North Central Illinois
Finishing Trades Institute (NCIFTI)

Painters District Council No. 30

Student Handbook and Course Catalog

NOTES

Introduction

On behalf of the Trustees of the North Central Illinois Finishing Trades Institute (*NCIFTI*), the Program Faculty, and myself, I welcome you to the Program. We are happy to have the opportunity to provide you the best educational programs in our industries. Our curriculum and our state-of-the-art training facility will provide you an opportunity to become best in the field.

The tradition of IUPAT apprenticeship is over 100 years old and you stand in the tradition of a long line of journey workers and apprentices who have made us the standard for excellence in the finishing industries. We hope you enjoy the programs and experiences that are described in the coming pages.

This Apprentice Handbook and Course Catalog has been prepared for you to read carefully and refer to when you have questions about the program, or rules and regulations.

Please feel free to contact me, or another member of the Program Faculty, with any questions.

Stephen J. Lefaver

Director of Apprenticeship & Training

ABOUT THE *NCIFTI*

The North Central Illinois Finishing Trades Institute is an apprenticeship & training program for the occupations of Painter-Decorator, Drywall Finisher (Taper), Glazier and Industrial Coating & Lining Application Specialist (CAS). Located in Aurora, Illinois, the NCIFTI trains craftspersons belonging to Painters District Council No. 30. Providing a program and facility for apprenticeship and training is made possible by contributions from all active members based on their hours worked, and the Painters District Council No. 30 Pension Fund, which owns and operates the new state-of-the-art facility.

Painters District Council No. 30 represents craftspersons working in the Illinois counties of Boone, Bureau, Carrol, DeKalb, Dupage, Ford, Fulton, Hancock, Iroquois, Kane, Kankakee, Kendall, Knox, LaSalle, Lee, Livingston, Marshall, Mason, McDonough, McHenry, McLean, Ogle, Peoria, Putnam, Schuyler, Stark, Stephenson, Tazewell, Winnebago, and Woodford; and in the Wisconsin counties of Green, Rock and Walworth.

Understanding Apprenticeship *and* Training…

The NCIFTI is an apprenticeship *and* training program.

Apprenticeship has two components:

A On-the-job training (OJT) that occurs while work is being performed for a signatory contractor.
B Formal apprenticeship training at the NCIFTI as a required condition of employment.

Training is continuing education provided to those at the rank of Journeyperson, such as advanced safety training, training in new technologies/techniques, foreman training, supervisor training, and training provided to trainers.

Our Mission guides our program…

The Trustees and Faculty of the North Central Illinois Finishing Trades Institute (NCIFTI) have crafted the following mission statement:

The North Central Illinois Finishing Trades Institute is committed to empowering craftspersons in the unionized finishing trades by readying them for continued employment in the industry.

We respond by designing curriculum that both complements and supplements what craftspersons learn on-the-job within the geographical jurisdiction of Painters District Council No. 30, and delivering that curriculum at the highest level of teaching excellence.

We believe training is the cornerstone of quality craftsmanship and professionalism, and, as such, we strive to cultivate craftspersons that appropriately balance a commitment to quality and productive work.

Our intention is to remain the recognized leader in apprenticeship and training in the finishing trades by recruiting responsible and driven individuals to enter and remain in the trade, focusing on the skills needed in industry sectors that are growing, offering craftspersons customized health and safety training, and regularly contributing to the health and welfare of our community through service.

ABOUT THE NCIFTI *cont…*

The NCIFTI focuses on *the workforce* produced by the Program. To develop a workforce of the highest quality the Program seeks to prepare a craftsperson who…

- *is proficient in the trade,*
- *understands and respects the nature of the competitive marketplace,*
- *maintains competency through continual education,* and
- *adapts willingly to innovations and social changes affecting the industry.*

NCIFTI leaders consider the quality of the workforce through informal assessments and opinion-sharing among contractors or between contractor and union leadership, and incorporate this feedback into curriculum design and the portion of apprenticeship time spent on-the-job.

The NCIFTI is committed to the following programmatic expectations:

- That there be in place a thoughtful curriculum and conscientious instruction.
- That the Program's administrators maximize the benefits of joint governance between industry contractors and union leaders.
- That the Program's integral partnership with the Union will encourage members to develop the personal agency and the competency to recognize the forces that affect their lives as working people.

The NCIFTI is a state-of-the-art training facility that allows skills training to take place in a controlled setting that mimics "on-the-job" working conditions. Participants experience hands-on training that cannot be learned through manuals alone, training that allows Apprentices to practice in mock-up areas that present the same challenges faced on the job.

A FOCUS ON COMPETENCIES…

Competency is *the ability to do something well or to a required standard*. "Competencies" referring to three things:

- When referring to the individual skill level of a craftsperson trained through apprenticeship, **competencies are the skills and responsibilities a craftsperson can claim** when they approach a contractor for employment.
- When referring to how much an individual craftsperson's time on the job is worth, **competencies determine wage rates for a craftsperson trained through apprenticeship**.
- When referring to the apprenticeship and training programming offered by the NCIFTI, **competencies are outcome objectives, what the curriculum is meant to accomplish** for each major area of emphasis (basic safety, painting/paper hanging, drywall finishing, glazing, journey worker upgrade).

BOARD OF TRUSTEES

Apprenticeship programs that are financed by trust funds are governed by the Employee Retirement Income Security Act of 1974 (ERISA) and, to be duly qualified by the U.S. Department of Labor, such programs must also operate in accordance with several unique standards. ERISA provides additional obligations for "fiduciaries," or Trustees. The following labor and management leaders comprise the NCIFTI's Board of Trustees.

Kurt Hand
Chairman
Vogue Painting & Decorating

Ryan Anderson
Secretary/Treasurer
IUPAT, DC 30

Jason Larsen
Midwest Painting

Beth Penesis
IUPAT, DC 30

Anthony Lecuyer
Lecuyer Painting & Decorating

Marisa Richards
IUPAT, DC 30

Jerry Little
McClean County Glass

Brian Dahl
IUPAT, DC 30

US DEPARTMENT OF LABOR REGISTRATION

The North Central Illinois Finishing Trades Institute is registered as an apprenticeship program with the US Department of Labor (DOL). Inquiries regarding this registration should be addressed to:

Ronda Kliman
US Department of Labor
Bureau of Apprenticeship and Training
308 West State Street, Suite 403
Rockford, IL 61101

ACCREDITATION

The North Central Illinois Finishing Trades Institute achieved accreditation with the Council on Occupational Education. Inquiries regarding this accreditation should be addressed to:

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

BECOMING AN APPRENTICE

Apprentice Applicant Qualifications

Apprenticeship applications and information packets will be made available to anyone throughout the year upon direct request to the NCIFTI. Apprenticeship applications will be accepted on the basis that Applicants have met and shown documented proof of age and education qualifications at the time of application.

- AGE: All Applicants must be at least 18 years of age **except as noted below*.
- EDUCATION: All Applicants must have proof of high school education, Diploma or a GED certificate. ***except as noted below.*
- All Applicants shall be physically capable of performing the essential functions of the chosen trade without posing a direct threat to the health and safety of themselves or any other individuals, with reasonable accommodations.
- All applicants must have access to reliable transportation to attend On-the-Job Learning and Related Instruction classes.
- If Applicable: Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience and/or VA benefits.

**An applicant who is seventeen (17) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be deemed eligible for apprenticeship. Such an applicant must provide proof that a high school diploma or GED has been awarded and must be eighteen (18) years of age prior to being registered by the sponsor.*

***An applicant who is unable to provide proof of high school education, Diploma or GED certificate will be required to successfully complete an aptitude test administered by the NCIFTI.*

Enrollment and Admissions

Applicants who meet the minimum qualifications and/or who have been deemed eligible for apprenticeship must find employment with a participating Employer.

When the Applicant has been hired by a participating Employer, the NCIFTI requires a "Letter of Intent to Hire" prior to enrollment in the program.

Once the above conditions are met *(an individual has been deemed eligible for apprenticeship and been hired by an Employer, and the NCIFTI has received a Letter of Intent to Hire)*, the Apprentice Applicant will be required to:

(1) Become a member Painters District Council No.30 (PDC30) in accordance with PDC30's collective bargaining agreement with the participating Employer and…
(2) Complete and sign an Apprenticeship Agreement in accordance with the Standards of Apprenticeship.

Once all the requirements above are met, the Applicant will then be enrolled into the program, registered as an Apprentice with the Department of Labor and will begin attending classes at the NCIFTI at the start of the next available quarter (Jan, Apr, Jul, or Oct).

Advanced Placements

Applicants who have been working in the field for a period of time, may apply for advanced placement in the Apprenticeship Program. These applicants will have their skills and knowledge evaluated by the Program Faculty. Once the Faculty has determined the level of advanced standing, applicants will receive credit for the coursework that they were deemed to have completed through previous experience.

HOW THE PROGRAM WORKS

Requirements of the Program

The term of Apprenticeship for the Painter-Decorator, Drywall Finisher (Taper), Glazier and Painter-Industrial Coating & Lining Application Specialist (CAS) shall be a minimum of 3 years of reasonably continuous employment, a minimum of 4650 hours of On-the-Job learning and successful completion of 12 Curriculum Modules of Related Technical Instruction (RTI) at the NCIFTI.

Each Apprenticeship program requires attendance for 3 Core (COR) Curriculum Modules and 9 Trade Specific (PNT, DRY, GLZ, CAS) Curriculum Modules - for a total of 12 modules.

Related Technical Instruction (RTI) Curriculum Modules

Each Apprenticeship Program requires the successful completion of **3 CORE** curriculum Modules and **9 trade specific** curriculum Modules, for a total of **12 curriculum Modules**.

