Southwest Regional Council of Carpenters
Joint Apprenticeship and Training Committee

RULES AND REGULATIONS AND GENERAL PROGRAM INFORMATION FOR

New Mexico Carpentry
APPRENTICESHIP PROGRAMS

(REVISED October 2014)

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INTRODUCTION

New Mexico Apprenticeship System, administered by the New Mexico Department of Workforce Solutions, is a voluntary industry – driven system of on-the-job training and related technical instruction, approved by the state of New Mexico, sponsored by employers and employer association. An apprentice, as an employee, receives supervised, structured on-the-job work experience combined with related technical instruction in a specific occupation.

To ensure that apprenticeship is promoted and recognized as an employment and training resource for New Mexico business, industry and citizen, the New Mexico apprenticeship Advisory Committee (NMAC) of the Governor's Council on Workforce Policy was established in 1997. The NMAC coordinates, advises and recommends procedures for the registration of Apprenticeship program and recommends quality thresholds for employers and employees.

The New Mexico Carpenters Joint Apprenticeship and Training Committee ("NMJATC") sponsor, respectively, the Carpentry Apprenticeship Programs. The Committee is affiliated with the Southwest Regional Council of Carpenters. The Programs they sponsor were developed under and are subject to the regulations and policies of the NMAC and Department of Workforce Solutions.

The NMCJATC consist of equal numbers of Labor and Contractor representatives who serve voluntarily without pay. These representatives have the right to vote on apprentice matters coming before them. In addition, the following officials meet with and advise the Committees: Training Trust Fund Coordinators, Consultants of the DOC, and Representatives of the Local Education Agency (LEA).

The Committee has established a sub-committee to assist in administering their program. The New Mexico State Committee provides guidance and procedures to the sub-committees for administrative upgrades and any disciplinary actions. All subcommittee recommendations are subject to final approval by the Committee sponsoring the program involved. We use the term "Committee" here to refer to the Committee and subcommittee, depending on the context. **SUBMIT ANY REQUEST OR OTHER CORRESPONDENCE, AS DESCRIBED IN THESE RULES AND REGULATIONS, TO THE TRAINING CENTER YOU ATTEND, UNLESS OTHERWISE INDICATED.**

In order to remain in these Programs, Apprentices are **REQUIRED** to obey the rules and regulations that follow. Knowing these rules is a part of the Program. **I didn't know the rule is not an excuse.**

KEEP THIS COPY OF THE RULES AND REGULATIONS WITH YOUR TEXTBOOKS AT ALL TIMES FOR YOUR PERSONAL AND CLASS INSTRUCTORS PERIODIC REVIEW.

NOTE: *When referring to apprentices, the masculine gender is used for convenience only, and shall refer to both males and females.*

a. DAYTIME TRAINING

A. REGISTRATION AND PENALTIES

1. In addition to on-the-job training, each apprentice is required to register in and attend the Daytime Training classes of related and supplemental instruction.

2. Each apprentice will be notified in writing of the date(s) that he is to attend Daytime training. The first notification will be sent with in three (3) months after the date of indenture. **An unreported change of address is not an excuse for failing to appear for class. Provide any new address to the office as soon as you move!**

3. Each apprentice is required to attend Daytime Training until he has satisfied all Daytime Training requirements. Failure to attend mandatory Daytime Training classes will result in your being cited to the Committee and a recommendation for cancellation from the program. You will not be accepted back into the Program for up to two (2) months following your cancellation. If the cancellation is your second (2^{nd}), you may be cancelled for one (1) year.

4. An apprentice who fails to attend mandatory Daytime Training classes and who is removed from the Program is no longer an Apprentice. Neither is he a Journeyman. The fact of his cancellation from the Program will be communicated to the Union. The Union may, and likely will take action to have a cancelled apprentice terminated from employment. Because the worker is no longer an apprentice and cannot be paid as such, his employer may decide on his own to terminate him rather than pay him journeyman wages.

5. An apprentice who is on disability will not be allowed to attend Daytime Training classes until he submits medical documentation to the Committee/training center that he can safely participate in the Training Classes.

B. RESCHEDULING OF CLASSES

1. All requests to reschedule a class **must be submitted in writing,** and will only be approved for ***documented*** reasons after the probationary period is complete. An employer may submit a request on behalf of the apprentice on company letterhead. The employer request must contain the apprentice's name, social security number or UBC# and a valid reason for rescheduling. It is the ***responsibility*** of the apprentice to follow up on ***any*** request for a reschedule.

