



# **Student Handbook & Course Catalog**

## **Local 14 Training Center**

*Revised January 2017*

2014 Hornig Road  
Philadelphia, PA 19116

215-289-4303 ext. 5

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### **DISCLAIMER**

*The procedures and policies set forth in this Handbook are subject to revision. 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 [local-14.org](http://local-14.org)*

## **Introduction**

Welcome to the Local 14 Training Center. We are happy to have the opportunity to provide you the best educational programs in our industry. Our curriculum will provide you with the latest techniques and information, enabling you to be the best in the field.

The Local 14 Training Center apprenticeship is over 40 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 industry. We hope you enjoy the programs and experiences that are described in the coming pages.

John Stahl

Apprenticeship Administrator

## **Mission Statement**

The Local 14 Training Center's primary mission is to develop the most skilled, responsible and responsive insulators in the United States. We are dedicated to building professionals who have the expertise, character and sense of teamwork to bring value to the clients they serve, the union they represent and the contractors who employ them. We accomplish this mission by:

- Facilitating a unique learning environment with varying instructional objectives and technologies.
- Providing activities and resources that foster a positive and comprehensive training environment.
- Providing career advancement through a combination of classroom instruction as well as shop and field experiences.

## **Our Campus**

The campus for the Local 14 Training Center is located in Philadelphia. There are 8,300 square feet of classrooms, labs and office space on this campus. Each classroom is equipped with state-of-the-art technology. Labs meet and exceed industry standards for equipment and materials. There is ample parking for over 100 cars.

## **Accreditation and Licensure**

The Local 14 Training Center has standards of apprenticeship on file with the US Department of Labor through the Pennsylvania Apprenticeship Council. Inquiries regarding this registration should be addressed to:

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

The Local 14 Training Center is currently seeking candidacy for accreditation by the US Department of Education through the Council on Occupational Education. Inquiries regarding this status should be addressed to:

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

## **Hours of Operation**

The Local 14 Training Center is opened Monday through Friday from 7:00 a.m. until 3:30 p.m. except for observed holidays (see calendar). The offices are open from 8:00 a.m. until 4:30 p.m. on Monday through Thursday and 8:00 a.m. until 2:30 p.m. on Friday. Some classes are scheduled on Saturdays, Sundays and in the evenings. Please refer to the online guide for actual class times.

## **Board of Trustees**

Co-Chairman	Stephen Pettit Business Manager IAHFIAW Local 14 2014 Hornig Road Philadelphia, PA 19116
Co-Chairman	Harry Moore Business Development Manager Brand Energy Solutions 740 Veterans Drive Swedesboro, NJ 08085
Recording Secretary	Stephen Roberts Jr. Journeyman IAHFIAW 2014 Hornig Road Philadelphia, PA 19116
	Ronald Rickert Business Agent IAHFIAW 2014 Hornig Road Philadelphia, PA 19116
	Stephen Foley Foley Insulation P. O. Box 127 112 E. Broad Street Palmyra, NJ 08065
	Stephen Castellarin General Manager Performance Contracting, Inc. 510 Pedricktown Road Suite 220 Swedesboro, NJ 08085



## Calendar-2017

February 27	Spring Semester Begins
May 29	Memorial Day Holiday
July 4	Independence Day Holiday
August 28	Fall Semester Begins
September 4	Labor Day
November 23-24	Thanksgiving Holiday
December 25 thru January 1, 2018	Christmas / New Year Holidays

## Emergency Procedures/Closing

**Fires:** All Students are urged to acquaint themselves with the location of the exits, fire alarm switches and fire extinguishers throughout the school. In case of fire, dial 911. 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, dial 911. The operator will alert the police department.

**Theft:** If a theft has taken place, please report it immediately to the Administrator, instructor or staff member.

**Accidents and Illness:** When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by 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 Apprenticeship Administrator 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 Administrator, 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:** Local 14 Training Center follows the closing schedule of the Philadelphia public school district. Should the Philadelphia School District close due to inclement weather the Local 14 Training Center will be closed. However all students will be responsible for all assigned work, and classes will be rescheduled.

## Student Services

The Local 14 Training Center 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 Administrator 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 Association of Heat and Frost Insulators and Allied Workers.