Apprentices are automatically enrolled and provided schedules for the appropriate curriculum Modules as deemed fit by the NCIFTI according to the Apprentice's progress through their program.

Each curriculum Module for the Painter-Decorator, Drywall Finisher and Glazier programs is 40hours in length and is conducted over 5 (8hr) days and scheduled on a 3 month or quarterly cycle. New Modules begin in January, April, July & October each year.

Each curriculum Module for the Industrial Coating & Lining Application Specialist (CAS) is 40hrs in length and is conducted over 5 consecutive (8hr) days and scheduled on a monthly cycle during the months of December, January, February & March.

Each Module schedule offers 5 (8hr) regular class dates and 1 (8hr) make-up date to achieve the required 40hrs of RTI to successfully complete each Module.

In order for Apprentices to begin each module, they must have worked a required total amount of hours from the point they began working in "covered employment" up to the start of each quarter.

The schedule and policies allow Apprentices to attend correlating STAR's courses throughout their term of apprenticeship to complete the 20 Course Credits required for Core Curriculum Quarter 3 (Health & Safety).

Transfer Between Programs

Apprentices who are enrolled into one apprenticeship program and wish to transfer to another will only receive credit for Core Modules completed. The NCIFTI may grant credit for modules completed that are considered cross-training if applicable to the new program chosen.

Example of Apprentice RTI Module Completion Checklist

Name: ID:

			RTI Hours	Completed
COR Module 1 (intro to Finishing Trades)			**40**	
	COR 1012	NCIFTI Apprentice Orientation	4	
	COR 1000	IUPAT History/New Member Orientation	4	
	COR 1130C	OSHA 30 hour - Construction	30	
	COR 1139C	Respirator Fit Test	2	
PNT, DRY, GLZ or CAS Module 1			**40**	
PNT, DRY, GLZ or CAS Module 2			**40**	
PNT, DRY, GLZ or CAS Module 3			**40**	
PNT, DRY, GLZ or CAS Module 4			**40**	
PNT, DRY, GLZ or CAS Module 5			**40**	
PNT, DRY, GLZ or CAS Module 6			**40**	
PNT, DRY, GLZ or CAS Module 7			**40**	
PNT, DRY, GLZ or CAS Module 8			**40**	
PNT, DRY, GLZ or CAS Module 9			**40**	
COR Module 2 (Leadership)			**40**	
COR Module 3 (Health& Safety)			**40**	
		Required 24 hours		
	COR 1101C	First Aid / CPR / AED	4	
	COR 1119C	Fall Protection	4	
	COR 1125C	Aerial Lift	8	
	COR 1116C	Student Hazard Communication	4	
	COR 118C	Supported Scaffold - User	4	
		electives 16 hours		
	COR 1173C	Chicago Scaffold	4	
	COR 117C	Swing Stage	4	
	COR 1107C	Student EPA Lead - RRP	8	
	COR 111C	Confined Space Entry	8	
	COR1102C	Respiratory Awareness	2	
	COR 1139C	Respirator Fit Test	2	
	COR 1129C	Infectious Control Risk Assessment (ICRA)	8	
	COR1105C	Lead Abatement Worker (24hr)	24	
	COR 1106C	Lead Abatement Supervisor (32hr)	32	
	COR 1100C	OSHA 10	10	
	COR 141C	Respirable Crystalline Silica Awareness	4	

Wage Progression

			Date of wage increse
40%	1st 6 months		
50%	2nd 6 months	Min. 2 Modules (80 RTI hours) + min 650 OJL hours	
55%	3rd 6 months	Min. 4 Modules (160 RTI hours) + min 1450 OJL hours	
60%	4th 6 months	Min. 6 Modules (240 RTI hours) + Min. 2250 OJL hours	
70%	5th 6 months	Min. 8 Modules (320 RTI hours) + Min. 3050 OJL hours	
80%	6th 6 months	Min. 10 Modules(400 RTI hours) + Min. 3850 OJL hours	
100%	Journeyman	Min. 12 Modules(480 RTI hours) + Min. 4650 OJL hours	

- All apprentices are required to successfully complete Core Module 1 prior to the start of their trade specific curriculum quarters.
- Apprentices are allowed to enroll into Core Module 2 at any time during their 2nd or 3rd year of their apprenticeship program.
- Apprentices are allowed to earn credit toward their Core Module 3 by participating in correlating STAR's courses offered throughout their term of apprenticeship. All apprentices will be required to successfully complete all required Core Module 3 health & safety courses prior to completion of Apprenticeship.
- Apprentices will be enrolled into each subsequent quarter based on course offerings and availability as deemed fit by the NCIFTI.

NCIFTI Daily Class Schedule

The daily schedule is designed to offer Apprentices 4 (2hr) periods of Related Technical Instruction (RTI) each regular date of attendance (days 1-5)

The scheduled Make-Up Day offers apprentices 4 (2hr) periods to make up RTI hours that were missed during days 1-5.

Absences and Make-Ups

Apprentices must be in attendance for 40hrs of RTI for each Module, a goal that requires diligent attendance. As a practical matter, the reason for, or legitimacy of, absences will have no bearing on the Apprentice's program of study. 40hrs of RTI are required regardless of the reason for an absence. The following rules apply:

1. Apprenticeship classes scheduled Monday-Friday begin at 7:00am.
2. If an apprentice comes in Mon.-Fri. after 7:00 am but before 7:30 am, they will be considered tardy and have to complete a tardy report and make up the time missed at the end of that day. Apprentices are only allowed to be tardy one time per Module. If an apprentice is tardy a second time during that quarter they will be considered absent from that period and will have to make-up that period on the Make-Up Day.
3. If an Apprentice comes in Mon.-Fri. after 7:30am, the Apprentice will be considered absent from that period(s) and will have to wait till the next class period begins to start classes. Apprentices are only allowed to be absent one time per Module and will have to make up that period(s) on the Make-Up Day.
4. If an apprentice is unable to complete the full periods 2, 3, or 4, they will be considered absent from those periods and be required to make up those periods missed on the make-up day.
5. If an apprentice is unable to achieve a total of 40hrs of RTI during that Module, it will result in the Apprentice repeating the Module and holding up subsequent pay raises.
6. The faculty may grant an Apprentice an "Incomplete" for the Module, for special circumstances (military leave, bereavement, etc.). An Apprentice would be allowed to resume coursework in a subsequent Module without any loss of RTI hours.
7. If at any time during apprenticeship, an Apprentice is unable to work, he/she will not be allowed to attend classes unless a physician gives permission to attend classes in writing including, but not limited to, lifting restrictions, standing restrictions, sitting restrictions, noise restrictions, walking restrictions, reaching restrictions, medication restrictions, etc. If the Apprentice is unable to meet the requirements to complete a Module, the faculty may grant the apprentice an "incomplete" for that Module and allowed to resume course work in a subsequent Module without any loss of RTI hours.

NCIFTI Daily Class Schedule

M-F Schedule

7:00 – 7:10 **Records/Communication**

7:10 - 9:00 **1st Period**

9:00 -9:10 **Break (10 minutes)**

9:10 – 11:00 **2nd Period**

11:00-11:30 **Lunch (30 minutes)**

11:30 – 1:30 **3rd Period**

1:30-1:40 **Break (10 minutes)**

1:40 – 3:30 **4th Period**

- *If an apprentice comes in Mon.-Fri. after 7:00 am but before 7:30 am, they will be considered tardy and have to complete a tardy report and make up the time missed at the end of that day. Apprentices are only allowed to be tardy one time per Module. If an apprentice is tardy a second time during that Module they will be considered absent from that period and will have to make-up that period on the Make-Up Day.*

- *If an Apprentice comes in Mon.-Fri. after 7:30am, the Apprentice will be considered absent from that period(s) and will have to wait till the next class period begins to start classes. Apprentices are only allowed to be absent one time per Module and will have to make up that period(s) on the Make-Up Day.*

- *If an apprentice is unable to complete the full periods 2, 3, or 4, they will be considered absent from those periods and be required to make up those periods missed on the make-up day.*

- *If an apprentice is unable to achieve a total of 40hrs of RTI during that Module, it will result in the Apprentice repeating the Module and holding up subsequent pay raises.*

Satisfactory Academic Progress

In order to ensure fairness and provide all Apprentices with a quality training experience, the following rules apply:

1. If Apprentices fail to earn 40 RTI hours within a Module, they will need to redo the Module. Apprentices are allowed a **maximum of 3 redone Modules across the entire 3-year Program**. Once an Apprentice has exhausted their limit of redone Modules, and fails to complete a fourth Module, the Apprentice will be considered not to be in compliance with the requirements of the Program, and thus cannot be classified as an Apprentice.
2. In order for Apprentices to begin each Module, they must have worked a required total amount of OJL hours from the point they began working in "covered employment" up to the start of each Module. If they do not have the required total OJL hours, they will be put **"on hold"**, in which case they will need to wait until they achieve the required amount of OJL hours to start the subsequent Module.
3. Apprentices **"on hold"** will be eligible for reinstatement at the start of the subsequent Module, provided they have the required total OJL hours and RTI hours for Subsequent Module.
4. If an Apprentice is laid off after starting a Module, they may complete that current Module, and will not be placed on hold until the subsequent Module, if they remain unemployed.
5. If appropriate, select off-premise Community Service projects, and conceivably perhaps also Union and Political Activism, may substitute for RTI hours.