   A request to reschedule made by telephone must be followed up with the proper written documentation.

2. Apprentices will be notified, in writing and/or by telephone, as to the approval or non-approval of a reschedule. **If the reschedule is approved, the apprentice will be assigned with a mandatory attendance within 30 days of reschedule date.**

3. If an apprentice is unable, for good and sufficient reason, to register in and/or continue attendance in the Daytime classes, he may be placed on a "Hold Status," (excused from attending school) for up to six (6) months and remain in good standing with the Program. To be placed on "Hold Status" an apprentice must meet, and is subject to, the following conditions:

   a. The apprentice shall first request permission, in writing, from the Committee/Coordinator to be excused from attending daytime classes, indicating the ***documented*** reason for such a request.

   b. The apprentice shall remain working in the trade whenever possible.

   c. The duration of the "Hold Status" will not exceed six (6) months.

C. VOLUNTARY CLASSES

1. An apprentice who currently is not working may voluntarily attend Daytime training on a non-mandatory basis. To do so he must contact the training center to find out when an opening exists in the next training class in his training progression. Apprentices attending training classes voluntarily remain subject to all Program rules and regulations, and must complete their voluntary classes as if they were mandatory.

2. A walk-in apprentice who completes the requirements of a voluntary class will be scheduled for his next regular class in the next quarter.

3. An apprentice that is cited to the committee for non-attendance is not allowed to walk into a class. They must contact the apprenticeship ahead of time and get registered into the training class.

D. ABSENCES AND CLASS CONDUCT

1. The **minimum** related and supplemental classroom hours shall be **160 hours per year**.

2. Every apprentice must bring tools and study materials to class before signing in on the class sign-in sheet for each class.

3. Classes start at 6:00 a.m. apprentices are considered tardy after 6:01 a.m. After three tardies, the student will be required to make-up one day. After 6:30 a.m., the student will only be allowed to attend class at the discretion of the instructor.

4. An apprentice who misses class on any day other than the first day will be required to make-up that day on the following *Monday. Apprentices who are absent from a class more than one day will be dropped from that class and required to repeat the entire class.

5. An apprentice that is absent from class will lose one grade level for the class.

6. Misconduct in class may result in being sent home by the coordinator or instructor and the apprentice may be cited to appear before the Committee prior to being allowed to return to class.

E. WEEKLY INSTRUCTION REQUIREMENTS

1. The daytime training curriculum for all involved Programs consists of a series of "Weekly Instruction" completion of a MINIMUM of 16 WEEKS OF TRAINING is required to complete each involved Apprenticeship Program.

2. Each apprentice is required to purchase required textbook(s) or workbooks and any other required resource books recommended by the Committee.

3. Required weekly instruction includes the following:

Carpentry

Week	Description
CRP101	Orientation
CRP102	Safety & Health Certifications
CRP103	Foundation & Flatwork
CRP104	Wall Framing
CRP201	Transit Level-Laser
CRP202	Printreading
CRP203	Basic Wall Forming
CRP204	40 hr Scaffolding
CRP301	Basic Roof Framing
CRP302	Box Culverts
CRP303	Intro to Interior Systems
CRP304	Doors/Door Hardware
CRP401	Cabinet Installation
CRP402	Stairs and Ramp Forming
CRP403	Gang Forms & Columns
CRP404	Safety & Health Recert
CRP-EL1	Welding Certs
CRP-EL2	Commercial Framing Ex – Details
CRP-EL3	Rigging
CRP-EL4	Solar
CRP-EL5	Cleanrooms

Drywall

Week	Description
DW101	Orientation
DW102	Safety & Health Certifications
DW103	Basic Metal Framing
DW104	Basic Lathing
DW201	Ceiling & Soffits
DW202	Printreading I
DW203	Suspended Ceilings
DW204	Framing Curves and Arches
DW301	Acoustical Ceilings (Exposed Grid)
DW302	Advanced Framing Soffits – Prefabricated Parts
DW303	Doors and Frames – Basic Hardware
DW304	Hand Finishing
DW401	AWS – A
DW402	AWS – B
DW403	Advanced Printreading
DW404	Safety & Health Updates/Recerts
	Electives
DW-EL1	UL Rated Assemblies& Fire stop
DW-EL2	Acoustical Ceilings II
DW-EL3	Advanced Lathing
DW-EL4	Auto Taping Tools
DW-EL5	Cleanrooms

