

Western Great Lakes Finishing Trades Institute



Student Handbook

The policies and procedures in this manual are not intended to be contractual commitments by the Western Great Lakes Finishing Trades Institute or IUPAT District Council 7.

These policies and procedures are intended to be guidelines to students and are merely descriptive of the procedures to be followed.

The Western Great Lakes Finishing Trades Institute reserves the right to revoke, change or supplement guidelines at any time without notice.

No policy is intended as a guarantee of continuity of benefits or rights.

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Introduction

Welcome to the Western Great Lakes Finishing Trades Institute (WGLFTI). This handbook is designed to acquaint you with our apprenticeship programs and establish policies for the daily operation of the WGLFTI. We are happy to have the opportunity to provide you with what we feel is the best educational program in our industry. Our curriculum will provide you with the latest techniques and information enabling you to be the best in your chosen field.

The Joint Apprenticeship Committee (JAC) is comprised of equal representation from IUPAT District Council 7 (Union) and their participating contractors. The JAC oversees the program, which was established through the standards put forth by the Department of Workforce Development (DWD) and the Bureau of Apprenticeship Standards (BAS) in Wisconsin and the Department of Labor (DOL) in Michigan's Upper Peninsula. These apprenticeship programs are operated by the Director of Training and the WGLFTI staff.

The WGLFTI will make every effort to provide the services outlined in this handbook however, the academic calendars and the delivery of services are subject to changes.

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, marital status, arrest or conviction record, membership in the armed forces, or because they are an individual with a disability or a person 40 years old or older.

The tradition of IUPAT apprenticeship is over 100 years old and you now are a part of a long line of journey workers and apprentices who have made our programs the standard for excellence in the finishing industries in the United States and Canada.

This student handbook has been prepared for you to read carefully and refer to when you have questions about the program, rules, and regulations.

We hope you enjoy your new career as much as we enjoy having you a part of the apprenticeship program.

Please feel free to contact me, or other members of the WGLFTI staff, with any questions.

Adam Holmes
Director of Training
adam@wglfti.com
414-477-3651 (cell)

Mission Statement

“The Western Great Lakes Finishing Trades Institute is committed to consistently expanding the knowledge of our members by providing the best apprenticeship, safety, and upgrade training courses available for our industries in Wisconsin and the Upper Peninsula of Michigan.”

Disclaimer

The procedures and policies in this handbook are subject to revision from time to time. Please visit the website at www.wglfti.com or contact the Administrative Office for the most up-to-date handbook.

WI Bureau Of Apprenticeship Standards (BAS) / U.S. Department of Labor

The Western Great Lakes Finishing Trades Institute is registered as an apprenticeship program with the WI Bureau of Apprenticeship Standards (BAS) and the U.S. Department of Labor (DOL) in the Upper Peninsula of Michigan. Inquiries regarding registration should be addressed to:

David Polk (Director)

Bureau of Apprenticeship Standards
201 E. Washington Ave
P.O. Box 7946
Madison, WI 53707
(608) 266-3131

Russell Davis

Michigan State Director
US Department of Labor
Office of Apprenticeship
davis.russell@dol.gov
(517) 377-1747

Accreditation

The Western Great Lakes Finishing Trades Institute is seeking candidacy for accreditation with the Council on Occupational Education (COE). Inquiries regarding this candidacy status should be addressed to:

The Council on Occupational Education

7840 Roswell Road Building 300, Suite 325
Atlanta, GA 30350
www.council.org
1-800-917-2081

WGLFTI Board of Trustees

LABOR

Brian Baumgartner

Chairman
Director of Servicing
IUPAT DC7
S68 W22665 National Avenue
Big Bend, WI 53103

Jeff Mehrhoff

Business Manager/Secretary Treasurer
IUPAT DC7
S68 W22665 National Avenue
Big Bend, WI 53103

Dean Wanty

Assistant Business Manager/Secretary Treasurer
IUPAT DC7
S68 W22665 National Avenue
Big Bend, WI 53103

Adam Gifford

Business Rep
IUPAT DC7
5375 King James
Fitchburg, WI 53719

Travis Cary

Business Rep
IUPAT DC7
707 Clark Drive
Gladstone, MI 49837

Andy Buck

Director of Governmental Affairs
IUPAT DC7
S68 W22665 National Avenue
Big Bend, WI 53103

Jennifer Neduzak

Communications Director
IUPAT DC7
S68 W22665 National Avenue
Big Bend, WI 53103

MANAGEMENT

Amanda Martin

Co-Chair
President
Porta Painting
313 Travis Lane
Waukesha, WI 53189

Dan Cartledge

President
Wisconsin Expo
N113 W18750 Carnegie Drive
Germantown, WI 53022

Senan Nash

Vice President
Schmelzer Paint
902 Stewart Street
Madison, WI 53713

Greg Bosk

President
Bosk Corporation
2020 N. 19th Street
Escanaba, MI 59829

Mike Winghart

President
Winghart Construction
3713 Bonniwell Road
Mequon, WI 53097

Mike Malofsky

President
Schmelzer Paint
902 Stewart Street
Madison, WI 53713

Bethany Keleher

Controller
Klein Dickert Glass
4702 Helgesen Drive
Madison, WI 53718

Locations

Main Campus

WGLFTI Big Bend, WI

S68 W22665 National Avenue
Big Bend, WI 53103
262-910-9038

Monday – Friday 7:30am – 4:30pm

Instructional Service Centers

WGLFTI Fitchburg, WI

2919 Commerce Park Dr
Fitchburg, WI 53719
608-422-2870

Monday – Friday 7:30am – 4:30pm

WGLFTI, Gladstone, MI

707 Clark Drive
Gladstone, MI 49837
906-399-9797

Monday – Friday 7:30am – 4:30pm

Admissions

The WGLFTI Apprenticeship Programs are open to those that meets the following Requirements:

- U.S. Citizen
- 18 years of age
- High School Graduate or Equivalent
- ACT Math/Reading minimum score: 15 or
- Accuplacer Math/Reading Minimum Score: 237

Anti-Harassment Policy

The Western Great Lakes Finishing Trades Institute will not discriminate against applicants or apprentices on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, marital status, arrest or conviction record, membership in the armed forces, or because they are an individual with a disability or a person 40 years old or older.