Understanding Core Curriculum Modules (COR 1, 2 & 3)

The Core Curriculum Modules of NCIFTI are designed to provide a foundation on which all apprentices in multiple trades will be exposed to a uniform body of theoretical knowledge and practical skills needed to be a successful tradesperson in the finishing trades.

While participating in the Core Curriculum Modules, apprentices will be exposed to On-the-Job Learning (OJL) and Related Instruction in the following disciplines:

COR MODULE 1 – Introduction to the Finishing Trades.

COR MODULE 2 - Leadership and Professional Development.

COR MODULE 3 – Health & Safety in the Finishing Trades

Important Rules Regarding Core Modules

All apprentices are required to successfully complete Core Module 1 prior to the start of their trade specific curriculum Modules.

- Apprentices are allowed to enroll into Core Module 2 at any time during their 2nd or 3rd year of their apprenticeship program.
- Apprentices are allowed to earn credit toward their Core Module 3 by participating in correlating STAR's courses offered throughout their term of apprenticeship. All apprentices must complete all required Core Module 3 health & safety courses prior to completion of Apprenticeship.

Wage Rates & Rate Increases

Pay increases are determined on a six-month basis, based on the amount of OJL hours worked and completed Curriculum Modules.

For Apprentices enrolled in the PNT, DRY or GLZ programs, a wage rate raise is earned…

- …6 months after the start of covered employment, once the Apprentice has worked 650 or more OJL hours in covered employment and has completed at least 2 Curriculum Modules.
- …12 months after the start of covered employment, once the Apprentice has worked 1450 or more OJL hours in covered employment and has completed at least 4 Curriculum Modules.
- …18 months after the start of covered employment, once the Apprentice has worked 2250 or more OJL hours in covered employment and has completed at least 6 Curriculum Modules.
- …24 months after the start of covered employment, once the Apprentice has worked 3050 or more OJL hours in covered employment and has completed at least 8 Curriculum Modules.
- …30 months after the start of covered employment, once the Apprentice has worked 3850 or more OJL hours in covered employment, has completed at least 10 Curriculum Modules.
- …36 months after the start of covered employment, once the Apprentice has worked 4650 or more hours in covered employment, has completed at least 12 Curriculum Modules.

For Apprentices enrolled in the CAS program, a wage rate raise is earned…

- …6 months after the start of covered employment, once the Apprentice has worked 650 or more OJL hours.
- …12 months after the start of covered employment, once the Apprentice has worked 1450 or more OJL hours in covered employment and has completed at least 4 Curriculum Modules.
- …18 months after the start of covered employment, once the Apprentice has worked 2250 or more OJL hours in covered employment and has completed at least 4 Curriculum Modules.
- …24 months after the start of covered employment, once the Apprentice has worked 3050 or more OJL hours in covered employment and has completed at least 8 Curriculum Modules.
- …30 months after the start of covered employment, once the Apprentice has worked 3850 or more OJL hours in covered employment, has completed at least 8 Curriculum Modules.
- …36 months after the start of covered employment, once the Apprentice has worked 4650 or more hours in covered employment, has completed at least 12 Curriculum Modules.

PROGRAMS OF STUDY

The NCIFTI offers the following programs of study:

- **Core Curriculum Modules**
- **Painter - Decorator Program**
- **Drywall Finisher (Taper) Program**
- **Glazier Program**
- **Painter - Industrial Coating & Lining Application Specialist (CAS) Program**

Core (COR) Curriculum Modules

The Core (COR) Curriculum Modules of the NCIFTI are designed to provide a foundation on which all apprentices in multiple trades will be exposed to a uniform body of theoretical knowledge and practical skills needed to be a successful tradesperson in the finishing trades. Each of NCIFTI's Apprenticeship Programs require the completion of Core Curriculum Modules described below:

COR 1 – Introduction to the Finishing Trades.
This introductory-level module will familiarize students with elements of an apprenticeship in the Finishing Trades. Topics include NCIFTI program orientation; history of organized labor and the International Union of Painters and Allied Trades; introduction to union membership; respirator fit; and OSHA construction and safety awareness focusing on identifying hazards, safe work practices, and accident/injury prevention.

COR 2 - Leadership and Professional Development.
The Leadership & Professional Development module is designed to prepare students for a successful career as a union finishing trades worker. Topics include understanding the cooperative and strategic relationship between union leaders, contractors, end users, and trades workers; strengthening skills to maintain open communication and develop professional working relationships with other individuals on a jobsite; understanding the role of a jobsite Foreman; basic math review including measurements, fractions, decimals, percentages, angles, and estimating; reading blueprint specifications; basic computer skills using Microsoft Office; instructions in personal finance/money management; and building a resume to secure reliable employment.

COR 3 - Health & Safety in the Finishing Trades
The Health and Safety in the Finishing Trades module is designed to equip students with the certifications and training necessary to maintain a safe work atmosphere, prevent accidents/injuries, respond to emergencies, and identify hazards on the job. Topics include effectively performing First Aid, CPR, and AED skills; recognizing potential fall hazards and understanding the proper use of fall protection equipment; developing safe work habits while working on elevated temporary platforms/scaffolds; selecting and handling swing stage equipment in a safe and efficient manner; identifying aerial lift precautions, rules, and emergencies and demonstrating the proper operation of boom and scissor lifts; recognizing hazardous substances and communicating hazard information on a jobsite; and learning the proper removal of lead-based painted surfaces

Painter-Decorator Program

The term of Apprenticeship for the Painter-Decorator shall be a minimum of 3 years of reasonably continuous employment, a minimum of 4650 hours of On-the-Job learning and successful completion of 3 Core (COR) Curriculum Modules and 9 Painter-Decorator (PNT) Curriculum Modules, for a total 12 Curriculum Modules of Related Technical Instruction (RTI) at the NCIFTI.

Painter-Decorator Program Checklist:

Name: ID:

Module			RTI Hours	Completed
COR 1 (Intro to the Finishing Trades)			**40**	
	COR 1012	NCIFTI Apprentice Program Orientation	4	
	COR 1000	IUPAT History/New Member Orientation	4	
	COR 1130C	OSHA 30 hour - Construction	30	
	COR 1139C	Respirator Fit Test	2	
PNT 1 (Intro to the Painting & Decorating Trade)			**40**	
PNT 2 (Paint Materials & Coatings)			**40**	
PNT 3 (Color Mixing & Matching)			**40**	
PNT 4 (Airless Spray Systems)			**40**	
PNT 5 (Wood Finishing w/Conventional & HVLP)			**40**	
PNT 6 (Industrial Painting and Abrasive Blasting)			**40**	
PNT 7 (Drywall Finishing and Repairs)			**40**	
PNT 8 (Wallcovering and Special Decorative Finishes)			**40**	
PNT 9 (Advanced Wallcovering)			**40**	
COR 2 (Leadership & Professional Development)			**40**	
COR 3 (Health& Safety in the Finishing Trades)			**40**	
		Required 24 hours		
	COR 1101C	First Aid / CPR / AED	4	
	COR 1119C	Fall Protection	4	
	COR 1125C	Aerial Lift	8	
	COR 1116C	Student Hazard Communication	4	
	COR 118C	Supported Scaffold - User	4	
		electives 16 hours		
	COR 1173C	Chicago Scaffold	4	
	COR 117C	Swing Stage	4	
	COR 1107C	Student EPA Lead - RRP	8	
	COR 111C	Confined Space Entry	8	
	COR1102C	Respiratory Awareness	2	
	COR 1139C	Respirator Fit Test	2	
	COR 1129C	Infectious Control Risk Assessment (ICRA)	8	
	COR1105C	Lead Abatement Worker (24hr)	24	
	COR 1106C	Lead Abatement Supervisor (32hr)	32	
	COR 1100C	OSHA 10	10	
	COR 141C	Respirable Crystalline Silica Awareness	4	

Wage Progression

40%	1st 6 months	
50%	2nd 6 months	Min. 2 Modules (80 RTI hours) + min 650 OJL hours
55%	3rd 6 months	Min. 4 Modules (160 RTI hours) + min 1450 OJL hours
60%	4th 6 months	Min. 6 Modules (240 RTI hours) + Min. 2250 OJL hours
70%	5th 6 months	Min. 8 Modules (320 RTI hours) + Min. 3050 OJL hours
80%	6th 6 months	Min. 10 Modules(400 RTI hours) + Min. 3850 OJL hours
100%	Journeyman	Min. 12 Modules(480 RTI hours) + Min. 4650 OJL hours

Date of wage increase

Painter-Decorator Program

The NCIFTI's Painter-Decorator Curriculum Modules are described below:

PNT 1 – Introduction to the Painting and Decorating Trade

The intro to the Painting and Decorating Trade module is designed to introduce students to the fundamentals of the painting and decorating trade. Topics include demonstrating proper use of basic wallcovering tools and painting equipment; demonstrating application techniques and proper care and cleaning of tools; using a masking machine, drop cloth, and liquid masking to protect adjacent surfaces; applying appropriate masking techniques for different projects and surfaces; and recognizing the proper surface preparation for painting interior and exterior wood substrates.

PNT 2 - Paint Materials and Coatings

The Paint Materials and Coatings module is designed to familiarize students with identifying and applying basic coatings and finishes. Topics include completing a pre-job walk-through; understanding the safety, record-keeping, communication, and environmental issues to address during a pre-job analysis; recognizing wood finishing equipment, materials, procedures, and terminology; using caulking to close joints and gaps, provide thermal insulation, control water penetration, and reduce noise mitigation; recognizing surface deterioration on wood, metal, masonry, concrete, plaster, and drywall substrates; identifying factors that cause paint failures and remedies for abnormal surface deterioration; identifying paints, coatings, and materials; and understanding the procedures for selecting, mixing, and handling solvents.

