standing with the employer.

5) Multi-Craft Decorator: The Multi-Craft Decorator apprenticeship is a four-term/6,000 hour program. The apprentice must serve at the trade during each apprenticeship term; at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases will depend on; work and school hours, apprentice's compliance with Program rules and regulations, and his/her standing with the employer.

Tuition Advance and Restitution Agreement: All apprentices, and other Program participants are required, in order to be accepted to the Program, to sign the Program's Tuition Advance and Restitution Agreement. The apprentice/participant is obligated to report to the Program any departures from the tuition advance and restitution agreement as they concern working conditions, rules, wages paid, and improper or insufficient training. **Failure to report such changes shall result in the terms of the agreement immediately becoming due and payable.** The signed agreement makes you directly responsible and indentured to the Committee. Upon your signature, and by your entry into the Program, you have agreed to abide by and conform to the rules, policies and decisions of the FTI throughout the period of your participation.

ARTICLE VI: DRUG AND ALCOHOL POLICY

All participants in the Program shall comply with the substance abuse policy that is attached to these Rules. The policy is based on the rationale that the use of controlled substances and alcohol by employees on a trades or industrial work site is unacceptable, since it can jeopardize the health and safety of the employee and his/her fellow workers, in addition to impairing performance and productivity. The policy will be strictly adhered to.

ARTICLE VII: HEALTH AND SAFETY

Statement of Policy: The personal health and safety of each apprentice within the FTI Training Program is of primary importance. The goal of preventing injury and preserving health is of such consequence that it will be given precedence over all other operations whenever necessary.

Each apprentice is required to conform to the requirements set forth in the Occupational Safety and Health Act of 1970 and the applicable standards and consensus standards hereunder, as well as all other applicable federal, state and local laws.

Each apprentice is required to attend and participate in all health and safety trainings established by the Program. Each apprentice is required to comply with all health and safety instructions, policies and procedures established by the Program. Only through a cooperative effort can effective and safe Program premises be maintained. In this effort, it is the responsibility of each apprentice to demonstrate and commit to a safety mindset and attitude in all respects.

Accidents: All accidents, regardless of how minor, are to be immediately reported to the instructor, or the Craft Coordinator/Instructor. Each apprentice is required to inform the instructor and/or the Craft Coordinator immediately of any unsafe circumstances. **Under no circumstances should the apprentice engage in any activity or work that jeopardizes his or her safety or health.**

Training Center Attire: Participants on the premises or property of the Program will be required to wear suitable clothing and footwear, which is deemed absolutely necessary for health and safety reasons. In addition to any other attire that a Program representative may deem to be inappropriate or unacceptable, the following attire is prohibited in any shop or work areas: shorts, skirts or dresses of any kind, gowns or robes of any kind, veils or scarfs of any kind (including neckties), hair ornamentation (except as necessary to safely secure hair), sleeveless shirts, shoes (other than safety shoes/boots), jewelry. All participants shall report each day with a neat and clean appearance. The Instructor will inform participants of any additional clothing requirements for each series of classes and or projects. Failure to be properly clothed will cause the apprentice to be dismissed from class; in that event, no training credit will be given for that class.

On the Job Attire: Program participants, in addition to the above restrictions, shall wear proper clothing (whites where required) as required, and shall maintain their personal appearance and attire in such a manner so as not to create a health hazard to themselves, their fellow workers, or their employer. Program participants shall immediately report to the Training Coordinator any unsafe requirements or improper conditions that are established by an employer.

Protective Equipment: A critical part of the education and training that participants receive in the Program concerns safe work practices and personal protective equipment (“PPE”). Because work in the trade’s professions can be dangerous, participants in the Program are absolutely required to comply with all applicable safety instructions and regulations, including the use of all required PPE, on the Program’s premises.

The employer will supply the necessary training and safety equipment to each apprentice prior to the apprentice’s use or operation of any equipment and to their performance of any job operation. Safety and health on the job is the sole responsibility of the employer. Any problems or issues with respect to an employer complying with its obligation to maintain a safe and healthy work environment should be promptly reported to the

Director. On-the-job safety practices and training will be supplemented in the related instruction classes.