We will take affirmative action to provide equal opportunity in apprenticeship and operate the apprenticeship program as required under 29 CFR part 30 and the equal employment opportunity rules of the states of Wisconsin and Michigan.

If someone believes he or she has suffered any form of harassment, they are strongly encouraged to report the incident to a WGLFTI staff member or Union Representative immediately.

Enrollment/Registration

Once an apprentice has met all eligibility requirements, is employed with a signatory contractor, and has signed their apprenticeship contract, the Apprentice will be enrolled in school. Apprentices and their signatory contractor will be notified of their schedules approximately 1-month before the start of classes.

Program Requirements (Wisconsin)

The term of Apprenticeship for the Painter and Decorator, Glazier, and Painter-Industrial Coating & Lining Application Specialist (CAS) shall be a minimum of 4 years, a minimum of 7000 hours of On-the-Job learning, and successful completion of a minimum of 400 hours of paid related instruction (PRI) and 80 hours of unpaid related instruction (URI).

The term of Apprenticeship for the Taper Finisher shall be a minimum of 3 years, a minimum of 5000 hours of On-the-Job learning, and successful completion of a minimum of 400 hours of paid related instruction (PRI) and 80 hours of unpaid related instruction (URI).

Program Requirements (Upper Peninsula of Michigan)

The term of Apprenticeship for the Painter and Decorator, Glazier, Taper Finisher, and Painter-Industrial Coating & Lining Application Specialist (CAS) shall be a minimum of 4 years, a minimum of 8000 hours of On-the-Job learning, and successful completion of a minimum of 480 hours of Related Instruction (RI).

Class Schedule

Since all of our programs have different school schedules, Apprentices and their employers will be notified by the WGLFTI office about a month prior to the start date of school. If you have any questions, please contact the Apprenticeship Office for information regarding class schedules.

Tuition / Refunds

The WGLFTI Apprenticeship Programs do not charge tuition or fees to IUPAT DC 7 Union members, therefore refunds are not applicable.

School Attendance (Wisconsin)

Day Schedule:

Sign in and class begins promptly at 7:00 am. Classes run until 3:30 pm.

Night Schedule:

Sign in and class begins promptly at 4:30 pm. Class finish times may vary so please check with your instructor prior to class for the finishing time of that night's class.

Absences

Attendance at school is mandatory for Apprentices. Apprentices may only miss a total of 10 hours per semester (or year if Apprentice is a Glazier) in order to attain the number of hours needed to complete their apprenticeship. In some cases, apprentices may be able to make up some of their hours. If the apprentices misses more than the hours allowed, they may need to come in front of the apprenticeship committee. The instructor and/or Director of Training will make that determination.

Tardiness

Apprentices arriving after 7:00 am but before 7:15 am will be signed in at 7:30 am.

Apprentices arriving after 7:15 am but before 7:30 am will be signed in at 8:00 am.

Apprentices arriving after 7:30 am will be sent home and their employer will be notified.

If the apprentice is constantly tardy, that apprentice's employer will be notified.

Lay Off:

The apprentice needs to notify the WGLFTI office if they are laid off from their employer.

School Attendance (Upper Peninsula of Michigan)

Sign in and class begins promptly at 7:00 am. Classes run until 3:30 pm.

Absences

Attendance at school is mandatory for Apprentices. Apprentices may only miss a total of 10 hours per semester in order to attain the number of hours needed to complete their apprenticeship. In some cases, apprentices may be able to make up some of their hours. If the apprentices misses more than the hours allowed, they may need to come in front of the apprenticeship committee. The instructor and/or Director of Training will make that determination.

Tardiness

Apprentices arriving after 7:00 am but before 7:15 am will be signed in at 7:30 am.

Apprentices arriving after 7:15 am but before 7:30 am will be signed in at 8:00 am.

Apprentices arriving after 7:30 pm will be sent home and will not receive any credit for that day's class.

Recordkeeping Policy - Tracking Hours in UNITE

All apprentices are required to track their hours and skills each week on the UNITE website at www.unite.iupat.org. Instructions and a demonstration will be given to each apprentice when they start the program. Tracking will continue until completion of apprenticeship; not when school is complete. The training center office staff is available at 262-910-9038 to answer questions, assist in entering hours/skills, and troubleshooting issues.

If an apprentice is more than 2-weeks behind entering their hours, a notification email will be sent to the apprentice and the employer stating non-compliance. The apprentice will have 1-week to comply by entering their hours and skills. If the apprentice enters their hours, no further action is required. If the apprentice does not comply, a 2nd email will be sent to the apprentice and employer with a 1-week deadline to fulfill their required obligation.

If the apprentice is 4-weeks behind at any time, a notice will be sent to the apprentice to appear at the next JAC meeting for disciplinary action, both in email and a notice through USPS. A copy of the notice will also be sent to the Apprenticeship Committee Members and the contractor.

The committee will determine the next course of action for non-compliance when the apprentice appears before the committee.

Dress Code

Painting & Drywall Finishing Apprentices attending day or night school must wear jeans or appropriate work pants (example - Painter Whites) that are clean and tear free.

Glazing Apprentices attending school must wear jeans or appropriate work pants that are clean and tear free.

All Apprentices must wear a clean shirt or Union/Company shirt.

All apprentices shall wear work shoes or boots.

Absolutely no sandals or bare feet will be allowed.

Inclement Weather Policy

If the training center does have to close due to weather, every effort will be made to notify all affected apprentices as soon as possible.