PNT 3 - Color Mixing and Matching

The Color Mixing and Matching module is designed to equip students with the ability to mix the proper paint bases and universal colorants to match decorative color schemes while improving their hand application skills. Topics include demonstrating the use of the color wheel; understanding how light is related to colors and hues; developing shades, tints, and tones; recognizing the difference between gloss and reflectance; and describing the use of color in decorating for residential, business, and industry settings.

PNT 4 - Airless Spray Systems

The Airless Spray Systems module is designed to introduce students to the fundamentals of spray painting. Topics include understanding the basics of the various spray systems; recognizing potential hazards and applying preventative measures when operating spray equipment; describing hazardous conditions that can lead to fire, explosion, skin injection, electric shock, moving part injuries, and toxicity; identifying spray painting techniques, terminology, and components using each type of spraying system; developing fundamental spray painting techniques and safe work practices in a virtual environment; understanding the principles, safety precautions, and use of an airless spray system; and demonstrating how to properly set up, operate, disassemble, and reassemble an airless spray pump.

PNT 5 - Wood Finishing w/Conventional and HVLP Spray Systems

The Wood Finishing w/Conventional and HVLP Spray Systems module is designed to provide students with the fundamentals of Wood Finishing and practical experience using air spray systems. Topics include understanding the function of compressors in a conventional air spray system; recognizing the major components of an HVLP system; performing maintenance on HVLP system equipment; operating conventional HVLP systems in compliance with OSHA regulations; mixing paints for HVLP spray applications; analyzing specifications to determine the quality and characteristics of wood finishes; using various wood finishing tools and materials; demonstrating proper wood sanding, bleaching, sealing, staining, and glazing techniques; and practicing various wood finishing procedures.

PNT 6 - Industrial Painting and Abrasive Blasting

The Industrial Painting and Abrasive Blasting module is designed to introduce painting and decorating students to the basic elements of the industrial painting trade**.** Topics include recognizing coating materials, tools, equipment, and terminology of the industrial applicator; identifying and controlling corrosion; understanding instructions, techniques, and standards relevant for inspecting coating applications; differentiating between quality control and quality assurance; learning to recognize, evaluate, prevent, and abate safety and health hazards associated with working in a confined space environment; recognizing the primary elements of an abrasive blast cleaning system; practicing hands-on virtual blasting; selecting the appropriate coating application method; operating airless spray systems and troubleshooting spray pattern problems; practicing common knots used in industrial painting; and planning and staging a proper containment.

PNT 7 - Drywall Finishing and Repairs for Painters

The Drywall Finishing and Repairs for Painters module is designed to provide painting and decorating students with a basic understanding of drywall finishing and drywall repairs. Topics include identifying drywall fasteners, adhesives, tapes, and compounds; describing the procedures for repairing various wallboard defects; demonstrating the hand taping process; describing the taping process using the dry taping, hopper tape, and banjo tape methods; demonstrating the procedure for wiping angles and correcting common problems that arise while wiping angle tapes; demonstrating the functions, operations, and procedures for using flat and angle finishing boxes; and understanding the parts, functions, safety, sequences, and maintenance procedures of automatic taping tools.

PNT 8 - Wallcovering and Special Decorative Finishes

The Wallcovering and Special Decorative Finishes module is designed to introduce students to the fundamentals of wallcovering and decorative finishes. Topics include recognizing the various types, tools, equipment, and use of wallcovering; demonstrating wallcovering removal, surface preparation, application, and repair; recognizing various types, purposes, products, and tools of decorative finishing; and applying various decorative finishes to a substrate.

PNT 9 - Advanced Wallcovering

The Advanced Wallcovering module is designed to provide students with additional experience in and comprehension of the wallcovering trade. Topics include identifying specific properties of each type of covering; removing old wallcovering using three removal methods; estimating the correct amount of wallcovering for a space; recognizing problems when preparing and handling wall coverings; using efficient procedures and best techniques in applying wallcoverings; and installing wallcoverings and borders in difficult places.

Drywall Finisher (Taper) Program

The term of Apprenticeship for the Drywall Finisher (Taper) shall be a minimum of 3 years of reasonably continuous employment, a minimum of 4650 hours of On-the-Job learning and successful completion of 3 Core (COR) Curriculum Modules and 9 Drywall Finisher (DRY) Curriculum Modules, for a total 12 Curriculum Modules of Related Technical Instruction (RTI) at the NCIFTI.

Drywall Finisher Program Checklist:

Name: ID:

		Module		RTI Hours	Completed
	COR 1	**(Intro to the Finishing Trades)**		**40**	
	COR 1012	NCIFTI Apprentice Orientation		4	
	COR 1000	IUPAT History/New Member Orientation		4	
	COR 1130C	OSHA 30 hour - Construction		30	
	COR 1139C	Respirator Fit Test		2	
	DRY 1	**(Intro to the Drywall Finishing Trade)**		**40**	
	DRY 2	**(Hand Finishing Fundamentals)**		**40**	
	DRY 3	**(Fast-Set Compounds, Finishing Box & Repairs)**		**40**	
	DRY 4	**(Intro Automatic Taper & Specialty Beads)**		**40**	
	DRY 5	**(Automatic Taping Tools & Textures)**		**40**	
	DRY 6	**(Basic Paint Application for Drywall Finishers)**		**40**	
	DRY 7	**(Specialties of the Drywall Trade)**		**40**	
	DRY 8	**(Advanced Drywall Finishing Applications)**		**40**	
	DRY 9	**(Process Reinforcement Verification)**		**40**	
	COR 2	**(Leadership & Professional Development)**		**40**	
	COR 3	**(Health& Safety in the Finishing Trades)**		**40**	
		Required 24 hours			
	COR 1101C	First Aid / CPR / AED		4	
	COR 1119C	Fall Protection		4	
	COR 1125C	Aerial Lift		8	
	COR 1116C	Student Hazard Communication		4	
	COR 118C	Supported Scaffold - User		4	
		electives 16 hours			
	COR 1173C	Chicago Scaffold		4	
	COR 117C	Swing Stage		4	
	COR 1107C	Student EPA Lead - RRP		8	
	COR 111C	Confined Space Entry		8	
	COR1102C	Respiratory Awareness		2	
	COR 1139C	Respirator Fit Test		2	
	COR 1129C	Infectious Control Risk Assessment (ICRA)		8	
	COR1105C	Lead Abatement Worker (24hr)		24	
	COR 1106C	Lead Abatement Supervisor (32hr)		32	
	COR 1100C	OSHA 10		10	
	COR 141C	Respirable Crystalline Silica Awareness		4	

Wage Progression

			Date of wage increase
40%	1st 6 months		
50%	2nd 6 months	Min. 2 Modules (80 RTI hours) + min 650 OJL hours	
55%	3rd 6 months	Min. 4 Modules (160 RTI hours) + min 1450 OJL hours	
60%	4th 6 months	Min. 6 Modules (240 RTI hours) + Min. 2250 OJL hours	
70%	5th 6 months	Min. 8 Modules (320 RTI hours) + Min. 3050 OJL hours	
80%	6th 6 months	Min. 10 Modules(400 RTI hours) + Min. 3850 OJL hours	
100%	Journeyman	Min. 12 Modules(480 RTI hours) + Min. 4650 OJL hours	

Drywall Finisher (Taper) Program

The NCIFTI's Drywall Finisher (Taper) Curriculum Modules are described below:

DRY 1 – Introduction to the Drywall Finishing Trade

The Introduction to the Drywall Finishing Trade module is designed to introduce students to the fundamentals of the drywall finishing trade. Topics include identifying and handling drywall tools; performing jobsite inspections on electrical, plumbing, construction framing, and insulation work; demonstrating safe work practices and proper technique on a job; understanding the characteristics, formulations, types, and uses of filling compounds; demonstrating the taping process using the dry taping, hopper tape, and banjo tape methods; using the trowel method to fill rounded surfaces, ceilings, walls, angles, joints, and beads; using stilts, ladders, and scaffolds; and demonstrating the procedure for wiping angles and correcting common problems that arise while wiping angle tapes.

DRY 2 – Hand Finishing Fundamentals

The Hand Finishing Fundamentals module is designed to provide students with a more in-depth understanding of taping by hand. Topics include describing the operation of mixing fillers; understanding how variables in temperature and humidity affect the finishing process; learning the broadknife method of filling by hand; choosing the proper method for filling rounded surfaces, ceilings, walls, angles, joints, and beads; and demonstrating the procedure for wiping horizontal, vertical, and three-way angles with a Corner Finisher and by hand. This module also includes an introduction to painting for drywall finishers, which provides an overview of the basic types of wallcovering and painting equipment.

DRY 3 – Fast-Setting Compounds, Finishing Box and Drywall Repairs

The Fast-Setting Compounds, Finishing Boxes, and Drywall Repairs module is designed to introduce students to the basic elements of fast-setting compounds and other hand taping efficiencies. Topics include demonstrating proper efficiency when working with fast-setting compounds; explaining expected compound drying times according to material, weather, and filling process; improving hand taping efficiency with special emphasis on work quality, safety, and longevity; demonstrating the functions, operations, and procedures for using flat and angle finishing boxes; applying tape on corner beads with fast-setting joint compounds; describing the procedures for repairing various wallboard defects; and preparing a level 3 surface to sand and paint. This module also includes a paint materials and colors topic for drywall finishers, which introduces the composition and properties of basic paint materials and their appearances.