ARTICLE VIII: ATTENDANCE

Attendance Required: No Excused Absences Policy: The education and training offered by the Program is fast paced and demanding. Successful participation requires dedication, hard work, concentration, and attendance at work and the related training classes. Therefore, Program participants are **required to attend every scheduled class.**

Schedules will be established by the Program, in its sole discretion. The Program will use its best efforts to inform Program participants of their class schedule before a class starts. However, prior to the opening day of school, it is the responsibility of the apprentice to determine their schedule and arrange for attendance at all training classes. If you have not received a notice prior to the first day of your class, it is your responsibility to contact the apprentice office to find out when your class meets. Failure to attend the opening class, even without a schedule, is not a valid excuse.

Please be advised and remember at all times **THERE ARE NO EXCUSED ABSENCES AND NO MAKE UP CLASSES** unless approved by the Coordinator. Any apprentice who has other interests which conflict with their training classes must revise their schedule to assure attendance at **every** training class. It is every participant's responsibility to be present at **every** scheduled class. **THIS REQUIREMENT SUPERCEDES ANY EXCUSE FOR NON-ATTENDANCE.**

Consistent with the above requirement, no apprentice is permitted to miss class due to work or distance from class. No employer is permitted to schedule an apprentice in any way that would interfere with the apprentice attending classes. This includes overtime, and out-of-town work. If you are scheduled to be in class, it is your responsibility to be there.

Consequences of Missed Classes: Class attendance is required by the Program. Failure to attend classes as required by a craft will result in disciplinary consequences, and could lead to expulsion from the Program, as stated below:

1) *Drywall Finishers:* An apprentice who misses two (2) classes will receive a written warning, which will state he/she is within one (1) missed class of repeating the school year. Three missed classes will result in a suspension from class, a freeze on raises and repeat of the class the following year. A second suspension for failure to attend for failure to attend will result in removal from the Program.

2) *Glaziers and Glassworkers:* An apprentice who misses two (2) classes will receive a written warning, which will state he/she is within one (1) missed class of repeating the school year. Three missed classes will result in a suspension from class, a freeze on raises and repeat of the class the following year. A second suspension for failure to attend for failure to attend will result in removal from the Program.

3) Commercial Painters and Wall Coverers: An apprentice who misses two (2) classes will receive a written warning, which will state he/she is within one (1) missed class of repeating the school year. Three missed classes will result in a suspension from class, a freeze on raises and repeat of the class the following year. A second suspension for failure to attend for failure to attend will result in removal from the Program.

4) Coatings Applicator Specialist: An apprentice who misses two (2) classes will receive a written warning, which will state he/she is within one (1) missed class of repeating the school year. Three missed classes will result in a suspension from class, a freeze on raises and repeat of the class the following year. A second suspension for failure to attend for failure to attend will result in removal from the Program.

5) Multi-Craft Decorator: An apprentice who misses two (2) classes will receive a written warning, which will state he/she is within one (1) missed class of repeating the school year. Three missed classes will result in a suspension from class, a freeze on raises and repeat of the class the following year. A second suspension for failure to attend for failure to attend will result in removal from the Program.

Explanation for Absence Requirement: An absent apprentice is **required** to submit a written explanation for **each** absence (on the form designated by the Program) to the appropriate craft coordinating committee for review and appropriate action. The written explanation must be delivered to the Instructor or the Craft Coordinator prior to the start of the next training class attended immediately after the absence.

Lateness/Early Dismissal: Lateness and early dismissals will be treated as an absence, in the discretion of the Instructor. Apprentice Stipends (if applicable) are paid on hours attending classes “only”.

ARTICLE IX: PROGRAM ADVANCEMENT REQUIREMENTS

Annual Instruction Requirement: All crafts will have a **minimum** of one hundred and sixty (160) hours of related instruction. Note: All other Program requirements in addition to hours of instruction must be satisfied in order to advance. This includes the requirement of total training hours (including required instructional work) for each craft, as necessary to complete the Program (*Glaziers; require anniversary of start date*)

Failure to Meet Annual Instruction Requirement: Every apprentice must complete the program classroom instruction requirement in order to be eligible for advancement and/or completion. An apprentice who fails to attend the total required hours will be immediately suspended from class and work. An apprentice who is suspended may be subject to dismissal from the Program, upon recommendation of the appropriate craft committee. Each suspended apprentice is offered an opportunity to appear before the craft committee to explain why his/her apprenticeship should not be terminated.

