



## **Training Program Handbook**

The training programs, courses, descriptions and frequency of courses, regulations and fees described in this handbook are effective until otherwise notified. This publication and its provisions are not in any way a contract between the student and Associated Builders and Contractors. ABC of Indiana Apprenticeship Trust and the Kentuckiana Construction Education Foundation Trust reserve the right to revise any section of this handbook at any time.

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# INTRODUCTION

Associated Builders and Contractors (ABC) is a not for profit, national association of general contractors, subcontractors, suppliers and associates who believe in the merit shop philosophy. ABC is the voice of the merit shop in the construction industry.

ABC believes that work opportunities should be made available to all people, regardless of race, color, creed, sex or national origin and supports programs to that end.

## **Equal Opportunity Pledge**

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. ABC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended.

## MISSION

The mission of the ABC education trusts is to Develop tomorrow's craft professionals through high-impact learning experiences in a dynamic and engaging educational environment.

## ACCREDITATIONS

ABC of Indiana/Kentucky is accredited by National Center for Construction Education and Research (NCCER). NCCER's mission is to assure that construction clients receive quality services and industry workers have rewarding, progressive careers. NCCER provides world class craft training materials, opportunities for leadership growth, and effective safety training that will enhance productivity, cost effectiveness, and the image of the construction industry.

The Apprenticeship program is approved by the U.S Federal Department of Labor, Office of Apprenticeship in Indiana, and by the Kentucky Labor cabinet.

ABC has an articulation agreement with Vincennes University (VU) whereby Indiana apprentices earn college credit for their apprenticeship training. As part of the Indiana apprenticeship program, students who complete general education classes through VU are awarded an Associate of Science in Career/Technology. See Appendix A (page 19) for details.

## ENROLLMENT REQUIREMENTS

Applicants must meet the following minimum requirements to qualify for enrollment in the program:

- be at least 16 years of age and provide verification of age;
- provide an office copy of a high school diploma or G.E.D.;
- Be physically capable of performing the essential functions of the apprenticeship program;
- Submit a completed and signed official application;
- Plumbing Apprentices must submit a completed plumbing license registration form, in addition to their enrollment packet.  
\*
- Students interested in applying their VA benefits to their ABC training can find more information in Appendix D (page 20).

The recruitment, selection, and training of apprentices during their apprenticeship program shall be without discrimination because of race, color, religion, national origin, gender or any other classification protected by law. As the training sponsor, ABC's Apprenticeship Trusts will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, as amended.

## TERMS OF APPRENTICESHIP AND PROGRAM COMPLETION

The term of training varies depending upon the trade; however, most trades are 4-year programs that require apprentices to complete a minimum of 160 hours of academic student and 2,000 hours of documented “On-The-Job Training” each training year.

An apprentice has not completed the ABC program until he/she has completed all levels of classroom training. The U.S. Department of Labor Certificate of Completion and the KY Labor Cabinet Certificate are earned by completing ABC’s required levels of training and submitting the required hours of On-The-Job Training, which must be submitted monthly and approved by the apprentice’s designated work supervisor. Students may request a copy of their transcript at the end of each level.

For more information on the appropriate process for submitting On-The-Job Training hours, please see Appendix B (page 19) for details.

### WEEKLY SCHEDULE

- The school year will be based on 36 scheduled class sessions.
- Class sessions are to be 3 hours, 5:30 pm – 8:30 pm.
- Class levels may vary from site to site but typically will be:  
Level 1: Monday  
Level 2: Tuesday  
Level 3: Wednesday  
Level 4: Thursday
- A Student Calendar will be issued the first day of school indicating all holidays, breaks, and any planned deviation from the weekly class session schedule.

## GRADING

To earn NCCER credentials and certificates, apprentices must pass all module written exams with a score of 70% or higher. Limited retesting is permitted. (At the discretion of the Instructor and/or Director of Training.) NCCER and other performance tests are also graded accordingly.

For any apprentice who is not meeting the academic requirements, the apprentice may meet with the Director of Training and Instructor to determine an appropriate course of action.

