

Houston Area Plumbing Joint Apprenticeship Committee

Apprentice Handbook



Revised June 2019
454 Link Rd
Houston, Texas 77008

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Introduction

Welcome to the Houston Area Plumbing Joint Apprenticeship Committee (HAPJAC) Training Center. The HAPJAC conducts Apprentice and Journey-worker training in a 28000 square foot facility, which includes 18 classroom and 5 shop spaces in the Heights area of Houston, Texas. Training is also conducted at Instructional Service Centers in Beaumont, Texas and Corpus Christi, Texas, with these two centers combining an additional 10000 square feet of classroom and shop areas. The learning experience is augmented by 3 computer labs and access to an online resource library from the United Association (UA) International Training Fund. The UA, Plumber's Local Union 68 and our Signatory Contractors are committed to providing the most current and comprehensive training experience for our students.

When you signed your Apprenticeship Agreement, you embarked on a path that will eventually lead you to become a United Association Building Trades Journey-worker, as well as achieve Texas State Licensure. We hope and are confident that your decision to begin this journey will prove to be one of the most rewarding and fulfilling experiences of your working life. The HAPJAC has been training the highest-skilled and respected Plumbers in the Houston area for almost a century, and will continue this legacy for decades to come with the on-going welcome of motivated and eager Apprentices.

The HAPJAC recognized the need for structured training to maintain the high level of skill and competence demanded in the plumbing trades. Registered Apprenticeship provides the most practical and sound method to meet that need, to prepare individuals to be skilled craft workers, and to ensure the industry an adequate supply of skilled workers.

In furtherance of those goals, the HAPJAC has established the Standards of Apprenticeship which outline all of the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.

We encourage you to familiarize yourself with this Student Handbook, and refer to it frequently as you navigate through your apprenticeship.

The HAPJAC, Instructors, Plumbers Local Union 68 and our Signatory Contractors are committed to your success both in related instruction and on the job learning, and are confident that your earnest participation will ensure our collective success for years to come.

Welcome Aboard!

Mission Statement

The mission of Houston Area Plumbing Joint Apprenticeship Committee is to provide our Apprentices with the practical skills and technical knowledge encompassed in the Plumbing industry in order to achieve State Licensure and maximize their employability. We are also committed to providing opportunities for advanced certifications and to foster a desire among our Apprentices and Journey-workers for lifelong learning. In furtherance of these goals, we will provide our Apprentices and Journey-workers with skilled and knowledgeable Instructors, the most current instructional texts and materials, and the physical resources and technical infrastructure necessary to achieve these outcomes. We will strive to create an atmosphere of excellence in learning while being fiscally responsible to the beneficiaries of the training funds.

Campuses

The campus for the Houston Area Plumbing Joint Apprenticeship Committee is located on two acres of land in the Heights area of Houston, and is three miles north of the downtown core. The campus has approximately 28000 square feet of space which includes administrative offices, classrooms, computer labs and practical shop areas. All classrooms are equipped with current audio visual technology and are Wi-Fi enabled. There is a bookroom on-site and students also have access to the UA International Training Fund on-line resource library. There is available parking for up to 300 vehicles.

The Beaumont and Corpus Christi Instructional Service Centers combine for approximately 15000 square feet of classroom and shop areas. Both service centers are Wi-Fi enabled, and are equipped with student desktop computers, current audio visual technology and access to the UA on-line learning resource library. There is parking for up to 20 vehicles at both locations.

Accreditation and Licensure

The Houston Area Plumbing Joint Apprenticeship Committee has Standards of Apprenticeship on file with the US Department of Labor, Office of Apprenticeship. Program registration number TX009380001. Inquiries regarding this registration should be addressed:

Employment and Training Administration
Apprenticeship and Training Representative
1919 Smith St. Suite 227. Houston, Texas 77002

The Houston Area Plumbing Joint Apprenticeship Committee is accredited with the Council on Occupational Education. Inquiries regarding accreditation should be addressed:

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

Houston Area Plumbing Joint Apprenticeship Trust Committee

Name	Business Address	Phone	Fax
Robert Wayne Lord	UA Local #68, 454 Link Rd. Houston, TX. 77249	713-869-3592	713-869-3671
Rick Lord	UA Local #68, 454 Link Rd. Houston, TX. 77249	713-869-3592	713-869-3671
Chato Woodard	UA Local #68, 454 Link Rd. Houston, TX. 77249	713-869-3592	713-869-3671
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Jim Humphrey	HCL Mechanical Ltd. 6877 Wynnwood Ln. Houston, TX 77008	713-686-8606	713-686-8606
Joe Labruzzo	Way Engineering, Co, Ltd. 8610 Wallisville Rd. Houston, TX. 77029	713-568-6188	713-568-6189
Chuck Fell	CFI Mechanical Ltd. 6109 Brittmoore Rd. Houston, TX. 77041	832-467-8200	832-467-8203
James Letsos	Letsos Co. Ltd. 8435 Westglen Dr. Houston, TX. 77063	713-783-3200	713-972-7880

Plumbing Joint Apprenticeship Committee

Phillip White – Chairman	Plumbers Local Union 68, Houston Texas pwhite@plu68.com
Jimmy Garcia - Labor Member	Letsos Co. Ltd. Houston, Texas jgarcia@gowaninc.com
Russell Nix – Labor Member	Johnson Space Center. Houston, Texas Russell.nex-1@nasa.gov
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Damon Schiller – Management Member	Gowan Inc. Houston, Texas dschiller@gowaninc.com
Wayne Lord – Consultant	Plumbers Local Union 68. Houston, Texas wlord@plu68.com

Physical Addresses

Houston Area Plumbing Joint Apprenticeship Committee
454 Link Road
Houston, Texas 77009

Houston Area Plumbing Joint Apprenticeship Committee-Beaumont Instructional Service Center
695 Chamberlain St
Beaumont, Texas 77707

Houston Area Plumbing Joint Apprenticeship Committee-Corpus Christi Instructional Service Center
4841 Leopard St.
Corpus Christi, Texas 78408

Hours of Operation

Administrative Offices: Monday – Friday, 7:30AM - 4:30PM

Instructional Areas: Monday – Thursday, 4:30PM - 9:30PM for scheduled classes.
Saturday 6:30AM - 8:00PM for scheduled classes.

The Training Center will be closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Apprentices will be provided with their class assignments and scheduled dates prior to the commencement of spring and fall Semesters.

Admission Requirements and Selection Procedures

Apprentice applicants shall be selected on the basis of qualifications alone and in accordance with objective standards which permit review after full and fair opportunity for application. Applicants shall meet the following minimum qualifications:

Age

- A. All applicants shall be at least eighteen (18) years of age except as noted in B.2 below.
- B. Applicants shall submit reliable proof of birth date with the complete application to ensure meeting the minimum age requirement. Examples of acceptable proof include a valid driver's license, birth certificate, or other State identification.

Education

- A. Applicants shall be high school graduates or provide proof of equivalent educational attainment such as successful completion of the GED tests (tests of General Education Development). Each applicant shall submit, with the completed application, a high school transcript or an official report of GED test results. A high school diploma approved by the State or a General Education Development (GED) equivalency approved by the State is required. Applicants must provide official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.
- B. An applicant who is seventeen (17) years of age at the time of application who otherwise meets all other qualifications may be placed on the Pool of Eligibles list, rated and ranked. Such an applicant must provide proof that a graduation certificate or GED has been awarded, and must be eighteen (18) years of age, prior to being indentured by the HAPJAC.
- C. Selection into the apprenticeship program will be in accordance with the Affirmative Action Plan and Selection Procedures in accordance with CFR 29.30
- D. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran. 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 training/experience.

Physical

- A. Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.
- B. Applicants may be required to pass a physical agility test or fitness test as well as test negative on a screen for the use of illegal drugs upon acceptance into the program and prior to being employed.

Section II – Purpose

International Pipe Trades Joint Training Committee has prepared these selection procedures. The U.S. Department of Labor, Office of Apprenticeship, has approved the procedures for adoption by local Joint Apprenticeship Training Committees (hereafter known as JATC's), to assist them in complying with the applicable law and lawful regulations issued there under.

Section III – General Selection Procedures

- A. Applications will be available to anyone who is interested.
- B. The fact that applications and apprenticeship opportunities are available shall be made known as outlined in the Affirmative Action Plan.

- C. Applications will be available at places designated by the local JATC (preferably at the local JATC office if one exists).
- D. Records shall be maintained and kept for at least five (5) years to show progress, by dates, including final disposition of each application.
- E. Applications will be accepted at times designated by the local JATC. (If applications are accepted throughout the year, dissemination of information shall not be done less than semi-annually).
- F. Interviews will be held at intervals designated by the local JATC. All applications for apprenticeship accepted since the last series of interviews shall be processed to final disposition before any individual is selected (see "Selection from Committee Evaluation" step IX of these "Selection Procedures"). Interviews will be granted to all who meet the minimum qualification. The number of new apprentices to be accepted shall be determined before starting interviews.
- G. Eligible applicants (applicants acceptable after interview) not chosen for entrance into apprenticeship will be held in the pool of eligible's for a minimum of two (2) years. (See "Selection from Committee Evaluation" Step IX).
- H. Applicants not interviewed because they lack the minimum qualifications will not be reconsidered until they correct any deficiencies they may have, and reapply.
- I. Selected candidates shall be registered as probationary apprentices for not more than one (1) year. Each probationary apprentice shall be evaluated at the end of the probationary period in regard to on-the-job performance, and related training.

Section IV – Step-By-Step Procedures for Each Applicant

- A. Each applicant shall be given a Pipe Trades Apprenticeship Form #1 – Application Form to be complete and return by a designated date.
- B. Form #1 contains the following:
 - a) Apprentice qualifications as listed in the Apprenticeship Standards.
 - b) Apprenticeship obligations after acceptance.
 - c) Application for Apprenticeship.
 - d) Sample Apprenticeship Agreement.
- C. The date of application shall be the date of receipt by the JATC of the completed Form #1, accompanied by the high school transcript and/or official report of the General Education Development (GED) test results or their equivalent, and proof of birth date.

- D. A complete record of the applicant's progress will be entered into the applicant's file ("Pipe Trades Apprenticeship Form #2 Applicant's Progress Record") at this time.
- E. Form#1 will be checked for deficiencies in basic requirements. If there are any deficiencies, the applicant's record shall be marked "not interviewed" to show that the interview process of selection was not necessary.
- F. The applicant shall be notified of the rejection and reason why by certified mail, with a return receipt requested, or by other verifiable method.
- G. When an applicant is notified that there will not be an interview because of certain basic deficiencies, the notification shall be entered on the applicant's Form #2 as final disposition.
- H. If Form #1 meets the basic requirements, the applicant shall be considered qualified for an interview.
- I. An applicant qualified for an interview shall be notified of date and place for the interview by certified mail with a return receipt requested, or other verifiable method and the notification date shall be entered into the record.

Section V – Procedures for Scheduling Interview

- A. All qualified applicants shall be listed in the order of dates of completion of application (Form #1, oldest date first).
- B. This list shall be divided into groups of an appropriate size for each interview session according to the order of completion dates of the applications (date application was completed and returned to the JATC).
- C. Each interview session shall be scheduled to provide enough time to interview each applicant notified to be present at the given session.
- D. Applicants shall be notified to appear for interview, by certified mail and a return receipt requested. Notification will specify a time and place to appear. An appropriate number of applicants will be scheduled for each interview session.

Section VI – Complaint Procedure

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age, genetic information or disability with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized

representative, file a complaint with the Registration Agency or, at the apprentice of applicant's election, with the private review body established by the JATC. (if applicable)

- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the JATC to review such complaints, and referral of such complaint by the complainant to the Registration Agency must occur within the time limitations stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the registration Agency for good cause shown.
- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.
- F. In matters where the apprentice believes that the Houston Area Plumbing Joint Apprenticeship Committee has violated its enrollment agreement or other administrative issues, apprentices may register an appeal with the:

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

Section VII – Maintenance of Records

- A. The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignments, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

- B. Each JATC must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).
- C. In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction, which are part of the total judgement. Records will be maintained for five (5) years from the date of the last action and made available upon request to the U.S. Department of labor or other authorized representative.

Section VIII – The Interview Session

- A. Each applicant shall be interviewed by members of the committee.
- B. 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 apprenticeship.
- C. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school record, mechanical abilities, motivation, and vocational training.
- D. Evaluation must be based on stand of industry needs, and not by a comparison with other applicants.
- E. Evaluation of the interview will be based on Excellent, Good, Fair, Poor and Unacceptable responses on each topic.
- F. Excellent will be given a numerical range of 16 to 20; Good will be given a numerical range of 11 to 15; Fair will be given a numerical range of 6 to 10; Poor will be given a numerical range of 1 to 5; and Unacceptable will be given a zero value.
- G. A review or summary of the answers to questions from the interview session must be entered in each applicant's file folder (Form #2).
- H. The same questions should be asked of each applicant.

Section IX – Selection from Committee Evaluation

- A. The number of new apprentices to be accepted shall be determined before starting interviews. This number will be based on the needs of the industry.
- B. Selection of individuals from the list of interviewed applicants shall not be made until all interview sessions are complete and all applicants have been evaluated.
- C. Selection of applicants for apprenticeship after the interview will be done by the committee of its designated representative(s) on the basis of the numerical rating obtained from the interview evaluation.
- D. All applicants interviewed will be notified of the results by certified mail or other verifiable procedure.
- E. All eligible candidates not selected for entry into apprenticeship after the interview will be placed in an eligibility pool according to their rating. They will remain in this pool for a period of two (2) years from the time of the interview and will be included in all subsequent selection procedures during the two-year period.

Section X – Direct Entry

Not limited to with proper registration, Job Corps; Approved Technical Training School Graduates; Veterans in Piping (VIP); Veterans with Technical Training; Organizational Efforts; Areas of the country affected by National Disasters; Native American Indian Programs; and those areas of the country where there is a recognized shortage of Plumbers, Pipefitters/Steamfitters, Heating, Ventilation, Air conditioning and Refrigeration Technicians, Sprinkler Fitters, and Certified Welders.

Section XI – Apprentice Applicant Appeals Procedure

- A. An appeals Committee should be established composed of one member appointed by Labor, one member appointed by Management, and a public member appointed by both groups. Each organization shall appoint its own representative on the Appeals Committee in such manner as it desires except that no member of the Apprenticeship Committee may serve on the Appeals Committee.
- B. Management and Labor shall mutually agree on, and select the public member of the committee.
- C. The authority of the Appeals Committee shall be limited to the rendering of Decisions on cases involving unjust treatment of applicants for the apprentice program in the matter of selection.
- D. Any appeal must be submitted in writing to the local JATC within fifteen (15) days of the date of receipt of notification (as evidenced by the return receipt) of the applicant as to the decision of the JATC regarding the application.

- E. A copy of the appeals shall be kept on file by the JATC for a period of at least five (5) years.
- F. The local JATC shall submit the appeal and the disposition of the applicant in the apprenticeship process to the Appeals Committee.
- G. The Appeals Committee shall consider the written evidence and a hearing shall be granted to all interested parties at a designated date.
- H. A final decision shall be rendered within thirty (30) days of the hearing, and all parties concerned shall be notified in writing by the Appeals Committee.
- I. Decisions of the Appeals committee shall be final and binding upon the JATC and the applicant.

Alternative Selection Method Requirements:

- A. Apprentices obtaining direct entry into the apprenticeship program will serve a probationary period of at least twelve (12) months during which time apprentices will be evaluated in writing by their employer and the union. The written evaluations will be submitted to the JATC, which through objective non-discriminatory criteria will determine whether the apprentice will continue in the program of education and at which level of the apprenticeship program.
- B. Apprentices successfully completing the probationary period, who have demonstrated the skills and knowledge to receive credit for previous experience shall at the conclusion of the probationary period be placed at the appropriate level of the apprenticeship program or recommended to the union for journey-worker status, with commensurate wages to be paid based upon the amount of credit granted.
- C. In order to attract the participation of qualified minorities and women, the JATC will engage in documented outreach activities and will make the records of such activities available for inspection by the Registration Agency.

Preparatory Programs Beneficial to Apprenticeship:

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given the first opportunity for placement. The JATC will evaluate the Job Corps training received for granting the appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, sex, sexual orientation, age, genetic information and disability.

(Note: this is a method of direct entry into the apprenticeship program.)

- B. The JATC encourages preparatory / pre-apprenticeship craft training to facilitate entry into apprenticeship. Consequently, those who complete the Job Corps, high school, vocational school, or building trades training program in the plumbing/ pipefitting/ sprinkler fitter craft areas may be given direct entry into the apprenticeship program. The JATC shall evaluate the JATC training received for granting appropriate credit on the term of apprenticeship.