DRY 4 - Introduction to Automatic Taper and Specialty Beads

The Introduction to Automatic Taper and Specialty Beads module is designed to familiarize students with the basic elements of automatic taping tools. Topics include understanding the parts, functions, safety, sequences, and maintenance procedures of automatic taping tools; demonstrating the proper use of AMES Automatic Taping & Finishing Tools, Bazookas, and the First Box process; perfecting hand-taping and filling-by-hand techniques for any work environment; understanding the typical tape-and-coat application process most commonly used on the job; and demonstrating the ability to embed, join, and fill bullnose and chamfer corner bead.

DRY 5 - Automatic Taping Tools and Textures
The Automatic Taping Tools and Textures module is designed to provide students with more in-depth knowledge of automatic taping tools and skills development along with an introduction to the application of textures. Topics include understanding the importance of direct tool-to-wall tape application skills, cleanliness, and efficiency; recognizing the fundamental differences between traditional and ergonomic finishing boxes; demonstrating how to properly and safely setup, operate, and clean taping tools; identifying powdered and pre-mix forms, aggregated and non-aggregated materials, and selecting the appropriate texture materials to apply hard hand textures; and understanding the fundamental working principles of drywall finishing tools for effective troubleshooting, adjustments, or repairs.

DRY 6 - Basic Paint Application for Drywall Finishers
The Basic Paint Application for Drywall Finishers module is designed to provide drywall finishing students with additional experience in basic cut-and-roll paint application techniques to better understand the effects that paint has on finished drywall surfaces. Topics include demonstrating proper selection of tools and materials needed to complete drywall repairs in a short period of time; developing proficiency in preparing surfaces to be primed and painting surfaces using flat and glossy coatings; combining understandings of fast-setting joint compounds and finishing box operations to apply multiple coats of fast-setting joint compound in one session; and enhancing positive work habits and efficiencies using an automatic taping tool.

DRY 7 - Specialties of the Drywall Trade
The Specialties of the Drywall Trade module is designed to familiarize students with various specialties of the trade, including texturing, spray applications and repairs. Topics include understanding Exterior Insulation and Finish Systems and identifying properly installed substrate materials, conditions, and preparation; identifying different types of texturing machines and using spray application of knockdown, splatter, orange peel, and acoustic textures; and conducting sanding, spot priming, and paint touch-up upon completion of drywall repairs. This module also includes an introduction to spray application for drywall finishers, which provides an overview of airless spray system fundamentals and safe operation procedures

DRY 8 - Advanced Drywall Finishing Applications
The Advanced Drywall Finishing Applications module is designed to provide students with an advanced comprehension of the drywall finishing trade. Topics include improving taping productivity through speed and maintenance; demonstrating how to properly apply, burnish/polish, and seal Venetian Plaster; learning to problem solve trouble areas to produce blemish-free surfaces; recognizing the different Levels of Finish; identifying materials, application methods, and operating procedures for a Level 5 Application; and understanding the decorative beads, mud set, corner beads, commercial beads, and Trim-Tex products necessary for Drywall Art applications.

DRY 9 – Process Reinforcement Verification
The Process Reinforcement Verification module is designed to provide students with additional training to perfect advanced drywall finishing skills. Topics include understanding general firestopping information and trade-specific installation details; explaining various factors to be considered when determining taping methods and materials; understanding floor plans, specifications, and building codes; recognizing noise control and absorption materials and their installation methods; demonstrating how to properly operate an automatic taper with minimal guidance; demonstrating the proper application of select hand and spray textures without assistance; and demonstrating how to perform a level 3 hand applied fast-setting joint compound in one session.

Glazier Program

The term of Apprenticeship for the Glazier Program shall be a minimum of 3 years of reasonably continuous employment, a minimum of 4650 hours of On-the-Job learning and successful completion of 3 Core (COR) Curriculum Modules and 9 Glazier (GLZ) Curriculum Modules, for a total 12 Curriculum Modules of Related Technical Instruction (RTI) at the NCIFTI.

Glazier Program Checklist:

Name: ID:

Module			RTI Hours	Completed
COR 1 (Intro to the Finishing Trades)			**40**	
	COR 1012	NCIFTI Apprentice Program Orientation	4	
	COR 1000	IUPAT History/New Member Orientation	4	
	COR 1130C	OSHA 30 hour - Construction	30	
	COR 1139C	Respirator Fit Test	2	
GLZ 1 (Intro to the Glazing Trade)			**40**	
GLZ 2 (Architectural Drawings)			**40**	
GLZ 3 (Sealants & Layouts)			**40**	
GLZ 4 (Curtain Wall Systems)			**40**	
GLZ 5 (Door & Hardware Schedule)			**40**	
GLZ 6 (Skylights & Sloped Glazing Systems)			**40**	
GLZ 7 (Photovoltaic Systems)			**40**	
GLZ 8 (Shielded Metal Arc Welding I)			**40**	
GLZ 9 (Shielded Metal Arc Welding II)			**40**	
COR 2 (Leadership & Professional Development)			**40**	
COR 3 (Health& Safety in the Finishing Trades)			**40**	
		Required 24 hours		
	COR 1101C	First Aid / CPR / AED	4	
	COR 1119C	Fall Protection	4	
	COR 1125C	Aerial Lift	8	
	COR 1116C	Student Hazard Communication	4	
	COR 118C	Supported Scaffold - User	4	
		electives 16 hours		
	COR 1173C	Chicago Scaffold	4	
	COR 117C	Swing Stage	4	
	COR 1107C	Student EPA Lead - RRP	8	
	COR 111C	Confined Space Entry	8	
	COR1102C	Respiratory Awareness	2	
	COR 1139C	Respirator Fit Test	2	
	COR 1129C	Infectious Control Risk Assessment (ICRA)	8	
	COR1105C	Lead Abatement Worker (24hr)	24	
	COR 1106C	Lead Abatement Supervisor (32hr)	32	
	COR 1100C	OSHA 10	10	
	COR 141C	Respirable Crystalline Silica Awareness	4	

Wage Progression

			Date of wage increase
40%	1st 6 months		
50%	2nd 6 months	Min. 2 Modules (80 RTI hours) + min 650 OJL hours	
55%	3rd 6 months	Min. 4 Modules (160 RTI hours) + min 1450 OJL hours	
60%	4th 6 months	Min. 6 Modules (240 RTI hours) + Min. 2250 OJL hours	
70%	5th 6 months	Min. 8 Modules (320 RTI hours) + Min. 3050 OJL hours	
80%	6th 6 months	Min. 10 Modules(400 RTI hours) + Min. 3850 OJL hours	
100%	Journeyman	Min. 12 Modules(480 RTI hours) + Min. 4650 OJL hours	

Glazier Program

The NCIFTI's Glazier Curriculum Modules are described below:

GLZ 1 - Introduction to the Glazing Trade

The Introduction to the Glazing Trade module is designed to introduce students to the fundamentals of the glazing trade. Topics include understanding federal and local glazing laws and statutes; identifying safety glazing products and determining when to use safety glazing materials; demonstrating basic math skills as they apply to the glazing trade; recognizing the types, varieties, safety guidelines, and functions of basic glazing hand tools; identifying and practicing glass cutting techniques using various tools and machinery; reducing the risk of fire, electric shock, and personal injury when using shop machinery; understanding the procedure and safety guidelines for removing broken glass; and demonstrating the sealing and installation of a lite of glass using putty as a sealing compound.

GLZ 2 - Architectural Drawings

The Architectural Drawings module is designed to assist students in reading and understanding job specification plans and drawings. Topics include identifying symbols, abbreviations, and lines found on a set of plans and drawings; understanding the fractional rule, the architect's scale, and the engineer's scale; calculating measurements and determining the length of a scaled line; sketching technical drawings with the use of instruments, scales, and mechanical equipment; using perimeter sheets to obtain job specification details; reading and interpreting shop drawings to understand fabrication/installation; studying architectural drawings to learn how to accurately interpret drawings for any type of structure; and learning to measure, fabricate, and install mirrors.

GLZ 3 - Sealants and Layouts

The Sealants and Layouts module is designed to familiarize students with the basics properties and applications of sealants and proper layout procedures for glazing installations. Topics include demonstrating the best method for installing mirrors; reading, and understanding the components of contract documents and specifications for all crafts; understanding processes for applying anodized and painted coatings on aluminum surfaces; demonstrating the proper procedures to handle, clean, and store anodized or painted aluminum; using and reading transits and leveling instruments; recognizing terminology, selection factors, forms, classifications, and properties of sealants; and performing work related to joint design, sealant selection, substrate preparation, and sealant application.

GLZ 4 - Curtain Wall Systems

The Curtain Wall Systems module is designed to provide students with a basic understanding of curtain wall systems and their installation methods. Topics include demonstrating proper joint cleaning, priming, and sealant installation techniques; evaluating the general procedures used by manufacturers to test sealants for quality; developing a basic understanding of curtainwall methods, standards, handling techniques, and safe working practices; recognizing the components of structural glazing systems including safety considerations, and proper surface preparation; interpreting the MSDS requirements for primers, solvents, and sealants used in structural glazing applications; demonstrating silicone sealant application techniques for structural glazing; using blocks, spacers, tapes, and gaskets to prevent glass breakage, weather damage, and glass failure; recognizing various types of hinges, pivots, closers, and accessories designed for installing doors; and recognizing materials commonly used in storefront installation.

GLZ 5 - Door and Hardware Schedule

The Door and Hardware Schedule module is designed to introduce students to the elements of installing various types of doors and hardware systems. Topics include following hardware guidelines and understanding proper door installation for public and/or commercial buildings; recognizing the terminology and mechanics associated with locks and bolts; understanding the purpose, basic types, terminology, and installation of panic hardware; identifying weatherization principles, purpose, equipment, maintenance requirements, and job site practices; understanding pressure wall components, terminology, fabrication techniques, and installation; and an introduction to skylights and sloped glazing systems.