The WGLFTI understands that some apprentices come from long distances that can make it very difficult to get to the center during bad storms, so if a class isn't cancelled, but an apprentice cannot make it to class because of inclement weather, that apprentice will have to make up the hours as soon as possible so they do not fall behind the rest of their class.

Apprentice Grievance Procedures

In the event that an Apprentice disagrees with the interpretation of a rule or decision of the WGLFTI staff regarding any policy or rule, they may appeal to their Joint Apprenticeship Committee. 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 WGLFTI.

For issues regarding wages, hours, working conditions, and other issues covered by their respective Collective Bargaining Agreement (CBA), apprentices may seek resolution through the applicable Grievance and Arbitration procedures contained in the Articles of the CBA.

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

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

770-396-3898 or 800-917-2081

Transfers

Students that wish to transfer to a different District Council to continue their apprenticeships must request transfer in writing to the Director of Training. Transcripts will be sent to the new District Council upon written request from the apprentice. All programs throughout the country are run differently, so all credits, hours, and courses may not directly transfer. This is up to the new District Council.

Internal transfers between programs will be given credit for core or program shared courses where applicable. Concentration classes are not transferable.

Apprentice and WGLFTI Staff Obligations

The WGLFTI is committed to delivering high quality training programs that will help Apprentices develop the skills, pride, and professionalism required to work safely and successfully in their respective trades. This commitment includes maintaining an environment in which all Apprentices have equal opportunity to learn and to pursue their respective goals.

To achieve this commitment, the following **Code of Ethics and Conduct** has been prepared. The Code outlines the shared rights and responsibilities of all Apprentices enrolled at the WGLFTI

and provides the basis of behavior that will foster an environment of equality and respect for other apprentices, the WGLFTI staff, the training centers, and the trade as a whole. This policy is in effect while Apprentices are on WGLFTI property or on the work site while participating in WGLFTI sponsored activities.

Code of Ethics and Conduct

Apprentice Rights and Expectations:

Every Apprentice has the right to:

- Be free from discrimination and harassment on the basis of race, ancestry, place of origin, color, ethnic origin, language, citizenship, creed, sex, age, marital status, family status, criminal record, mental or physical disability, sexual orientation, or political affiliation.
- Freedom of expression (verbal or written) except where the exercise of this right interferes with the rights of others.
- Make responsible complaints to the instructor and/or administration without fear of reprisal.
- Complete confidentiality with respect to any personal information collected and/or documented by the WGLFTI.
- Use the WGLFTI's facilities and equipment in accordance with established policies.
- Be given copies of all documents and policies applying to Apprentices at the beginning of every course including a program outline, school supplies list, and Student Handbook.
- Formally assess the instructor and program in accordance with the WGLFTI evaluation policies

Apprentice Responsibilities:

An Apprentice shall:

- Comply with the directions of the instructors and/or any other WGLFTI staff who are carrying out their responsibilities.
- Be punctual and attend all classes for the full length of the course unless prevented from doing so for acceptable reasons (e.g., medical, bereavement, etc.).
- Take lunch and coffee breaks during scheduled times.
- Demonstrate a willingness to participate in class activities and/or hand-on projects to the best of his/her abilities.
- Come to school prepared to participate fully by bringing the required tools and items.
- Employ "good house-keeping" practices with respect to WGLFTI facilities, materials, and equipment
- Comply with any and all WGLFTI health and safety policies and procedures.
- Have good personal hygiene and wear appropriate attire (e.g., T-shirts with inappropriate sayings or graphics are not acceptable).

An Apprentice shall not:

- Discriminate against or harass another Apprentice or WGLFTI staff member.
- Take or threaten to take any action that may endanger the health, safety or freedom of anyone.

- Disrupt any class activity and/or engage in disorderly conduct.
- Use profane or otherwise inappropriate or offensive language.
- Cheat on tests or examinations.
- Take or use property that is not his/hers without the consent of the owner.
- Intentionally misuse and/or damage property that is not his/her own (e.g., WGLFTI facilities, materials, equipment, etc.).
- Trespass upon areas that are designated as “off limits” unless given explicit permission to do so (e.g., private offices).
- Provide false or misleading information to WGLFTI staff.
- Conduct personal business during class hours (e.g., telephone calls, visitors)
- Have, consume, or provide the following substances while on WGLFTI property before, during or after classes:
 - a) alcoholic beverages; and
 - b) controlled, restricted, or prohibited drugs or narcotics unless authorized by a doctor.
- Smoke in designated non-smoking areas.
- Possess a weapon or anything intended to be used as a weapon.
- Sleep during classroom sessions.

Violations of the Code of Ethics and Conduct:

The WGLFTI will take prompt disciplinary action if and when an Apprentice violates the *Code of Ethics and Conduct*. Disciplinary actions will vary according to the severity and/or frequency of the breach and may include but are not limited to:

- Verbal warning
- Written warning
- Restitution (i.e., reimbursement for lost, stolen, damaged property)
- Suspension/Unassigned (i.e., for a specific period of time)
- Cancellation of Apprenticeship Contract
- Police intervention

All breaches of the Code will be documented and retained in the Apprentice’s file.

Additional Reasons for Dismissal from the Program (Cancellation of Contract)

- Gambling in class.
- Drinking alcoholic beverages.
- Use of drugs.
- Fighting in class.
- Threatening any staff members or trustees of any District Council 7’s Trust Funds or Apprenticeship Committees.
- Damaging any property of District Council #7 or the WGLFTI.
- Stealing.
- Lack of interest in the trade or inability to do assigned work.
- Inability to work continuously at the trade.

Social Media Policy

The WGLFTI and IUPAT DC 7 sponsors social media sites to discuss and advocate for the important issues facing members and working families today.

Readers should understand, however, that comments and/or links posted by other readers do not necessarily represent the views and/or an endorsement by the IUPAT or WGLFTI.