Approved Technical Training Schools:

Those who graduate from an accredited Technical Training School that has been approved by the International Pipe Trades Joint Training Committee Inc. (IPTJTC), in recognition of the critical training they have already received for occupations registered in the Plumbing, Pipefitting, HVACR, or Sprinkler Fitting industry may be given direct entry into the apprenticeship program. With the approval of the JATC, such a new apprentice may start at the apprentice wage rate recommended by the IPTJTC for graduates of that particular program. The JATC will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all of the necessary training for completion of the apprenticeship program.

Veterans in Piping (VIP)

- A. Military and Veterans who have completed a military technical training school, or participated in a registered apprenticeship program, or completed military technical training school in a recognized apprentice able occupation may be given direct entry into the apprenticeship program. The Program Sponsor will evaluate the military training and on-the-job learning experience received for the granting of appropriate credit on the term of apprenticeship and the appropriate wage rate. Military and Veterans who successfully complete all requirements and graduate from a UA VIO accelerated training program can be directly entered in an apprenticeship program.
- B. Credit will be granted in accordance with that section identified in the Registered Apprenticeship Program Standards as "Credit for Previous Experience". The request for credit will be evaluated and a determination made by the Program Sponsor during the probationary period when actual on-the-job learning and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance, skill and knowledge demonstrated during the probationary period. An apprentice granted credit should be advanced to the wage rate designated for the period to which such credit accrues.
- C. Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit such requests at the time of application and furnish such records, affidavits, and other documents to substantiate the claim.
Entry of Military and Veterans will be done without regard to race, color, religion, national origin, sex, sexual orientation, age, genetic information and disability.

Organizational Efforts:

- A. An employee of a non-signatory employer not qualifying as a journey-worker when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, sex, sexual orientation, age, genetic information and disability. (Note: This is a method of direct entry into the apprenticeship program).
- B. An individual who signs an authorization card during an organizing effort, wherein fifty=one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-worker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, sex, sexual orientation, age, genetic information and disability. (Note: This is a method of direct entry into the apprenticeship program).
- C. For such applicants to be considered, they must:
 - a) Be employed in the JATC's jurisdiction when the authorization card was signed;
 - b) Have been employed by the employer before the organizational effort commenced;
 - c) Have been offered the opportunity to sign authorization cards and be evaluated along with all other employees of the employer; and provide reliable documentation to the JATC to show that they were an employee performing plumbing work prior to signing the authorization card.

Natural Disaster Affected Areas:

Individuals who are seeking employment in the pipe trades in the states affected by natural Disasters (such as Hurricane Katrina) may be given direct entry into the apprenticeship program under the following conditions. Individuals seeking direct entry admission to the apprenticeship program will be considered on a first come, first served basis. To be eligible for direct entry, applicants must have completed a basic four-week pre-job training course, sponsored by the United Association (UA), which will consist of the OSHA ten-hour safety class and all other safety/haz-com training required for the local area as well as training in other subjects related to an individual's successful performance on the job site. In addition, applicants must demonstrate through written documentation, acceptable to the JATC and verified through testing administered by the UA, previous job experience and/ or educational activities in the plumbing and pipe fitting industry, equivalent to that of an apprentice who has successfully completed the first year of a UA approved apprenticeship program.

Apprentices obtaining direct entry into the apprenticeship program will serve a probationary period of at least one year, during which time apprentices will be evaluated in writing by their employer and the union. The written evaluations will be submitted to the JATC, which through objective non-discriminatory criteria will determine whether the apprentice will continue in the program of education and at which level of the apprenticeship program.

Skill Shortages – Plumbers, Pipefitters/Steamfitters, Heating, Ventilation, Air conditioning and Refrigeration Technicians, Sprinkler Fitters, and Certified Welders:

In areas of the country where there is a recognized shortage of plumbers, pipefitters/steamfitters, heating, ventilation, air conditioning and refrigeration technicians, sprinkler fitters, and certified welders, upon agreement with the Registration Agency, individuals may be given direct entry into the apprenticeship program under the following condition. Applicants must have been enrolled in and successfully completed a UA accelerated training program provided by the program sponsor.

Attendance Policy

**Zero Tolerance for Absenteeism
Adopted March 6, 2019**

1. **The Houston Area Plumbing Joint Apprenticeship Committee has a Zero Tolerance for Absenteeism.**

Attendance at Related Instruction is required. Attendance at Building Maintenance Classes, established for apprentices to make up all missed Related Instruction class hours, is required.

2. Apprentices absent from Related Instruction and accruing missed class hours shall make-up all missed class hours and satisfactorily complete all class work. Instructor shall record a daily grade of zero (0) for a missed Related Instruction class. Instructor shall record a zero (0) for missed Related Instruction class work and examinations. Recorded zeros (0s) are included in semester grade average. Instructors may enter a daily grade after Related Instruction hours are complete. It is the apprentice's responsibility to confirm with the instructor recording of daily grade entry after completion of missed Related Instruction class hours. Instructors may record a grade for missed class work and examinations when satisfactorily completed. Apprentices are encouraged to request from their instructor the opportunity to complete missed Related Instruction class work and promptly make up all missed assignments and examinations. Apprentices are required to maintain a 70% or above grade average at all times.
3. Apprentices absent from Related Instruction are automatically placed on the Building Maintenance class schedule to complete class hours. Apprentices are required to make-up all hours of missed Related Instruction at first available Building Maintenance classes and not accrue make up hours.
4. Apprentices absent from Related Instruction shall contact the Training Center no later than the next regularly scheduled class meeting. If an apprentice fails to contact the Training Center after missing class, the HAPJAC presupposes the apprentice is no longer interested in the Apprenticeship Training Program and has resigned (No Call No Show).

5. At the beginning of the semester, apprentices receive their Related Instruction schedule and a schedule of Building Maintenance classes to make up missed Related Instruction class hours. Related Instruction and Building Maintenance class schedules are posted on the Training Center's bulletin boards. It is the apprentice's responsibility to know their scheduled class dates for their Related Instruction and Building Maintenance classes.
6. Apprentices absent from Related Instruction shall complete an Attendance Report at the first regularly scheduled Related Instruction class meeting after recorded absence for HAPJAC review. It is the Apprentice's responsibility to complete the report and submit to instructor.
7. Apprentices failing to complete an Attendance Report at the first class meeting after a recorded absence shall be notified to appear before the HAPJAC to establish resignation letter effective date.
8. Apprentices refusing to complete an Attendance Report at the first scheduled class meeting after absence shall be notified to appear at the next regularly scheduled HAPJAC meeting to establish resignation letter effective date.
9. Apprentices absent from Related Instruction due to emergency on- the- Job Learning (work) assignment shall submit a letter from employer, on company letterhead, for hours of Related Instruction class time missed. It is the Apprentice's responsibility to complete the report and submit to instructor.
10. Apprentices absent from Related Instruction more than 24 hours shall have their term of Apprenticeship adjusted. The completion date of Apprenticeship shall be extended and advancement in the Program delayed. The completion date shall be extended three (3) months for exceeding twenty-four (24) hours. The completion date shall be extended six (6) months for exceeding twenty-eight (28) hours. The completion date shall be extended twelve (12) months for exceeding thirty (30) hours.

Hours absent from Related Instruction	Term of Apprenticeship extended (Set Back)
No Call No Show; Incomplete Attendance Report	Resignation accepted. HAPJAC review to establish effective date of resignation.
0 - 24 Hours	*No adjustment
Exceeding 24 - 28 Hours	*Three (3) Months
Exceeding 28 - 30 Hours	*Six (6) Months
Exceeding 30 - 36 Hours	*Twelve (12) Months
	*Provided all Related Instruction Class Hours are complete.
Greater than > 36 Hours	HAPJAC Review of Cancellation from Program, for exceeding allowable hours for absences stated in Attendance Policy, with provisions for appeal.
Make up time remaining	One (1) month for each hour remaining, not to exceed 12 months

Review of attendance for adjustments to term of apprenticeship is made at the completion of the semester's last scheduled Building Maintenance class.

Apprentices failing to make up all missed Related Instruction hours by the last scheduled Building Maintenance class for the semester shall have their term of Apprenticeship extended one (1) month for each hour of make-up time remaining, up to 12 hours remaining. Not to exceed a 12 month extension.

The HAPJAC presupposes an Apprentice owing make up hours and absent from consecutive Building Maintenance classes is no longer interested in the Apprenticeship Training Program and has resigned. Apprentice shall be notified to appear before the HAPJAC to establish resignation letter effective date.

Apprentices accruing absences from Related Instruction totaling more than thirty-six (36) hours shall appear before the Houston Area Plumbing Joint Apprenticeship Committee and may be dropped from the Program (cancelling Apprenticeship Agreement) for excessive absenteeism.

HAPJAC may consider circumstances, as approved by the HAPJAC, related to missing Related Instruction Class and /or Building Maintenance Class hours and waive dropping the apprentice from the Program (cancellation of Apprenticeship Agreement) or adjusting term of apprenticeship.

Apprentices, dropped from the Program for exceeding the allowable in the Attendance Policy, No Call No Show or No Attendance Report may request an appearance before the HAPJAC to request re-entry one year after Apprenticeship Agreement cancellation date (Officially Dropped).

11. Apprentices are required to make up hours missed from Related Instruction at the first scheduled Building Maintenance class after recorded absence. Building Maintenance classes are scheduled classes for apprentices to make up all hours missed.
12. Apprentices failing to make up all missed Related Instruction hours by the last scheduled Building Maintenance class for the semester shall have their term of Apprenticeship extended one (1) month for each hour of make-up time remaining, up to 12 hours remaining. Not to exceed a 12 month extension.
13. Apprentices recorded as tardy by instructor on more than three occasions, without notifying the Training Center, shall receive notice to appear at the next scheduled Director of Training meeting.
14. Apprentices leaving Related Instruction or Building Maintenance class prior to dismissal and not returning, without the approval of the instructor in charge, or failing to return from lunch or break shall be counted as absent for the entire Related Instruction or Building Maintenance class. Apprentices are encouraged to sign in and out of class and follow instructions given by their instructor.
15. All apprentices are to pay a HAPJAC Administration Fees. The Administration Fees are paid with semesters' registration. Administration Fees are established annually by the HAPJAC and

used to purchase materials and pay instructors and supervising personnel to conduct a maintenance program. Building Maintenance classes are for apprentices to make up Related Instruction class hours missed.

16. Apprentices shall be aware that the HAPJAC has a Zero Tolerance for absenteeism.

Some examples of reasons the HAPJAC may find unacceptable, when reviewing cancellation of an Apprenticeship Agreement, are missing class for: non-emergency, work that is not of an emergency nature, transportation problems, an illness without receiving medical treatment, vacation, family functions, child care issues, stress or anguish expressed, not advising HAPJAC of work related injury.

There are no exempted absences. All missed Related Instruction is made up. The Attendance policy is written to encourage perfect attendance at Related Instruction and limit On-the-Job Learning (work) scheduling in conflict with Related Instruction. Apprentices shall advise their employer that requests to frequently work in conflict with Related Instruction results in the Term of Apprenticeship being extended.

17. The effective date for Attendance Policy, Zero Tolerance for Absenteeism, is March 6, 2019. Apprentices not in compliance with the HAPJAC's Attendance Policy and accruing more than 12 months extension of their full term of Apprenticeship shall have their Apprenticeship Agreement cancelled. Apprentices reinstated after Apprenticeship Agreement is cancelled may continue and are allowed an additional 12 months extension.

Attendance at Related Instruction Classes and Building Maintenance Classes is compulsory. Building Maintenance Classes are classes established for apprentices to make up all missed class hours.

Completion of all Related Instruction Class Hours

Apprentices absent from Related Instruction Class or Building Maintenance Class due to emergency reason and accruing missed class hours shall make-up all hours missed and satisfactorily complete all class work.

Schedule for Make-Up Class

Apprentices absent from Related Instruction Class or Building Maintenance Class are automatically scheduled for the next Building Maintenance Class to complete class hours.

No Call No Show Resignation

Apprentices absent from Related Instruction Class or Building Maintenance Class shall contact the Training Center no later than the next business day. If an apprentice fails to contact the Training Center before or after missing class, the HAPJAC presupposes the apprentice is no longer interested in the Apprenticeship Training Program and has resigned.

Apprentice's Responsibility to Know Scheduled Class Dates

At the beginning of the Semester apprentices receive their Related Instruction Class Schedule and a list of Building Maintenance Classes scheduled for apprentices to make up missed Related Instruction Class hours. Related Instruction Class and Building Maintenance Class schedules are posted on the Training Center's bulletin boards. It is the apprentice's responsibility to know the scheduled class dates for their Related Instruction Class and Building Maintenance Classes.

Requirement to Complete Absentee Report

Apprentices absent from Related Instruction Class or Building Maintenance Class shall complete an Absentee Report at the first scheduled class meeting after recorded absence for HAPJAC review.

Delayed Advancement

Apprentices failing to complete an Absentee Report at the first class meeting after a recorded absence shall be placed on probation, delaying advancement.

Notice to Appear Before the HAPJAC

Apprentices failing to complete an Absentee Report at the first scheduled class meeting after absence shall be notified to appear at the next regularly scheduled HAPJAC meeting. Apprentices may continue to attend class while on probation for failure to complete Absentee Report pending appearance at the next regularly scheduled HAPJAC meeting.

Absence Due to On the Job Training (Work)

Apprentices absent from class due to emergency on the job training (work) assignment shall submit a letter from employer, on company letterhead, for hours of Related Instruction Class or Building Maintenance Class missed.

Term of Apprenticeship Extended (Set Back)

- A. Apprentices absent from Related Instruction Class and/or Building Maintenance Class for a combine total more than twelve (12) hours in a semester shall have the completion date of Apprenticeship extended and advancement in the Program delayed. The completion date shall be extended one (1) month for exceeding twelve (12) hours and an additional one (1) month for each additional three hours of absences accrued that exceed twelve (12) hours in a semester.

Hours absent from Related Instruction Class and Building Maintenance Classes	Term of Apprenticeship Extended (Set Back)
0 - 12 Hours	No adjustment
Greater than 12 - 15 Hours	One (1) Month
Greater than 15 - 18 Hours	Two (2) Months
Greater than 18 - 24 Hours	Three (3) Months
Greater than > 24 Hours	HAPJAC Review and dropped from Program with provisions for appeal.

- C. Review of attendance for adjustments to term of apprenticeship is made at the completion of the semester's last scheduled Building Maintenance Class. When calculating adjustment, apprentices completing and making up **all** missed class hours by the completion of the semester's last scheduled Building Maintenance Class may earn up to 12 hours to reduce total hours used to calculate adjusting term of apprenticeship.
- D. **Apprentices accruing absences totaling more than twenty-four (24) hours shall appear before the Houston Area Plumbing Joint Apprenticeship Committee and shall be dropped from the Program (cancelling Apprenticeship Agreement) for excessive absenteeism.**
- E. HAPJAC may consider circumstances, as approved by the HAPJAC, related to missing Related Instruction Class and /or Building Maintenance Class hours and waive dropping the apprentice from the Program (cancellation of Apprenticeship Agreement) or adjusting term of apprenticeship.
- F. Apprentices may request an appearance before the HAPJAC to request re-entry one year after Apprenticeship Agreement cancellation date (Officially Dropped).

Make-Up Class Requirements

Apprentices are required to make up hours missed from Related Instruction Class at the first scheduled Building Maintenance Class after recorded absence. Building Maintenance Classes are scheduled classes for apprentices to make up all hours missed due to emergency.

Absent From Building Maintenance Class

Missed Building Maintenance Class hours are recorded as absences, requiring make up of missed hours, completion of Absentee Report and scheduling in next available Building Maintenance Class to complete all hours of class missed.

Apprentices Recorded as Tardy

Apprentices recorded as tardy by instructor on more than three occasions, without notifying the Training Center, shall be required to meet with the HAPJAC or Director of Training.

Cutting Class

Apprentices leaving Related Instruction Class or Building Maintenance Class prior to dismissal, without the approval of the instructor in charge, or failing to return from lunch or break shall be counted as absent for the entire Related Instruction Class or Building Maintenance Class.

Unexcused Reasons to Miss Class

Apprentices shall be aware that the HAPJAC has a Zero Tolerance for absenteeism.