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 in Local 14 Training Center's outstanding accomplished Program. It is the sincere hope of the trustees, 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 Local Union 14, through direct contributions from their pay package. Every member of Local Union 14 has committed to your education, as a way to ensure the high standards and excellence of the trades represented by the union, 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 Local Union 14 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, Local 14's members also expect that you will work for them – in dedicating yourself to the excellence of our union and our trade.

Bearing this in mind, these Rules and Regulations (hereafter referred to as “the Rules”) have been adopted by the Trustees of the Local 14 Training Center in order to:

- Administer the Apprentice and Training Program (“Program” of the Local 14 Training Center);
- 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 Administrator or another Program official. You should not rely on information given to you by another apprentice or journey person -- 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.

## **Complaint Procedure**

**A. Informal Resolution of Disputes.** Apprentices are encouraged to informally discuss issues or problems that may arise, whether in the Local 14 Training Center or on the job, with the administrator or instructors, in an effort to obtain assistance or resolution. The purposes and objectives of the Local 14 Training Center 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 Local 14 Training Center, 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 Joint Apprenticeship Committee, by presenting the written grievance to the Apprenticeship Administrator. The Administrator shall notify the apprentice of a date and time to appear before the trustees for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the grievance at the hearing. The 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 Trustees regarding the grievance, the apprentice can, within 10 days after receiving the decision, appeal the decision in writing to the Co-Chairs, by presenting the written appeal to the Apprenticeship Administrator. The appeal shall fully state the basis for the appeal. The Co-Chairs shall notify the apprentice of a date and time to appear for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the appeal at the hearing. The Co-Chairs will issue a written decision regarding the appeal within 15 days after the hearing. The Co-Chairs decision shall be the final decision of the Local 14 Training Center as to all matters.

***Step 3:*** If the apprentice is dissatisfied with the decision regarding a grievance appeal upon termination of the apprentice from the Program, the apprentice can appeal the decision to the State Apprenticeship Council at:

USDOL/ETA/OA  
C/O PATC, RM 1301 L & I Building, 651 BOAS ST.  
Harrisburg, Pa. 17121

For any unresolved academia grievances contact:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
800-917-2081  
[www.council.org](http://www.council.org)

## **Student Safety**

Promotion of good health for all Local 14 Training Center students has always been our concern. For all Local 14 Training Center students, good health is essential to achieving educational goals.

It is the policy of the Local 14 Training Center that all accidents and incidents which results in personal injury or illness, and/or damage to Local 14 Training Center 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 the Local 14 Training Center location at which work, study or any other Local 14 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 Local 14 Training Center 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 Local 14 Training Center apprentice or journeyman.

**Visitor** – an individual who is present on Local 14 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 Local 14 Training Center 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 Local 14 Training Center 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, the Administrator, or an authorized representative.

### **Investigation**

- The primary responsibility for investigation of an injury or incident lies with the Administrator or an authorized representative.
- 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 the administrative offices.

A copy of the investigation report shall be sent to the Local 14 Training Center Administrator.

## **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 an Incident Report as soon as possible following the occurrence. All reports are located in each administrative office.

### *Responsibilities of Instructors, Administrator or Administration Staff*

The Administrator, instructor or staff member:

- 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 anyone who is a victim of an injury, illness or accident completes and signs the appropriate reporting form;
- Investigate the injury

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

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

**ACTIVE SHOOTER**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both physically and mentally to deal with an active shooter situation. When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

- Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind

- Evacuate regardless of whether others agree to follow

- Leave your belongings behind

- Help others escape, if possible

- Warn other individuals against entering an area where an active shooter may be

- Keep your hands visible

- Follow the instructions of any law enforcement officers

- Do not attempt to move wounded people

- Call 911 when you are safe

- Hide Out

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you.  
Your hiding place should:

- Be out of the active shooter's view

- Provide protection if shots are fired in your direction

- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door

- Blockade the door with heavy furniture

- Silence your cell phone and/or pager

- Turn off any source of noise

- Remain quiet

- Hide behind any large items of furniture or equipment

- Alternatives

If neither evacuation nor hiding out are possible:

- Remain calm

- Dial 911, if possible, to alert law enforcement to the active shooter's presence

- If you cannot speak, leave the line open to allow for the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible

- Throwing items and improvising weapons

- Yelling

- Committing to your actions

- When Law Enforcement Arrives

Remember the following guidelines:

- Remain calm and follow instructions

- Put down any items in your hands

- Immediately raise hands and spread fingers

- Keep hands visible at all times

- Avoid making quick movements toward officers

- Avoid pointing, yelling, and screaming

- Do not stop to ask for help or directions while evacuating

## **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 Administrator. 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 Administrator or the Co-Chairs. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed.