Minimum Class Requirements for Drywall Apprentices

Period Level	**Classes Required**
1st/50%	12 Floor Classes, DW101, DW102, DW202, DW401, DW402
2nd/55%	10 Floor Classes, DW101, DW102, DW202, DW401, DW402
3rd/60%	8 Floor Classes, DW101, DW102, DW202, DW401, DW402
4th/65%	6 Floor Classes, DW101, DW102, DW202, DW401, DW402
5th/70%	4 Floor Classes, DW101, DW102, DW202, DW401, DW402
6th/80%	2 Floor Classes, DW101, DW102, DW202, DW401, DW402
7th/85%	2 Floor Classes, DW101, DW102, DW202, DW401, DW402
8th/92%	2 Floor Classes, DW101, DW102

All Drywall/Lather apprentices regardless of period of indenture must have ***current*** Aerial Lift, First Aid/CPR, OSHA 10, Fork Lift and Scaffold Erector, welded frame 16 hours and American Welding Society (AWS) D1.3 certification from a certified lab to upgrade to journeyman.

Minimum Class Requirements for Carpenter Apprentices

Period Level	**Classes Required**
1st/50%	13 Floor Classes, CRP101, CRP102, CRP202
2nd/55%	11 Floor Classes, CRP101, CRP102, CRP202
3rd/60%	9 Floor Classes, CRP101, CRP102, CRP202
4th/65%	7 Floor Classes, CRP101, CRP102, CRP202
5th/70%	5 Floor Classes; CRP101, CRP102, CRP202
6th/80%	3 Floor Classes, CRP101, CRP102, CRP202
7th/85%	1 Floor Class, CRP101, CRP102, CRP202
8th/92%	1 Floor Class and CRP404

4. Any apprentice who does not have the required work hours to receive his Journeyman Certificate within twelve (12) months after completing school may be advanced, at the discretion of the JATC, to journeyman **without** a trade certificate.

5. Weekly Instruction requirements shall NOT be waived for either school transcripts or prior on-the-job experience, unless authorized by the Committee or Coordinator.

6. Upon submission and verification of documents, appropriate skill unit credit toward program completion will be given for an AA or AS degree in Construction Technology.

7. All apprentices transferring into this Program will be given school credit and work experience based on records from their former JATC.

F. FIRST AID AND CPR TRAINING / HEALTH & SAFETY CLASSES

1. Each apprentice shall be required to take and pass the UBC National Health and Safety Course, the American Red Cross Course or the course of an equivalent agency of equal certification (ex. American Heart Society, EMT, etc.)

2. An apprentice who fails to either take or pass the First Aid/CPR class provided by the Program must take an equivalent class through one of the agencies described above at his own personal expense, and must present proof of same to the Committee/Coordinator.

3. Failure to comply with the aforementioned conditions shall be cause for denial of ***journeyman*** advancement until such time as completion is documented to the Committee/Coordinator.

4. If ***required*** Health and Safety classes are taken at any of the Carpenters training centers, credit will be given upon satisfactory completion.

*Tuesday, if Monday is a holiday
*** Apprentices who specialize in Industrial Plants/Must have a 16 hour scaffold card
**** Must certify to complete advanced welding

II. APPRENTICE UPGRADES

A. REQUIREMENTS FOR CARPENTER PROGRAM

Each apprentice shall receive normal upgrades in period and wage by meeting the following requirements:

1. Accumulation of 600 on-the-job hours verified by the Carpenters Trust Administration and/or original check stubs from an approved contractor.

2. Completion of two (2) weeks of related training (80 hours).

It is the responsibility of the apprentice to give a copy of his upgrade letter to the union

B. ON-THE-JOB TRAINING HOURS

1. An apprentice whose OJT hours cannot be verified by Trust Administration reports shall be required to verify OJT hours by presenting original checks stubs from an approved contractor. Pre-apprentice and craft assistant OJT hours do not count towards apprenticeship OJT hour requirements.

C. MERITORIOUS ADVANCEMENTS

An apprentice may request re-evaluation (merit upgrade) of his period level. His request must include a written letter of recommendation by the employer on company letterhead, signed by company official. The apprentice must be in compliance with program requirements, only one such upgrade is permitted, and the advancement is limited to one period of his apprenticeship.