Hours of Work Requirement: In addition to classroom instruction, a critical component of the Program is “hands on” instruction received through on-the-job training (OJT), under the supervision of experienced trades-people. Note: All other Program

requirements in addition to hours worked must be satisfied to advance. This includes the requirement of total training hours (instructional work) for each craft necessary to complete the Program. At present, a total of 6,000 hours of class instruction and work are required to complete all programs. Each term of the apprenticeship consist of 1,500 OJL and RTI hours.

Failure to Meet the Work Hours Requirement: An apprentice who fails to work the required hours will have the opportunity to advance when the apprentice has worked the required minimum number of hours. An apprentice who fails to make the minimum hours at work and/or class without good reason or cause will be reviewed by the appropriate craft coordinating committee to determine whether additional penalties or conditions on the continued participation of the apprentice in the program are appropriate.

Work Hours Record: It is the obligation of each apprentice to maintain their “Work Hours Record” and submit it to the applicable Craft Coordinator either weekly, monthly or bi-monthly, whichever applies by trade, during the school term. The record is subject to inspection and review at any time while working or attending class. The Coordinator may request the Apprentice to have their foreman or supervisor verify their work hour’s record. Wage increases, evaluations and other matters that require verification of work hours will be withheld if the apprentice has not kept a current work record.

ARTICLE X: PERFORMANCE AND EVALUATIONS

A. Class Performance Requirement. All apprentices must receive a passing grade on semester evaluations and/or tests. An apprentice who does not receive a passing grade for a semester will be required to repeat the complete school year. **NO MAKE-UP TESTS WILL BE ADMINISTERED** unless approved by Coordinator. The wage and time served level for the failing apprentice will remain stationary until the term requirement is met. **AN APPRENTICE FAILING THE TERM, AND/OR REQUIRED TESTS WILL BE DISMISSED FROM THE PROGRAM.**

B. Evaluation of Apprentices. All apprentices involved in the Program must receive a satisfactory annual evaluation from the applicable Coordinator, before obtaining the next pay and instruction (apprentice term) level. Areas of evaluation may include: attitude; dependability; punctuality; judgment; relationships with others; quality of work; driving habits; assessment of skills; and similar factors. The evaluation of apprentices, including the content and form of evaluations, is the sole and exclusive responsibility of the FTL, through the Education Director. To the extent feasible, evaluations will be based on “the THREE A’s”:

ATTITUDE: *An evaluation of the apprentice’s attitude in regard to his/her job and the training program.*

ATTENDANCE: *Compliance with the attendance policy of the Program as set forth in these Rules, and as required by your Employer. Included in the attendance evaluation will be the job attendance. The job attendance will be based on the “Work Hours Record,” which is the obligation of apprentices to maintain and provide to the craft coordinator.*

ABILITY: *A judgment regarding the apprentice's ability performance on input from your employer, the school staff and the Journey person with whom you work.*

C. Performance on the Job

1. You are expected to work diligently and cooperatively with your employer and your fellow workers and make regular progress towards journey person status. A record of adverse reports from your employer will be cause for disciplinary action.
2. Advancement toward journey person status depends upon meeting the requirements and standards as to hours of on-the-job training, in conjunction with good attendance and progress in related training classes.
3. Apprentices working for employers who are unable or unwilling to give complete training may be rotated to another employer by action of the appropriate craft coordinator; in conjunction with Council Business Reps..
4. Apprentices must notify the employer and applicable craft coordinator, prior to the start of each working day, when they are absent or tardy for work.

D. Effect of an Unsatisfactory Program Evaluation. If you are lacking in any evaluation area, you will receive an "Unsatisfactory Evaluation Report." Your employer will be notified to maintain you at your current wage and time served level for a period deemed necessary. At the end of that period you will be re-evaluated. If you have not improved to fully satisfactory, your performance will be reviewed by the appropriate craft committee and dismissal from the program is in order. You have the right to inspect evaluation documents, and appeal an unsatisfactory evaluation; however, the consequence of dismissal from the Program after two successive unsatisfactory evaluations will not be altered.