Some examples of reasons the HAPJAC may find unacceptable are missing class for: non-emergency, scheduled work that is not of an emergency nature, transportation problems, an illness without receiving medical treatment, vacation, family functions, child care issues, stress or anguish expressed associated with relationship ending, not advising HAPJAC of work related injury.

Effective Date

The effective date for Attendance Policy, Zero Tolerance for Absenteeism, is May16, 2011.

Campus Policy

- A. No apprentice is to leave the campus during class times or break without first obtaining permission from the instructor.
- B. The break period is twenty minutes. The break is to be regarded as a privilege.
- C. Do not come to school under the influence of alcohol, drugs or other illegal substances.
- D. No alcoholic beverages, drugs or other illegal substances are allowed in the building or on the premises.
- E. No Littering. Do not throw trash on the parking lot. Place trash in proper containers provided.
- F. No Smoking. Place cigarette butts in proper containers provided. Smoking is allowed in designated area only.
- G. No smoking or tobacco products in classrooms or shops.
- H. Clean up and if necessary sweep out classrooms prior to leaving. Clean up all spills.
- I. After class dismissal, leave quietly; no horn blowing, unnecessary revving up engines, burning rubber, etc...
- J. Apprentices wearing loose jewelry, shorts, shower thongs, sandals, or sleeveless shirts will not be allowed to attend classes. The instructor may dismiss from class any apprentice wearing unsuitable attire.
- K. No pagers, cellular phones or radios are allowed in classrooms or shops without first obtaining permission from the instructor.
- L. Apprentices are to conduct themselves at all times in a creditable, ethical and moral manner. No destruction or defacing of campus property is allowed. Apprentices are required to pay reparation for damages caused by violation of policies.
- M. Instructors may dismiss from class, apprentices that are disruptive or in violation of Committee Standards or Policies.

Media and Computer Usage Policy

Applicability

This policy shall apply to individuals engaged in Related Instruction training or certification classes (“Participant”) through the Houston Area Plumbing Joint Apprenticeship Committee (HAPJAC). This policy shall not apply to any employee of the HAPJAC. Any Participant found to be in violation of this policy shall be subject to discipline up to and including termination from the Program.

Publicity/Image/Voice Permission

The Committee may take photographs, video, and/or tape recordings of Participant’s during their work and/or instruction. A Participant’s entry into the Committee’s Program, will be considered permission for the Committee to photograph, film, audio/voice tape, record and/or televise the image and/or voice or image in any publications or promotional materials, in any medium now known or developed in the future without any restrictions. The image and/or voice of any Participant will not be provided to any other entity or organization and shall only be used by the HAPJAC, Plumbers Local Union No. 68 or United Association to promote the Training Fund.

Computer Usage Policy

- A. The misuse of HAPJAC computers may result in discipline, up to and including termination from the Program. Generally, Participants are only permitted to use the HAPJAC’s computers and network facilities for activities directly related to training through the HAPJAC’s course of instruction.
- B. Examples of misuse by Participant’s include, but are not limited to, the activities in the following list:
- C. Accessing personal electronic mail or social networking sites, including, but not limited to Facebook;
- D. Using a computer account that he/she is not authorized to use or obtaining a password for a computer account without the consent of the account owner;
- E. Using the Committee’s network to gain unauthorized access to any computer systems;
- F. Knowingly performing an act which will interfere with the normal operations of computers, terminals, peripherals, or networks;
- G. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or

Network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms;

- H. Attempting to circumvent data protection schemes or uncover security loopholes;
- I. Violating terms of applicable software licensing agreements or copyright laws;
- J. Deliberately wasting computing resources;
- K. Using electronic mail or other electronic format (i.e. Facebook) to harass others;
- L. Masking the identity of an account or machine;
- M. Posting materials on electronic bulletin boards that violate existing laws or the HAPJAC's rules;
- N. Attempting to monitor or tamper with another user's electronic communications, or reading, copying changing, or deleting another user's files or software without the explicit agreement of the owner;
- O. Creation and transmission of offensive, obscene, or indecent documents or images;
- P. Creation and transmission of material which is designed to cause annoyance, inconvenience or anxiety;
- Q. Creation of defamatory material; or
- R. Creation and transmission that infringes copyright of another person, transmission of unsolicited commercial or advertising material and deliberate unauthorized access to other services accessible using the connection to the network/Internet.

Distribution/Dissemination of HAPJAC Property and Images

No Participant may at any time post on-line, distribute, or disseminate any materials belonging to the Committee, including, but not limited to training materials or handbooks. In addition, the distribution or posting on any website including, but not limited to, Trustees, without express written consent by HAPJAC is expressly prohibited.

Hair Standards Policy

- A. Sideburns shall be trimmed, well maintained, and cropped close to the face.
- B. Hair shall be neatly groomed, confined, and styled in a manner not to obstruct vision. Any hair style that causes unsafe working conditions is prohibited.

- C. Fully grown-in well maintained mustache, beard, or goatee shall be permitted. Facial hair longer than $\frac{3}{4}$ " shall not be permitted.

Revised 12/2016

Work Process Form Policy

- A. During the apprenticeship term the apprentice shall receive training in all phases of the trade necessary to qualify as a skilled journey-worker. The outline of Work Processes forms a part of Standards of Apprenticeship. The HAPJAC will make every effort to rotate or shift apprentices from one employer to another as necessary to assure complete training in all Work Processes.
- B. During the first four years (segments-6,800 to 8,000 hours) of training, apprentices will be given the opportunity to install and assist in installing piping material, as their skill permits, under the direct supervision and guidance of a qualified journey-worker. During the fifth year (final segment-1,700 to 2,000 hours) of training, apprentices may be allowed to make pipe installations and do related work, as their skill permits, without the direct supervision of a journey-worker, provided a journey-worker is on-site and available to check the apprentice's work.
- C. For the protection of the consumer and the general public, all work done by apprentices as indicated above shall conform in every aspect with the requirements prescribed in all applicable local codes and ordinances and shall be checked by a qualified journey-worker.

Work Processes:

- A. Installation or Service and Repair of piping for waste and vent drainage system: Apprentices should obtain the proper knowledge and skill to install, or service and repair, different types of materials used in these systems including, cast iron, plastics, copper and glass.

Approximately 1,500-1,800 hours

- B. Installation or Service and Repair of piping for domestic hot and cold water systems: Apprentices should obtain the proper knowledge and skill to install, or service and repair, different types of materials used in these systems including cast iron, plastics, copper, glass and steel. The Apprentice should obtain the proper knowledge and skill to install, or service and repair, different types of valves including gate, globe, and mixing. For various valves understand the function, difference and proper installation, and service and repair.

Approximately 1,500-1,800 hours

- C. Installation or Service and Repair of fixtures and equipment common to plumbing systems:

Apprentices should obtain the proper knowledge and skill to install, or service and repair, different types of fixtures and equipment including water heaters, natural and gas fired equipment, faucets, plumbing fixtures, water softeners, dish washers, garbage disposals, sewage ejector pumps, domestic water pumps and similar equipment. Apprentices should obtain the proper knowledge and skill to install, or service and repair, different types of gas appliance vents including sizing and proper support systems.

Approximately 1,500-1,800 hours

- D. Installation or Service and Repair of piping hangers and pipe support systems: Apprentices should obtain the proper knowledge and skill to install, or service and repair, different types of hangers for piping support.

Approximately 375-400 hours

- E. Installation or Service and Repair of Special plumbing systems: Apprentices should obtain the proper knowledge and skill to install, or service and repair, different types of medical gas systems, decorative fountains, lawn irrigation systems, and solar panels.

Approximately 750-900 hours

- F. Understanding and implementing the American with Disabilities Act: Apprentices should become knowledgeable of model plumbing codes, job safety and OSHA requirements as they apply to the Plumbing profession.

Approximately 375-400 hours

- G. Installation or Service and Repair of plumbing systems and any other type of work performed under applicable collective bargaining agreements.

Approximately 2,500-2,900 hours

TOTAL

Approximately 8,500-10,000 hours

Responsibilities of the Apprentice:

- A. Apprentices are responsible for tracking hours in each work process to assure complete training in all Work Processes. Total hours required to accrue during term of apprenticeship, for each process, are to be tracked by the apprentice.
- B. Apprentices may request, in writing, from the Director of Training or HAPJAC rotation on the job to assure complete training in all Work Process areas. It is the apprentice's responsibility to bring forth concerns that they are not being given the opportunity to work in each Work Process area. The Director of Training or HAPJAC may rotate apprentice from one employer to another to assure complete training in all Work Process areas.

- C. Apprentices are responsible for the daily recording of hours worked in each Work Process area. Hours are recorded on a *Houston Area Plumbing J. A. C. Work Process Hours Worked per Month* forms provided by the HAPJAC.
- D. Apprentices are responsible for receiving signed form from Supervisor of Apprentice (Journey-worker, Foreman, General Foreman or Superintendent) and returning form to the Training Center. A *Houston Area Plumbing J. A. C. Work Process Hours Worked Per Month* form is to be submitted to the Director of Training monthly by placing completed forms in secured drop box provided.

Disciplinary Action:

- A. Apprentices failing to submit Work Process form to the Director of Training monthly are subject to disciplinary action by the HAPJAC.
- B. At Apprentice’s file review for advancement the HAPJAC has adopted the following automatic extension of Term of Apprenticeship for failing to submit Work Process forms in a timely manner.

Submitting Work Process Form is Late	Term of Apprenticeship Extended
Late one to three (3) months	Advancement (Step Up) delayed until submitted.
Late four (4) months	One month extension of Term of Apprenticeship (Set Back)
Late five (5) months through 12 months	One Month for each month late (Set Back)
Late 12 months	Notification to Appear before HAPJAC Automatic cancellation of Apprenticeship Agreement with provisions for appeal.

- C. Submitting Work Process forms is an Apprentice responsibility. The HAPJAC will not provide notice for Non Compliance Hearing before the HAPJAC, concerning completion of Work Process forms. Adjustments to the term of apprenticeship are automatic. HAPJAC may consider circumstances related to not submitting Work Process Forms.

Requirements for Step-Up

An apprentice is required to meet the following HAPJAC Standards for Apprenticeship requirements and respond to deficiencies in order to Step-up (advance in classification):

- A. Perform diligently and faithfully the work of the trade and such other duties as may be assigned in accordance with the HAPJAC Standards of Apprenticeship. Satisfactory, on-the –job- learning reports placed on file. Apprentices receiving unsatisfactory on-the-job learning reports will be referred to the HAPJAC for review.

- B. Respect the property of the contractor and abide by the working rules and regulations of the HAPJAC, the local union and the contractor. Apprentices on reinstatement with the local union are required to appear before the HAPJAC. Apprentices with incomplete absentee reports, owing administration fees, documentation for excused absence, and/or letter from contractor for work in conflict with Related Instruction hours will have step-up held until deficiencies are corrected. All monies due, including insufficient checks, book fees and/or registration, are to be paid in order to advance.
- C. Attend and complete satisfactorily the required hours of instruction in subjects related to the trade, as provided by the HAPJAC. Each segment of training complete a minimum of 246 hours of related instruction. Maintain a 70% or better grade average in the current semester and past two consecutive semesters. Any apprentice who is absent from related classes, unless officially excused, shall satisfactory complete all work missed before being advanced to the next period of training. Apprentices who have accumulated make-up hours in excess of 12 hours have failed to meet the 246 hours of related instruction requirement and step-up will be held until accumulated make-up hours are reduced to 12 hours or less.
- D. Completes a minimum of 1700 on-the-job learning hours. Apprentices are advanced at a minimum of 1700 hours of on-the-job learning. A segment of training shall be extended until required on-the-job learning hours have accrued. Apprentices who fail to accrue 1700 hours will be advised of deficiency and advanced when 1700 on-the-job training hours are verified.
- E. Maintained such records of on-the-job learning. Apprentices failing to complete and submit work process forms according to Work Process Form Policy will be advised of deficiency and eligible to advance when work process forms are submitted complete. Apprentices failing to submit work process forms are subject to disciplinary action according to Work Process Form Policy.
- F. Provide the HAPJAC evidence of registration as a Plumber Apprentice with the Texas State Board of Plumbing Examiners (TSBPE). An apprentice in the first six months of training is allowed six months to complete the registration process with the Texas State Board of Plumbing Examiners. An apprentice failing to register with the TSBPE will be referred to the HAPJAC for review. Apprentices are required to maintain registration with the TSBPE. An apprentice failing to maintain registration will be advised of deficiency and required to submit evidence of completing renewal form and payment to the TSBPE in order to advance. An apprentice failing to maintain registration and provide evidence of registration within ninety days will be referred to the HAPJAC for disciplinary action.
- G. Apprentice not accruing on-the-job learning hours due to injury may not enroll in and attend practical Related Instruction classes, unless released by doctor to return to work. Advancement may be delayed due to an injury that prevents on-the-job learning hours from accruing or attendance at Related Instruction classes.

- H. Apprentice terminated for unsatisfactory performance is not eligible for step-up and is required to request an appearance with the HAPJAC. Apprentice may place name on the Qualified Apprentice Available list according to Rules for Referral of Plumber Apprentices.
- I. Develop and practice safe working habits, and work in such a manner as to insure his or her personal safety and that of other workers. Apprentices failing to avail themselves and take First Aid /CPR and OSHA training classes during term of Apprenticeship shall not advance.
- J. Effective date of step-up for apprentices meeting the HAPJAC Standards of Apprenticeship is date indentured or adjusted indenture date. For apprentices past due for step-up and correcting deficiencies, effective date of step-up is 10 days after verifying deficiencies are corrected.

Rules for Referral of Plumber Apprentices

Section 1. Qualified Apprentice

Plumber Apprentices shall be qualified for employment under this Agreement who have a signed Apprenticeship Agreement with the Houston Area Plumbing Joint Apprenticeship Committee and registered with the U.S. Department of Labor, Bureau of Apprenticeship Training and are working in the plumbing trade in the building and construction industry and who registered as an Apprentice Plumber with the Texas State Board of Plumbing Examiners.

Section 2. Exclusive Hiring

Whenever a Contractor decides to obtain Plumber Apprentices for any job, Contractor shall notify the Local Union office, either in writing or by telephone, stating the location, starting time, approximate duration of the job and the classification of Plumber Apprentice required.

Section 3. Registration

- A. The Houston Area Plumbing Apprenticeship Committee in cooperation with the Union shall establish and maintain an appropriate registration facility, at Local Union, for Qualified Available Apprentices, available for employment.
- B. Apprentices shall be registered on the appropriate out-of-work list in the order and date of registration.
- C. As a condition to registration apprentices must surrender termination slip to dispatcher, at Local Union.
- D. Apprentices shall complete all forms for registration as submitted to them and furnish such data, records, and names of employers as required.
- E. Apprentices shall list all Special Skills they possess.

Section 4. Referral of Plumber Apprentice

Upon the request of a Contractor for Plumber Apprentice the Union shall immediately refer qualified and competent registrants to the Contractor, in the manner and under the conditions specified in the Collective Bargaining Agreement from the separate appropriate out-of-work list on a first in, first out basis; that is, the first person registered shall be the first person referred, except that:

- A. Request by Contractors for specific apprentice year classification shall be honored without regard to the requested apprentice's position on the out-of-work list.
- B. Request by Contractors for a particular Plumber Apprentice by name shall be honored without regard to the requested apprentice's position on the out-of-work list. Bona fide request by Contractors for Plumber Apprentice with special skills and abilities will be honored. The Dispatcher shall dispatch persons possessing such special skills and abilities in the order in which their names appear on the out-of-work list.
- A. Proof of possession of special skills claimed by registrant shall be registrant's ability to hold job requiring such special skills.
- B. And decision of the Dispatcher is appealable to the Houston Area Plumbing Joint Apprenticeship Committee.
- C. The Dispatcher may dispatch those apprentices in the hall and readily available for employment in the order they appear on the out-of-work list when there is an emergency request and employees are needed the same day.
- D. Qualified Plumber Apprentice can solicit employment from Contractors Signatory to Union Agreements and secure their own job.
- E. No apprentice shall accept work in any shop without a referral from Union.

Section 5. Non-Discriminatory Referral

The Union shall refer all job applicants on the following basis:

- A. Selection of apprentices for referral to jobs shall be on a non-discriminatory basis and shall not be based on or in any way affected by race, creed, color, Country of national origin, sex, physical handicap, age, union membership, union by-laws, constitutional provisions, or any other obligations of union membership, policies or requirements.
- B. The employer retains the right to reject any apprentice job applicant referred by the Union.

- C. The Houston Area Plumbing Joint Apprenticeship Committee shall make available to all apprentices for employment all provisions relating to the functions of the referral plan.