III. APPRENTICE CANCELLATIONS

If at any time an apprentice cannot continue his apprenticeship on a full time basis, inclusive of work and/or school attendance, he may request a voluntary withdrawal from the program.

Apprentices that do not work a minimum of 500 on-the-job hours for an approved contractor within a 12-month period, at the discretion of the JATC, can be cancelled from the program.

An apprentice who withdraws in good standing from the program shall be eligible for reinstatement, at the same program level, at any time within two (2) years from the date of withdrawal. His wage rate shall be that rate in effect at the time of reinstatement.

A. CANCELLATION FOR NON-COMPLIANCE

Apprentices not in compliance with school requirements may be cancelled for that reason. An apprentice who is cancelled from the program for non-compliance may not be eligible for reinstatement into the program for **up to TWO MONTHS (2)** from the date of cancellation.

Two Strikes Policy: Any apprentice cancelled from the program for non-compliance ***two (2) times*** will not be allowed to reinstate, at the discretion of the JATC, for one (1) year from the date of the second (2^{nd}) cancellation.

B. An apprentice that has been cancelled ***two (2) times*** has the right to appeal his cancellation to the New Mexico State Carpenter Committee, 3900A Pan American Frwy NE, Albuquerque, New Mexico 87107. Appeals must be submitted in letter form. Virtually any Committee decision and many other matters can be the subject of a complaint to the Committee.

IV. REINSTATEMENT INTO THE APPRENTICESHIP PROGRAM

Any apprentice requesting reinstatement into the program must receive approval from the Committee or Coordinator.

Any apprentice reinstated into the apprenticeship program will be credited with all skill units and on-the-job training hours that had been earned **prior** to his cancellation.

V. GENERAL PROGRAM INFORMATION

A. CHANGE OF ADDRESS

1. **Apprentices must immediately report every change of address and or phone number to the Committee and his local union immediately by completing the form provided by the union or apprenticeship office**.

2. The Committee shall not be responsible for an apprentice who does not receive notices due to unreported changes of address. Non-receipt of a notice certified or otherwise, due to an unreported change of address will be insufficient grounds to sustain an appeal of any non-compliance cancellation.

B. CITATIONS

Apprentices shall be subject to appearances before a local Committee. Such appearances are mandatory when requested.

Non-appearance, unless excused by the Committee, is sufficient grounds for recommendation to the State Administrator of Apprenticeship for cancellation from the program for failure to comply with a Committee directive.

C. TRANSFERRING APPRENTICES

All apprentices transferring into any Program covered by these regulations must be re-indentured through the local unions.

D. OUT OF WORK LIST

If an apprentice becomes unemployed, he should immediately register on the out-of-work list at his local union by calling (800) 338-4599.

All unemployed apprentices shall be available for work as per hiring hall procedures.

E. ON-THE-JOB ABUSES

An apprentice shall immediately report on-the-job abuses to the local union business representative, coordinator, or instructor.

F. SAFETY

1. All apprentices shall follow OSHA Safety Regulations and training center safety standards at all times. Unsafe practices will be reported to the instructor or the coordinator immediately.

2. Apprentices are required to wear proper clothing for the situation, including **leather work boots**. Shower shoes, tennis or other soft or open-type footwear, as well as tank tops, shorts, sweat pants and/or cutoffs are considered unsafe and inappropriate. **THINK SAFE/WORK SAFE**

3. Practice all safety rules in operating power and hand tools. Under no circumstances will blade guards be wedged up or secured in any manner in the up position.

4. Classes are working sessions. Any student not devoting his class time to a project (i.e., sitting around, talking, or wasting time) will be sent home for the day. Failure to cooperate will result in no credit for the class and being cited before the committee/sub-committee for disciplinary action.

5. Creating a disturbance on the premises will not be tolerated. Any violation will be cause for dismissal from the program

G. UNLAWFUL HARASSMENT POLICY

1. The Committees are committed to providing a work and training environment free from unlawful harassment and discrimination. Violations will be dealt with by appropriate disciplinary action as outlined in the Harassment Policy.

2. The harassment policy will be explained and reviewed during every class session and apprentices will be asked to sign a form acknowledging that the policy has been explained to them.