- 4) Any other incidents or actions that will threaten the harmony or the security of the campus should be reported immediately to the Administrator.

## **Counseling Services**

The Local 14 Training Center does not provide any direct counseling services, but does encourage students to seek any assistance that they require. A list of community counseling resources is available through the Benefits Office. The student should consult the Local 14 Benefits Office regarding potential coverage for counseling services.

Local 14 also participates in the Allied Trades Assistance Programs. Students can contact ATAP at:

Allied Trades Assistance Program  
2791 Southampton Road  
Philadelphia, PA 19154  
Phone: 215-677-8820  
Fax: 215-677-9046

## **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.

## **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**

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 the program over the 5 year period is \$42,740.00

## **Veteran's Benefits**

The Training Center is pleased to participate in the Veteran's Benefits program. The Administrator 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](http://www.gibill.va.gov/education/benefits.htm)

## **Academic Services**

The Local 14 Training Center has developed a unique program and curriculum designed to achieve the highest standards of performance in our industry. The successful completion of these programs will enable the student to have a successful career and multiple opportunities within the industry.

## **Admissions**

Apprentice applications will be accepted on the basis that applicants have met and shown documented proof of all required minimum qualifications at the time of application.

Applicants shall meet the following minimum qualifications:

**Age.** All applicants must be at least eighteen (18) years of age *\*except as noted below*. Applicants are required to submit reliable proof of age (birth certificate).

**Education.** A high school diploma or High School Equivalency HSE is required. Applicants are required to

submit reliable proof of education (high school diploma or HSE with scores and a high school transcript). All applicants must possess sufficient educational knowledge to satisfactorily complete the On the Job Learning (OJL) and Related Instruction (RI).

**Physical.** The Applicant shall be physically capable of performing the essential functions of the chosen trade without posing a direct threat to the health and safety of themselves or any other individuals, with reasonable accommodations.

**Citizenship.** The applicant must be a Legal Citizen of the USA or Legal Alien authorized to work in the USA by the U.S. Citizenship and Immigration Services. Proof must be shown at the time of application.

**Transportation.** The applicant must have adequate transportation to attend On-the-Job Learning and Related Instruction classes.

**Ability.** All applicants must satisfy the Committee that they have the ability and aptitude to master the rudiments of the trade, based upon oral interview, written documentation submitted by the applicant and evaluation ratings.

**Military Service.** If Applicable, applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such experience or VA benefits.

*\*An applicant who is seventeen (17) years of age and is participating in a school- to-work program or equivalent and who otherwise meets all qualifications may be rated and ranked and placed on the Pool of Eligible's list. Such an applicant must provide proof that a high school diploma or HSE has been awarded and must be eighteen (18) years of age prior to being registered by the sponsor.*

### Application Procedures

- Applications will be made available to anyone who is interested at specific periods of time throughout the year as deemed necessary by the Trustees. Announcements will be made 30 days prior to the opening of the application period.
- The fact that applications and apprenticeship opportunities are available shall be made known as specified in the Affirmative Action Plan.
- All applications will be identical in form and requirement. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log in order to account for all applications. Applications will be tracked to show race/ethnicity and sex identification and the progress by dates and final disposition of each application.
- Before completing the full application process, each applicant will be required to review the Apprenticeship Standards and be given a copy of the complaint procedure. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided.

- Receipt of the properly completed application form, along with required supporting documents (proof of age, birth certificate or other acceptable documentation; copy of high school diploma, HSE certificate or other acceptable documentation, official high school transcripts, two letters of reference) will constitute a completed application.
- Completed applications will be reviewed to insure that all of the minimum qualifications have been met. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the right to appeal his/her disqualification. Once the applicant has been disqualified, no further processing will be conducted.
- Applicants meeting all of the minimum qualifications and submitting the required supporting documents will be eligible to participate in the Wonderlic aptitude test.
- Only those candidates scoring 275 or higher (10.5 grade level) in quantitative and verbal on the Wonderlic aptitude test will be scheduled for interviews.
- Should the Trustees find they have enough applications to meet the future labor needs for the Counties, Cities, and Municipalities governed by these standards, the Trustees retain the authority to stop accepting applications at anytime.