ARTICLE XI: CLASSROOM CONDUCT/MATERIALS

A. Compliance with Rules

Apprentices must act in accordance with these regulations and the code of conduct herein at all times, while at work and in the Program. All apprentices are required to conduct themselves in a respectful and appropriate manner at all times, in the classroom, on the job, toward FTI employees, toward Council signatory employers, and toward fellow apprentices.

B. Drugs and Alcohol Prohibited

Apprentices are not permitted to attend any training classes, or be on the FTI premises, while under the influence of drugs or alcohol. Entering the FTI premises or classes under the influence or in any manner which raises a question about whether an apprentice is under the influence, will cause the apprentice to be removed from class and suspended from work until a drug or alcohol test can be administered. If an alcohol test cannot be arranged within the body's retention of the alcohol (8 hrs.) or drugs (36 hrs.), the judgment of the Program representative will be the sole factor in suspension. A positive test will mean a required appearance before the appropriate craft coordinating committee for disciplinary action, which may include removal from the program.

C. Removal from Class.

Apprentices must at all times display appropriate behavior in the Program, which is conducive to an educational environment. Failure to observe this rule, or engaging in any unacceptable behavior, will result in removal from the classroom. Any apprentice who is removed from the classroom for misconduct shall be subject to review to the appropriate craft coordinating committee. See Article XII (B).

D. Educational Materials.

Apprentices will receive educational materials each year. It is the responsibility of the apprentice to take proper care of training materials and to see that it does not fall into the hands of anyone who is not an apprentice in the Program. The materials must be brought to each class regardless of the class content. Failure to have said materials at class may result in removal from class by the instructor (See Attendance). Lost training materials must be immediately replaced at the apprentice's expense. Apprentices will be instructed each year regarding materials, and/or equipment that must be supplied by the apprentice to participate in the Program. These materials, supplies, and equipment must be obtained immediately and be available at all times as required.

ARTICLE XII: APPRENTICE CONDUCT /DISCIPLINE OF APPRENTICES

A. Probation. The PAC, upon recommendation of the appropriate craft coordinating committee, can terminate any individual's participation in the Program at any time with or without stated reason, on any basis whatsoever that is consistent with the objectives and purposes of the Program. Officially, the FTI probation period is 90 days; however, for all intents and purposes, you are "on probation" for the entire duration of your participation in the Program.

B. Unacceptable Behavior. Apprentices shall engage in appropriate and acceptable behavior at all times, both on the Program premises and on the job. Unacceptable behavior includes, but is not limited to: sleeping in class, failure to complete an assignment, insubordination, lateness, improper dress, inattentiveness, disruptiveness, offensive comments, lewdness, indecency, harassing behavior, disrespectful conduct, fighting, provocative conduct, inciting others to misconduct, dishonesty, cheating, or any other problem which may interfere with conducting the class. An expelled apprentice will be considered absent from class, in addition to being subject to discipline as set forth above. (See Attendance)

C. Unacceptable Performance at Work. You are expected to work diligently and cooperatively with your employer and your fellow workers and make regular progress towards journey person status. A record of adverse reports from your employer will be cause for examination and possible action by the FTI. Should you fail to show the necessary competencies, skills and/or responsibilities, the FTI will remove you from the Program.

D. Dismissal from Work. An apprentice dismissed from work for any reason except a lack of work, will be subject to review by the craft coordinator. The apprentice may be reassigned to another employer or, if the craft coordinator determines that reassignment is not appropriate under the circumstances, referred for review of disciplinary action to the appropriate craft coordinating committee.

E. Discipline of Apprentices. It is within the sole and exclusive authority and power of the FTI, acting through the Education Director, craft coordinators or any administrative body, to discipline and/or dismiss an apprentice from the program at any time during the apprenticeship if the FTI determines, in its sole and exclusive authority, that the apprentice has committed any violation(s) of these Rules, or otherwise engaged in conduct that is detrimental to the FTI or inconsistent with the responsibilities of an apprentice. A suspension may be imposed consistent with the rules, subject to review as provided herein.