H. ALCOHOL AND DRUG POLICY

1. The drinking of alcohol and/or using or possessing drugs on school premises is strictly forbidden. Violations will be dealt with by appropriate disciplinary action as outlined in the Alcohol and Drug Policy.

2. The Committees are registered with the Division of Apprenticeship Services for the State of New Mexico. Sale or possession of any illegal substance on campus or the presence of an apprentice on campus under the influence of any controlled substance will be considered "good cause" for suspension or expulsion.

I. PERSONAL DETERMINATION

Carpentry skills can be acquired by proper training on the job and by attending related and supplemental training classes.

Availability of work depends on the industry and the apprentice's willingness to work.

J. EMERGENCY FORMS

Apprentices will be required to complete and maintain emergency contact information. Emergency contact information will enable the school to notify a doctor, spouse, or a family member in case of an emergency.

K. TRAINING CENTERS (IN-HOUSE RULES) See attachment B

VI. RIGHTS AND PRIVILEGES

An apprentice may request an appearance before the Committee for any reason that the apprentice deems beneficial to his apprenticeship. Such a request shall be made by letter or by contacting the Committee for an appointment to appear.

Each apprentice has the right to examine any records pertinent to his apprenticeship evaluation. Should cancellation from the program occur, an apprentice has thirty (30) days to appeal the cancellation. The apprentice has three options for an appeal:

1. The apprentice must contact his local Committee within thirty (30) days of his cancellation.

2. The apprentice may request an appearance before the State Carpenter Joint Apprenticeship and Training Committee if a written request is received prior to the meeting date.

3. The apprentice has the right to appeal to the New Mexico Apprenticeship Advisory Committee.

VII. PRIVACY STATEMENT

Privacy Considerations

The Southwest Carpenters Training Fund (SWCTF) has created this privacy statement in order to demonstrate our firm commitment to privacy and, in particular, our pledge to ensure the safety of your personal information. Subject to other provisions of this statement, we do not disclose personal information such as your name, address, email address or telephone numbers to outside third parties without your consent, unless compelled by law or court order to do so, and will not sell, lease or license any personal information to any outside companies.

Accountability

We are committed to ensuring the confidentiality of personally identifiable information provided to us by our employees, students or visitors. The SWCTF complies with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, which generally prohibits the release of education records other than public directory information, without the student's permission and/or any other applicable law.

Identifying Purpose

The SWCTF collects information to administer the training fund activities in servicing its participating members.

The purposes for which we collect personal information are to meet College credit requirements for record keeping and as part of your UBC historical record.

Limiting Collection

We collect only information that is essential to providing our services and to fulfill all legal or regulatory requirements. This includes any information about an identified or identifiable person that is obtained in the context of a person's working relationship with the SWCTF. Data will be collected for specified, legitimate purposes and not processed in ways incompatible with those purposes. The SWCTF collects and records nonpublic personal information from sources such as:

- Information reported by participating Trainees, Apprentices and Journeyman members on applications or other forms collected by the SWCTF and Affiliates.
- Information from employers provided by their reports to Trust Funds and other sources.
- Information gathered and reported by the Local Unions and Council job dispatch or UBC Ultra system.
- Information gathered through Joint Apprenticeship Committee Minutes.

Limited Use and Disclosure

Through periodic training, our employees are fully informed about the general uses we make of collected information. Data will be collected, stored, transferred, processed, analyzed and used in accordance with SWCTF guidelines and in compliance with local laws/regulations in the territory where those activities occur.

We provide access to confidential information to affiliated parties who are related to the delivery and service of our organization to facilitate educational and administrative operations such as Affiliate Local Unions, Signatory Contractors, Union Trust Funds and governmental bodies such as the State Apprenticeship entities and the local Education Institutional Associates. Appropriate measures shall be taken to prevent unauthorized access, unlawful processing, and unauthorized or accidental loss, destruction, or damage to data.

Accuracy

The SWCTF makes reasonable efforts to ensure that the personal information retained about individuals is accurate. We ensure information quality through our highly trained staff to ensure that self-disclosed data is processed properly, accurately and completely. The SWCTF deploys security measures to protect the integrity of their information systems to protect against the loss, misuse, or unauthorized alteration or release of personal information stored in electronic form. If the personal information is demonstrated to be inaccurate or incomplete, we will make an attempt to correct the information as required.