#### Interview Procedures

- The Training Center will schedule the interview and evaluation session. All applicants who have met the basic qualifications, have submitted the required documents and scored accordingly on the Wonderlic aptitude test will be notified of the date, time and place to appear.
- The Interview Committee will have in its possession for review with regard to each applicant: application form, education verification, high school transcripts, two letters of reference and proof of age.
- After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the individual and about the capacity to participate in the apprenticeship program.
- Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school record, mechanical ability, motivation and vocational training.
- Evaluation shall be based on a standard of industry needs and not by a comparison with other applicants.
- The same questions shall be asked of each applicant.
- The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form.

## Selection from the Committee

- The number of new apprentices to be accepted will be determined before starting interviews. The number will be based on the needs of the industry areas governed by these standards.
- Selection of individuals from the list of interviewed applicants will not be made until all interview sessions are complete and all applicants have been evaluated.
- The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form, taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/ her judgment of the applicant derived from the interview.
- After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- Applicants will be placed on a "Ranking list of Eligible Applicants" according to:
  - Their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
  - As openings for the registration of new apprentices occur, the highest ranked applicants will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Training Center informed of their current mailing address and telephone number.
  - Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address "Certified Mail-Return Receipt Requested" to determine if the applicant is still interested. If no response is received in fifteen (15) working days from the written notice, the applicants name will be removed from the list. Only one certified notice will be mailed.
  - Qualified applicants remaining on a preceding ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an



apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list will be required to reapply.

- During the two (2) year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

Any applicant who feels that he/she was wrongfully denied entry to the apprenticeship program may appeal the decision.

### **Enrollment**

Once a student has been notified of their acceptance to the program they must complete the apprenticeship agreement document. Until this document has been completed, no student may start the program.

### **Registration**

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

### **Job Placement**

Students in the apprenticeship program are placed on jobs through the union. Once they have graduated, journeymen and journeywomen receive placement assistance from the union. Work placement from the union is continuous until retirement.

### **Graduation Requirements**

Students who have completed all technical courses in their program and have completed the required 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.

### **Certificates and Diplomas**

Students who complete the apprenticeship program receive an apprenticeship completion certificate from the Pennsylvania Apprenticeship Council and the US Department of Labor.



## **Transfer From Other Institutions**

Students who wish to transfer from another Insulator apprenticeship or technical school will be evaluated through hands on and written tests and if accepted will be placed in the program accordingly.

## **Withdrawal Policy/Leaves of Absences**

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

## **Continuing Education Programs**

The Local 14 Training Center is pleased to offer a number of courses and certification programs for the journey worker in the field. 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 Local 14 Training Center 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*

*Fail (F) - A student performs at a level which is lower than 70%* 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 70% average in all classes to make satisfactory academic progress. In addition, the Local 14 Training Center 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.

## **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 Administrator and the staff are available to provide general advisement on available services, financial aid, partnership programs and continuing education opportunities.

## **Computer Services**

The Local 14 Training Center has laptops and tablets which are available to students during Training Center hours. 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 Local 14 Training Center 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 Local 14 Training Center. However, the Local 14 Training Center 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 Local 14 Training Center 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 Local 14 Training Center maintains a curricular support library on campus, which functions as a resource center for the courses offered. Within this library, we maintain all required and supplemental texts and readings for all courses, a collection of reference guides, collections of journals, periodicals related to the mechanical insulation industry and construction trades and a variety of videos and cds related to craft specialization and labor history. The Training Center provides student access to all instructional material through a download-able data base or jump drives.

### **Transcripts and Student Records**

Students may request a copy of their transcript at any time. Official copies of their transcripts are available at no cost. Students wishing to obtain a copy of their student records can do so by filling out an appropriate “record request form” (supplied by Administrator or Office Manager). Once the form is complete and turned in, the record will be made available to the student.

### **Program Schedule (see catalog of courses)**

	Preparatory
	Year One
	Year Two
	Year Three
	Year Four
	Year Five



# Catalog of Courses

**MATH101 - Applied Insulator's Math I - 30 hrs** --Problem solving techniques that are needed for circulator geometric functions for Mechanical Insulation Industry applications. Topics include, pipe sizes, miter determination and basic geometric operations such as circumference and diameters relationships. Algebraic functions up to two step calculations.