Section 6. Removal from Out-Of-Work List

Apprentices may be removed from the out-of-work list for the following reasons and referred to the Houston Area Plumbing Joint apprenticeship Committee for review:

- A. Apprentice who twice refuses employment that is within a 50-mile radius of residence shall be removed from the out-of-work list.
- B. Apprentice must sign out-of-work registration list at least once every (30) thirty days. Failure to do so will result in removal from list.
- C. Apprentice accepting a referral from Dispatcher and failing to report at specified time and place shall be rotated to bottom of out-of-work list unless failure to report is beyond an apprentice's control.
- D. Apprentice traveling outside the jurisdiction shall be removed from the out-of-work list. Upon returning to the jurisdiction and signing the out-of-work registration list apprentice shall be placed back on the list in position such apprentice would have maintained.
- E. Apprentice, who has been on the out-of-work list more than six (6) months, may accept short-term employment (not more than eighty (80) working hours) without losing position on the out-of-work list. However, if terminated twice during one year for reasons other than reduction in force, said apprentice will be rotated to the bottom of out-of-work list.
- F. Apprentice shall keep the Local Union and the Houston Area Plumbing Joint Apprenticeship Committee posted of their current address and telephone number. Apprentices failing to notify the Local Union and the Houston Area Plumbing Joint Apprenticeship Committee of a change of address or telephone number shall be considered unavailable for work and removed from the out-of-work list.
- G. Apprentice who engages in self-employment or accepts employment with an employer that performs construction and/or service work as described in Union Collective Bargaining Agreement shall be considered unavailable for work and removed from the out-of-work list.
- H. Apprentice removed from the out-of-work list may appeal to the Houston Area Plumbing Joint Apprenticeship Committee.

Section 7. Disputes or Grievances in Apprentice Referral

- A. The Houston Area Plumbing Joint Apprenticeship Committee shall hear and determine any and all disputes or grievances arising out of the Rules for Referral of Plumber Apprentices

including, but not limited to, grievances arising out of work registration, work referrals and the preparation of the referral registration lists. Any apprentice or registrant shall have a right of appeal of any dispute or grievance arising out of and relating to the operation or functioning of the Rules for Referral of Plumber Apprentices to Houston Area Plumbing Joint Apprenticeship Committee. He must first exhaust the appeal provided herein.

- B. Whenever the Houston Area Plumbing Joint Apprenticeship Committee reaches a deadlock over a dispute there shall be an appeal to an Appeals Committee. The Appeals Committee shall be designated as provided in Houston Area Plumbing Joint Apprenticeship Committee's selection procedures. All decisions of the Houston Area Plumbing Joint Apprenticeship Committee or the Appeals Committee shall be final, binding and conclusive on all parties including applicants. If any questions arise as to the qualifications or competency of an apprentice the Houston Area Plumbing Joint Apprenticeship Committee shall make the determination. Such determination shall be fair and impartial without regard to applicant's membership or non-membership in the Union.

Section 8. Seniority

Employees covered by the Local Union Collective Bargaining Agreement have certain accrued rights or benefits for themselves and their dependents under health and welfare, pension, vacation and other benefit plans which accrue to them by virtue of length of employment with contractors party to a Local Union Collective Bargaining Agreement and such rights are generally continuous while under employment and remain effective until a certain period of time after lay-off or termination. Seniority rights mean the rights accruing to employees through length of service with any contractor party to the Collective Bargaining Agreement which will entitle the plumber apprentice to a priority or preference of rehire after termination or lay-off, of said contractor party. Qualified Plumber Apprentices shall be hired and/or rehired in accordance with length of service with any contractor in the collective bargaining unit from the Qualified Apprentice Available list.

Procedure for Resolving Job Related Problems

- A. If an apprentice has a job related problem, the apprentice shall immediately consult with the Director of Training and request an investigation of the job related problem.
- B. After the Director of Training has conducted an investigation and finds the apprentice's problem warrants a change of employer, the Director of Training is authorized to place the apprentice under the employment of another company, as soon as possible.
- C. If, after the investigation, the Director of Training finds that the apprentice's problem does not warrant a change of employer, the apprentice will be informed that no change of employer is warranted and they must stay employed with the present employer.
- D. If the apprentice disagrees with the decision of the Director of Training, the apprentice may request an audience with the Committee (HAPJAC) for further review.

- E. If the apprentice does not follow the above mentioned procedures and quits an employer, the apprentice will be notified by Certified Mail to appear before the Committee (HAPJAC) for a hearing and disciplinary action.
- F. Disciplinary action may include postponement of advancement from one segment of training to the next or temporary removal of the apprentice from on the job learning, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program. Removal by the Committee (HAPJAC) shall cancel the apprentice's apprenticeship agreement and the opportunity to complete the training.

Substance Abuse Policy

- A. Employers and Union have a strong commitment to provide a safe workplace and to establish policies promoting high standards of employee health and safety. In keeping with this commitment, it is the Employers' and Unions' intent to maintain a drug/alcohol-free workplace. The possession or use of firearms, illegal and unauthorized drugs, and other dangerous substances by employees at the workplace is prohibited.
- B. Employees are expected to report to work in a physical and emotional condition that will allow them to perform their assigned tasks in a competent and safe manner. The possession, use, abuse, presence in the body, or reporting to work under the influence of alcohol, illegal and unauthorized drugs, fire arms and other dangerous substances by employees limits the ability of the users to exercise good judgment, react properly to unexpected situations, perform tasks safely and efficiently and endangers not only that employee but fellow employees, contractors and members of the general public.
- C. Employers and Union each reserves the right to require employees to submit to a medical test at any time to determine the use of any illegal or unauthorized drugs or substance prohibited in this policy or to prove the employee's satisfactory fitness for duty. The testing program shall comply with any and all Federal, State and Local standards. The cost of such testing programs shall be borne by the Employer.

NOTE: This Substance Abuse Policy was approved by Plumbers Local Union No. 68 membership at the Special Called Meeting on Thursday, September 28, 1989.

APPRENTICE ALCOHOL AND SUBSTANCE ABUSE POLICY

(Preamble)

Alcohol and substance abuse is an issue that concerns us all and efforts are being made on many levels to create an environment that discourages this destructive problem. Being under the influence of prohibited drugs or alcohol poses unnecessary and unacceptable safety and health

risks not only to the user but to all those who work with him or her. The Houston Area Plumbing Joint Apprenticeship Committee (HAPJAC) has a vital interest in maintaining a work environment that promotes the safety, health, security and productivity of apprentices and, to that end, has established the following HAPJAC Apprentice Alcohol and Substance Abuse Policy.

Recognizing that it is the Employer's obligation to maintain a drug-free workplace, this Policy allows an Employer to conduct drug and/or alcohol testing. Employer's Policy generally includes pre-employment testing, post incident testing, reasonable cause testing, random testing, and contractually required testing. The HAPJAC Policy sets forth the consequences to apprentices reporting to or performing work under the influence of drugs and/or alcohol. The HAPJAC recognizes that drugs and alcohol present a serious health problem and encourage all apprentices to seek assistance for such problems.

While the HAPJAC encourages contractors signatory to Plumbers Local Union No. 68 (Union) Agreements to institute an Alcohol and Substance Abuse Policy for all of their employees, regardless of classification, this particular Policy is limited to Mechanical Contractors Association of Houston (MCA) member Employers, Sabine-Neches Plumbing and Heating Contractors Association member Employers and any other signatory Employers who employ apprentices represented by Plumbers Local Union No. 68. For purposes of this Policy, the term "Employer" shall mean those contractors who employ apprentices represented by Plumbers Local Union No. 68 and who are signatory to a collective bargaining agreement with Plumbers Local Union No. 68. The term "apprentice" shall mean any individual currently employed by an Employer in a unit represented for purposes of collective bargaining by the Union, or any individual seeking to be employed by any such Employer in a Plumbers Local Union No. 68-represented bargaining unit who is indentured and registered as an apprentice with the Department of Labor. The term "Collective Bargaining Agreement" shall mean the collective bargaining agreements executed by Plumbers Local Union No. 68 and Sabine-Neches Plumbing and Heating Contractors Association or the MCA, which binds all Sabine-Neches Plumbing and Heating Contractors Association or MCA member contractors and any other contractor who executes a letter of assent agreeing to be bound by such agreement.

Disciplinary Actions

- A. Employers may discharge apprentices who test positive for drugs and/or alcohol pursuant to a properly implemented Employer's Policy medical test.
- B. The Houston Area Plumbing Joint Apprenticeship Committee shall terminate the Apprenticeship Agreement of any apprentice, serving a probationary period of one year, who tests positive for drugs and/or alcohol pursuant to a properly implemented Employer's Policy medical test. The apprentice is eligible to reapply for the Apprenticeship Program during announced application periods.
- C. Any apprentice, other than as expressly set forth in Section B. above, who test positive for drugs and/or alcohol and is discharged pursuant to a properly implemented Employer's Policy medical test is disqualified from employment by the Employer, until the following condition is met:

- D. The apprentice is required to appear before the Houston Apprenticeship Committee (HAPJAC). The HAPJAC will notify the apprentice to appear at the next regularly scheduled Houston Area Plumbing Joint Apprenticeship Committee Meeting. If the apprentice fails to appear before the HAPJAC after due notice, disciplinary action may be invoked without a hearing. Disciplinary action may include postponement of advancement from one segment of training to the next or temporary removal of the apprentice from job, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program.
- E. Cancellation of the Apprenticeship Agreement, with no right of reentry until after one year, may be invoked for:
- a) Refusal to submit to testing; or,
 - b) Attempting to provide a specimen or providing a specimen for testing when there is evidence of any form of tampering or substituting of specimens; or,
 - c) Sale, transfer, manufacture or distribution of drugs/alcohol while on the Employer's property or jobsite, or while on property utilized by the Houston Area Plumbing Joint Apprenticeship Committee for training; or,
 - d) Apprentice's failure to notify the Employer of their criminal conviction based upon the sale, transfer, distribution, or possession with the intent to distribute drugs/alcohol, where law requires such notification.
- F. Any apprentice who tests positive on a second or subsequent occasion shall be subject to appropriate disciplinary action including, but not limited to, cancellation of the Apprenticeship Agreement and discharge with the right to apply for reentry within one year.

Consent and Release Form

I have been given a copy of the Substance Abuse Policy approved by Plumber=s Local Union No. 68 membership at the Special Called Meeting on Thursday, September 28, 1989 and the Houston area Plumbing Joint Apprenticeship Committee (HAPJAC) Apprentice Alcohol and

Substance Abuse Policy adopted by the HAPJAC on December 3, 2003. I have read both policies and understand their contents.

As a condition of my participation in the HAPJAC Program, I hereby consent to submit to such urinalysis, blood test and/or other tests as shall be administered by HAPJAC or any Employer by whom I am employed during the course of my apprenticeship, for the purpose of determining the presence of prohibited drugs or alcohol. I agree that any specimens collected for these tests may be forwarded to an approved testing laboratory for analysis. I further agree to and hereby authorize the release of the results of said tests to my Employer, to the HAPJAC, to the Director of Training and to Plumbers Local Union No. 68. In the event I enroll in a substance or alcohol abuse rehabilitation program, I agree to authorize the rehabilitation program to provide progress reports to the HAPJAC at such times as the HAPJAC so requests.

I have carefully read the foregoing Consent and Release Form and fully understand its contents. I acknowledge that my signing this Consent and Release Form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Name of Apprentice

Signature

Date

MINIMUM TOOL LIST

Minimum Tools to be rented from apprentices:

- Pencil
- 8" Level

- 25' x 1" Measuring Tape
- 50' Tape
- Flashlight
- 10" Pipe Wrench
- 14" Pipe Wrench
- 5/16" Nut Driver
- Copper Pipe Reamers
- Phillip's Head Screwdriver
- Screwdriver - slot (common)
- 5/8" Cold Chisel
- 3/8" Drive Ratchet and Socket set to include 5/16, 3/8, 7/16, 1/2, 9/16, 5/8, 11/16 and 3/4 sockets
- Ball Peen Hammer, 16 oz.
- Keyhole Saw Handle
- Hacksaw Frame
- Tubing Cutter up to 2"
- Plumb Bob
- 18" Level
- Chalk Box
- 60# No-hub Torque Wrench
- Basin Wrench
- Spud Wrench
- Strap Wrench
- Water Pump Pliers (Channel Locks)
- Pliers - reg. 8"
- Tin Snips
- 12" Crescent
- 8" Crescent
- Allen Wrench Set
- Files (rat and flat bastard)
- 10" Square
- Tool Box or Tray
- Flare Block with Flaring Tool
- Small Tubing Cutter 1/8" to 1 1/8"

Policy for Apprentice Registration with the Texas State Board of Plumbing Examiners

Responsibilities of Apprentices

During the term of apprenticeship the apprentice shall:

- A. Apply to the Texas State Board of Plumbing Examiners (TSBPE) for registration as an Apprentice Plumber. The Houston Area Plumbing Joint Apprenticeship Committee (HAPJAC) may cancel the Apprenticeship Agreement and remove the apprentice from the training program if the TSBPE denies the apprentice registration as an Apprentice Plumber.
- B. Maintain and renew registration annually.

Disciplinary Action for Expired Apprentice Registration:

An Apprentice failing to maintain or renew registration with the TSBPE:

- A. Shall be notified to appear before the HAPJAC
- B. Shall have all advancement placed on hold.
- C. Shall automatically, without an appearance before the HAPJAC, be suspended from on the job learning. (Employer shall be notified that the Apprentice is suspended from on the job learning.)
- D. Shall record hours worked without TSBPE registration on Work Process Forms as prohibited hours. The TSBPE may not consider hours worked during expired Apprentice Registration period to fulfill examination application requirements.
- E. Is required to place name on *Qualified Apprentices Available for Work List* with notation made “Apprentice has no current Apprentice Registration on file and is not eligible for referral as an Apprentice Plumber”.
- F. Shall provide the HAPJAC proof of registration with the TSBPE in order to remove notation on *Qualified Apprentices Available for Work List* or receive a referral.
- G. Shall show evidence that all requirements for administrative penalties, if imposed by the TSBPE, have been met.
- H. Shall obtain from Master Plumber evidence showing requirements for all administrative penalties, if imposed by the TSBPE, have been met.
- I. Shall automatically be dropped from the Program, with provisions for appeal, if registration is expired more than six months.

Apprentice Verification Page

Initial to acknowledge that you have read and understand the following definitions, responsibilities, policies and procedures. Tear out Apprentice Verification Page from booklet and return to Houston Area Plumbing Joint Apprenticeship Committee for record retention.

- _____ Definitions
- _____ Responsibilities of Apprentices
- _____ Applicants Accepted for a Probationary Apprenticeship
- _____ Disciplinary Action
- _____ Certified Mail Policy
- _____ The Meaning of Apprenticeship
(Prepared by The Federal Committee on Apprenticeship January 28, 1992)
- _____ Apprentice Access to Personnel File or Progress Records Policy
- _____ Review of Request for Credit for Previous Experience Policy
- _____ On Time Payment of Related Instruction Registration and Administration Fee Policy
- _____ Attendance Policy
- _____ Campus Policy
- _____ Media and Computer Usage Policy
- _____ Hair Standards Policy
- _____ Procedure for Resolving Job Related Problems
- _____ Work Process Form Policy
- _____ Requirements for Step-Up
- _____ Rules for Referral
- _____ Sexual and/or Other Unlawful Harassment Policy
- _____ Social Security Number Privacy Policy
- _____ Substance Abuse Policy
- _____ Minimum Tools to be Rented By Members of Local Union # 68 (Tool List)
- _____ Registration with the Texas State Board of Plumbing Examiners (TSBPE) Registration
Explanation
- _____ Policy for Failure to Renew Apprentice Registration with the Texas State Board of
Plumbing Examiners
- _____ Scholarship Loan Agreement, Protecting the UA, Protecting Union Labor
(Retrieved from United Association Journal)

I have read and understand the above and agree to follow HAPJAC Policies and Procedures.

Printed Name

Signature of Apprentice

Date

The Family Education Rights and Privacy Act of 1974

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

- A. Management of student records maintained by the HAPJAC.
- B. Regulations regarding who can access student records.
- C. For which purpose success to student records may be granted.
- D. The HAPJAC will release educational information upon receipt of a signed, dated, written consent of the apprentice, which must specify the records that may be disclosed as well as the party to whom they may be disclosed to. Available parties include:
 - E. Parents of the dependent apprentice, 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.
 - F. In connection with Financial Aid, to organizations who are conducting studies on behalf of educational agencies.
 - G. To Federal or State educational authorities.
 - H. To accrediting organizations.
 - I. In compliance with a lawfully issued subpoena.
 - J. In connection with a health or safety emergency.
 - K. Non-School individuals (including parents except as noted above) may not have access to educational records other than Directory Information unless authorization from the apprentice is obtained, or a lawful subpoena/ court order is issued to the HAPJAC. Examples of records not released are grades, grade point average, number of hours/ credits enrolled, pass or failure, social Security Number, student ID number, name of parents or next of kin, and/ or residency status.