Safeguards

The SWCTF uses several security measures to safeguard personal information including physical premises security, computer and network information security, communications security and personnel security. We have implemented well-defined data security and data access procedures to further ensure that data is protected from improper access, loss, misuse or disposal. Each employee is personally responsible for helping to maintain public confidence and we hold our employees responsible for our privacy principles. All employees are provided with training in the protection of data privacy and security practices. We will use security measures when destroying participant's personal information such as shredding documents and/or deleting electronically stored information.

We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

Consent

Subject to applicable laws, with your knowledge and consent in the collection, use of personal information may be necessary to provide the information as is required to carry out the programs and services to members, depending on the particular information and circumstances, orally or in writing, implied or expressed, by fair and lawful means and it is reasonable to conclude that you have provided consent for this purpose.

Access

The SWCTF uses industry-standard software tools and firewalls to control access to specific applications and to protect internal data. Authorized users are given access to such systems only through the use of a unique identifier and password and monitored through audit trails.

Compliance

SWCTF complies with all applicable local and national privacy laws and applicable regulations and the prevailing jurisdictional requirements. We contract with our network service provider to conduct periodic audits of our network privacy and security practices to monitor our compliance with our stated policies. You have the right to see what personal information we hold about you in our database system.

Comments and Feedback

Please send comments, questions or concerns over privacy and/or security compliance to fundoffice@swctf.org. When sending questions, please include a current mailing address that we may respond to and please do not send attachments with the message.

Members who notice any errors in our correspondence with you or if your personal information has changed, please contact us directly:

By phone: (213) 739-9343

By mail: Southwest Carpenters Training Fund
533 S. Fremont Ave Suite 401
Los Angeles, CA 90071

THE JOINT APPRENTICESHIP AND TRAINING COMMITTEE RETAINS THE RIGHT TO DELETE, MODIFY OR CHANGE THESE RULES AND REGULATIONS AT ANY TIME DEEMED NECESSARY.

APPRENTICE APPLICATIONS ARE AVAILABLE AT THE FOLLOWING LOCATIONS:

LOCAL UNIONS

Carpenters Local 1319 — 3900A Pan American Freeway NE
505-268-4380 — Albuquerque, New Mexico 87107
(Albuquerque Location)

TRAINING CENTERS

Albuquerque Training Center — 3900A Pan American Freeway NE
505-268-4396 — Albuquerque, New Mexico 87107

(ATTACHMENT A)

TARDY POLICY

- Class starts at 6:00 a.m.
- Students that are not in their class at 6:01 a.m. are tardy.
- Apprenticeship entry door to be locked at 6:01 a.m.
- After three tardies collectively over enrollment, students will be required to make up one day of class in order to get pay raises.
- Instructor will make note on sign in sheet in highlighter that student is tardy.
- This information will be placed in the TRAIN computer system.
- When entering the tardies into TRAIN, staff will check on total number of tardies to determine if makeup is required.
- The tardy officer will be the instructor for that class.
- More than one hour late and the student must make up one whole day of class.

These Rules and Regulations will be strictly enforced. All Local Unions, Apprenticeship Committees, and Contractors are all aware of and support these changes. We believe that requiring adherence to the attendance policy at school reinforces the work ethic and attendance standards on the job.

(ATTACHMENT B)
TRAINING CENTER RULES

1. STUDENTS ARE NOT ALLOWED TO MISS THE FIRST DAY OF CLASS. STUDENTS CANNOT MISS MORE THAN ONE DAY PER CLASS. ANY ABSENCE MUST BE MADE UP ON THE FIRST DAY OF THE FOLLOWING WEEK. (**Missing a day may result in lack of credit needed to pass the class.**)

2. STUDENTS MUST WEAR SAFE, APPROPRIATE CLOTHING, WHICH INCLUDES LONG PANTS AND SHIRTS / T-SHIRTS WITH SLEEVES

3. LEATHER WORK BOOTS WILL BE WORN AT ALL TIMES. **NO TENNIS SHOES WILL BE ALLOWED**.

4. SMOKING IS NOT ALLOWED IN THE BUILDING. THE DESIGNATED SMOKING AREA IS OUTSIDE. NO SMOKING ALLOWED NEAR ANY ENTRANCE TO THE BUILDING.