GLZ 6 - Skylights and Sloped Glazing Systems

The Skylights and Sloped Glazing Systems module is designed to provide students with an in-depth understanding of skylights and other various types of glazing panels. Topics include understanding the various applications, terms, and types of glass used for skylights and sloped glazing systems; recognizing the roles and responsibilities for skylight operations from fabrication to installation; using Material Safety Data Sheets; selecting sealants and understanding the importance of sealant-substrate compatibility; performing sealant adhesion testing in the field; demonstrating proper handling, storing, fabrication and installation of spandrel and porcelain glazing panels; and recognizing the terminology, components, fabrication, and installation of insulated and high performance glass.

GLZ 7 - Photovoltaic Systems

The Photovoltaic Systems module is designed to introduce students to solar energy panels and other specialized glazing systems. Topics include identifying commonly used types of security glass and their suggested applications; demonstrating installation and safety procedures for aquariums, shower doors, tubs, and showcases; identifying three basic ribbon window systems and their fabrication and erection techniques; understanding types, purpose, and use of plastics in glazing applications; navigating the details of a perimeter sheet; and identifying the materials, components, and connections required to make a complete photovoltaic system.

GLZ 8 – Shielded Metal Arc Welding I

The Shielded Metal Arc Welding I module is designed to familiarize students with a basic understanding of construction shielded metal arc welding. Topics include examining the fundamentals of the Shielded Metal Arc Welding (SMAW) process; identifying industries and applications where welding processes are performed; recognizing welder safety and working conditions; defining welding terminology and interpreting welding symbols established by the American Welding Society; striking the arc using the scratch-start method; and depositing stringer beads in a continuous, consistent fashion.

GLZ 9 – Shielded Metal Arc Welding II

The Shielded Metal Arc Welding II module is part 2 in the series, designed to provide students with more in-depth knowledge of construction shielded metal arc welding. Topics include striking the arc using the scratch-start method with various electrodes; demonstrating proper low hydrogen starts, stops, and restarts; using various electrode and stringer bead techniques to weld multiple layer projects with a uniform overlay and proper bead fusion; depositing stringer beads in vertical and overhead positions; explaining the use of oxyfuel cutting equipment; demonstrating the proper set-up, lighting, adjustment, and shut-down of oxyfuel equipment; and welding overhead plates to 4G Certification specifications.

Painter – Industrial Coating & Lining Application Specialist (CAS) Program

The term of Apprenticeship for the Industrial Coating & Lining Application Specialist (CAS) Program shall be a minimum of 3 years of reasonably continuous employment, a minimum of 4650 hours of On-the-Job learning and successful completion of 3 Core (COR) Curriculum Modules and 9 Industrial Coating & Lining Application Specialist (CAS) Curriculum Modules, for a total 12 Curriculum Modules of Related Technical Instruction (RTI) at the NCIFTI.

Painter-Industrial Coating & Lining Application Specialist (CAS) Program Checklist:

Name: ID:

Module			RTI Hours	Completed
COR 1 (Intro to the Finishing Trades)			**40**	
	COR 1012	NCIFTI Apprentice Orientation	4	
	COR 1000	IUPAT History/New Member Orientation	4	
	COR 1130C	OSHA 30 hour - Construction	30	
	COR 1139C	Respirator Fit Test	2	
CAS 1 (Intro to the Industrial Painting Trade)			**40**	
CAS 2 (Airless Spray Systems)			**40**	
CAS 3 (Nozzle Blasting Systems)			**40**	
CAS 4 (Bridge Rigging & Containment)			**40**	
CAS 5 (Quality Control, Spray Applications & Welding)			**40**	
CAS 6 (Storage Tank Rigging & Containment)			**40**	
CAS 7 (Concrete Coating Specialities)			**40**	
CAS 8 (Temporary Work Platforms & Spray Specialties)			**40**	
CAS 9 (Coating Application Specialist)			**40**	
COR 2 (Leadership & Professional Development)			**40**	
COR 3 (Health& Safety in the Finishing Trades)			**40**	
		Required 24 hours		
	COR 1101C	First Aid / CPR / AED	4	
	COR 1119C	Fall Protection	4	
	COR 1125C	Aerial Lift	8	
	COR 1116C	Student Hazard Communication	4	
	COR 118C	Supported Scaffold - User	4	
		electives 16 hours		
	COR 1173C	Chicago Scaffold	4	
	COR 117C	Swing Stage	4	
	COR 1107C	Student EPA Lead - RRP	8	
	COR 111C	Confined Space Entry	8	
	COR1102C	Respiratory Awareness	2	
	COR 1139C	Respirator Fit Test	2	
	COR 1129C	Infectious Control Risk Assessment (ICRA)	8	
	COR1105C	Lead Abatement Worker (24hr)	24	
	COR 1106C	Lead Abatement Supervisor (32hr)	32	
	COR 1100C	OSHA 10	10	
	COR 141C	Respirable Crystalline Silica Awareness	4	

Wage Progression

			Date of wage increase
40%	1st 6 months		
50%	2nd 6 months	Min. 0 Modules (0 RTI hours) + min 650 OJL hours	
55%	3rd 6 months	Min. 4 Modules (160 RTI hours) + min 1450 OJL hours	
60%	4th 6 months	Min. 4 Modules (160 RTI hours) + Min. 2250 OJL hours	
70%	5th 6 months	Min. 8 Modules (320 RTI hours) + Min. 3050 OJL hours	
80%	6th 6 months	Min. 8 Modules(320 RTI hours) + Min. 3850 OJL hours	
100%	Journeyman	Min. 12 Modules(480 RTI hours) + Min. 4650 OJL hours	

Painter-Industrial Coating & Lining Application Specialist (CAS) Program

The NCIFTI's Painter-Industrial Coating & Lining Application Specialist (CAS) Curriculum Modules are described below:

CAS 1 - Introduction to the Industrial Painting Trade

The Introduction to the Industrial Painting Trade module is designed to introduce students to the basic elements of the industrial painting trade. Topics include identifying and controlling corrosion; recognizing coating materials, tools, equipment, and terminology of the industrial applicator; understanding occupational noise exposure and practicing other communication strategies; recognizing the importance of steel surface preparation and the principles of abrasive blast cleaning; preventing jobsite hazards for the industrial applicator; understanding ambient conditions and their effect on application and coating performance; using stripe coating to provide extra corrosion protection measures on irregular steel surfaces; and understanding quality tests, standards, and tools used to check coating application on the job.

CAS 2 - Airless Spray Systems

The Airless Spray Systems module is designed to introduce students to the various coating application methods and determining the correct application for each job. Topics include learning proper storage, mixing, and thinning techniques; understanding procedures and formulas used to achieve desired film thickness; identifying airless spray terms and equipment components; demonstrating the ability to properly operate an airless spray system; and troubleshooting spray pattern problems.

CAS 3 - Nozzle Blasting Systems

The Nozzle Blasting Systems module is designed to introduce students to the primary components of air abrasive blast cleaning nozzle equipment. Topics include recognizing the primary elements of an abrasive blast cleaning system; understanding nozzle blast safety systems and employing tips to enhance productivity; demonstrating the ability to abrasive blast clean a surface to a desired cleanliness level; identifying various abrasive media and their influences on cleaning levels, productivity, and surface profile; recognizing SSPC abrasive specifications; demonstrating proper sand blasting techniques using a virtual nozzle blasting simulator; and learning to identify, maintain, and properly size various types of dust collector units.

CAS 4 - Bridge Rigging & Containment

The Bridge Rigging and Containment module is designed to familiarize students with various bridge structures and their integral parts and specifications. Topics include understanding the importance of coatings in corrosion mitigation; learning to secure safety lines and material lines using different knot tying skills and recognizing the correct application of each knot type; demonstrating the proper installation of bridge rigging equipment, including the ability to rig a horizontal steel cable; understanding the various techniques, tools, and materials used for building containments systems; and following containment specifications to build a properly ventilated containment system.

CAS 5 - Quality Control, Spray Applications and Welding

The Quality Control, Spray Applications and Welding module is designed to introduce students to quality control standards, conventional spray components, and welding safety considerations. Topics include demonstrating proper application techniques with a focus on dry film thickness, adhesion, and discontinuities; understanding instructions, techniques, and standards relevant for inspecting coating applications; differentiating between quality control and quality assurance; identifying the basic mechanisms of corrosion control and film formation; identifying the components and the correct

procedure required to apply coatings using conventional spray systems; introduction to air-assisted airless spray and electrostatic spray applications; maintaining and verifying the accuracy and calibration of inspection equipment; and learning the basics of the Shielded Metal Arc Welding (SMAW) process.

CAS 6 - Storage Tank Rigging and Containment

The Storage Tank Rigging and Containment module is designed to familiarize students with the access, containment, and rigging processes for coatings application on industrial storage tanks. Topics include demonstrating the proper assembly, operation, and maintenance of tube and coupler scaffolding for work surfaces with irregular dimensions; building containment around scaffolding; identifying industrial project hazards; developing an access plan and properly rigging an access system; and learning multiple containment systems associated with tank coating projects to reduce debris and overspray.

CAS 7 – Concrete Coating Specialties

The Concrete Coating Specialties module is designed to introduce students to coating, treating, and repairing various concrete surfaces. Topics include recognizing the properties of concrete, mix components, and concrete surface preparation standards; learning the proper methods for transporting, placing, and finishing concrete; treating concrete irregularities; understanding the components and operation of portable centrifugal (wheel) abrasive blast cleaning equipment; and identifying the characteristics and materials used in Broadcast Flooring, Slurry Coat Systems, and Troweled Polymer Systems.