Social Security Number Privacy Policy

- A. It is the Houston Area Plumbing Joint Apprenticeship Committee's responsibility to safeguard apprentice social security number information in its possession to ensure confidentiality.
- B. Written records containing social security numbers are confidential and shall be maintained in locked, secure areas with access limited to those who have a need for such access for payroll,

benefit administration, progress record keeping or such purposes as approved by the Houston Area Plumbing Joint Apprenticeship Committee.

- C. All electronic apprentice records containing social security numbers shall be safeguarded and any transmission of such records shall be by secure electronic transmission methods only.
- D. Documents or records containing social security numbers requiring disposal shall be disposed by immediate shredding. The Houston Area Plumbing Joint Apprenticeship Committee shall ensure that social security numbers in electronic storage will be rendered irretrievable before the disposing of used computer equipment or media.
- E. If an apprentice becomes aware of material breach in maintaining the confidentiality of his or her social security number information, the apprentice should report the incident to the Director of Training, who shall investigate the incident and provide a written report to Houston Area Plumbing Joint Apprenticeship Committee, including recommended corrective actions, if any.
- F. Unlawful disclosure or misuse of apprentice social security numbers is prohibited and may be subject to disciplinary action up to and including immediate termination or cancellation of Apprenticeship Agreement.

Apprentice Access to Personnel Files or Progress Report Files Policy

- A. Apprentices may review their file at reasonable intervals; no more than every six months or as approved by Director of Training.
- B. Set up an appointment with the Director of Training in advance, using a Request to View File Form.
- C. Director of Training shall be present during the review and the apprentice shall not be allowed to remove any documentation from their file.
- D. The apprentice is permitted to take notes on the content of their personnel file or progress record.
- E. Copying is restricted to the application, warning notices, records of apprentice's discipline and other documents the apprentice has signed. A reasonable fee may be charged for copies up to the Houston Area Plumbing Joint Apprenticeship Committee's cost.
- F. The Houston Area Plumbing Joint Apprenticeship Committee may remove documents from the file related to information gathered prior to the apprentices indenture, such as written references and records relating to the investigation of a possible criminal offense or acceptance into Program and/or any record relating to a third party statement such as a co-apprentice's

statements in a disciplinary investigation or proceeding, or violation of Houston Area Plumbing Joint Apprenticeship Committee Policies.

Grievances

- A. Apprentices are encouraged to discuss issues or problems that may arise during related instruction with the Training Director, Coordinators, or an Instructor. If after such discussion, the issue or concern is not satisfactorily resolved, the apprentice shall present a written grievance to the Apprenticeship Committee. The Apprenticeship Committee will consider the circumstances and merits of the grievance and decide on the most appropriate course of action. If the apprentice is not satisfied with the decision rendered by the Apprenticeship Committee, he or she can request an appeal within 15 days of receipt of the Apprenticeship Committee's decision.
- B. In matters where the apprentice believes that the HAPJAC has violated its enrollment or administrative policies, apprentices may register a complaint with:

**The Council on Occupational Education
7840 Roswell Rd. Building 300, Suite 325.
Atlanta, GA 30350**

Houston Area Plumbing Joint Apprenticeship Committee
Policy for On Time Payment of Related Instruction Registration and Administration Fees

Adopted April 5, 2016

Revised August 8, 2017

Prior to the start of Related Instruction (RI) apprentices will receive correspondence providing assigned RI class requirement, semester start date, instructor and classroom number or shop number to report to and workbook requirements. Apprentices are required to bring previously issued workbooks to the first class meeting. At the first class meeting the instructor will provide a list of scheduled RI class dates for the semester. Correspondence assigning required RI class will be available no later than July 1st for the fall semester and December 1st for the spring semester annually.

It is an apprentice's responsibility to research and know when registration and administration fees are due, and the amount owed.

The amount owed for registration and administration fees is set by the Houston Area Plumbing Joint Apprenticeship Committee (HAPJAC) and is provided in the correspondence.

Registration and administration fees are to be paid by check or money order. Pay to the order of HAPJAC. Credit Card, Debit Card or Cash payments will not be accepted.

Registration and administration fees are due on or before the date established by the HAPJAC.

Registration payment due date for the fall and spring semesters is the second Saturday in July.

Fall administration fee payment due date is the second Saturday in July.

Spring administration fee payment due date is the apprentice's first class meeting in February.

Apprentices failing to pay registration and administration fees on or before the date established by the HAPJAC shall be placed on probation and may receive an automatic extension of their term of apprenticeship for late payments, or suspension from RI for the semester, requiring an extension of their term of apprenticeship.

Apprentices may appeal, to the HAPJAC, in writing on or before due date set for receipt of registration and administration fees, to review waiving receiving probation and receiving an automatic extension of their term of apprenticeship for late payments or suspension from RI for the semester, requiring an extension of their term of apprenticeship. An apprentice failing to register or accruing more than six months extension of the full term of apprenticeship for late registration or administration fees may be dropped from the Program.

All apprentices are required to pay annual payments that include fall and spring registration, \$176.00, fall administration fee, \$84.00, spring administration fee, \$84.00. Based on current registration and administration fees, the total amount owed in July is \$260.00 and February is \$84.00

Registration and Administration fees may be refunded according to the HAPJAC Refund Policy. Registration and Administration fees are subject to change. The HAPJAC will provide notice if fees increase or decrease.

Apprentices failing to receive RI class assignment by July 1st for the fall semester or December 1st for the spring semester are required to contact the Training Center and request RI class assignment.

Refund Policy

Refunds will be made available to apprentices who discontinue participation in the apprenticeship program according to the following schedule:

Refunds for Classes Cancelled by the HAPJAC:

In the event that a class is cancelled by the HAPAC, 100% of the registration fee will be refunded to the apprentice. The refund shall be made within 45 days of the scheduled class start date.

Refunds for apprentices who withdraw on or before the first day of class:

In the event that an apprentice withdraws from class prior to the first class date, 100% of the registration fee will be refunded to the apprentice. The refund shall be made within 45 days of the scheduled class start date.

Refunds for apprentices whose Department of Labor Apprenticeship Agreement is cancelled after class commencement:

In the event that an apprentice's Department of labor Apprenticeship Agreement is cancelled, the following refund schedule will apply:

- I. During the first 10% of the period of instruction (12 hours), the HAPJAC will refund 90% of any registration fees paid by the apprentice.
- II. After the first 10% of the period of instruction (12 hours), and until the end of the first 50% of the period of instruction, the HAPJAC will refund 50% of any registration fees paid by the apprentice.
- III. After the first 25% of the period of instruction (30 hours), and until the end of the first 50% of the period of instruction, the HAPJAC will refund 25% of any registration fees paid by the apprentice.
- IV. After the first 50% of the period of instruction (60 hours) the HAPJAC will retain all fees collected.

Refunds will be made within 45 days of the last day of attendance, if written notification has been provided to the HAPJAC by the apprentice, or from the date the HAPJAC determines withdrawal by the apprentices and the subsequent cancellation of the Apprenticeship Agreement.

Cost of Attendance

The cost of attendance for the five year Plumbing Apprenticeship program including books, tools, consumable materials, Instructor salaries and Building expenses is approximately \$12,000.00 per apprentice. This cost is born by Employer training fund contributions made by Signatory Contractors, and reflects the commitment to industry training made on your behalf. Scholarship Loan Agreements are signed by each apprentice at the beginning of the Fall Semester.

The Scholarship Agreement – Protecting the UA, Protecting Union Labor

The Houston Area Plumbing Joint Apprenticeship Committee would like to focus on the UA Scholarship Agreement, an initiative that has been well received in its more than 18 years of existence. This agreement acts to protect the United Association's present and future success by placing a value on our high caliber of training; we feel that a reminder of the details of the agreement is essential.

This initiative was adapted as a necessary step when, in the late 1970s many UA-trained plumbers and pipefitters left our organization to work for the non-union sector after receiving a top-notch UA education. Simply put, for every UA member who abandoned the union, the UA lost approximately \$10,000 in training expenses! Not only was this trend tremendously expensive for the UA, but it was totally detrimental to the trade union movement. The movement would never be able to gain real momentum if union numbers dwindled down to nothing.

But the UA continued to do what the UA does best – produce highly skilled craftsmen – and time and money invested in each trained apprentice so that their newly acquired skills helped the UA, not the non-union competition, to grow.

Every United Association apprentice should now sign a UA Scholarship Agreement, which incorporates a loan agreement stating the apprentice will be accountable for the monetary value of their training and a promissory note detailing the amount owed and the timeframe for which it is to be paid. This agreement can be paid off in two ways. An apprentice may either work in the plumbing and pipefitting industry for a union employer during the five years of their apprenticeship as well as for four years as a journey-worker and earn “in-kind credit” toward the agreement or make a cash payment in full plus prime rate interest in accordance with the number of years of training they received. This concept can best be correlated to the military and the mandatory term of service that a person must honor after he or she has received the value of military training.

The UA obviously believes the most ideal situation for both the UA and the apprentice is the former option – paying off the “loan” with in-kind credit by working for a union employer within the plumbing and pipefitting industry. For the UA, this provides a built-in incentive for an apprentice to stay within the union sector once trained, strengthening the UA overall. For the apprentice, they receive top-notch training and job experience while simultaneously reaping the benefits of union representation.

The agreement is handled at the local union level between the apprentice and the local’s Joint Apprenticeship Training Committee (JATC). The apprentice’s actual promissory note is determined by the local’s JATC and varies from one local to another.

For example, if a local’s JATC determines that one year of its apprentice training equals \$2,000 due to operating costs, instructor’s salaries, materials or other reasons, an apprentice would owe \$10,000 for five years of apprentice training. This \$10,000 is to be paid according to the payment plan on the promissory note, provided the apprentice works within the union sector for nine years (five years as an apprentice, four years as a journey-worker). Therefore, each year worked equates to a monetary figure they can subtract from their “loan”.

The promissory note payment plan is set up in such a way that the apprentice pays 10 percent of the first-years cost (10% of \$2,000) during the first year. In the second year, the apprentice once again pays 10 percent of the first years \$2,000, in addition to 15 percent of the second years \$2,000. In the third year of training, 20 percent of the third years \$2,000 cost is paid, along with the 15 percent of the second year and 10 percent of the first year. This continues on so that by the apprentice’s fifth year, the apprentice is paying 30 percent of the fifth years \$2,000, along with the percentage for the fourth, third, second and first years. This equates to \$5,000 of the total \$10,000 being paid off once the apprentice graduates.

The next four years of UA service allows a new journey-worker to pay off the remaining \$5,000 without continuing to incur the \$2,000 per year expense in training costs. The journey-worker does this by continuing to pay each apprentice years percentage of \$2,000 (15, 20, 25, and 30%) until each percentage has been paid five times.

The plan is established in such a manner that the fifth year of apprenticeship and the first year of journey-worker is “weighted.” They become the most crucial years where the largest bulks of money can be paid off if they are worked through. This provides an incentive to stay in the apprentice program and work at least one year in the union sector after graduation.

If a journey-worker breaches this agreement, all amounts of the loan owed become immediately due, with interest at the prime rate. In addition, the journey-worker is responsible for any costs for any agency or attorney fees in the effort to collect the money.

In the past, the Apprentice Scholarship Agreement has always been upheld in a court of law when contested. Furthermore, all money has been successfully collected whenever a breach of agreement has occurred.

On the surface, this action seems rather harsh, however, it is something that the majorities of our apprentices completing training, journey-workers, never have and never will have to deal with because most pay off their agreement in the form of in-kind credit. In addition, the UA fully believes that after working in the union piping industry for five years as an apprentice and for four years as a journey-worker, the benefits of union representation will make leaving our fold highly unlikely. UA Director of Training highly recommends that local JATCs continue to enforce the agreement as an essential component of their training program.

The Scholarship Agreement, resigned annually along with a new promissory note, should not be viewed in negative terms but rather as protection for union workers. Union labor has always had a leg up on the open shop because of the superior training that every union member receives and the endless opportunities available for future advancement. The Scholarship Agreement allows us to retain our talented tradesmen and women and deny the open shop an exceptional workforce.

**APPRENTICE SCHOLARSHIP AGREEMENT
BETWEEN
APPRENTICE AND JOINT APPRENTICESHIP COMMITTEE**

WHEREAS, the Joint Apprenticeship Committee of United Association Local Union No. 68 (hereinafter "Committee"), and «First Name» «Middle Name» «Last Name», (hereinafter "Apprentice") understand and agree that the Committee will expend significant sums of money for the training of the Apprentice in the specialized skills necessary for employment in the Plumbing and Pipefitting Industry; and

WHEREAS, those sums of money will result in a substantial direct benefit, as well as a substantial indirect and intangible benefit, to the Apprentice from this training, which is valued, at a minimum, in the amount set forth in Paragraph 1 hereto (the "Scholarship Loan"); and

WHEREAS, the Committee will grant a Scholarship Loan to the Apprentice in the amount set forth in Paragraph 1 hereof for the «Level» year of the Apprentice's training; and

WHEREAS, the Scholarship Loan amount for the Apprentice's subsequent years of training will be calculated on or before the anniversary date of this Agreement and a new Agreement and Promissory Note for that amount will be sent to the Apprentice and the Apprentice agrees to promptly execute such new Agreement and Promissory Note; and

WHEREAS, the Apprentice hereby understands and agrees that the Apprentice assumes certain obligations arising out of the training provided by the Committee, including the obligation to repay the total Scholarship Loan made to the Apprentice by the Committee for all years of training; and

WHEREAS, the Apprentice will repay the Scholarship Loan to the Committee pursuant to the terms set forth herein by either cash payments of in-kind credits received by working in the Plumbing and Pipefitting Industry for Employers under collective bargaining agreements whereby those Employers make contributions to the Committee;

NOW, THEREFORE, the Committee and Apprentice on this ___day of _____hereby Agree and Covenant, for the good and valuable consideration set forth herein, as follows:

1. Scholarship Loan: The Committee and the Apprentice hereby agree that the cost of the training, necessary equipment, maintenance and cost of operation the training facility, instructors' salaries (where applicable), and related materials, and the amount of the Scholarship Loan for the **2019/20** year of training covered by this Agreement is **\$3653.62**, and that the Apprentice will execute this Agreement and the Promissory Note in that amount attached hereto as Exhibit 1, and deliver such executed Agreement and Promissory Note to the Committee.
2. Subsequent Years of Training: The Committee and the Apprentice hereby agree that the cost of the training, necessary equipment, maintenance and cost of operating the training facility, instructors' salaries (where applicable), and related materials for each subsequent year of training shall be calculated by the Committee on or before the anniversary date of this agreement. That calculation shall be the amount of a new Agreement and Promissory Note that the Apprentice shall execute for that year of training. A separate Agreement and Promissory Note shall be signed for each year of training.
3. Term of Training: The Committee will provide training worth at least the amount loaned to the Apprentice hereby during the period from _____, to _____.
4. Repayment of Scholarship Loan: The scholarship Loan may be repaid by the Apprentice in full either in cash as set forth in Exhibit 1 hereto, or by in-kind credits, as set forth in Paragraph 7 hereof.
5. Warranty of the Apprentice: The Apprentice agrees and warrants as a condition of receiving the Scholarship Loan that upon completion of the training provided pursuant to this Agreement, the Apprentice will neither seek nor accept employment from an Employer engaged in, nor become an Employer engaged in, any general, mechanical, plumbing or pipefitting work or any other work covered by the Constitution of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, AFL-CIO, unless such employment is performed under the terms of a collective bargaining agreement that provides for the payment of contributions by such Employer to the Committee or like Joint Apprenticeship of Training Committee.
6. Breach of this Agreement: It will constitute an immediate breach of this Agreement if the Apprentice accepts employment in the Plumbing and Pipefitting Industry from an Employer who does not have a collective bargaining agreement which provides for the payment of contributions to the Committee or like Joint Apprenticeship Committee.
7. Repayment by In-Kind Credits: An Apprentice, who works pursuant to a collective bargaining agreement for an Employer making payments to the Committee or a like Joint

Apprenticeship Committee or Training Committee, will receive a credit for each calendar year of such employment in accordance with the Repayment Schedule set out in the Promissory Note attached hereto as Exhibit 1, and all subsequent Promissory Notes signed by the Apprentice. The amount due the Committee for the Scholarship Loan will be reduced by such amount in accordance therewith.