We encourage civil comment and debate, and we will not block or delete comments simply because they express views contrary to IUPAT positions. However, we will insist on civility. For that reason, we will remove comments that attack others on the basis of race, gender, nationality, ethnicity or sexual orientation and comments that advocate violence. Because it is impossible to list all types of commentary that is disrespectful or inappropriate, we also reserve the right to remove any other comments we consider inappropriate, and to block or remove any individual who repeatedly posts inappropriate comments. We do this not to stifle dissent, but to promote an exchange of ideas instead of personal attacks.

Employee users should remember that employers frequently monitor social media sites and that they may use information they find there as grounds to discipline or discharge employees. Federal law protects your right to join with others to protest substandard working conditions and to seek to improve your wages and working conditions. Please understand that you may be subject to discipline for speech that causes harm to others or your employer's interests.

Alcohol and Substance Abuse

Drinking of alcoholic beverages or use of any unauthorized substances is strictly prohibited at all of WGLFTI's Training Centers. In addition, if any apprentice leaves the Training Center at any time during the day and comes back smelling like alcohol or if there is any evidence and/or suspicion that they were consuming alcohol or doing other drugs like marijuana, cocaine, etc., they will be sent home and the employer will be notified. Violation of this policy may result in the cancellation of their apprenticeship contract.

Emergency Procedures

Fires:

All Apprentices are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers throughout the Training Center. In case of fire, call the emergency operator (911) immediately. Give the operator the precise location of the fire and they will alert the fire department.

Emergency Evacuation:

When the fire alarm sounds, or if directed by a staff member of the WGLFTI, please proceed to

the closest exit and assemble at the southeast end of the parking lot for a head count.

Police:

To summon the police, call 911, and the operator will alert the police department.

Theft:

If a theft has taken place, please report it immediately to the administrative office or to a staff member of the WGLFTI.

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 a Training Center, emergency response (911) should be contacted. Emergency personnel will make determinations as to the needed medical attention and transportation.

Active Shooter Procedures

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
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

Self – Defense:

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

Safety Policies and Procedures

It is the policy of the WGLFTI to pursue every reasonable effort to provide a safe working environment for WGLFTI staff and apprentices. Apprentices are required to follow all posted and distributed safety rules. Unsafe working conditions, unsafe practices, or machines that are unsafe to operate must be reported to a member of the WGLFTI staff immediately. Staff also must report to the Director any injuries that occur at the workplace or in the classroom. It is further policy that staff and apprentices shall conduct their work and activities in a safe manner. WGLFTI intends to comply with all safety laws and regulations. Staff and Apprentices must have a common goal of keeping accidents to a minimum. Most accidental injuries in the classroom environment are caused by unsafe work habits. Therefore, all Apprentices should continually strive to develop habits and procedures that will reduce exposure to potential injury. Apprentices are urged to make safe performance an essential element of every task. As

part of their safety responsibilities, Apprentices are expected to do the following:

- Conduct their work safely and try to maintain their work areas hazard-free.
- Wear personal protective equipment as prescribed by their instructors.
- Report hazards or unsafe work practices to the WGLFTI staff.
- Cooperate fully with staff in conducting investigations of accidents so that unsafe conditions or work procedures may be corrected.
- Follow all safety rules and report all injuries to the WGLFTI staff.

Privacy and Release of Information

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

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

Individuals that are not involved in providing Apprenticeship and Training (including parents) may not have access to educational records unless authorization from the Apprentice is obtained or a lawful subpoena/court order is issued to the WGLFTI. Examples of records not released are attendance; grades, grade point average; the specific number of hours enrolled, passed, or failed; Social Security Number; Apprentice ID number; name of parents or next of kin; and/or residency status.

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

Because apprenticeship involves On-the-Job training as well as training provided at the WGLFTI, the WGLFTI staff may, from time to time, consult with employers about the specific performance of an Apprentice. These consultations will be conducted with the utmost professionalism and concern for the welfare of the Apprentice. *Veteran's Benefits*
The WGLFTI encourages veterans to apply to our apprenticeship programs. The U.S. Department of Veteran's Affairs has helped qualifying Veterans and their family members get money to cover all or some of the costs for school or training through the GI Bill. Once approved into an Apprenticeship Program, the WGLFTI staff will work with apprentices to submit qualification documentation and gain eligibility.

Health Counseling Services

WGLFTI does not provide any direct mental health related services but does encourage Apprentices to seek assistance through IUPAT DC 7's Helping Hands Program and the Employee Assistance Program (EAP). Resources are available through the Administrative Office of WGLFTI.

Transcripts and Student Records

Apprentices may request a copy of their transcript at any time through the main campus office. Unofficial transcripts are available through the Unite portal by registering for an account with the link provided by the administrative office.

Graduation Requirements

Students that have met all of the requirements of Apprenticeship will receive a completion certificate from the WI Department of Workforce Development, Bureau of Apprenticeship Standards, or from the Department of Labor (MI).

Withdrawal/Leave of Absence

Students who wish to withdraw from the program must send a written request to the Director of Training. A leave of absence, referred to as un-assignment, may be granted for up to 1-year for personal/medical reasons with a written request to the Director of Training. Leaves of absences are submitted to the Department of Workforce Development, Bureau of Apprenticeship Standards for approval.

Grading

All courses are scored on a pass/fail basis. Students that successfully complete health/safety courses will receive a completion wallet card. A copy of the card is also available in the Unite student portal.

Disability Accommodations

All courses within the programs of WGLFTI are non-discriminatory. WGLFTI is committed to complying with state and local laws that provide ADA protections. We will provide reasonable accommodations to the known disabilities of any student.