Students must earn a minimum course grade of 70% or higher to pass the course and advance to the next level of study or to graduate from ABC. The final course grade is calculated by averaging the first and second semester grades.

### **Grading Scale:**

- A 90-100%
- B 80-89%
- C 70-79%



## STUDENT / APPRENTICE RESPONSIBILITIES

The educational program and related on-the-job learning experiences provide the student with opportunities to acquire the knowledge and skills necessary to become a skilled craft professional. Students will not earn NCCER credentials and certificates until all modules are completed at the standards described below. It is the student's responsibility to initiate any request for assistance to meet these requirements.

### **Students must:**

- Attend class and be punctual (see attendance policy page 11.)
- Cooperate and communicate with Instructors and ABC staff.
- Practice safe working procedures at all times.
- Use appropriate personal protective equipment (PPE.)

### **To earn NCCER credentials and certificates, students must:**

- Pass all NCCER module written tests with a score of 70% or higher; and
- Pass all module performance profiles and other lab tasks.

## TESTING OUT OF LEVELS

A student or employer may request approval for a student to test out of Core, Level 1 and/or Level 2. That said, it is worth noting that students typically have a less than 10% chance of successfully testing out of these levels, as tests are written with the goal of understanding each NCCER module. Therefore, if a student has not had previous study within the NCCER textbook, the tests will seem unfamiliar. There is a \$100 fee for each level of written testing.

### Test Out Guidelines

- The employer must make the request for the student to test out of the levels listed above;
- The Director of Training will provide the test date and time to the student and employer;
- The student must pass all NCCER written module exams with an average score of 70% or higher;
- The time limit for the written test is 4 hours.

# ATTENDANCE POLICY

## ABCENSE

- Apprentices are allowed (2) class session absences **per semester** (total of 4 per school year) for use at their discretion (i.e. family emergency, personal illness, etc.). These hours include both classroom and homework hours or a combination of the two. **This time will not be required to be made up. Students who miss more than the allowed amount will have to do Make Up Work via the On-Line Portal to compensate for the time lost. Work must be turned in per the Instructor.**
  - Apprentices who miss more than the allowed amount of session absences will be notified via email or text. Students have 48 hours to respond (should the absence be related to work or considered excused, as defined below). Failure to respond will result in termination of the student's apprenticeship.
  - Students may appeal this decision but are not allowed to attend class until that appeal has been heard in front of the Director of Training.
- **Excused Absences:**
  - Military duty, jury duty, or maternity/paternity leave are not subject to this attendance policy. Make-up time may be required and must be documented and signed by the student, employer, and instructor.

## Employer Mandated Work Absences

An apprentice is allowed (2) class session mandated work absences **per semester**;

For each class missed, the employer must be complete the appropriate form and submit it to the local apprenticeship coordinator. Copies of this form can be requested from the Instructor.

- Employer Work Make-Up Form:
  - It is the responsibility of the employer/student to coordinate a makeup class with the instructor.
  - Note: Make Up Sessions are on the student calendar.

### **Tardiness**

- Apprentices are required to sign-in every class.
- A student who fails to sign this sheet within 30 minutes of the start of class will be deemed absent;
- Students are to communicate directly with the instructor if they anticipate being tardy, so as to prevent being marked absent.
- In the event the instructor is tardy or absent, students must wait in the classroom for 15 minutes, after which the Director of Training will determine the appropriate course of action.

### **Closings/Delays**

In the event of severe weather, a closing/delay announcement will be made by email/text by 3:00 p.m. that day. All class cancellations must be made up, or an alternate method of time compensation may be delegated by the Director of Training.

The ABC On-Line Portal will be used to avoid Make Up Classes and students getting behind in their work. This must be authorized for make up by the Instructor or Director of Training.

## DROP/WITHDRAWAL

Apprentices who miss more than the allowed of class and/or homework in a semester and make no effort to make it up will be immediately dropped from the class. Students may make an appeal to the Director of Training to reinstate their enrollment in their class. Until they are reinstated, students are not allowed to continue attending class. The instructor will be notified of the student's status.