CAS 8 - Temporary Work Platforms and Spray Specialties

The Temporary Work Platforms and Spray Specialties module is designed to introduce students to the Multi-Span Bridge Platform Systems and Specialty Spray Systems. Topics include recognizing the various elements of and properly installing a Safe Span System; identifying troubleshooting procedures and installation hazards concerning Safe Span Systems; understanding the various elements of a chain link fence suspended temporary scaffold system, including proper installation, troubleshooting procedures, installation hazards, and associated tools; recognizing the primary components of a plural component spray operation system and understanding the spray technology methods; understanding the information required in the documentation of the inspection process; identifying the processes used to measure and monitor work results during and after the application process; and understanding Waterjetting equipment, standards, and surface preparation requirements.

CAS 9 - Coating Application Specialist

The Coating Application Specialist module is designed to equip students with the training and preparation necessary to test for and achieve SSPC certification as a Coating Application Specialist (CAS), enabling trades workers to successfully prepare and apply protective coatings to complex industrial structures. Topics include reviewing the identification and control of corrosion; reviewing quality tests and standards used to check coating application on the job, including hands-on use of all quality control instruments in preparation for the CAS Exam; reviewing the primary elements of abrasive blast cleaning and airless spray systems and their operation; identifying the key concepts of the Industrial Applicator Training Program covered on the SSPC CAS examination; and achieving SSPC Certified Application Specialist certification.

APPRENTICE AND FACULTY OBLIGATIONS

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

To achieve this commitment, the following ***Code of Ethics and Conduct*** has been prepared. The Code outlines the shared rights and responsibilities of all Apprentices enrolled at the NCIFTI, and provides the basis of behavior that will foster an environment of equality and respect for each one another, the staff, the NCIFTI facilities, and the trade as a whole.

This policy is in effect while Apprentices are on NCIFTI property or on the work site while participating in NCIFTI sponsored activities.

Code of Ethics and Conduct

Apprentice Rights and Expectations: Every Apprentice has the right to:

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

Apprentice Responsibilities: **An Apprentice shall:**

- Comply with the directions of the instructors and/or any other NCIFTI staff who are carrying out their responsibilities.
- Be punctual and attend all classes for the full length of the course unless prevented from doing so for acceptable reasons (e.g., medical, bereavement, etc.).
- Take lunch and coffee breaks during scheduled times.
- Demonstrate a willingness to participate in class activities and/or hand-on projects to the best of his/her abilities.
- Come to school prepared to participate fully by bringing the required tools and items.
- Be responsible for all learning materials/resources on loan to the Apprentice by the NCIFTI.
- Employ "good house-keeping" practices with respect to NCIFTI facilities, materials, and equipment.

OBLIGATIONS *Cont…*

- Comply with all NCIFTI health and safety policies and procedures
- Be clean in person and in habits and wear appropriate attire (e.g., T-shirts with inappropriate sayings or graphics are not acceptable).

An Apprentice shall <u>not</u>:

- Discriminate against or harass any Apprentice or staff member.
- Take or threaten to take any action that may endanger the health, safety or freedom of anyone.
- Disrupt any class activity and/or engage in disorderly conduct.
- Use profane or otherwise inappropriate language.
- Cheat on tests or examinations.
- Take or use property that is not his/hers without the consent of the owner.
- Intentionally misuse and/or damage property that is not his/her own (e.g., NCIFTI facilities, materials, equipment, etc.).
- Trespass upon areas that are designated as "off limits" unless given explicit permission to do so (e.g., private offices).
- Provide false or misleading information to NCIFTI staff.
- Conduct personal business during class hours (e.g., telephone calls, pagers, visitors) [NOTE: Telephone calls to the NCIFTI for Apprentices will only be put through in cases of *emergency*].
- Have, consume, or provide the following substances while on NCIFTI property before, during or after classes: a) alcoholic beverages; and b) controlled, restricted or prohibited drugs or narcotics unless authorized by a doctor.
- Smoke in designated non-smoking areas.
- Possess a weapon or anything intended to be used as a weapon.

Violations of the Code of Ethics and Conduct:

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

- Verbal warning
- Written warning
- Restitution (i.e., reimbursement for lost, stolen, damaged property)
- Behavioral Contract (i.e., an agreement between the NCIFTI and the Apprentice that clearly specifies certain behavioral expectations)
- Suspension (i.e., for a specific period of time)
- Expulsion (i.e., for the duration of the Program)
- Police intervention

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

<u>Additional Reasons for Loss of a Days Credit</u>

- Leaving the property during the class day without permission.
- Sleeping during class session.
- Not doing assigned work.
- Using abusive language.
- Doing other than Painting, Drywall Finishing and/or Glazing work.

OBLIGATIONS *Cont...*

Additional Reasons for Dismissal from the Program

- Gambling in class.
- Drinking alcoholic beverages.
- Use of drugs.
- Fighting in class.
- Threatening any staff members or trustees of any District Council #30's entities.
- Damaging any property of District Council #30 and all its entities.
- Stealing.
- Lack of interest in the trade or inability to do assigned work.
- Inability to work continuously at the trade.

9 Month Probation Period

All New Apprentices are placed on a **9 Month Probationary Period** beginning on the date that the Apprenticeship Agreement is signed. This probationary period provides an opportunity for the NCIFTI, and the Apprentice to adjust to each other and to the program.

During the probationary period either the Apprentice or the NCIFTI may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing.

The records for each probationary apprentice shall be reviewed by the NCIFTI prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related technical instruction and any disciplinary action taken during the probationary period. Any probationary apprentice evaluated as satisfactory after such review shall be given full credit for the probationary period and continue in the program.

Prior to the end of the probationary period, the NCIFTI must act on each probationary apprentice to end the probation, extend the probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

After the probationary period, the apprenticeship agreement may be canceled at the request of the Apprentice, or may be suspended or canceled by the NCIFTI for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the NCIFTI will provide written notice to the apprentice and to the Registration Agency of the final action taken.

Apprentice Grievance Procedures

In the event that an Apprentice disagrees with the interpretation of a rule or decision of the Faculty regarding any policy or rule, they may appeal to the Program Trustees according to the Appeal Guidelines issued by the Trustees.

All apprentices have the right to present grievances regarding terms and conditions of their apprentice training, discipline, wages determinations, attendance determinations, assessments or evaluations, and any other matter or concern related to their enrollment and participation in NCIFTI, may personally or through an authorized representative, file a complaint according to the Appeal Guidelines issued by the Trustees.

NCIFTI INFORMATION

Calendar

The NCIFTI class schedule runs according to quarters. Each year, the faculty approves a schedule that determines when quarters and classes begin, when Apprentices are expected to attend based on their term in the program, and when classes end. The Class Schedule is distributed to Apprentices and is available upon direct request to the NCIFTI or through www.pdc30.com.

Hours of Operation

The NCIFTI is open Monday through Friday, from 7:00 AM – 4:30 PM, except on legal holidays.

Lunch & Breaks

At no time shall an Apprentice leave the property without permission or during his/her break. Lunch is half an hour/30 minutes duration. Failure to be back on time will constitute a tardy and being more than 15 minutes late will result in the loss of a day's credit.

Dress Code

Apprentices enrolled in the Core Curriculum Modules or attending STAR's courses must wear jeans or appropriate work pants that are clean and tear free. Shirts must not contain offensive language or materials. All apprentices shall wear work shoes or boots. Absolutely no sleeveless shirts, sandals or bare feet will be allowed.

Painting & Drywall Finishing Apprentices enrolled in their trade specific quarters must wear "PAINTERS WHITES" pants (they must be clean and tear free), a clean white shirt or Union/Company shirt. Shirts must not contain offensive language or materials. All apprentices shall wear work shoes or boots. Absolutely no sleeveless shirts, sandals or bare feet will be allowed.

Glazing Apprentices enrolled in their trade specific quarters must wear jeans or appropriate work pants (they must be clean and tear free), a clean white shirt or Union/Company shirt. Shirts must not contain offensive language or materials. All apprentices shall wear work shoes or boots. Absolutely no sleeveless shrits, sandals or bare feet will be allowed.

Failure to comply with the dress code will result in being asked to leave and losing a day's worth of Course Credit. You must present a neat, clean and professional appearance.

Union Cards & I.D.'s

Apprentices must be in good standings within their perspective Local Union and present, a quarterly dues card or receipt and a Painters District Council No. 30 photo I.D. each quarter. If an apprentice falls out of good standing and is dropped from their Local Union, the apprentice will also be dropped from the Apprenticeship program.

Continuing Education Programs

The NCIFTI is pleased to offer a number of courses and certificate programs for the Journeypersons. A schedule of classes is available from the NCIFTI office or at www.pdc30.com.

Grades

A 70 percent or better grade point average must be maintained. Failure to do so may result in repeating a Module and thereby hold up an Apprentices pay raise an additional quarter. Apprentices will only be allowed to do a Module over once due to insufficient grade point average after which they may considered no longer in compliance with the Program, and thus no longer an Apprentice. Grades will be based on, but not limited to: written exams, skills evaluations and participation.

Grades are issued at the end of each Module according to the following system:

Pass (P)	This grade applies when the Apprentice has achieved a grade equivalent of 70% or better for the prescribed class.
Fail (F)	If a required course is failed, the course must be repeated or an equivalent one taken. No Credit is accrued with a grade of F. When an Apprentice repeats a course or takes an equivalent after failure, both grades will be recorded on the permanent record.
Incomplete (I)	In exceptional cases, Incompletes may be granted for a Module, but not for an individual class. Responsibility for completion of work rests with the Apprentice.