Administration and Faculty

Adam Holmes

Director of Training
WGLFTI
S68 W22665 National Avenue
Big Bend, WI 53103
414-477-3651
Adam@wglfti.com

Joelle Hunter

Assistant to the Director of Training
WGLFTI
S68 W22665 National Avenue
Big Bend, WI 53103
262-357-4487
joelle@wglfti.com

Jordan Blatter

Full Time Glazier Instructor
WGLFTI
S68 W22665 National Avenue
Big Bend, WI 53103
262-227-6309
jordan@wglfti.com

Angelo Marrone

Full Time Paint Instructor
WGLFTI
S68 W22665 National Avenue
Big Bend, WI 53103
262-914-0650
angelo@wglfti.com

Johntia Young

Full Time CAS Instructor
WGLFTI
S68 W22665 National Avenue
Big Bend, WI 53103
262-232-3128
johntia@wglfti.com

Brian Roling

Full Time Paint Instructor
WGLFTI - Fitchburg
2919 Commerce Park Drive
Fitchburg, WI 53719
608-381-6330
brianr@wglfti.com

Ray Lavallee

Full Time Drywall Finishing Instructor
WGLFTI - Fitchburg
2919 Commerce Park Drive
Fitchburg, WI 53719
608-513-2951
ray@wglfti.com

Bob Adams

Part Time Paint Instructor
WGLFTI
S68 W22665 National Avenue
Big Bend, WI 53103
262-844-0936
bob@wglfti.com

Jio Pinon

Part Time Health & Safety Instructor
WGLFTI
S68 W22665 National Avenue
Big Bend, WI 53103
262-378-6232
jpinon@iupatdc7.com

Programs of Study

GLAZIER



APPRENTICESHIP PROGRAM COURSE COMPETENCIES Program of Study

O*NET-SOCCODE: 47-212100

The Program level curriculum builds upon the foundation of the core curriculum skills, knowledge, and abilities. At the program level, occupation-specific standardized curriculum is designed by an ad-hoc committee comprised of the FTI Curriculum Department, IUPAT/iFTI subject matter experts, employers, manufacturers, and associations.

Apprentices will be assessed on their acquisition of knowledge, skills and abilities in the core curriculum through hands-on and written tests as well as OJL performance measures.

Additionally, the apprentices will integrate their core knowledge, skills and abilities into the pursuit of specific occupational training throughout the term of their apprenticeship. This program specific training is designed to build the technical and professional skills needed by the apprentice to successfully perform his/her occupational profession.

The Glazier Apprenticeship Program is co-sponsored by the IUPAT/iFTI to meet the ever- changing needs of the industry and the affiliates it serves. The apprenticeship program ensures that apprentices will learn the theoretical knowledge and the practical skills necessary to be a successful Glazier.

During this program of study, apprentices will successfully complete the IUPAT/iFTI core curriculum and integrate it into the Glazier occupation specific training. Apprentices successfully completing this program apply their skills and abilities as a Glazier.

Paid Related Instruction – 1st Year

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
COR 1012	Apprentice Orientation	4	4	
C07 1001	Anti-Harassment	4	4	
COR 1197	Fall Protection Awareness	4	3	1
C07 5101	Hand Tools for the Glazier	4	3	1
C07 1165C	Mobile Elevated Work Platform (MEWP) (CERTIFICATION)	4	3	1
C07 1121C	Scaffold Erector & Dismantler (CERTIFICATION)	4	3	1
GLZ 5000S	Safe Work Practices	4	3	1
GLZ 5001S	Safety Glazing Codes	4	3	1
COR 1117S	Hearing Conservation	4	3	1
GLZ 5002S	Shop Machinery Safety Awareness	4	3	1
C07 1004	GLZ Basic Math and Measurements	8	7	1
C07 5102	Glass Cutting & Fabrication	4	2	2
C07 5103	Anodized and Painted Finishes	4	4	
COR 129C	Forklift (CERTIFICATION)	4	3	1
C07 5401	Mirrors Layout	4	3	1
COR 1126C	OVERTON Rigging & Signaling (CERTIFICATION)	8	7	1
C07 5007	GLZ Architectural Drawings	8	8	
GLZ 5105S	Bits-Tips-Taps-Fasteners	4	3	1
C07 5200	Sealants and Compatibility	4	3	1
C07 5800	Construction Shielded Metal Arc Welding I	16	4	12
C07 5300	Plans & Drawings	8	8	
C07 1005	Fractions-Decimals-Percents-Angles I	8	8	
GLZ 5003S	Swing Stage	8	6	2
C07 137	Silica in Construction Training	4	3	1
COR 1116C	Hazard Communication (CERTIFICATION)	4	4	
C07 1009	Personal Finance	4	4	
C07 5108	Glazier Special Topics I	16	8	8
COR 1200	Communication Skills	4	4	
Unpaid Related Instruction				
C07 1130C	OSHA 30	32	32	
COR 174C	HSI First Aid/CPR/AED	8	7	1

Paid Related Instruction – 2nd Year

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
GLZ 5807	Construction Shielded Metal Arc Welding II	16	4	12
C07 5301	Scales and Dimensions	8	8	
C07 5106	Math for the Glazing Trades II	8	8	
C07 5304	Blueprint Reading: Shop Drawings/Diagrams	8	7	1
GLZ 5409S	Insulated and High-Performance Glass	4	3	1
C07 5307	Contract Documents and Specifications	4	4	
GLZ 5406S	Introduction to Storefronts	8	4	4
GLZ 5400S	Entrances and Related Hardware	8	4	4
GLZ 5402S	Setting Blocks-Spacers-Tapes-Gaskets	4	3	1
GLZ 5411S	Aquariums-Shower Doors-Tub Enclosures	4	3	1
C07 5201	Sealant Application Testing and Failure	8	4	4
C07 5408	Brake Metal	4	2	2
C07 158	Changing the Culture of Construction	8	8	
GLZ 5410	Plastics	4	2	2
GLZ 5403S	Curtain Wall Systems	8	4	4
C07 5117	Glazier Special Topics II	16	8	8