- The apprentice, employer, instructor, and Director of Training will receive a drop notice via email;
  - If the absence was an Employer Mandated absence, the employer may submit the form at this time to ensure the student continues in the class, otherwise;
- If the absence was not employer mandated, the student may request to appeal to the Director of Training.
- Until the Director of Training is able to determine if the student will continue with class, the student is not allowed to attend class. Should the Director of Training honor the appeal, the student and employer will need to coordinate all make-up work with the instructor.

# RULES OF STUDENT CONDUCT

**Academic Dishonesty Policy/Statement.** Honesty is non-negotiable in any environment, but lies at the heart of ABC’s training program where apprentices and instructors co-create an atmosphere conducive to learning, understanding, creating, and exploring. Academic dishonesty may take many forms. These forms include:

- Cheating – using unauthorized assistance, materials, or study aids in any academic exercise e.g. technology-use of cell phone during exams.
- Plagiarism – using the words or ideas of another without appropriate acknowledgment.
- Fabrication – falsifying or inventing information or data.
- Deception – misrepresenting work or academic records
- Facilitating Academic Dishonesty – intentionally assisting another
- Counterfeiting and altering – copying or altering, in any way, records, documents or identification forms used or maintained by the apprenticeship program is cause for dismissal from the program.

Any academic honesty breach will be subject to disciplinary action. The instructor is to notify the Apprenticeship Coordinator of the circumstances and if any punitive action is taken. The apprentice has the right to appeal the instructor’s decision according to the Grievance Procedure (see page 18).

The alternatives for action by the instructor may include but are not limited to: assigning a failing grade for the assignment or course or requiring the student’s withdrawal from the course.

The apprentice will also be referred to the local Apprenticeship Committee, which will determine appropriate disciplinary action in keeping with procedures and rules listed in this student handbook.

**Theft of Property.** Any student caught stealing the personal property of ABC, fellow students, instructors or employees of ABC will be treated as a violation of apprenticeship rules and the offender will not only be dismissed from the program but may also be prosecuted.

**Substance Abuse.** Apprentices shall not be under the influence of alcohol or illegal drugs, and shall not be in possession of or sell, distribute or transfer any illegal or unauthorized drug or substance, whether on their person, in their vehicles, at any job site, employer’s place of business, ABC office or while representing the ABC program, in any of the classrooms, workshops or parking areas which are for regular or temporary use by the apprenticeship program. An illegal or unauthorized drug or substance includes look-alike and/or synthetic drugs.

Any apprentice or group of apprentices found in possession, use, transportation, and/or sale of the above-mentioned drugs and/or substances will be subject to disciplinary action up to and including immediate dismissal from the apprenticeship program. An apprentice may take prescribed drugs to class if the drugs are contained in the original dispenser in their name and within one year of the prescription date.

**Vandalism.** The destruction or mutilation of ABC property is prohibited. Such action may result in restitution and/or other disciplinary measures. **Abusive Language.** Written or spoken language that is offensive, obscene, or vulgar may be subject to timely and appropriate disciplinary action.

**Firearms.** ABC does not permit firearms in the facility. Those who are permitted to carry firearms are required to leave them in their vehicles while at ABC.

**Harassment.** ABC is a zero-tolerance facility. ABC will not tolerate harassment or intimidation of students, instructors, or staff on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, marital status or veteran status. Moreover, any suggestions made to any student or instructor of a sexual nature will be cause for discipline according to the discipline policy. Examples include but are not limited to: unwelcome sexual jokes, profane symbols, language, emails, texting, videos, cartoons, pictures, comments, touching or whistling.

Any incident of harassment should be reported immediately to the local apprenticeship coordinator, who will remove the student from class immediately. The apprentice may appear before the apprenticeship committee, if they wish to return to class.

**Food and Drink.** Students are allowed to eat during class (so long as it is permitted by the instructor). Food must be discrete and reasonable; drinks must have lids.

## DISCIPLINE

ABC training programs are classified as adult education; therefore, no discipline problems are anticipated. In the event that inappropriate behavior occurs, instructors will report such behavior immediately to the local apprenticeship coordinator who will then make the decision on the appropriate disciplinary action. If such action results in dismissal from the program, no refund or credit will be given. Please refer to page 15 for descriptions of unacceptable student conduct or violation of the training site/facility rules.