**MATH212 - Applied Insulator's Math II - 30 hrs** – This Insulator advanced math course will prepare the Insulator to be able to accurately estimate, order and distribute material needed on a jobsite. Estimating material for pipe, ductwork and tanks (equipment) accurately enhances the effectiveness and professionalism of the jobsite. Advanced levels of geometry will also be used for Parallel Line Development techniques.

**SAFE101 - Construction Safety I - 16 hrs** – This course is designed to provide the student with safety training that meets the requirements for the following Safety Identification Cards:

1. OSHA 10
2. Process Safety Management (PSM)
3. SMARTMARK, and
4. Fall protection.

**SAFE202 - Construction Safety II - 32 hrs** This CPR/First Aid course will provide the student with the skills and knowledge necessary to provide Basic First Aid and to render Basic Life Support by performing Cardio-Pulmonary Resuscitation (CPR). The student will understand the proper use of the Automated External Defibrillator (AED).

The Scaffold User course will qualify the student to use the various types of scaffold they may be required to work on.

The Confined Space course will inform the student on the dangers associated with Confined Space entry; allow the student to determine if the space is a Confined Space or a Confined Space – Permit Required. This course will familiarize the student with the requirements for Confined Space Monitoring.



**SAFE503 - Construction Safety III - 30 hrs** – The Construction Safety class offers detailed safety instructions to Supervisory-level workers. The OSHA 30-hour certification is given. The OSHA course incorporates the following topics:

- Introduction to OSHA
- Fall Hazards
- Struck-By Hazards
- Caught –In or – Between
- Electrocutation
- Material Handling
- Excavation Hazards
- Health Hazards
- Tool Safety
- PPE
- Fire Safety
- Ergonomics
- Confined Space
- Scaffolds
- Ladders and Stairways
- Hazard Communications
- Rigging



**INSP101 - Fundamental Insulation I - Piping - 80 hrs** –This course includes a wide range of basic skills the Insulator will use when insulating piping. The apprentice will learn to apply many types of insulation, finishes, and coverings to straight pipe, fittings, valves, and other applications. It also covers virtually every major type of insulation material and its characteristics, attachment method, device, sealing and finishing materials that is used on pipe in the thermal range, from low temperature to hot. Basic protective jacketing (metal) techniques are introduced with advanced levels of applications. The course is broken into several modules:

**MODULE A: MATERIALS AND METHODS OVERVIEW**

- A.1. General Insulation Principles
- A.2. General Insulating Methods
- A.3. Items to be Insulated
  
- A.4. Insulation Materials
- A.5. Coverings, Finishes and Sealants
- A.6. Application Materials

**MODULE B: INSULATE STRAIGHT PIPING**

- B.1. Measure and Field Cut Flexible Sheet, Roll and Blanket Insulations
- B.2. Apply Pipe Covering with Factory-Applied Laminated or Cloth Jacketing
- B.3. Apply Pipe Covering with Factory-Applied Metal Jacketing
  
- B.4. Apply Unjacketed Pipe Covering
- B.5. Apply Blanket Insulation
- B.6. Create Expansion/Contraction Joints

**MODULE C: INSULATE IRREGULAR SURFACES**

- C.1. Apply Insulation at Hangers and Supports
- C.2. Cover Tracers
- C.3. Insulate Fittings, Connectors, and Valves Using Pipe Covering
- C.4. Insulate Fittings, Connectors, and Valves Using Other Materials

**MODULE D: SEAL AND FINISH INSULATED PIPE**

- D.1. Prepare Unjacketed Insulation on Piping for Final Covering
- D.2. Finish Insulated Pipes and Fittings Using Cloth Jacketing or Reinforced Mastic
- D.3. Finish Insulated Pipe Using Plastic Jacketing
  
- D.4. Finish Insulated Pipe Using Metal Jacketing



**INSE212 - Fundamental Insulation II - Equipment - 88 hrs** – Fundamental Insulation Skills II: Cylindrical Shapes, Air Handling Systems, Underground, and Cryogenic includes a wide range of basic skills the insulator will use in insulation work. In this course the student will learn to apply insulation, finishes, and coverings to tanks, vessels, and equipment; HVAC ducts, plenums, and breechings; underground pipe; and equipment for cryogenic service. The course is broken into several modules:

..... **MODULE A: MATERIALS AND METHODS OVERVIEW**

- A.1 General Insulation Principles and Methods
- A.2 Items to Be Insulated
- A.3 Insulation Materials
- A.4 Coverings, Finishes, and Sealants
- A.5 Application Materials