Paid Related Instruction – 3rd Year

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
GLZ 5808	Construction Shielded Metal Arc Welding III	24	4	20
C07 5417	Pressure Wall	8	4	4
C07 5600	Introduction to Skylights and Sloped Glazing	8	4	4
C07 5405	Structural Glazing	8	4	4
C07 1201	Foreman Training	4	4	
GLZ 5415S	Panic Hardware	8	4	4
C07 5413	Locks and Bolts	8	4	4
C07 5104	Transits and Leveling Instruments	4	2	2
C07 5416	Ribbon Window Systems	4	2	2
GLZ 5418S	Unitized Glazing Systems Installation	8	4	4
C07 5407	Spandrel and Architectural Panel Systems	4	2	2
GLZ 5412S	Aluminum Entrances	8	4	4
C07 5008	AGMT Prep	8	4	4
C07 5118	Glazier Special Topics III	16	8	8
Unpaid Related Instruction				
C07 1273	Transition to Trainer	8	8	
GLZ 5809	Construction Shielded Metal Arc Welding IV	32	2	30

PAINTER AND DECORATOR



APPRENTICESHIP PROGRAM COURSE COMPETENCIES Program of Study

O*NET-SOCCODE: 47-214100

The Program level curriculum builds upon the foundation of the core curriculum skills, knowledge, and abilities. At the program level, occupation-specific standardized curriculum is designed by an ad-hoc committee comprised of the FTI Curriculum Department, IUPAT/iFTI subject matter experts, employers, manufacturers, and associations.

Apprentices will be assessed on their acquisition of knowledge, skills and abilities in the core curriculum through hands-on and written tests as well as OJL performance measures.

Additionally, the apprentices will integrate their core knowledge, skills and abilities into the pursuit of specific occupational training throughout the term of their apprenticeship. This program specific training is designed to build the technical and professional skills needed by the apprentice to successfully perform his/her occupational profession.

The Painter-decorators Apprenticeship Program is an educational program co-sponsored by the IUPAT and FTI to meet the ever-changing needs of the industry and the affiliates it serves. The apprenticeship program ensures that apprentices will learn the theoretical knowledge and the practical skills necessary to be successful Painter-decorators.

During the course of study, apprentices will be exposed to labor union history with special emphasis on the IUPAT, health and safety issues, materials, tools, equipment, and the proper techniques of the Painting and Decorating trade.

Apprentices successfully completing this program apply their skills and abilities as Painter-decorators in residential, commercial, institutional, and industrial settings.

Paid Related Instruction – 1st Semester

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
COR 1012	Apprentice Orientation	4	4	
C07 1001	Anti-Harassment	4	4	
COR 1197	Fall Protection Awareness	4	3	1
COR 1109	Ladder Safety: American Ladder Institute (ALI)	4	3	1
COR 1138	Knot Tying	4	3	1
C07 1165C	Mobile Elevated Work Platform (MEWP) (CERTIFICATION)	4	3	1
C07 1145	Lead and Asbestos Awareness	4	4	
C07 1121C	Scaffold Erector & Dismantler (CERTIFICATION)	4	3	1
C07 1009	Personal Finance	4	4	
C07 7100	Introduction to the Painting Trade	12	8	4
C07 7101	PNT Tools & Equipment of the Trade	8	6	2
C07 7400	Identifying Paints, Coatings, & Materials	8	6	2
PNT 7300	Brush & Roller Applications	20	6	14
C07 7103	Coverings & Masking	4	2	2
C07 7102	Protecting Adjacent Surfaces	4	3	1
C07 7500	Intro to Spray Painting	12	6	6
C07 1007	PNT Architectural Drawings	14	14	
COR 1116C	Hazard Communication (CERTIFICATION)	4	4	
C07 7105	Painter & Decorator Special Topics I	12	6	6
C07 7000	PNT Health & Safety Awareness I	10	6	4
Unpaid Related Instruction				
C07 1130C	OSHA 30	32	32	
COR 174C	HSI First Aid/CPR/AED	8	7	1

Paid Related Instruction – 2nd Semester

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
C07 158	Changing the Culture of Construction	8	8	
C07 7510	Introduction to VR SimSpray	4	1	3
COR 1124	Solvents and Hazardous Materials	4	2	2
C07 7104	Structure Exteriors Application of Coating	8	8	
C07 7200	Surface Preparation and Cleaning	8	8	
PNT 7201	Paint Failures and Remedies	8	8	
C07 7204	Caulking	4	3	1
C07 7800	Wood and Wood Products	4	3	1
PNT 7507	Airless Spray Application Awareness	4	2	2
PNT 7801	Wood Preparation	4	2	2
C07 7501	Airless Spray Systems	16	4	12
PNT 7802	Wood Finishes	8	2	6
C07 7502	Conventional Air-Spray Systems I	4	2	2
C07 7504	HVLP Spray Systems	4	2	2
C07 7803	Post Application of Wood Finishes	4	2	2
C07 3100	Fundamentals of the Drywall Trade I	8	4	4
PNT 7401	Color and Light	8	3	5
C07 7201	PNT Repairs and Corrections I	12	6	6
C07 7106	Painter and Decorator Special Topics II	16	8	4
C07 7001	PNT Health & Safety Awareness II	8	2	6

Paid Related Instruction – 3rd Semester

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
C07 1129	ICRA Awareness	4	3	1
COR 1103	Ergonomics in the Workplace	4	4	
COR 1200	Communication Skills	4	4	
C07 7600	Introduction to Wallcoverings	4	2	2
C07 1156	Lead RRP Awareness	8	6	2
C07 7602	Wallcovering Applications	20	2	18
C07 7603	Wall Covering Applications II	24	2	22
C07 1111C	Confined Space Worker (CERTIFICATION)	8	6	2
C07 7900	Introduction to Special Decorative Finishes	4	3	1
C07 7901	Decorative Finishes I	4	1	3
C07 7902	Decorative Finishes II	8	2	6
C07 1202	Supervisory Training Program (STP)	8	8	
C07 7107	Painter and Decorator Special Topics III	32	4	28
C07 7002	PNT Health & Safety Awareness III	12	4	8
Unpaid Related Instruction				
C07 2100	PNT Introduction to Industrial Coatings I	24	14	10
C07 7108	PNT CAS Special Topics I	8	2	6
C07 1273	Transition to Trainer	8	8	

TAPER-FINISHER



APPRENTICESHIP PROGRAM

COURSE COMPETENCIES

Program of Study

O*NET-SOCCODE: 47-2082.00

The Program level curriculum builds upon the foundation of the core curriculum skills, knowledge, and abilities. At the program level, occupation- specific standardized curriculum is designed by an ad- hoc committee comprised of the iFTI Curriculum Department, IUPAT/iFTI subject matter experts, employers, manufacturers, and associations.