8. All Amounts Due and Payable if Breach Occurs: If the Apprentice breaches this Agreement, all amounts due and owing on the Scholarship Loan, reduced by any credit received by the Apprentice pursuant to Paragraph 7 hereof, or by any cash payments made, will become immediately due and payable, together with interest at the prime interest rate then prevailing at the Bank of America, N.A. in Houston, Texas, from the date of this Agreement, and all costs of collection hereof, including reasonable attorneys' fees and all court costs. The Apprentice hereby agrees and covenants to accept personal service and jurisdiction of any competent court determined by the Committee by the mailing of a copy of the Complaint brought pursuant to this Agreement to the current address provided in Paragraph 10 hereof.

9. Waiver of Breach: An inadvertent breach of this Agreement can be waived in writing by the Committee in its sole discretion, and a waiver of such inadvertent breach of this Agreement will not be unreasonably withheld by the Committee.

10. NOTICE: All notices under this Agreement will be sent to the Committee and Apprentice as follows:

11. Plumbing and Pipefitting Industry: As used herein the term "Plumbing and Pipefitting Industry" means any and all types of work covered by collective bargaining agreements to which the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United State and Canada, AFL-CIO (hereinafter "United Association") and/or any affiliated Local Union are a party or under the trade jurisdiction of the United Association's Constitution; or in a related building trade.

Apprentice:

Name

Address

City, State. Zip

Committee: Houston Area Plumbing JAC
P.O. Box 8653
Houston, Texas 77249-8653

The Apprentice hereby agrees to notify promptly the Committee of any change in the Apprentice's Address.

Signed and agreed to this 20th^d day of August 2019.

BY: _____
Chairman Signature and Title
Joint Apprenticeship Committee

BY: _____
Apprentice

APPRENTICE
PROMISSORY DEMAND NOTE FOR
SCHOLARSHIP LOAN AGREEMENT

\$3653.62

I, **«First Name» «Middle Name» «Last Name»**, hereinafter known as Apprentice, hereby promise to pay to **Houston Area Plumbing Joint Apprenticeship Committee** (The "Committee"), on demand a Scholarship Loan of **\$3653.62** (The "Loan Amount") in accordance with the terms and provisions of the Scholarship Loan Agreement between the undersigned and the Committee, dated _____, (The "Agreement"). That Loan Amount represents direct and indirect funds provided by the Committee.

I also understand that the Loan Amount will be reduced, in accordance with Paragraph 7 of the Agreement for every year I work for an Employer within the Plumbing and Pipefitting Industry who makes contributions, pursuant to a collective bargaining agreement, to the Committee or a like Joint Apprenticeship or Training Committee, as follows:

Years Worked	Percent of Total Reduced	Annual Amount Reduced	Cumulative Amount Reduced	Net Amount Due
1	10%	\$365.36	<u>\$365.36</u>	<u>\$3288.26</u>
2	15%	\$548.04	<u>\$913.40</u>	<u>\$2740.22</u>
3	20%	\$730.72	<u>\$1644.12</u>	\$2009.50
4	25%	\$913.40	<u>\$2557.53</u>	<u>\$1096.09</u>
5	30%	\$1096.09	\$3653.62	\$ <u>-0-</u>

I agree that if legal action is required to collect this Demand Note that I will pay interest at the prime rate prevailing as determined by the **Bank of America, N.A.** of **Houston, Texas**, from the date of this Note, plus reasonable attorney's fees and all court costs.

Print Name

Address

City, St Zip

Date

Apprentice Signature

Graduation Requirements

The requirements for completion of the Houston Area Plumbing Joint Apprenticeship Committee program and receiving a Department of Labor Office of Apprenticeship certificate are as follows:

- I. Complete a minimum of 8500 hours of on-the job-learning.
- II. Complete and achieve passing grades in all related instruction classes.
- III. Obtain a Texas State Plumbing License with Medical Gas Installer endorsement.

Transfer of Credits

Apprentices completing the Plumbing Apprenticeship may be awarded Credit Hours for experiential learning to be used towards related Associate Degree programs at Houston Community College and Washtenaw Community College. Apprentices seeking to pursue Associate Degrees should contact the Registrar's Office at the individual colleges for further details.

Transfer between Apprenticeship Programs

Apprentices wishing to transfer to another UA apprenticeship program must apply directly to the program of interest. Acceptance into the program, and acceptance of transfer credits will be at the discretion of the individual Joint Apprenticeship Training Committee and upon review by the Training Director.

Withdrawal Policy/ Leave of Absences

Apprentices wishing to withdraw from the program, or seek a leave of absence, must submit their request in writing to the Director of Training. All requests for leave of absences will be reviewed by the Apprenticeship Committee, who will notify the Student in writing of the decision.

Grading

A – An apprentice performs at 90-100% level.

B – An apprentice performs at 80-89% level.

C – An apprentice performs at 70-79% level.

Fail (F) – An apprentice performs at a level which is lower than 70%. No credit is granted for the course, and the apprentice is referred to the Apprenticeship Committee for disciplinary action which may include set-back, or being dropped from the program.

Continuing Education

Continuing Education classes, required to maintain State Licensure are conducted throughout the year. Schedules of upcoming classes are maintained at the Registrar's Office, and are also available upon request.

Counselling and Advisement

The HAPJAC Instructors, Director of Training and Training Coordinators are committed to an open-door policy for apprentice advisement issues. Apprentices are encouraged to meet with their instructors or staff members to discuss any related instruction or on the job learning issues they are encountering. Apprentices can also request a meeting with the Director of Training or the Apprenticeship Committee. Contact information for additional resources can be provided to address specific personal needs of apprentices.

Library/Media Services

The HAPJAC maintains a shared Instructor Resource Library to support all apprentice related instruction classes.

Texts are distributed to apprentices on the first day of class, and a two semester inventory is maintained in the book room. Instructors have access to supplemental instructional materials including the UA Online Resource Library.

Veteran's Benefits

The HAPJAC can assist apprentices in the certification of their benefits agreement. The HAPJAC has two certifying officials for verification of on the job learning hours.

Job Placement

Apprentices are referred to work with contractors who have signed working agreements with the local Union according to the Rules for Referral of Apprentices. Continuous, uninterrupted employment is not guaranteed due to labor market fluctuations, but every effort is made to secure employment for apprentices in order to achieve 8,500-10,000 hours of on the job learning.

Emergency Plan

Dissemination of Emergency Information

The Director of Training, Training Coordinator, Certifications Training Coordinator and HAPJAC Committee are authorized to provide information to others
(If possible, monitor for additional information via radio or television)

Emergency Announcements

The ranking authority, Director of Training, Training Coordinator, Certifications Training Coordinator, or Senior Instructor, on site, will have authority of any and all announcements for Emergencies.

Law enforcement matter, the ranking authority speaks to Law Enforcement.

C. Director of Training, Training Coordinator or Certifications Training Coordinator may generate emergency messages utilizing Robo-call.

Evacuation Procedures:

- A. Primary rally point most remote accessible parking area.
- B. Evacuation routes are according to posted signage.
- C. Instructors should have a class roster and be ready to verify students are at rally point.
- D. Address system is available at instructor's desk for emergency page.
- E. Director of Training, Training Coordinator, Certifications Training Coordinator, or Senior Instructor, on site, is authorized to make the decision to evacuate.
- F. In case of a chemical spill, radiological leak, or bio-hazard, the MSDS are located at Training Coordinator's office or in the main line.

Shelter in Place Procedure:

- A. Director of Training, Training Coordinator, Certifications Training Coordinator, or Senior Instructor, on site, make the decision to "Shelter in Place" rather than evacuate the building.
- B. Do not use elevator.
- C. Shut and lock all windows and doors.
- D. Turn off the heat, air conditioning or ventilation system, if you have local controls for these systems.
- E. Close local exhaust dampers if available.
- F. Quickly locate supplies you may need, e.g., food, water, radio, etc.
- G. If possible, go to a room or corridor where there are no windows. In the event of a chemical release, go to an above ground level of the building if possible.
- H. If possible, monitor for additional information via radio or television.
- I. Do not call 911 unless you are reporting a life-threatening situation.
- J. Make sure care-takers for any disabled personnel in the building are identified.
- K. Instructors should make sure the doors are secured to keep unwanted people out.
- L. In the event of a chemical, biological or radioactive material release requiring Shelter-in-Place, seal doors and windows with duct tape and/or plastic sheeting. (Each class or laboratory should have first aid kit, duct tape, plastic sheeting and any other emergency supplies or equipment deemed appropriate)
- M. Cover cracks under doors with damp towels.

When the "all clear" is announced:

- A. Open windows and doors.
- B. Turn on heating, air conditioning or ventilation system.
- C. Go outside and wait until the building has been vented.

EMERGENCY RESPONSE PROCEDURES FOR SEVERE WEATHER

If severe weather causes the closure of area community colleges, the HAPJAC will discontinue instructional activities until the weather event has passed, and it is safe to resume normal operations.

The Beaumont and Corpus Christi Instructional Service Centers will mirror the status of their respective community colleges.

A SEVERE THUNDERSTORM WATCH: Monitor local weather forecasts.

A SEVERE THUNDERSTORM WARNING: Shelter in place and monitor weather forecasts.

A TORNADO WATCH: Monitor local weather forecasts.

A TORNADO WARNING: Shelter in place and monitor weather forecasts.

“Flying debris from tornadoes causes most deaths and injuries”

Fire

Never ignore a fire alarm!

If anyone suspects a fire or if the alarm sounds:

- A. Your first action should be to grab your room keys. Be sure to alert any other occupants of the room.
- B. Crawl to the door, stay low to avoid smoke, and super-heated gases that may have entered your room.
- C. Feel the doorknob or higher on the door with the back of your hand. If it feels hot, do not open it-the fire may be on the other side of the door. If it is not hot, open slowly.
- D. If trapped on upper floor put a wet cloth under closed door to help prevent the spread of smoke. If you have a phone in your room dial 911 and tell the operator the following: Room number, and that you are trapped in the room and need to be rescued. Stay on the phone until the fire department arrives at your room.
- E. Hang from the window by your hands and drop to the ground to shorten the height of the fall if you must escape from an upper-story window and there is no adjoining roof or fire escape. If you must break a window to crawl out, use a drawer, or a similar object. Throw a blanket over the windowsill to help protect you from broken glass while you crawl out.
- F. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate the building. Close your door behind you to contain the fire-fighting to the professionals.
- G. Pull the fire alarm on your way out of the building if the alarm horn is not already sounding.
- H. Call Public Safety at 911 from a safe place and report the nature and location of the fire.
- I. Do not attempt to extinguish a fire unless you are trained to do so.
- J. Do not return inside the building until instructed.
- K. The primary and secondary safety zones are designated, most remote accessible parking area.
- L. A care taker should be assigned by the instructor of the class for any and all handicap personnel.

Bomb Threat

In most cases, the bomb threat information will be given to the main office and an order from the ranking authority, of Training, Training Coordinator, Certifications Training Coordinator, or Senior Instructor, on site, will give the evacuate. In most cases, the cell phone will be used to give emergency notification messages.

The authorized person will contact the Houston Police Department to request the bomb unit from Houston Police Dep

If you receive a threatening call:

Ascertain as much information from the caller as possible. Use the checklist provided below to assist you in recording information obtained from a telephone bomb threat.

- A. Activate the call trace feature: Caller I.D. and/or *69.
- B. Notify Public Safety at 911.
- C. Notify your supervisor.
- D. Do NOT activate the building alarm system to evacuate.

Bomb Threat Checklist

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK

- A. When is the bomb going to detonate?
- B. Where is the bomb?
- C. What does it look like?
- D. What kind of bomb is it?
- E. What will cause it to explode?
- F. Did you place the bomb?
- G. Why?
- H. Where are you calling from?
- I. What is your address?
- J. What is your name?

CALLER'S VOICE (circle) (Identify the closest to your recollection)

Calm/ Slow/ Crying/ Slurred

Stutter/ Deep/ Loud/ Broken

Giggling/ Accent/ Angry/ Rapid

Stressed/ Nasal/ Lisp/ Excited

Disguised/ Sincere/ Squeaky/ Normal

- A. If the voice is familiar, whom did it sound like?
- B. Were there any background noises?

- C. Remarks:
- D. Person receiving call:
- E. Telephone number call received at:

Hazardous Material

The following are general guidelines to be followed for a chemical spill:

- A. In the event of a chemical spill you should seal all windows with duct tape.
- B. Immediately alert area occupants and supervisor, and evacuate the area, if necessary.
- C. If there is a fire or medical attention is needed, contact Public Safety at 911.
- D. Attend to any people who may be contaminated. Contaminated clothing must be removed immediately and the skin washed with water for no less than fifteen minutes. Clothing must be laundered before reuse. See First Aid for Chemical Emergencies for more information.
- E. If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.
- F. Refer to the Material Safety Data Sheet or other references for information.
- G. Consider the need for respiratory protection. The use of a respirator or self-contained breathing apparatus requires specialized training and medical surveillance. Never enter a contaminated atmosphere without protection or use a respirator without training. If respiratory protection is needed and no trained personnel are available, call EMS and/or Public Safety at 911. If respiratory protection is used, be sure there is another person outside the spill area in communication, in case of an emergency. If no one is available, contact Public Safety at 911.
- H. Protect floor drains or other means for environmental release.
- I. Report all spills to your supervisor.
- J. MSDS sheets should be up to date and in the assigned area for reference.

Major Crime in the Area

- A. The ranking authority, Director of Training, Training Coordinator, Certifications Training Coordinator, or the Training Instructor, on site will determine when to “shelter-in-place.”
- B. Faculty and staff should maintain their cell phones in the “on” position to receive emergency notification messages.
- C. If the order is given to “shelter-in-place”, go to an interior room and if possible, lock all doors.

Active Shooter

A. When there is the first indication of a possible active shooter, decide what action should be taken:

Run-Hide-Fight

B. Upon receiving the message, the instructor should immediately evacuate the classroom or shop if possible, proceed to the parking area located behind the Plumbers Local 68 Union Hall.

If evacuating is not possible:

C. Lock the door and secure it so no one can come into the room (shelter in place).

D. Block all vision looking into the room. Have all the students lay on the floor and away from the door and windows.

E. Be prepared to give the most description of possible gun fire and any other noises you may hear.

F. Instructors and apprentices should silence their cell phones, but maintain them in the on position to receive emergency notification messages and instructions.

G. If an active shooter breaches your classroom or shop, fight as a group to overwhelm the attacker. Utilize improvised weapons and fight with as much aggression as possible. Commit to your actions!

H. Wait for Police Department personnel to make their way into the building and give instructions as to when anyone should leave the classroom. This will be done through tactical clearance of the building by law enforcement personnel only.

I. Any disabled personnel in the building should have been assigned a care-taker and also wait for law enforcement.

J. Once the all clear has been given by law enforcement, you will be asked to go to a specific safe area for medical attention and debriefing. You must remain in this area until further instructions are given.

Be patient.

Utility Failures

A. Notify the ranking authority, Director of Training, Training Coordinator, Certifications Training Coordinator, or Senior Instructor, on site and advising the situation of utility failure.

B. The location of all utility shut off devices should be identified and shared with all emergency personnel.

C. All Instructors and staff personnel should have flashlights available in the classrooms in case of a power outage.

D. The following actions are to be taken by instructors in the event of a **power failure**:

a) Report any power failure immediately

b) Remain where you are until the extent of the problem is determined.

c) Keep a flashlight available in your office at all times. Never use candles during a power failure.

d) During the daytime hours you can attempt to add as much natural lighting as possible by raising blinds and opening draperies.

e) Faculty with classes should remain where they are until notified otherwise.

- f) During a power failure or possible power failure, never use an elevator.

Plumbing Problem/Flooding

- A. Cease using all electrical equipment and notify the ranking authority, Director of Training, Training Coordinator, Certifications Training Coordinator, or Senior Instructor, on site immediately.
- B. If necessary vacate the area and prevent anyone else from entering.

Gas Leak

- A. Cease all operations!
- B. Do not switch on the lights or any electrical equipment.
- C. Remember, electrical arcing can trigger an explosion!
- D. Immediately notify the Coordinator of Director.
- E. Wind direction should be monitored and all emergency vehicles and crews should be up wind from the gas fumes.
- F. Move to the primary rally point if needed.

