



**ABC APPRENTICESHIP/CRAFT TRAINING PROGRAM  
STUDENT HANDBOOK**

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## PURPOSE AND SCOPE

The purpose of this handbook is to serve as a reference tool for apprentices and craft trainees at Associated Builders and Contractors (ABC) Central Texas Chapter. Communications between students, instructors and ABC Administration is essential for an effective apprenticeship program. Our primary means of communication is electronic, so ensure we always have a correct email address and cell phone number on file.

## MISSION STATEMENT

The mission of the ABC Apprenticeship/Craft Training Program is to provide a highly skilled workforce of craft professionals for local industry and construction.

## ADMINISTRATION & FACILITIES

### ACADEMIC HONESTY

A zero will be given on any test or assignment on which there is cheating. There will be no opportunity for a retest. It is your responsibility to keep someone from copying your work. A student may be dismissed without refund at the discretion of ABC. **ALL CELL PHONES MUST BE TURNED TO SILENT AND PLACED ON THE FLOOR DURING ALL EXAMS. (NO EXCEPTIONS)**

### ATTENDANCE

Do not call ABC offices to inform us of your absence. Your instructor is responsible for collecting and reporting attendance. To be counted present, students must sign the attendance roster and include the last four of their SSN. Tardiness and leaving early is very disruptive to the learning process. If one hour is missed, you will be counted absent. **Only 4 absences per semester are allowed.** All absences require make-up work. All attendance reports are sent to employers.

### BOOKS

Students are required to purchase their own books. Books range from \$75-\$135, and one or two books may be required depending on the craft and level. Students are responsible for reading the entire module prior to arriving for class.

### CLASS SCHEDULE

Classes will be held once weekly from 5:15 pm until 9:45 pm with one 15-minute break. Labs may be scheduled one additional night per week about once monthly, depending on the craft and level. See your syllabus and calendar for exact schedule. There should be no talking or gathering in the hallway while other classes are in session to give all students the courtesy of a quiet learning environment.

### DRIVING & PARKING

Students must drive responsibly, and park in the parking area in front of ABC Offices only. Do not park in the other parking areas of this business park.

### FACILITIES

The ABC Apprenticeship/Craft Training Program Facility is located at 2600 Longhorn Blvd., Suite 105, Austin, Texas 78758. Contact Info: (512) 719-5263 or [apprenticeship@abccentraltexas.org](mailto:apprenticeship@abccentraltexas.org). Please address any questions or concerns to this office location and phone number during regular business hours, Monday-Thursday 8:00 am – 5:00 pm, and Friday 10:00 am – 2:00 pm. ABC Central Texas is a non-smoking campus.

## **GRADES**

You will be required to take written/computer based (CBT) and hands-on skill performance tests during your training. A minimum score of 70% is required on all closed-book module tests. Hands-on demonstrations of craft skills are rated as pass/fail and must be successfully completed to receive credit.

## **RETESTS/MAKE-UP TESTS**

Students that do not pass a module exam must be prepared to retest at the next designated retest date. Students must wait a minimum of 2 days before attempting to retest. The same policy applies to make-up tests. Students are limited to 2 attempts. If a student has 2 unsuccessful attempts to pass the same module exam, he/she will be required to repeat that level and pay the appropriate tuition. It is a student's responsibility to track what exams they need to retest/make-up. Students must contact the Craft Training Coordinator at 512-719-5263 to schedule tests.

## **DROP/REFUND POLICY**

If a student decides to drop from enrollment, written notification must be submitted. Registered apprentices must submit their written cancellation through their employer.

Non-sponsored craft trainees may submit their written cancellation directly to ABC offices.

Employers must notify ABC within 10 days of an apprentice separating from their employer and they are subsequently dropped from the program. Refunds are only available when a written cancellation is submitted prior to the first day of class. However, credit may be given toward future training at the discretion of the Director of Education.

## **CONDUCT**

All student behavior is to be orderly, respectful, and contribute to both instructor and student success. Any student who is loud, disorderly, disrespectful, disruptive, or whose language or gestures express profanity or any other inappropriate content as defined by the instructor, will be removed from the classroom. This removal may be for one (1) class night or result in expulsion from the course without refund depending on the severity of the offense as deemed by the instructor. Appeals may be made to the Director of Education at 512-719-5263. Apprentices may not bring a child, children, relatives, or guests to any class/test period. Only Associated Builders & Contractors (ABC) students, instructors and staff are allowed on ABC property after 5:00 p.m.

The use, possession, concealment, or sale of drugs, controlled substances, or being under the influence of drugs or alcoholic beverages, or possession of firearms or weapons on the premises on any ABC Training Site, its parking lots or roads of entry or exit is expressly prohibited. Any person found to be in violation of the above will be immediately terminated and your employer will be notified.

## **CARE AND USE OF TOOLS AND EQUIPMENT**

All apprentices/trainees are expected to use all tools, machinery and supplies in a safe manner and to exercise good stewardship and housekeeping. You are personally responsible for all tools, supplies and machinery that are supplied to you. Lost, damaged or broken tools, supplies and machinery will be replaced or repaired at your expense.

## **COMPLAINTS/GRIEVANCES**

Any complaints or grievances are to be resolved according to the Registered Apprenticeship Standards of ABC Central Texas of which you acknowledge having received a copy.

## DRESS CODE

Manner of dress shall be appropriate to the type of training being conducted. At minimum, all students must wear long pants, sleeved shirt, and closed-toe shoes. Dress code requirements are left to the discretion of the Instructor and Director of Education. Welding requires 100% cotton attire.

## NO SOLICITATION POLICY

While participating in the ABC Apprenticeship Program, no individual shall be permitted to solicit other trainees/apprentices at any time or for any purpose. Likewise, no trainee/apprentice shall be permitted to distribute literature of any sort on ABC premises. Violation of this policy shall be grounds for immediate expulsion and forfeiture of tuition.

## SAFETY

While on ABC premises, apprentices and trainees will follow all safety guidelines including but not limited to:

- Wearing proper attire for training delivered
- Wearing all PPE in lab and shop areas
- Exhibiting proper care and use of all materials and equipment
- Exercising good housekeeping and good stewardship of all materials and equipment

## RELEASES

- ABC may use photos of training activity for promotional material.
- I authorize Associated Builders and Contractors Central Texas and NCCER to release all training and skills assessment records stored in their respective databases to the employer referenced above and its customers.
- I further release and authorize Associated Builders and Contractors Central Texas and NCCER from all liability that may result from the release of said records and agree to hold harmless Associated Builders and Contractors Central Texas and NCCER and its representatives from all damages for liability therefore which may result from the release of said records.

# ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the **ABC Central Texas Apprenticeship Program Student Handbook and ABC Central Texas Apprenticeship Standards** and have read and understand the rules and guidelines. I agree to follow these as stated.

PRINT NAME \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Last four digits of SS# \_\_\_\_\_ NCCER# \_\_\_\_\_

Contact Information (Will be used to contact you in case of a cancellation of a class):

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_