Apprentices will be assessed on their acquisition of knowledge, skills and abilities in the core curriculum through hands-on and written tests as well as on-the- job learning (OJL) performance measures.

Additionally, the apprentices will integrate their core knowledge, skills and abilities into the pursuit of specific occupation training throughout the term of their apprenticeship. This program specific training is designed to build the technical and professional skills needed by the apprentice to successfully perform his/her trade profession.

The Drywall Finisher Apprenticeship Program is co- sponsored by the IUPAT/iFTI to meet the ever- changing needs of the industry and the affiliates it serves. The apprenticeship program ensures that apprentices will learn the theoretical knowledge and the practical skills necessary to be a successful Drywall Finisher. During this program of study, apprentices will successfully complete the IUPAT/iFTI core curriculum and integrate it into the Drywall Finisher occupation specific training. Apprentices successfully completing this program apply their skills and abilities as Drywall Finisher.

Paid Related Instruction – 1st Semester

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
COR 1012	Apprenticeship Orientation	4	4	
C07 1001	Anti-Harassment	4	4	
C07 1165C	Mobile Elevated Work Platform (MEWP) (CERTIFICATION)	4	3	1
C07 1121C	Scaffold Erector and Dismantler (CERTIFICATION)	4	3	1
COR 1197	Fall Protection Awareness	4	3	1
COR 1109	Ladder Safety: American Ladder Institute (ALI)	4	3	1
C07 1046	Basic Blueprint Reading	4	4	
COR 1117S	Hearing Conservation	4	4	
DRY 3000	Finisher Health and Safety Overview	8	6	2
C07 3100	Fundamentals of the Drywall Trade I	8	4	4
C07 3200	Materials of the Drywall Trade I	12	2	10
DRY 3201	Drywall Partitions and Ceilings	8	4	4
C07 3300	Tools of the Drywall Trade I	12	2	10
C07 3400	Filling Compounds I	8	2	6
C07 3401	Hand Embedding I	8	2	6
C07 3402	Filling by Hand I	16	2	14
C07 3404	Specialties of the Drywall Trade I	8	2	6
C07 3600	DRY Repairs and Corrections I	8	2	6
DRY 3800	Exterior Insulation and Finishing Systems (EIFS)	12	2	10
C07 3105	Drywall Finisher Special Topics I	20	4	16
Unpaid Related Instruction				
C07 1130C	OSHA 30	32	32	
COR 174C	HSI First Aid/CPR/AED	8	7	1

Paid Related Instruction – 2nd Semester

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
C07 158	Changing the Culture of Construction	8	8	
COR 1200	Communication Skills	4	4	
C07 1009	Personal Finance	4	4	
C07 1046	Basic Blueprint Reading	4	4	
DRY 3001	Health and Safety Awareness for the DW Finisher I	8	6	2
C07 3201	Materials for the Drywall Trade II	12	2	10
C07 3101	Glossary of the Drywall Trade	4	4	
C07 3301	Tools of the Drywall Trade II	12	2	10
C07 3403	Filling Compounds II	8	2	6
C07 3406	Filling By Hand II	16	2	14
C07 3405	Hand Embedding II	8	2	6
C07 3500	Automatic Taping Tools I	16	2	14
DRY 3501	Finishing Boxes	10	2	8
C07 3407	Specialties of the Drywall Trade II	8	2	6
C07 3601	DRY Repairs and Corrections II	8	2	6
C07 3700	Texturing	8	2	6
C07 3106	Drywall Finisher Special Topics II	22	2	20

Paid Related Instruction – 3rd Semester

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
C07 1129	ICRA Awareness	4	3	1
COR 1103	Ergonomics in the Workplace	4	4	
COR 1116C	Hazardous Communication (CERTIFICATION)	4	4	
C07 1025	Mentorship Matters	4	4	
COR 180	Temperature Extremes	4	4	
C07 137	Silica in Construction Training	4	4	
COR 003S	Blueprint Reading Fundamentals Level I	4	4	
DRY 3002	Health and Safety Awareness for the DW Finisher II	8	2	6
C07 3103	Job Economics for the Drywall Trade	12	6	6
C07 3202	Materials of the Drywall Trade III	12	2	10
C07 3302	Tools of the Drywall Trade III	12	2	10
C07 3408	Filling by Hand III	16	1	15
DRY 3403	Wiping Angle Tapes	10	2	8
C07 3501	Automatic Taping Tools II	16	3	13
C07 3409	Specialties of the Drywall Trade III	10	2	8
C07 3602	DRY Repairs and Corrections III	8	1	7
C07 3804	Level 5 Applications	8	2	6
C07 3107	Drywall Finisher Special Topics III	20	4	16
Unpaid Related Instruction				
C07 3108	Drywall Finisher Special Topics IV	32	8	24
C07 1273	Transition to Trainer	8	8	

COATING APPLICATION SPECIALIST (CAS)



APPRENTICESHIP PROGRAM COURSE COMPETENCIES Program of Study

O*NET-SOCCODE: 47-2141.00

The Program level curriculum builds upon the foundation of the core curriculum skills, knowledge, and abilities. At the program level, craft-specific standardized curriculum is designed by an ad-hoc committee comprised of the iFTI Curriculum Department, IUPAT/iFTI subject matter experts, employers, manufacturers, and associations.