5. DRINKING ALCOHOL AND / OR USING DRUGS ON THE PREMISES, INCLUDING THE PARKING LOT, IS STRICTLY FORBIDDEN. VIOLATION OF THIS RULE IS GROUNDS FOR IMMEDIATE SUSPENSION OR EXPULSION.

6. FRIENDS OR GUESTS ARE NOT PERMITTED TO ATTEND CLASS.

7. NO ONE WILL BE PERMITTED TO LEAVE THE PREMISES DURING CLASS HOURS.

8. ALL STUDENTS MUST HAVE THEIR TOOLS AND BOOKS WITH THEM DAILY.

9. CREATING A DISTURBANCE ON THE PREMISES WILL NOT BE TOLERATED.

10. ALL SAFETY RULES AND REQUIREMENTS WILL BE FOLLOWED WHEN OPERATING POWER AND HAND TOOLS.

11. **STUDENTS WILL NOT BE PERMITTED TO ATTEND CLASS WHILE ON DISABILITY.**

12. **CLEAR** SAFETY GLASSES ARE TO BE WORN AT ALL TIMES WHEN IN THE WORKSHOP AND SURROUNDING AREAS. **CONTACT LENSES CANNOT BE WORN IN THE WELDING SHOP**.

13. IT IS MANDATORY FOR ALL APPRENTICES TO WEAR A **HARD HAT** WHILE ON THE TRAINING FLOOR.

14. SUNFLOWER SEEDS, PUMPKIN SEEDS, SMOKELESS TABACCO (CHEWING TABACCO), ETC. ARE NOT PERMITTED ON THE PREMISES.

15. ANY FOODS OR DRINKS MUST BE EATEN IN THE BREAK AREA, NOT IN THE SHOP AREA.

16. OFFICE VISITS ARE TO BE **LIMITED** TO BREAK TIME, LUNCH TIME, OR AFTER CLASS.

17. SPEEDING IN THE PARKING LOT IS STRICTLY FORBIDDEN.

18. **NO** RADIOS AND THE USE OF PROFANITY ON THE PREMISES IS STRICTLY FORBIDDEN.

19. CELLPHONES ARE DISRUPTIVE AND ARE **PROHIBITED** IN THE TRAINING CENTER. THEY WILL BE LEFT IN YOUR VEHICLE, AND CAN BE CHECKED FOR MESSAGES AT BREAK OR LUNCH TIME.

20. IF YOU ARE EXPECTING AN UPGRADE, TURN IN YOUR CHECK STUBS, IF NEEDED, BY WEDNESDAY. UPGRADES MAY NOT BE PROCESSED ON FRIDAY IF CHECK STUBS ARE NOT TURNED IN BY WEDNESDAY.

21. NO PERSONAL PROJECTS WILL BE ALLOWED.

22. TAKE PRIDE IN YOUR TRAINING CENTER, DO NOT WRITE ON OR DEFACE ANY WALLS, TABLES, PROPS, ETC. Defacing school property shall result in immediate expulsion.

23. WHEN CLEAN-UP TIME IS ANNOUNCED, **EVERYONE** WILL PARTICIPATE. STUDENTS ARE NOT ALLOWED TO GO INTO THE CLASSROOM, RESTROOM, OFFICE, OR TO THEIR CARS, ETC., UNTIL THE INSTRUCTOR IS SATISFIED WITH THE CLEAN UP.

24. THE POSSESION OR USE OF FIREARMS ON THE SCHOOL PREMISES SHALL RESULT IN IMMEDIATE EXPULSION.

ANY OF THE ABOVE VIOLATIONS MAY RESULT IN DISMISSAL FROM CLASS FOR THE DAY WITH ANO CREDIT@ FOR ATTENDANCE OR A CITATION TO THE SUB-COMMITTEE WITH A RECOMMENDATION FOR DISMISSAL FROM THE PROGRAM.

RULES AND REGULATIONS RECEIPT

I do hereby certify that I have received and read thoroughly the Rules and Regulations and General Program Information of the Southwest Carpenters Training Fund

I further understand that failure to comply with the rules and regulations, as set forth, could be cause for recommendation to the State Administrator of Apprenticeship Standards for my cancellation from this program.

NAME: _____

(PRINT CLEARLY)

SOCIAL SECURITY NUMBER: _____

LOCAL UNION #_____

SIGNATURE:_____

DATE:_____

Attitude - Skill – Quality - Productivity