**MODULE B: CRYOGENIC**

- B.1 Insulate Pipes and Equipment for Cryogenic Service

**MODULE C: INSULATE PIPING FOR UNDERGROUND SERVICE**

- C.1 Insulate, Seal, and Finish Underground Piping Using Pipe Covering
- C.2 Insulate Underground Lines with Loose Fill

**MODULE D: INSULATE CYLINDRICAL TANKS, VESSELS AND EQUIPMENT**

- D.1 Insulate Vertical Cylinders with Rigid Insulation
- D.2 Insulate Vertical Cylinders with Flexible Insulation
- D.3 Insulate Horizontal Cylinders with Rigid or Flexible Insulation
- D.4 Finish Heads
- D.5 Finish Bodies

**MODULE E: INSULATE AIR – HANDLING SYSTEMS**

- E.1 Insulate Rectangular Duct with Fibrous Board
- E.2 Insulate Duct Fittings with Fibrous Board
- E.3 Insulate Straight Duct with Duct Wrap
- E.4 Insulate Duct Fittings with Duct Wrap
- E.5 Insulate Duct Using Flexible Sheet
- E.6 Insulate Interior Surfaces of Plenums or Large Ducts
- E.7 Insulate Breechings, Flues, and Precipitators
- E.8 Seal and Finish Ducts and Breeching



**METL311 - Advanced Metal Jacketing I - Piping - 80 hours** - This course is designed to teach the Insulator the many aspects of metal jacketing used to protect the insulation. Fittings and many other unusual shapes must have templates and patterns developed. This course uses a tremendous amount of geometry to be able to develop such templates. The course uses a traditional manual, **Shop Fabrication - Layout and Pattern Making**, as well as an interactive CD that clearly illustrates the many complex layouts for piping applications. The course is broken into several modules:

- Module A - Geometric Constructions
- Module B - Layouts for Tees and Valves
- Module D - Layouts to Flanges and End Caps
- Metal Layout – Supplemental CD-ROM

**METL312 - Advanced Metal Jacketing I - Piping - 80 hours** - This course is designed to teach the Insulator the many aspects of metal jacketing used to protect the insulation. Fittings and many other unusual shapes must have templates and patterns developed. This course uses a tremendous amount of geometry to be able to develop such templates. The course uses a traditional manual, **Shop Fabrication - Layout and Pattern Making**, as well as an interactive CD that clearly illustrates the many complex layouts for piping applications. The course is broken into several modules:

- Advanced and alternative layout and application methods for Elbows at 45° and 90°
- Advanced and alternative layout and application methods of Pipe Transitions
- Advanced and alternative layout and application methods of Square to Round Transitions
- Advanced and alternative layout and application methods of Offset Tee
- Fabrication Shop Development

**METL313 - Advanced Metal Jacketing II - Equipment - 60 hours** This course is designed to teach the Insulator the many aspects of metal jacketing used to protect the insulation. Equipment and many other unusual shapes must have templates and patterns developed. This course uses a tremendous amount of geometry to be able to develop such templates. The course uses a traditional manual, **Shop Fabrication - Layout and Pattern Making**, as well as an interactive CD that clearly illustrates the many complex layouts for equipment applications. The course is broken into several modules:

- Module A - Geometric Constructions
- Module C - Layouts for Cones, Bevels, and Tank Heads
- Metal Layout – Supplemental CD-ROM

**PADS401 - Removable Insulation Design and Engineering - 45 hours** – This course is designed to teach the Insulator about the removable and reusable insulation technology. The student will experience all of the design, production and installation. Selection of materials, layout and assembly including use of sewing machine.

**ARCH411 – Blueprints, Codes and Specifications - 45 hours** - This course is designed to offer the Insulator an in-depth approach and understanding of how to receive information and detailed specifications from a set of plans. Understanding a set of plans on a construction jobsite is important to the foreman and/or journeymen for coordination and Planning. The completion of the course will increase the skill level and confidence to read and comprehend a set of plans.

**SPVN411 – Effective Supervision – 16 hours** – This very unique course teaches effective supervision for construction jobsites. Dealing with and understanding employee motivation is key for any labor-management relationship. Controlling, rewarding and disciplining the workforce in a proper manner will enhance the organizational management, and offer a productive environment.