## GRIEVANCE PROCEDURE

Any apprentice who believes that he/she has a justifiable grievance should follow the chain of command as listed below:

1. Instructor
2. Director of Training
3. Assistant to the Director of Training



## APPENDIX A: VINCENNES UNIVERSITY ASSOCIATE DEGREE

### INDIANA APPRENTICES ONLY

This program is designed specifically for Associated Builders and Contractors Association (ABC) apprentice students who are working to achieve Journeyman Level in the following trades: Carpentry, Electrical, EST, HVAC, Lineman, Pipefitting, Plumbing, and Sheet Metal. Trade through a U.S. Department of Labor, Office of Apprenticeship approved program and wish to fulfill the basic requirements for an Associate in Science Career/Tech Degree. In order to enroll in this program, the student must be enrolled in the ABC 4-year apprenticeship program that consists of a minimum of 576 hours of related classroom training and 8000 hours of on-the-job learning. This program is offered only at designated ABC Training sites.

#### **Articulation Agreement**

Through ABC's articulation agreement with Vincennes University, ABC apprentices in Indiana have the opportunity to earn an Associate Degree upon completion of all the apprenticeship program requirements. Each student must successfully complete and pass all apprenticeship classes, 8000 On-The-Job Learning/Training hours, and the Vincennes University Core Curriculum Requirements listed below.

#### **University Core Curriculum (UCC) Requirements**

The General Education Course List will be provided by Vincennes University and is subject to change.

**Graduation Requirements**

- Students must earn a “C” or higher in all University Core Curriculum Requirements;
- Students must earn a “C” or higher in all ABC Apprenticeship levels of study;
- Complete and submit all 8000 OJL hours

**Additional Information**

- ALL Indiana apprentices are strongly encouraged to complete the VU associate degree (unless a previous accredited college degree has been earned).
- ABC of Indiana Apprentices pay no tuition to earn the degree.
- Textbooks are provided to individuals for the semester UCC courses.
- Each apprentice will take a VU placement test prior to taking his/her first VU class.
- Attendance is mandatory for all VU - UCC class sessions.

Students who provide official transcripts may be granted transfer credit (see VU Director for directions and details).

## **APPENDIX B: ON-THE-JOB TRAINING HOURS**

All apprentices are to submit their hours earned each month. Member companies are expected to approve these hours each month. Self-pay students must submit their hours. All must provide a paper copy with their supervisor's signature. Forms for the OJT submittals are provided at each training site.

For questions regarding your OJT hours, please contact Holly Baker (contact information on page 2.)

## **APPENDIX C: ELECTRICAL LICENSE (KENTUCKY)**

All apprentices are expected to have taken their Journeymen Level Electrical Licensing Exam by the end of the 4<sup>th</sup> Year School Year and before graduation. The cost for this exam is NOT included in the tuition fees.

Once you have successfully passed your licensing exam, you will need to contact Holly Baker (contact information page 2) and arrange for the necessary documents to be compiled for you to submit for your Electrical License.

It is of utmost importance that throughout your training you diligently submit your OJT Reports. Failure to do so will delay your eligibility to receive your license.

## APPENDIX D: VA BENEFITS

For apprentices who wish to utilize their VA benefits for training, please complete the following steps:

- Contact the VA to receive a “Letter of Eligibility” and forward this letter to Holly Baker (holly@abcindianakentucky.org)
- ABC will complete the registration forms and return to the apprentice for review and a final signature
- Once complete documentation is received, ABC will submit the documents to the VA through the online portal.
- The VA will provide ABC the confirmation number for the apprentice, which is forwarded to the apprentice for their records.
- Once approved, the apprentice must send **a paper copy of their monthly OJT hours to Holly Baker within the first 5 business days of each month.**
  - o Anything received after this date may or may not be approved in a timely manner by the VA, so late submissions may result in late payments to the apprentice.
- ABC will submit all documentation through the online portal.
- A confirmation number will be issued for each submission. The apprentice will receive this number for their records.