Computer Services

The NCIFTI's computer resources are open to Apprentices according to the hours posted. Whether using this service on your own time or during class, the following rules apply.

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to NCIFTI policy or business interests.

Generally, electronic information created and/or communicated by an Apprentice using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the NCIFTI. However, the NCIFTI reserves the right, at its discretion, to review any Apprentice's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other NCIFTI policies. Apprentices should not assume electronic communications are completely private. Accordingly, if Apprentices have sensitive information to transmit, they should use other means.

Library/Media Services

The NCIFTI maintains a curricular support library on campus, which functions as a resource center for the courses offered. Within this library, we maintain online all required and supplemental texts and readings for all courses, a collection of reference guides, collections of journal, periodicals related to the finishing industry and construction trades and a variety of videos and cd-roms related to craft specialization and labor history. The Program also has access to a number of on-line data bases in the construction field.

Advisement

Program Faculty are available for consultation on Apprentice progress, professional development and remediation requirements. Please check posted office hours to meet with a Faculty member or call to schedule an appointment.

The Director and the Faculty are also available to provide general advisement on available services, financial aid, partnership programs and continuing education opportunities. Schedule an appointment to discuss these services.

Emergency Procedures/Closing

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

Emergency Evacuation: When the fire alarm sounds, or if directed by a staff member of the NCIFTI, please proceed to the closest stairway or exit and assemble at the south end of the parking lot for a head count. *Elevators should not be used.*

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

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

Accidents and Illness: When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by dialing 911. In the event anyone becomes injured or ill at the School, emergency response (911) should be contacted. Emergency personnel will make determinations as to the needed medical attention and transportation.

Inclement Weather Policy: In the case of inclement weather, Apprentices should use their best judgment to determine if they can safely travel to the NCIFTI. If an apprentice is absent due to inclement weather, it is the Apprentice's responsibility to make-up missed course work on the Make-Up Day. If the school is to be closed due to extreme weather, Apprentices will be notified in advance and classes may be rescheduled.

Tuition and Refunds

There is no tuition for students who have been accepted into their apprenticeship program. Since there is No tuition, there are No refunds.

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

1. Evacuate

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

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Warn other individuals against entering an area where an active shooter may be
- Keep your hands visible
- Follow the instructions of any law enforcement officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide Out

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

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

3. Self - Defense

If neither evacuation nor hiding out are possible:

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's presence
- If you cannot speak, leave the line open to allow for the dispatcher to listen

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

- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. When Law Enforcement Arrives

Remember the following guidelines:

- Remain calm and follow instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, yelling, and screaming
- Do not stop to ask for help or directions while evacuating

Safety Policies and Procedures

It is the policy of the NCIFTI to pursue every reasonable effort to provide a safe and healthful working environment for Program Faculty and Apprentices. Apprentices are required to follow all posted and distributed safety rules. Unsafe working conditions, unsafe practices, or machines that are unsafe to operate must be reported to a member of the Faculty immediately. Faculty also must report to the Director any injuries that occur at the workplace or in the classroom. It is further policy that Faculty, staff, and Apprentices shall conduct their work and activities in a safe manner. The Program intends to comply with all safety laws and regulations.

Faculty and Apprentices must have a common goal of keeping accidents to a minimum. Most accidental injuries in the classroom environment are caused by unsafe work habits. Therefore, all Apprentices should continually strive to develop habits and procedures that will reduce exposure to potential injury. Apprentices are urged to make safe performance an essential element of every task. As part of their safety responsibilities, Apprentices are expected to do the following:

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

Drug Free Workplace and Campus

The unlawful sale, purchase, distribution, possession or use of any controlled substance or the unlawful possession and use of alcohol is prohibited in or on the NCIFTI controlled property, or within a 200 foot perimeter of NCIFTI controlled property. No Faculty, staff, or Apprentice is to report to work/class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies shall be reason for referral for treatment for a drug/alcohol use disorder or for disciplinary action up to and including termination of employment, expulsion from the Program, and/or referral for prosecution consistent with local, state, and federal law.

Notice of Non-Discrimination

The North Central Illinois Finishing Trades Institute (NCIFTI) will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

Any Apprentice or applicant for apprenticeship who believes he or she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of the Apprenticeship Program, may personally or through an authorized representative, file a complaint with the US Department of Labor; or, at the Apprentice or applicant's election, a private review body can be formed by the NCIFTI Trustees to review the complaint.

Sexual Harassment Policy

The NCIFTI affirms the principle that its Apprentices, Faculty, and staff have a right to work and study without being subjected to sexual harassment. This is also Federal and State law.
The EEOC defines sexual harassment as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment occurs when (1) submission to such conduct is made, either implicitly or explicitly, a term or condition of an individual's employment or academic status, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting the individual, or (3) such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. If someone believes he or she has been sexually harassed, they are strongly encouraged to report the incident to a Program Faculty member or Union Representative immediately.

Privacy and Release of Information

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

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

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

School officials will release educational information upon receipt of a signed, dated written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made. Students may complete a form authorizing the Administrator's Office to permit non-School individuals to view the student's academic record.

Because apprenticeship involves On-the-Job training as well as training provided at the NCIFTI, the Program Faculty may, from time to time, consult with employers about the specific performance of an Apprentice. These consultations will be conducted with the utmost professionalism and concern for the welfare of the Apprentice.

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

NCIFTI Faculty Bios

Stephen Lefaver, Director of Training slefaver@pdc30.com

Stephen Lefaver is the full-time principal administrator NCIFTI. His role involves the supervision of U.S. Department of Labor apprenticeship standards, coordinating the training curriculum, serving as an instructor within the program, and identifying creative ways to recruit individuals to the trade. He became a painter in 1996; completed the apprenticeship program in 1999; and was first hired in May of 2002 as an instructor. He has served in his current role since 2010 and is fully credentialed in all major areas of training and certification expected of program administrators. He is also a regular contributor to the work of the national Finishing Trades Institute, a joint venture of the International Union of Painters and Allied Trades and the Finishing Contractors Association.

David Arvayo, Master Instructor darvayo@pdc30.com

David Arvayo is a full-time Master Instructor specializing in drywall finishing and painting. His responsibilities include preparing and delivering an effective apprenticeship curriculum to supplement on-the-job training, facilitating customized health and safety training and journey worker upgrade courses, monitoring industry innovations, and updating curriculum to comply with evolving regulations. He started as an Instructor in 1999, following five years of on-the-job experience as a painter and seven years of experience as a drywall finisher. He maintains multiple advanced training certifications and instructor qualifications, and translates course materials and conducts classes in both English and Spanish. In addition to trade skills, he is provider of health and safety curriculum, specializing in OSHA Hazard Communication Standards.

Dave Panico, Master Instructor dpanico@pdc30.com

Dave Panico is a full-time Master Instructor specializing in painting, decorating, and wallcovering. He administers apprenticeship training with a particular passion and expertise in math and measurement. He also develops instructional content and a regular course schedule for the health and safety curriculum, and identifies opportunities to promote and increase participation in journey worker upgrade training. He was first hired as an apprenticeship instructor in 2006, after 15 years working in the trade. In 1992, he entered the union as an apprentice painter and a member of Local Union 97. He graduated the apprenticeship program in 1995, also earning the prestigious distinction, “Apprentice of the Year.” He maintains multiple advanced training certifications and instructor qualifications, and was instrumental in the development of PDC 30’s Safety Training Awards Recognition program (STARs) and the Drug Free Program, serving several years as STARs Coordinator and Outreach Associate.

NCIFTI Faculty Bios

Daniel Valdivia, Associate Instructor dvaldivia@pdc30.com

Daniel is a full-time Associate Instructor specializing in industrial painting. Prior to serving as an instructor, he spent 15 years of experience working in the field, performing functions such as quality control, painting, lead foreman, and project manager. In these roles, he mastered a variety of techniques related to the industrial painting industry, including rigging access, containment, blasting, painting, and confined space work. He also served as an SSPC Proctor for PDC 30's Coating Applications Specialist (CAS) exams and has acquired a variety of certifications related to health and safety and the industrial painting trade. His responsibilities include developing course curriculum to meet the emerging demands of the industry; preparing and delivering effective, relevant instruction; utilizing data tracking systems to keep accurate record of apprenticeship hours and training progress; recruiting ideal candidates to the program; and promoting apprenticeship opportunities. He is fluent in Spanish, enabling him to train apprentices in both English and Spanish.

David Headley, Glazing Instructor dheadley@pdc30.com

David Headley is a full-time Glazing Instructor. He is responsible for the development of glazing curriculum and course materials that meets the emerging demands of the industry; integration of instructional tools to enhance learning experiences in the glass and architectural metal finishing trades; and participation in certifications related to health & safety. He became a glazier in 1994, and later graduated from the Glazing Apprentice Program in 1999, and was first hired as an instructor in 2007, after 10 years working in the field. He maintains multiple advanced training certifications and instructor qualifications.

Veronica Perez, Administrative Assistant vperez@pdc30.com

Veronica Perez is the Administrative Assistant for PDC 30's apprenticeship and training program. She has held her position since 2009, and her responsibilities include maintaining training schedules; providing administrative support to instructors; filing all apprentice work hours, attendance, and progress based on course completion; and responding to inquiries and apprentice needs. She is bilingual and holds an Associate's Degree in Business Administration with an emphasis in Marketing.

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