F. Removal from Class. An apprentice may also be may be removed from class by an instructor as necessary and may be disciplined up to and including discharge from the Program for any misconduct, including but not limited to:

- Failure to comply with these Rules;
- Violation of school or job-site safety rules;
- Failure to comply with the rules of conduct for an apprentice, including but not limited for engaging in disruptive or disorderly conduct;
- Lack of productivity, including dismissal by an employer;
- Failure to buy the required tools or failure to maintain the employer's tools and equipment;
- Failure to keep up with class assignments;
- Failure to comply with attire requirements.

G. Summary Offenses. Certain offenses committed in the Program or at work, including but not limited to blatant insubordination, gross negligence, the sale or use of drugs or alcohol, theft (from the Program or an employer), acts of violence or harassment, are so serious by their very nature that they will result in immediate suspension, followed by review and discharge from the Program. An apprentice charged with such an infraction will be immediately removed from work and class and appear before the appropriate craft coordinating committee for review of the conduct.

ARTICLE XIII: NON-DISCRIMINATION POLICY

A. Policy of Nondiscrimination. The FTI is fully committed to equal opportunity, and it prohibits discrimination on the basis of race, gender, religion, ethnic origin, handicap, sexual preference, age, disability, or any other form of prohibited discrimination.

B. Harassment Prohibited. Discrimination against or the harassment of any Program participant, staff member, instructor, or employee on the basis of any form of prohibited discrimination is strictly forbidden. In the event that any Program participant engages in such prohibited conduct, discipline up to and including dismissal from the Program will

be appropriate. All persons associated or in any manner affiliated with the FTI are to conduct themselves toward others in a completely respectful and appropriate manner. "Prohibited harassment" may include any form of physical, verbal, or nonverbal behavior that is intended to make and/or does make other persons feel that they have been singled out or targeted on the basis of any discriminatory factor.

C. Prohibited Conduct. The following list sets forth examples of conduct. This list is not all-inclusive:

- physical assaults or intentional contact;
- unwelcome sexual advances, propositions or sexual comments;
- verbal comments or displaying images that are racially or sexually provocative, demeaning or offensive;
- slurs, disparaging remarks or similar conduct about any Program participant;
- subjecting or threatening to subject any Program participant to unwelcome conduct or attention on the basis of a prohibited discrimination.

D. Discrimination/Harassment Complaints. Any participant or person associated with the FTI in any capacity shall notify the Education Director in writing of any discriminatory or harassing conduct within thirty (30) days after the matter occurs. All complaints of harassment shall be fully investigated by the Education Director, and reported to the Program Advisory Committee for further review. The person filing the complaint shall be given an opportunity to meet with the PAC. The PAC shall review and take such actions as it deems necessary regarding complaints of discrimination or harassment. To the extent possible, confidentiality shall be maintained, within the confines of an investigation into the alleged behavior. All parties will be treated with dignity and respect.

ARTICLE X IV: GRIEVANCE PROCEDURE

A. Informal Resolution of Disputes. Apprentices are encouraged to informally discuss issues or problems that may arise, whether in the FTI or on the job, with the Education Director, their Craft coordinator, or instructors, in an effort to obtain assistance or resolution. The purposes and objectives of the FTI can be most effectively achieved through the process of cooperative problem solving.

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

Step 1: The apprentice shall present a written grievance stating the specific facts and issues that are the subject of the grievance to the appropriate craft coordinating committee, by presenting the written grievance to the craft coordinator. The CCC shall notify the apprentice of a date and time to appear before the craft committee for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the grievance at the craft committee hearing. The craft

committee will issue a written decision regarding the grievance within 15 days after the hearing.

Step 2: If the apprentice is dissatisfied with the decision of the craft committee regarding the grievance, the apprentice can, within 10 days after receiving the CCC decision, appeal the CCC decision in writing to the Program Administrative Committee (PAC), by presenting the written appeal to the Education Director. The appeal shall fully state the bases for the appeal. The PAC shall notify the apprentice of a date and time to appear before the Committee for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the appeal at the PAC hearing. The PAC will issue a written decision regarding the appeal within 15 days after the hearing. The PAC decision shall be the final decision of the FTI as to all matters except termination of an apprentice from the Program.