Student Security

- A. All Instructors or Students shall report the loss or damage of HAPJAC equipment to the Director of Training.
- B. No Firearms or other weapons are permitted on the HAPJAC campuses. Any student found in possession of a firearm shall be immediately dismissed.
- C. Students are to report any threats or physical assaults made by fellow students to the Director of Training. Any students engaging in physical assaults or threats will be immediately dismissed.
- D. Disruptive behavior will not be tolerated on Campus, and should be reported to the Director of Training.
- E. Any student who is dismissed from class due to disruptive behavior or disciplinary reasons, must leave the property immediately or will be considered trespassing.

Reporting an Accident or Injury

- A. Any Student, employee or visitor who is involved in an injury or accident shall immediately report the injury or accident to the Director of Training or on-site authority.
- B. Persons involved in an accident or injury shall complete and sign an Accident report as soon as possible. Reports are available in the Administrative Office.
- C. Instructor or on-site authority (Director/Coordinators) shall ensure the affected person(s) receive immediate attention including calling 911 for Emergency Medical Services if necessary. On-site authority will coordinate investigation of the incident, and ensure that the accident cause has been mitigated.
- D. Document witness statements if available.

Full-Time Faculty and Staff

Robert Cross
Director of Training
Bachelor of Arts, National Labor College
Master Plumbing License
Lu68tc1@uanet.org

Sidney Morris
Training Coordinator
Master Plumbing License
smhapjac@att.net

Jason Britnell
Certifications Coordinator
Journeyman Plumber License
bhapjac@att.net

Kristi Labroski
Administrative Assistant/Registrar
klhapjac@att.net

Dee Blankenship
Administrative Assistant/Accounting
dbhapjac@att.net

Part-Time Instructional Staff

Name	Year of Employment	Most Advanced Degree	Field/Classroom Experience	Courses Taught	e-mail address
Edward Bowman	2014	Journeyman	22/3	OSHA 30. Theory I	ebowman@wayeng.com
Jason Brooks	2014	Journeyman	8/3	Theory IV	Ja.brooks@yahoo.com
Selmer Burgess	1999	Inspector	26/16	Practical I	rburgess@ci.dickinson.tx.us
Craig Burk	2013	Journeyman	12/3	Practical I	cburk@sayeng.com
Martin Cerna	2015	Journeyman	15/2	Theory I	martincerna3628@yahoo.com
Robert Cross	1978	Bachelor Degree	44/38	All	Lu68hapjac@att.net
Ronald Drake	2014	Journeyman	16/2	Welding	Ronnedrake71@gmail.com
Michael Ferrell	2015	Journeyman	10/2	Theory III	mferrell150@gmail.com
Othon Guillen IV	2015	Master Plumber	35/1-1/2	Theory IV	othon@att.net
Jason Britnell	2017	Journeyman Plumber	15/1	Theory V & Theory VI	jbhapjac@att.net
John Jordan	1994	Associate Degree	32/23	Practical IV, Med Gas, Backflow	Johmjord205@gmail.com
Edward Kane	2016	Journeyman	50/1	Practical 1 & II	efkanejr@hotmail.com
Glen Kirkham	2014	Journeyman	24/2	Theory I & II	swptor9@uanet.org
Russell Logan	2015	Master Plumber	20/2	Theory I	russelllogan5@gmail.com
Alvin McKnight	2007	Journeyman	22/9	Prep Module	zaranblack@hotmail.com
Paul Mendoza	2016	Inspector	22/1	Theory I	p.mendoza45@yahoo.com
Joel Ingram	2017	Journeyman	7/1	Theory I	jingram@malekhvac.com
Manuel Montalvo	2016	Journeyman	20/1	Theory II	manuelmotalvo7@yahoo.com
Sidney Morris	2014	Master	23/3	Theory IV, Theory I	smhapjac@att.net
Jeremy Pavlich	2017	Journeyman	12/1/2	Theory II	jeremypavlich@gmail.com
Deric Perry	2002	Inspector	23/14	Backflow, Med Gas, Prep Module	perryderic1@gmail.com
Eric Rogers	2006	Associate Degree	20/9	Practical II	erogers20@comcast.net

Timothy Sandusky	2007	Inspector	35/9	Practical I	Timsandusky68@yahoo.com
Samuel Santos	2009	Associate Degree	16/7	Theory III	zaranblack@hotmail.com
Glen Sheppard	1999	Inspector	25/17	Prep Module	gshep1971@gmail.com
Cassidy Spell	2015	Inspector	16/2	Practical I	cassidy.spell@houstontx.gov

Charles Stanley	2013	Journeyman	25/3	Practical II	cwstanleyjr@att.net
Thomas Stright	2014	Master	30/3	Robotics/BIM	tstright@gmail.com
Scott Wang	2004	Inspector	20/13	Practical II	Howiewang65@hotmail.com
Deborah Williams	2017	Journeyman	6/1	Theory IV	deborahjeanwilliams@gmail.com
Amber Vasilenko	2016	Journeyman	7/1	Theory IV	awiggins@wayeng.com
John Wood	1994	Journeyman	35/22	Theory VI	quickpen2016@gmail.com
Nathan Shaddinger	2017	Journeyman	7/1	Practical III	nshaddinger@gmail.com

Jeremy Pavlich	2017	Journeyman	10/1	Theory II	jeremypavlich@gmail.com
Michael Flynn	2017	Journeyman	6/1	Theory III	flynnmikey308@yahoo.com
Jason Britnell	2017	Journeyman	15/1	Practical V	jw.redbird@gmail.com
Eric Cortez	2018	Journeyman	7/1	Practical 1	
Aaron Rodriguez	2018	Journeyman	20/1	Theory V	aaronrodriguez@dynamicsystemsusa.com

Trade of Plumber Instructional Outlines

FIRST SEGMENT (YEAR) - FIRST SEMESTER THEORY #1

OBJECTIVES:

The objective of the First Semester course is to provide each apprentice with:

1. An awareness of the heritage and future of the Pipe Trades.
2. The fundamentals for solving math problems related to the piping trades and the required math for taking pipe measurements.
3. An understanding and awareness of job safety and health.
4. Knowledge of occupational hazards and the scope of the OSHA Law.
5. Instruction in the identification and use of tools.
6. Instruction in the proper care of tools.
7. Instruction in the identification and take-off of cast iron fittings related to the piping trades.
8. Training in measuring, marking, and cutting of cast iron pipe.

Student Instructional Material Requirements

- Pipe Trades Heritage – Text
- Use and Care of Tools –Text and Assignments
- Job Safety and Health - Text and Assignments
- Related Mathematics - Text and Assignments
- Chapter - 1 - Basic Math Review
- Chapter - 2 – Pipe Measurements - One
- Smart Mark Building and Construction Trades

Instructor Instructional Material Requirements

- Your Heritage and Future in the Pipe Trades – Text
- Use and Care of Tools Text, Assignments and Answer Book
- Job Safety and Health Text, Assignments and Answer Book
- Related Mathematics Text, Assignments and Answer Book
- Visual Aids for Related Mathematics
- Soil Pipe Catalog and Plastic Piping Catalog
- Current Videos:
 - Confined Space Entry
 - Safe Excavation and Trenching
 - Personal Projective Equipment
 - Back Safety
 - Hazard Communication and GHS

Related Instruction Outline

FIRST SEGMENT (YEAR) - FIRST SEMESTER THEORY #1

Content

Orientation	6	Hours
Heritage	6	Hours
Math Review Chapter 1	30	Hours
Math Review Chapter 2	30	Hours
Job Safety and Health	21	Hours
Use and Care of Tools	12	Hours
Tools Specific to Repair	8	Hours
Cast Iron Identification and Take Off	6	Hours
Total	123	Hours

Course Objective Evaluation Requirements

- Job Safety and Health Final Examination Score
- Use and Care of Tools Chapter 1-9 Examination Score
- Use and Care of Tools Chapter 10-18 Examination Score
- Related Mathematics - Chapter - 1 - Basic Math Review Examination Score
- Related Mathematics – Chapter -2 Pipe Measurements One Examination Score

Related Instruction Outline

FIRST SEGMENT (YEAR) - SECOND SEMESTER - PRACTICAL #1

OBJECTIVES:

The objective of this Second Semester course will provide each apprentice with:

1. The training and skills necessary to install different types of pipe, tube, fittings, and valves.
2. Knowledge of steam generation, steam piping and accessories.
3. A practical knowledge and fundamentals of joining pipe utilizing roll and cut grooving, threading, flanging, mechanical compression, flaring, solvent welds, and fusion.
4. A practical knowledge and fundamentals of cutting and beading glass pipe.
5. Knowledge of rigging and signaling.

6. The fundamentals and proper technique of lifting and moving large diameter pipe with the Joe Sumner "Roust-A-Bout" Hoist, Chain Falls and Cable Winches.
7. The skills necessary to install drain flashings and repair sheet lead with plastic engineered materials
8. Training in the proper procedures of assembling, straightening, yarning, pouring, or caulking of vertical and horizontal lead or gasket SV cast iron joints and measuring NH cast iron coupling torque.
9. The skills required to layout and fabricate a shower pan and install shower drain clamping collar.
10. Pipe Trades related mathematic skills in problem solving, developed through the use of formulas and tables.

Student Instructional Material Requirements

- Rigging - Text and Assignments
- Making Better Plastic Welds, Laramy Corp (Classroom Text)
- Steam Systems - Text and Assignments
- Lead Work for Modern Plumbing (Class Room Text)
- Related Mathematics - Text and Assignments (Previous Issue)
- Chapter – 3 – Formulas for Related Mathematics in the Pipe Trades
- Pipe, Fittings, Valves, Supports and Fasteners - Text and Assignments

Instructor Instructional Material Requirements

- Rigging - Text, Assignments and Answer Book
- Making Better Plastic Welds, Laramy Corp. - Text
- Sumner Tools Film
- Steam Systems - Text, Assignments and Answer Book
- Lead Work for Modern Plumbing
- Related Mathematics - Text, Assignments and Answer Book
- Visual Aids for Related Mathematics Related Instruction Outline

Related Instruction Outline

FIRST SEGMENT (YEAR) - SECOND SEMESTER - PRACTICAL #1

Content

Pipe Materials	2	Hours
Methods of Joining Pipe	4	Hours
Pipe & Fittings	2	Hours
Gate, Globe and Check Valves	2	Hours
Bonnets Valve Stems and Stuffing Boxes	2	Hours
Miscellaneous Valves	2	Hours
Valve Installation	2	
Pipe Hangers and Supports	2	
Steam Systems (Assigned Text Assignments and Demonstration of Steam Unit)	4	
Rigging	12	
Joe Sumner Hoist	4	
Qualified Signalperson Skills Verification	8	
Plastic Pipe - Plastic Welding including Repair of PVC Solvent Joint on Large Diameter fittings	12	
Glass Pipe - Cutting & Beading	2	
Victaulic Demonstration	4	
Plastic Fusion Piping Joint Demonstration	4	
Heritage: Traditions and Culture of the Plumber..... Lead Demonstrations: Care & Cleaning of Soldering Irons Preparing & Soldering Butt Joints and Lap Joints on Sheet Lead Use of Press-O-Lite in Making Butt and Lap Joints on Sheet Lead Layout & Construction of Flashings for Vents and Drain Bodies Layout & Construction Shower Pan Corners Cast Iron Pipe, Lead and Oakum Vertical & Horizontal Joints	4	Hours
Layout and Construction of Plastic Shower Pan	6	
Pipe Wrapping for Corrosion Protection	2	
Formulas for Related Math in the Pipe Trades Chapter 3	10	
Introduction to ½ and ¾ inch soldered joints using copper tube	4	
Methods of Joining Pipe Practical Projects Use of Left and Right Hand Nipples and Couplings Roll Groove Copper Tube and Fittings Roll Groove Steel Pipe and Fittings Threaded Steel Pipe and Fittings Install Mechanical Tee Rod Water Main Fitting Insulated Coupling, Dielectric Flanges and Unions Socket Fusion Joint	23	Hours

Butt Fusion Joint Cross-linked polyethylene (PEX Pipe and fittings) Fiberglass Fuel Piping PVC and CPVC Solvent Welds No Hub Cast Iron Pipe and Couplings		
Fittings used for emergency repair (Freezing systems for repair)	8	
Total	123	Hours

Related Instruction Outline

FIRST SEGMENT (YEAR) - SECOND SEMESTER - PRACTICAL #1

Course Objective Evaluation Requirements

- Related Mathematics - Chapter - 3 - Formulas for Related Mathematics in the Pipe Trades
- Basic Math Review Examination Score
- Rigging Chapter – 6- Cranes and Crane Signals Examination Score
- Qualified Signalperson Examination Score
- Steam Systems – Chapters 1-15 Review Examination Score
- Pipe, Fittings, Valves, Supports and Fasteners – Chapters 1-8 Review Examination Score

Related Instruction Outline

SECOND SEGMENT (YEAR) - THIRD SEMESTER - THEORY #2

Objectives:

The objective of this Third Semester course will provide each apprentice with:

1. Training in the use of offset piping measurements and piping system layout instruments.
2. Training in the use of the builders' level transit and electronic/optical instruments used in modern surveying and construction
3. The ability to interpret drawings and building plans used on the job.
4. Training in the fundamentals of typical technical and isometric sketches.
5. Knowledge of matter, liquids, hydraulics and the science required to properly install piping systems.

Student Instructional Material Requirements

- Related Mathematics Text and Assignments (Previous Issue)
- Related Mathematics Chapter 4 Pipe Measurements - Two
- Related Mathematics Chapter 6 Instruments Used for Piping Systems Layout
- Drawing Interpretation and Plan Reading Text and Assignments
- Related Science Text and Assignments

Instructor Instructional Material Requirements

- Related Mathematics Text, Assignments and Answer Book
- Visual Aids for Related Mathematics
- Drawing Interpretation and Plan Reading Text, Assignments and Answer Book
- Related Science Text, Assignments and Answer Book

Related Instruction Outline

SECOND SEGMENT (YEAR) - THIRD SEMESTER - THEORY #2

Content

Related Mathematics, Chapter 4 Pipe Measurement – Two	18	Hours
Related Mathematics, Chapter 6 Instruments Used for Piping System Layout	9	Hours
Electronic/optical instruments used in modern surveying and construction	15	Hours
Use of Architect and Engineers Scales	6	Hours
Technical Drawing	12	Hours
Isometric Drawing	15	Hours
Develop field sketch of waste, vent and hot and cold water serving a bathtub (For installation and adjustment of anti-scald settings of ASSE 1016 valves)	3	Hours
Reading and Interpretation of Building Plans	9	Hours
Properties and Characteristics of Water and Steam	6	Hours
Hydraulics & Pneumatics	10	Hours
Mechanics	4	Hours
Metal & Alloys	4	Hours
Corrosion	4	Hours
Repair Plumbers use of Science in solving plumbing repair problems	8	
Total	123	Hours

Related Instruction Outline

SECOND SEGMENT (YEAR) - THIRD SEMESTER - THEORY #2

Course Objective Evaluation Requirements

- Related Mathematics, Chapter 4, Pipe Measurements – Two Examination Score
- Related Mathematics, Chapter 6, Instruments Used for Piping Systems Layout Examination Score
- Related Science, Chapter 2, Hydraulics & Pneumatics Examination Score
- Drawing Interpretation, Chapters 1 through 6 Final Examination Score

Related Instruction Outline

SECOND SEGMENT (YEAR) - FOURTH SEMESTER - PRACTICAL #2

OBJECTIVES:

The objective of this Fourth Semester course will provide each apprentice with:

1. Training in soldering and brazing, stressing the safe use of lead free solders and BcuP and BAg series brazing alloy.
2. An awareness and instruction in the safe use of oxy-fuel cutting and welding equipment and Training in oxy-fuel cutting and welding.
3. Training in the fundamentals of the T-drill.
4. Applied Practical Solutions to Offset Piping Problems.
5. Knowledge of the Terms and Calculations of the Metric System.
6. Practical experience installing a waste, vent and hot and cold water system serving a bathtub.
7. Practical experience installing a tub and shower valve meeting ASSE 1016 requirements g.
8. An introduction to Plumbing Service, Maintenance and Repair.