Apprentices will be assessed on their acquisition of knowledge, skills and abilities in the core curriculum through hands-on and written tests as well as On-the-Job Learning (OJL) performance measures.

Additionally, the apprentices will integrate their core knowledge, skills and abilities into the pursuit of specific craft training throughout the term of their apprenticeship. This program specific training is designed to build the technical and professional skills needed by the crafts person to successfully perform his or her trade profession.

The Industrial Coating and Lining Application Specialist Apprenticeship Program is co-sponsored by the IUPAT/iFTI to meet the ever-changing needs of the industry and the affiliates it serves. The apprenticeship program ensures that students will learn the theoretical knowledge and the practical skills necessary to become a certified Industrial Coating and Lining Application Specialist. During this program of study, students will successfully complete the IUPAT/iFTI core curriculum and integrate it into the Industrial Coating and Lining Application Specialist craft specific training. Students successfully completing this program apply their skills and abilities as Industrial Coating and Lining Application Specialist.

Paid Related Instruction – 1st Semester

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
COR 1012	Apprentice Orientation	4	4	
C07 1001	Anti-Harassment	4	4	
COR 1197	Fall Protection Awareness	4	3	1
COR 1109	Ladder Safety: American Ladder Institute (ALI)	4	3	1
COR 1138	Knot Tying	4	4	
C07 1165C	Mobile Elevated Work Platform (MEWP) (CERTIFICATION)	4	3	1
C07 1145	Lead and Asbestos Awareness	4	4	
C07 1121C	Scaffold Erector and Dismantler (CERTIFICATION)	4	3	1
C07 2002	CAS Health and Safety I	16	12	4
C07 2000	CAS Introduction to Industrial Coatings I	16	12	4
C07 2200	Introduction to Corrosion Theory and Control I	12	8	4
C07 2300	Introduction to Surface Prep I	4	3	1
C07 2303	Ambient Conditions I	4	2	2
C07 2306	Nozzle Blasting Systems I	4	2	2
C07 2309	Abrasives I	4	2	2
C07 2400	Introduction to Spray Applications I	4	2	2
C07 2403	Mixing and Thinning I	4	2	2
C07 2406	Conventional Spray Application I	4	2	2
C07 2409	Airless Spray Application I	8	3	5
C07 2500	Composition and Types I	8	4	4
C07 2503	Quality Assurance: Inspection I	8	4	4
C07 2600	Concrete Specialty I	4	3	1
C07 2700	Introduction to Quality Management	4	4	
C07 2102	CAS Special Topics I	24	8	16
Unpaid Related Instruction				
C07 1130C	OSHA 30	32	32	
COR 174C	HSI First Aid/CPR/AED	8	7	1

Paid Related Instruction – 2nd Semester

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
C07 158	Changing the Culture of Construction	8	8	
COR 1116C	Hazard Communication (CERTIFICATION)	4	4	
C07 1009	Personal Finance	4	4	
C07 2003	CAS Health and Safety II	16	12	4
C07 2101	CAS Introduction to Industrial Coatings II	8	4	4
CAS 2101	Coating Application Specialist Exam Prep	8	5	3
C07 2201	Introduction to Corrosion Theory and Control II	12	4	8
C07 2301	Introduction to Surface Prep II	4	2	2
C07 2304	Ambient Conditions II	4	2	2
C07 2307	Nozzle Blasting Systems II	4	2	2
C07 2310	Abrasives II	4	2	2
C07 2401	Introduction to Spray Applications II	4	2	2
C07 2404	Mixing and Thinning II	4	2	2
C07 2407	Conventional Spray Application II	8	2	6
C07 2410	Airless Spray Application II	8	2	6
C07 2506	Composition and Types II	8	4	4
C07 2504	Quality Assurance: Inspection II	8	4	4
C07 2601	Concrete Specialty II	4	2	2
C07 2603	Plural Components I	8	3	5
C07 2605	Pipeline Coatings I	4	2	2
CAS 2702	Inspections & Corrective Action	4	3	1
C07 2114	CAS Special Topics II	24	8	16

Paid Related Instruction – 3rd Semester

COURSE #	COURSE NAME	RTI HOURS	LECTURE	LAB
C07 1129	ICRA Awareness	4	3	1
COR 1103	Ergonomics in the Workplace	4	4	
COR 1200	Communication Skills	4	4	
C07 1156	Lead RRP Awareness	8	6	2
C07 2004	Bridge Awareness	8	4	4
C07 2005	CAS Health and Safety III	8	4	4
C07 2103	Introduction to Industrial Coatings III	8	4	4
C07 2202	Introduction to Corrosion Theory and Control III	12	4	8
C07 2302	Introduction to Surface Prep III	4	2	2
C07 2305	Ambient Conditions III	4	2	2
C07 2308	Nozzle Blasting Systems III	4	2	2
C07 2311	Abrasives III	4	2	2
C07 2402	Introduction to Spray Applications III	4	2	2
C07 2405	Mixing and Thinning III	8	4	4
C07 2408	Conventional Spray Application III	4	1	3
C07 2411	Airless Spray Application III	8	2	6
C07 2502	Composition and Types III	8	4	4
C07 2505	Quality Assurance: Inspection III	8	4	4
C07 2602	Concrete Specialty III	4	2	2
C07 2604	Plural Components II	8	2	6
C07 2606	Pipeline Coatings II	4	3	1
CAS 2706	Inspection Plans	4	2	2
CAS 2707	Preventative and Corrective Actions	4	2	2
C07 2115	CAS Special Topics III	24	8	16
Unpaid Related Instruction				
CAS 2116	CAS Special Topics IV	32	8	24
C07 1273	Transition to Trainer	8	8	