Step 3: If the apprentice is dissatisfied with the decision of the Program Administrative Committee regarding a grievance appeal on termination of the apprentice from the Program, the apprentice can, within 10 days after receiving the PAC decision, appeal the PAC decision in writing to the JATC, by presenting the written appeal to the Education Director. The appeal shall fully state the basis for the appeal. The apprentice may be asked to appear before the JATC if the JATC, in its sole and exclusive discretion, determines that a further hearing would assist in resolving the appeal. The decision of the JATC is the final decision of the FTI in all matters, and it is binding on all participants.

ARTICLE XV: NOTICE TO APPEAR BEFORE AN ADMINISTRATIVE COMMITTEE

An apprentice who receives the written notification to appear before a craft committee, the Program Administrative Committee or the Joint Apprentice Training Committee on a specific date must appear on that date. Failure to appear after written notification will result in immediate suspension from work and the Program.

ARTICLE XVI: APPRENTICE WAGES

Each apprentice is assured of a minimum starting wage that is prescribed in the current collective bargaining agreement (CBA) between IUPAT DC21 and the apprentice's employer. As set forth in these Rules, apprentices are eligible for a wage increase as periodically established under the applicable collective bargaining agreements and provided that all the requirements for wage advancement set forth in these Rules have been met.

ARTICLE XVII: TOOLS

A. Tools requirement. The trade in which you have elected to serve your apprenticeship may require that you acquire during the course of your apprenticeship. The following is a list of the tools that apprentices must obtain and the period of your

apprenticeship during which you are expected to have them. Toolbox checks will be performed by the Instructor or Coordinator as you progress through your apprenticeship. Failure to have the required tools may affect your status in the Program. Program Coordinators will distribute a list of required tools upon request.

ARTICLE XVI: CERTIFICATION OF APPRENTICESHIP COMPLETION

Advancement to journeyman status will be granted only by the FTI, and only upon completion of all Program requirements. All work and class records will be turned over to the FTI at the completion of the required training classes for their determination. If all requirements are met, the FTI will certify the apprentice as a Journey person.

IUPAT FTI JOINT APPRENTICE AND TRAINING PROGRAM DRUG AND ALCOHOL POLICY

I. Statement of Purpose

The Joint Apprentice and Training Program of The Finishing Trades Institute (“the Program”) have adopted a Drug and Alcohol-free Workplace Policy. It is recognized that the use of alcohol and controlled substances is a major contributing factor to unsafe working conditions for our members; the “impaired worker” is a hazard to himself and those who are working with him. Second, the abuse of mood altering substances plays a significant role in causing serious health problems among our members; this has the dual negative effect of destroying the health of our members while increasing our health care costs. Third, and finally, by eliminating substance abuse among our members, we will vastly increase our productivity and thereby increase our ability to compete successfully in the job market. The purpose of this policy is, therefore, to foster a safe, healthy, productive and competitive work environment. To reach these goals, the Drug and Alcohol-free Workplace Policy contains specific measures to ensure the abuse of drugs and alcohol does not jeopardize the successful operation of our businesses, workers, contractors or the general public.

We strongly encourage individuals associated with the Program to voluntarily seek help when they have a drug or alcohol related problem. Identification of possible problems in the early stages and referral to appropriate care minimize the business, personal, family and social disruption associated with such problems. However, for those who refuse to seek help, who refuse assistance when offered, or who do not cooperate with the Drug and Alcohol-free Workplace Policy, appropriate measures will be taken to reach Drug and Alcohol-free workplace goals. Individuals’ personal privacy and dignity will be respected while reaching our goal of a safe productive work environment.

II. Coverage

The policy covers all Program apprentices.

III. Education and Training

To assist individuals in understand the problems associated with drug and alcohol use, and in an ongoing effort to prevent and eliminate prohibited drug and alcohol use in the workplace, educational, informational and referral resources regarding substance abuse and the Drug and Alcohol-free Workplace Policy are available through The Finishing Trades Institute and Allied Trades Assistance Program.