**LABR101 - Labor History - 45 hours** – The course offers an explanation of the Union labor movement as well as local labor issues. Structure of a labor union and challenges that it faces are heavily discussed. Organizing concepts are presented as well.

**ASBS501 – Supervisor Asbestos Abatement – 40 hours** – This Federal EPA Training Model (40 CFR part 763) certification course is required training for workers and supervisors to be involved with the abatement of asbestos.

**VABR101 – Vapor Barriers – 16 hours** – This introductory course will address the need and condensation and dew points will be examined to fully explain why vapor barriers are so important.

**COMP501 – Computer Labor Management – 16 hours** – This introductory course is designed to offer the apprentice a basic understanding to today's common and popular programs so that the apprentice can apply basic computer skills in a Labor Management situation possibly even job-site record keeping. The programs discussed are Microsoft Outlook, Windows, Excel and Word.



**DSRP502 – Disaster Response – 16 hours** – This course is designed to offer a worker some basic health and safety skills when/if working on either a man-made or natural disaster site. Regular construction training fully does not prepare someone to work and experience the numerous uncommon situations associated with a disaster. This course also is an OSHA certifiable training course, OSHA #7600.



**FTOP101 – Firestop and Smoke Seal Penetrations – 16 hours** – This course was developed so that each student will understand the Firestop and Smoke Seal industry and develop the required skill of selecting and applying recognized approved Firestop and Smoke seal systems



**ORNT101 – Orientation – 5 Hours** - This course is designed to acquaint students with the school, the program, the requirements of apprenticeship and their job requirements and benefits. All students must complete the orientation program.



**CRVW503 – Curriculum Review – 80 Hours** – This course was designed to enhance individual student skill sets. Each student is evaluated on their skills and a series of individual lesson plans is developed for their specific needs.



**LSKL501 – Life Skills – 16 Hours** – This course was designed to address the importance in preparing for financial stability. Students will be introduced to:

- Savings plans
- Investment Plans
- Retirement Plans



**WELD501 – Introduction to Welding – 8 Hours** – This introductory course is designed to offer the student with some basic welding skills. Upon completion students will be able to:

- Identify welding types, joint design and positions used in welding.
- Identify common welding symbols.
- Identify and demonstrate the proper use of personal protective equipment for use in welding.
- Identify and demonstrate the proper and safe use of welding machinery and equipment.

## **On the Job Experience/Externship**

**FDEX101 – Field Experience I – 1800 hours** – This is the first year of field experience for the apprentice. The apprentice will learn, under strict supervision, basic instructions and practices on an insulation industry construction jobsite. All hours are documented and verified by the mentoring supervisor. All apprentices must comply with two forms of evaluation to verify learned outcomes. Foreman’s evaluation and a journal kept by the apprentice are completed on a weekly basis.

**FDEX212 – Field Experience II – 1800 hours** – This is the second year of field experience for the apprentice. The apprentice’s work responsibilities will increase as the supervision feels that the apprentice can handle more than basic applications. All hours are documented and verified by the mentoring supervisor. All apprentices must comply with two forms of evaluation to verify learned outcomes. Foreman’s evaluation and a journal kept by the apprentice are completed on a weekly basis.

**FDEX312 – Field Experience III – 1800 hours** – This is the third year of field experience for the apprentice. The apprentice will be able to advance themselves to some complex insulation situations while under supervision from mentoring journey persons and supervisors. All hours are documented and verified by the mentoring supervisor. All apprentices must comply with two forms of evaluation to verify learned outcomes. Foreman’s evaluation and a journal kept by the apprentice are completed on a weekly basis.

**FDEX412 – Field Experience IV– 1800 hours** – This is the fourth and final year of field experience for the apprentice. The apprentice is given projects and tasks that are very similar to that those of a journey person’s responsibility, still within a supervisory mentoring process. All hours are documented and verified by the mentoring supervisor. All apprentices must comply with two forms of evaluation to verify learned outcomes. Foreman’s evaluation and a journal kept by the apprentice are completed on a weekly basis.

**FDEX512 – Field Experience V– 1800 hours** – This is the fourth and final year of field experience for the apprentice. The apprentice is given projects and tasks that are very similar to that those of a journey person’s responsibility, still within a supervisory mentoring process. All hours are documented and verified by the mentoring supervisor. All apprentices must comply with two forms of evaluation to verify learned outcomes. Foreman’s evaluation and a journal kept by the apprentice are completed on a weekly basis.