Student Instructional Material Requirements

- Soldering & Brazing Text and Assignments
- Oxy-fuel Cutting & Welding and Shielded Metal - Arc Welding Text and Assignments
- Related Mathematics Text and Assignments (Previous Issue)
- Chapter 6 Pipe Measurements – Two (Review)
- Chapter 5 Metric System

- Related Mathematics Shop Projects
- Lead Work for Modern Plumbing (Class Room Text)
- Plumbing Service Maintenance and Repair Text

Instructor Instructional Material Requirements

- Supplement #14 (NJSPAC) Soldering & Brazing
- Lead Work for Modern Plumbing
- Guide - How to Organize & Teach Shop Subjects
- Oxy-fuel Cutting & Welding and Shielded Metal - Arc Welding Text,
- Assignments and Answer Book
- Video - "Oxyacetylene Safety" - Victor
- Video - "Large Diameter Copper Tube" - Copper Development Association
- Related Mathematics Text, Assignments and Answer Book
- Plumbing Service Maintenance and Repair Text

Related Instruction Outline

SECOND SEGMENT (YEAR) - FOURTH SEMESTER - PRACTICAL #2

Content

Shop Safety & Theory	4	Hours
Oxy-Fuel Cutting	4	Hours
Oxy-Acetylene Welding	4	Hours
Welding Groove Butt Joints on Pipe (Roll out)	8	Hours
T-Drill Demonstration and Project	2	Hours
Brazing (Similar and Dissimilar Metals)	4	Hours
Copper Tube & Fittings	8	Hours
Soldering Copper Tube	8	Hours
Brazing Copper Tube	8	Hours
Flaring & Bending Copper Tube	2	Hours
Related Mathematics Pipe Measurements	12	Hours
Shop Projects Offset Piping Problems	12	Hours
The Metric System Chapter 5	4	Hours
Plumbing, Maintenance and Repair (Survey for interest in the Plumbing Repair Industry)	24	Hours
Safe operation of Drain Cleaning Equipment	10	Hours
Tub Waste, Vent, and Water Supply	5	Hours
Scald Prevention and ASSE 1016 Valve Adjustment	4	Hours
Total	123	Hours

Course Objective Evaluation Requirements

- Related Mathematics Chapter 5 Metric System Examination Score
- Soldering Performance Test Score (Scored according to Grading Procedure for Soldering Performance Test Project).
- Brazing Performance Test Score (Scored according to Grading Procedure for Brazing Performance Test Project)
- Plumbing Service Maintenance and Repair Chapter 3 Quick Quiz Score

Related Instruction Outline

THIRD SEGMENT (YEAR) - FIFTH SEMESTER - THEORY #3

OBJECTIVES:

The objective of this Fifth Semester course will provide each apprentice with:

1. Scientific principles in accordance with local code and practical experience for the safety of potable water for residential, commercial, and institutional consumption.
2. Knowledge of the principles of valves, pump design, selection and installation.
An understanding of the principles, code requirements, and practical knowledge necessary for the safe removal of sewage, waste, and storm water from residential, commercial, and institution buildings.
4. Practice in servicing various components of plumbing systems.
5. Knowledge of acceptable practices for cross-connection control and backflow protection.

Student Instructional Material Requirements

- Water Supply Text and Assignments
- Drainage Text and Assignments
- Backflow Prevention Reference Manual
- Pumps Text and Assignments
- Plumbing Service Maintenance and Repair Text (Previous Issue)

Instructors Instructional Material Requirements

- Water Supply Text, Assignments and Answer Book
- Drainage Text, Assignments and Answer Book
- Backflow Prevention Reference Manual
- Instructor Guide Backflow Prevention and Cross-Connection Control Certification
- Pumps Text, Assignments and Answer Book
- Video Cross-Connection - State Plumbing Board of Plumbing Examiners

- Video - "Spotlight on Backflow Prevention: - Watts
- "Incidents of Cross-Connection" - Watts -
- "Protection devices for Cross connections" - Watts
- Plumbing Service Maintenance and Repair Text

Related Instruction Outline

THIRD SEGMENT (YEAR) - FIFTH SEMESTER - THEORY #3

Content

Water Treatment	6	Hours
Water Mains & Service	6	Hours
Building Water Supply Systems (Including Chapter 4 Plumbing Service Maintenance and Repair Water Distribution Systems)	12	Hours
Cross Connection	8	Hours
Demonstration testing Backflow Prevention Assemblies	2	Hours
Hot Water Supply (Including Plumbing Service Maintenance and Repair Water Heater Installations Chapter 9)	12	Hours
Valves	9	Hours
Pumps	6	Hours
Sewage Disposal	12	Hours
Sewer & Drains	12	Hours
Building Drainage System	12	Hours
The Plumbing Trap	6	Hours
Venting the Drainage System	12	Hours
Repair Project- Disassemble and Reassemble Large Diameter Backflow Preventer and Clay Valve	8	
Total	123	Hours

Course Objective Evaluation Requirements

- Water Supply Chapter 3 Building Water Supply Examination Score
- Drainage Chapter 3 Building Drainage Systems Examination Score
- Pumps Review Examination Score
- Cross Connection Control Examination Score
- Plumbing Service Maintenance and Repair Chapter 9
- Water Heater Installations Quick Quiz Score

THIRD SEGMENT (YEAR) - SIXTH SEMESTER - THEORY #4

OBJECTIVES:

1. The objective of this Sixth Semester courses will provide each apprentice with:
2. Training in the principles, code requirements, and practical knowledge necessary for the design and installation of gas piping systems.
3. Training in the principals and practical knowledge of gas appliance and equipment controls.
4. A thorough knowledge of the local plumbing code.
5. Experience in applying the local code to job situations.
6. An understanding of various special purpose installations.
7. An understanding of the principles of solar heating of potable water as it differs from traditional methods.

Student Instructional Material Requirements

- Plumbing Code Application Text and Assignment
- Gas Installation Text and Assignments
- Special Purpose Installations Text and Assignments
- UPC Uniform Plumbing Code Book (Current Edition)
- Plumbing Service Maintenance and Repair Text (Previous Issue)

Instructor Instructional Material Requirements

- Plumbing Code Application Text and Assignments
- Instructor Guide Plumbing Code Application
- Gas Installation Text, Assignments and Answer Book
- Special Purpose Installation Text, Assignments and Answer Book
- UPC Uniform Plumbing Code Book (CD-ROM)
- IRC International Residential Plumbing Code Book
- Plumbing Service Maintenance and Repair Text

Related Instruction Outline

THIRD SEGMENT (YEAR) - SIXTH SEMESTER - THEORY #4

Content

Code Construction	12	Hours
General Use of Code	12	Hours
Code Application	24	Hours
Properties of Gas and the Combustion Process	8	Hours
Gas Piping Systems (Including Plumbing Service Maintenance and Repair Chapter 5)	8	Hours
Commercial Gas Water Heater Controls (Clocking gas meter usage and Orifice Sizing)	6	Hours
Air Supply and Venting	8	Hours
Valves and Regulators	8	Hours
Electrical Systems and Controls	8	Hours
Appliances (Including Plumbing Service Maintenance and Repair Text Chapter 8)	6	Hours
Swimming Pools	4	Hours
Fountains & Planters	4	Hours
Lawn Sprinklers & Vacuum Systems	4	Hours
Solar Systems (Including Plumbing Service Maintenance and Repair Text Chapter 9)	3	Hours
Basic Electricity for the Repair Plumber (Use of Volt and Amp Meters)	8	
Total	123	Hours

Course Objective Evaluation Requirements

- Gas Installations, Chapter 2, Gas Piping Systems Examination Scores
- Gas Installations, Chapter 6, Electrical Systems and Controls Examination Score
- Plumbing Code Application, PCA General Examination 1 Score
- Plumbing Code Application PCA Math Examination
- Plumbing Maintenance Service and Repair, Chapter 9, General Examination Score

Related Instruction Outline**FOURTH SEGMENT (YEAR) - SEVENTH SEMESTER - WELDING - PRACTICAL #3****OBJECTIVES:**

The objective of this Seventh Semester course will provide each apprentice with:

1. Training in Oxy-fuel cutting.
2. Training in basic shielded Metal Arc Welding.
3. An opportunity to become familiar with UA Arc Welding Certification examination.

Student Instructional Material Requirements

- Oxy-fuel Cutting and Welding and
- Shielding Metal-Arc Welding Text and Assignments (Previous Issue)

Instructor Instructional Material Requirements

- Welding Lesson Plans
- Guide - Organizing & teaching shop subjects
- Oxy-fuel Cutting and Welding and Shielded Metal Arc Welding Text and Assignments
- Video "Shielded Metal - Arc structural and Pipe Welding"

Related Instruction Outline**FOURTH SEGMENT (YEAR) - SEVENTH SEMESTER - WELDING - PRACTICAL #3****Content**

Shop Safety & Theory	8	Hours
Introduction to Arc Welding	8	Hours
Running stringer beads on flat plate	24	Hours
Oxyacetylene cutting & beveling (square and bevel cuts - plate	5	Hours
Oxyacetylene cutting & beveling – pipe coupon preparation	6	Hours
Arc Welding on Flat Plate using whip and pause	20	Hours
Groove Welds on flat plate	20	Hours
Arc welding Pipe Roll out	24	Hours
Plumbing Repair of Common Fixture Supports and Carriers using Welding and Brazing	8	Hours
Total	123	Hours

Course Objective Evaluation Requirements

- UA-1 or UA-2 Weld Test
- Oxy-fuel Cutting and Welding and Shielding Metal-Arc Welding, Chapter 9, Assignment Score/Related Instruction Outline

FOURTH SEGMENT (YEAR) – EIGHTH SEMESTER - THEORY #5

OBJECTIVES:

The objective of this Eighth Semester courses will provide each apprentice with:

1. Knowledge and skills required in the use of computers.

Training in the use of Computer Aided Drawing (CAD) software.

2. Training in the fundamentals of Detail Drawing utilizing CAD.
3. Training in the basic plumbing principles, code requirements, and practical knowledge necessary for plumbing system design, material take-off and preparation of plumbing fabrication drawings for installation of a commercial fixture battery.
4. Advanced Training in Measuring, Laying Out, and estimating the materials used in a plumbing systems.
5. Working knowledge of the many types of plumbing fixtures including installation practices, fixture controls and institutional fixtures.
6. Training in the installation requirements of plumbing appliances and accessories.

Student Instructional Material Requirements

- Advanced Plan Reading and Related Drawing Text, Assignments and CAD-CD
- Fabrication Booklet – MCA/United Association
- Handouts for Fixture/Carrier Fittings
- Plumbing Fixtures and Appliances Text and Assignments

Instructor Instructional Material Requirements

- Advanced Plan Reading and Related Drawing Text, Assignments and CAD-CD
- Fabrication Booklet – MCA/United Association
- Handouts for Fixture/Carrier Fittings
- Plumbing Fixtures and Appliances Text, Assignments and Answer Book-Related Instruction Outline

FOURTH SEGMENT (YEAR) - EIGHT SEMESTERS - THEORY #5

Content

Introduction to the Use of Computers	12	Hours
Computer Aided Drawing (CAD)	36	Hours
Fabrication Drawings	35	Hours
Plumbing Fixtures	8	Hours
Installation Practices	6	Hours
Installing Fixtures & Equipment	6	Hours
Fixtures & Controls	6	Hours
Appliances & Accessories	6	Hours
Understanding Fixture Diagrams to solve repair and operation and maintenance problems	8	
Total	123	Hours

Course Objective Evaluation Requirements

- Plumbing Fixtures, Chapter Two, Installation of Plumbing Fixtures, Examination Score
- Plumbing Fixtures, Chapter Five, Appliances and Accessories, Examination Score
- Auto CAD, Level 1, Beyond the Basics, Skills Assessment
- Fabrication Drawing Score

Related Instruction Outline

FIFTH SEGMENT (YEAR) – NINTH SEMESTER - FABRICATION/PREP CLASS - PRACTICAL #4

OBJECTIVES:

The objective of this ninth Semester course will provide each apprentice with:

1. Knowledge of the Uniform Plumbing Code and the International Residential Code.
2. A complete review for the State Journeyman License Examination.
3. Practical experience installing waste, vent and water piping, working from detail drawings.
4. Practical experience installing residential, commercial and institutional plumbing fixtures, appurtenances and accessories.
5. The confidence each apprentice needs to combine information obtained from plumbing plans and specifications and mechanical and time management skills acquired to complete the Fabrication Training Test Module satisfactorily.

6. The confidence each apprentice needs to combine information obtained from plumbing plans and specifications and mechanical and time management skills acquired to complete the 1/5 scale waste and vent system installation.
7. Knowledge and practical skill required to qualify for Medical Gas Piping Installation Journeyman License Endorsement Examination.

Student Instructional material Requirements

- Plumbing Fixtures and Appliances Text (Previous Issue)
- Chapter 2 Assignments Installation Practices
- Uniform Plumbing Code Study Guide (Classroom Set)
- UPC Uniform Plumbing Code Book (Included in Code Text; Previous Issue))
- National Fire Protection Association NFPA 99 Current Edition

Instructor Instructional Material Requirements

- Plumbing Fixtures and Appliances Text
- UPC Uniform Plumbing Code Illustrated Training Manual
- UPC Uniform Plumbing Code Study Guide
- UPC Uniform Plumbing Code Book
- IPC International Plumbing Code
- 1/5 FT = 1 FT Scale Drawings
- National Fire Protection Association NFPA 99C Current Edition Related Instruction Outline

FIFTH SEGMENT (YEAR) – NINTH SEMESTER - U.A. MODULE/PREP CLASS - PRACTICAL #4

Content

Installing Fixtures & Equipment	12	Hours
Uniform Plumbing Code	36	Hours
U. A. Training Fabrication Module	15	Hours
State Plumbing Examination	8	Hours
1/5 Scale House	4	Hours
Brazing Vertical and Horizontal Medical Gas Piping	8	Hours
Medical Gas and Vacuum Piping Systems	32	Hours
Disassemble and reassembly of medical outlet Maintenance requirements for medical air compressors and vacuum producers	8	
Total	123	Hours

- Texas State Board of Plumbing Examiners Medical Gas Piping Endorsement Preparation Examination Score
- 1/5 Scale House Project Score

- Uniform Plumbing Code General Examination One Score
- Uniform Plumbing Code General Examination Plumbing Mathematics
- Texas State Board of Plumbing Examiners Journeyman Examination Score

Related Instruction Outline

FIFTH SEGMENT (YEAR) - TENTH SEMESTER - THEORY #6

OBJECTIVES:

The objective of this Tenth Semester course will provide each apprentice with:

1. The ability to understand the drawings, building plans, and specifications used on the job.
2. Training in the fundamentals of typical, technical, and isometric sketches.
3. Skills required developing plumbing sleeve and coordination drawings.
4. Oil Field Service Equipment Company plans detail-drawing experience utilizing basic Computer Aided Drafting skills.
5. The knowledge required to understand the role of Job Foreman duties including planning and scheduling; material handling and site planning; safety; subcontractors and suppliers; job cost and control, labor tracking; change orders; and communication

Student Instructional Material Requirements

- Drawing Interpretation and Plan Reading (Previous Issue)
- Advanced Plan Reading and Related Drawing Text and Assignments
- Advanced Plan Reading and Sketching
- Sleeve Drawing and Deck Layout
- Drawing Coordination and Plumbing Design
- Drawings Oil Field Service Equipment Company Building Plans and Building Specifications
- UA Foreman Training Manuals

Instructor Instructional Material Requirements

- Drawing Interpretation and Plan Reading Text, Assignments and Answer Book
- Advanced Plan Reading and Related Drawing Text, Assignments and Answer Book
- Drawings Oil Field Service Equipment Company Building Plans and Building Specifications
- Visual Aids for Drawing Interpretation and Plan Reading

FIFTH SEGMENT (YEAR) - TENTH SEMESTER - THEORY #6Content

Drawing Interpretation and Plan Reading Isometric Drawing Review	12	Hours
Advanced Plan Reading & Sketching	12	Hours
Plumbing System Sleeve and Coordination Drawings Sleeve Drawing & Deck Layout Drawing Coordination Background - Match Line Drawing Room 106 & 107 - Large Scale Drawing Conference Room - Large Scale Drawing Storm Sewer - Large Scale Drawing Break Room - Large Scale Drawing 2 nd Floor Toilet Room - Large Scale Drawing 1/4" Match Line Plumbing Underground	37	Hours
Review of Code requirements for Clean-out locations and Repair Plumbers use of plans to solve repair problems	8	Hours
UA Job Foreman Training	50	Hours
Foreman Training to include Customer Service skill review for repair plumber and proper completion of repair records for invoicing.	4	
Total	123	Hours

Course Objective Evaluation Requirements

- UA Job Foreman Certification Examination Score
- Advanced Plan Reading and Related Drawing, Chapter 2, Assignment Score