IV. Support for Individuals who voluntarily Seek Help

We support early diagnosis and sound treatment efforts for drug and alcohol related problems and encourage individuals to seek help voluntarily and confidentially. Treatment will occur on a one-time basis without disciplinary or Program ramifications, provided that the individual has not participated in criminal activity, and provided that the Apprentice completes all recommended treatment, fully complies with any prescribed treatment program and has a negative test result upon return to the Program. Reinstatement will be upon such conditions or set by the Program. Members may access the services of the Employee Assistance Program (EAP) at 800-258-6376, which provides assessment counseling and referral service for individuals with drug and alcohol related problems and other personal problems. The EAP provides experienced counselors to help with personal problems, including those related to drugs and/or alcohol.

V. Intervention for Those who do not voluntarily Seek Help

In cases where an individual does not voluntarily seek help for a drug and/or alcohol problem, and where job performance is affected, we reserve the right to intervene. Whenever the Program instructor/coordinator believes an individual's behavior and/or actions(s) may be related to the use of controlled substance or alcohol, they will take appropriate action, which may include a drug and/or alcohol test.

Whenever an individual has reasonable suspicion that the questionable behavior and/or action(s) of a fellow worker, supervisor, foreman or manager may be related to the use of drugs or alcohol, the individual may contact their Program instructor/coordinator.

VI. Prohibited Conduct

To ensure a safe, healthful and productive work environment for all individuals, the following conduct is prohibited during work hours and on work sites:

- A. Being under the influence of a prohibited substance, controlled substance or alcohol.
 2. Evidence of the prohibited substance, alcohol, is defined as a blood alcohol contact (BAC) of .04 or higher.
 3. Evidence of a prohibited substance or illegally used drug is defined as a confirmed positive drug test result.
 4. Any apprentice that reports under the influence of a prohibited substance may have their employment terminated.

5. Any apprentice that tests positive for a prohibited substance on a first offense will be referred to the members Assistance Program for an evaluation. Only after the completion of all recommended treatment, full compliance with any prescribed or ongoing program, and a negative drug and alcohol screen on a fitness-for-duty examination, will this person be considered for reinstatement. *Except where the apprentice has voluntarily requested assistance*, whether the apprentice is reinstated, and if so on what terms, is in the sole discretion of the Program.
- B. Failure to report to the Program Coordinator and Employer that you are using any medications (whether prescription or over the counter) that causes dizziness, drowsiness, or any other impairment of any kind.
 - C. Illegal possession, use, manufacture, distribution, dispensation or sale of controlled substance whether or not during working hours.
 - D. Use, possession, growing, manufacture, distribution, dispensation, sale or storage (including a desk, locker, automobile or other repository) of a controlled substance.
 - E. Consumption, possession, manufacture, distribution, dispensation, sale or storage (including desk, locker, automobile or other repository) of alcohol.
 - F. Switching, adulterating or committing any other misconduct pertaining to any breath, blood or urine sample will be considered a violation of this policy. The apprentice will be referred to the Allied Trades Assistance Program for an evaluation and/or treatment.
 - G. Refusing to consent to testing or refusing to submit a breath, blood or urine sample for testing, the following conduct will be treated as a positive test result. Refusal to test includes:
 1. failure to provide an adequate sample for testing without a valid medical explanation; or
 2. engaging in conduct that clearly obstructs the testing process including, but not limited to:
 - failure to sign the chain of custody form; or not reporting to the collection site in the time allocated; or
 - failure to cooperate with transportation assistance to and from the collection site; or
 - failing to remain readily available for a post-accident test.
 - H. Refusing to submit to an inspection when required under this Policy.

- I. For those individuals referred for assessment or treatment under this Policy, failing to adhere to any of the requirements of the Rehabilitation Agreement;
- J. Conviction under any criminal drug or alcohol statute for a violation occurring at work sites, during work hours or while conducting company business;
- K. Failure to notify the J.A.C. instructor/coordinator or the Union's Representative of any conviction under any criminal drug or alcohol statute within five days of the conviction for a violation occurring at the work site, during hours or while conducting business;
- L. For individuals who are on-call and are contacted to report for duty, failure to notify the J.A.C. instructor/coordinator, when the individual believes that he/she may be under the influence of drugs and/or alcohol;
- M. Refusing, when required under the Drug and Alcohol Policy Statement, to sign the Drug and Alcohol Testing Consent Form. (See Attached)

VII. Testing

Testing for drugs and/or alcohol under certain circumstances is part of the Program's Drug and Alcohol-free Workplace Policy. The methods used to determine the presence of alcohol or drugs in the system under this Policy include a urine and/or breath test. An individual may be required to undergo a test for drugs and/or alcohol in the following circumstances:

- A. **Apprenticeship Program Testing:** Individuals entering an apprenticeship program shall be required to submit to a drug screen. "Failure to consent to such a screen or a verified positive drug test result will disqualify an applicant for the program for a period of one year. During that time, the applicant's application will be archived. The applicant may apply to reinstate his or her application one year after his or her refusal or verified positive drug test result. Upon submitting a request for reinstatement of an application, the FTI may require verification of information in the original application, including but not limited to updated addresses, updated driver's license information, and updated reference letters."
- B. **First Time, Pre-Hire Drug Testing:** Applicants for a position into the apprenticeship program shall be advised that, once offered a position, they will be required to submit to a drug screen. Failure to consent to such a screen or a verified positive drug test result will disqualify the applicant for employment.
- C. **Drug and/or Alcohol Testing for Cause:** An individual may be tested for drugs and/or alcohol when an FTI staff member has any cause to believe that

the individual is under the influence of drugs or alcohol. “Cause” will consist of an objective, factual, individualized basis for testing, such as when a student’s behavior or physical appearance suggests drug or alcohol use or possession of drugs or alcohol, or there are other indications of a violation of the FTI’s substance-abuse prevention policy.

- D. **Post Accident Drug and/or Alcohol Testing:** Individuals who may have caused or contributed to an accident may be subject to a drug and/or alcohol test as soon as possible following the accident.

An individual who does not make himself/herself readily available for testing will be deemed to have refused to test. **See Section VI(G).** If the individual must leave the scene of an accident, the individual must make every effort to be tested or to contact his/her instructor/coordinator and to inform that individual of his/her whereabouts.

- E. **Random Drug Testing:** Apprentices are subject to unannounced drug testing on a random basis. Apprentices will fully participate in the required program.

- F. **Return to Duty Drug and/or Alcohol Testing:** An individual who has had a positive drug or alcohol test result must be referred back to the Allied Trades Assistance Program for follow-up treatment as determined by the assessment. In addition to the assessment, the individual must pass a return to duty test before being released to the work site.

- G. **Follow Up Drug and/or Alcohol Testing:** All individuals who are reinstated to the Program after referral for assessment or treatment will be subject to follow-up testing. All referred individuals will be subject to unannounced testing for the illegal use of drugs and/or alcohol. Alcohol testing will be required for individuals who have demonstrated evidence of consuming alcohol during working hours. Follow-up testing applies for the duration of an apprentice’s participation in the Program.

Inspections

The Program reserves the right, randomly or for cause to inspect any individual or his/her possessions for possession of alcohol, drugs or drug paraphernalia during work, at the work site or on any Program or Finishing Trades Institute property. The inspection includes individual offices, desks and lockers, personal effects (such as lunch boxes, handbags, briefcases, and/or outer clothing), or personal vehicles at the work site and/or any Finishing Trades Institute property. Such an inspection may be authorized by the Education Director, or any Coordinator or Instructor.

IX. Consequences for Violation of the Drug and Alcohol Policy

Any violation of this policy, including but not limited to Section VI, is a terminal offense. Even a first offense will serve for the basis for discharge from the Program. All offenses, including but not limited to possession, sale or use of a controlled substance at the workplace or Program will subject a participant to immediate dismissal from the Program.

The only instance not subject to immediate dismissal is when an apprentice seeks substance abuse counseling or treatment.

X. Confidentiality

All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, shall be kept confidential to extent administratively possible. The information concerning drug test results shall be kept confidential and will not be released to third parties by the Program without a written consent. Any such information can be released on a need to know basis, if required by law, if relevant to a legal claim asserted by the individual, or as otherwise provided by law.