



**Student Handbook
&
Safety Policies and
Procedures**

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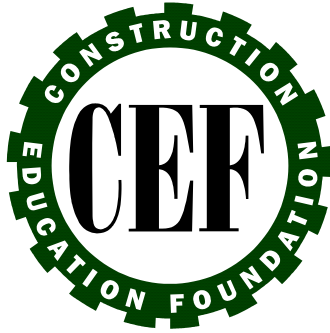


Student Handbook

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Mission Statement

The purpose of Construction Education Foundation, Inc., is to provide the construction industry the most qualified, technically trained people at all levels.

Vision Statement

Construction Education Foundation, Inc., is a self-supporting foundation with widespread participation, providing the finest in construction industry training.

EQUAL OPPORTUNITY STATEMENT

It is the policy of Construction Education Foundation, Inc. to implement affirmatively equal opportunity to all students without regard to race, religion, creed, color, gender, age, national origin, disability or marital status.

CEF STATEMENT ON AMERICAN DISABILITIES ACT

It is the policy of Construction Education Foundation, Inc. to comply with Title III, Section 312 and 504 of the ADA law regarding the accessibility of the facilities and manner in which we offer courses to individuals with disabilities. Any student who feels that he or she may need special assistance or accommodation because of impairment or disabling condition needs to contact one of the following:

- For North Lake College, please contact Special Services Office in Room A438 or call (972) 273-3165.
- For CEF, please call (972) 574-5200.

CEF SEXUAL HARASSMENT POLICY

No student or instructor shall engage in sexual harassment, which is a form of discrimination on a basis of gender. For general policy and procedures purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature where:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of individual's employment or education; or
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
- c. Such conduct has the (purpose or) effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or demeaning employment or education environment.

I. INTRODUCTION

The purpose of this handbook is to provide the student with clear guidelines in their working with Construction Education Foundation, Inc., North Texas, (CEF) the training arm for the following sponsoring associations: Associated Builders and Contractors, Quoin, A Chapter of Associated General Contractors, and American Subcontractors Association. CEF also does training for the participating associations: National Association of Women in Construction, United Masonry Contractors Association, Hispanic Contractors of America and the Black Contractors of America.

CEF has adopted The National Center for Construction Education and Research's (NCCER) Policies and Procedures for the Administration and Accreditation of the Standardized Craft Training Process in their entirety. Craft instructors receive a copy of this document at their initial training of the Instructor Certification Training Program. Instructors use this handbook as a reference and are encouraged to be familiar with the procedures of this handbook.

II. HISTORY

The CEF North Texas Training Program began under the auspices of Associated Builders and Contractors and has been in existence since 1981. In 1989 we successfully negotiated with North Lake College for college level accreditation of Craft Education Training Classes and related programs. Obtaining college credit not only enhanced the professional image of the courses, but also provided a professional career path for our craft apprentices and students.

In 1995, The Associated Builders and Contractors partnered their craft training with other associations and began the transition to a new umbrella organization, the National Center for Construction Education and Research (NCCER). In 1996, NCCER became the official national organization to accredit and standardize craft training for the construction industry.

In 1996, an alliance developed to form this foundation, Construction Education Foundation, Inc., It is patterned after the National Center for Construction Education and Research.

Construction Education Foundation, Inc., of North Texas (CEF) realized in the summer of 1999 that the facilities at North Lake College, and its other ten training locations throughout the Dallas/Ft. Worth Metroplex, were not in line with the quality of training our industry wanted to offer its workforce and participating companies. It was decided, through a partnership between North Lake College and CEF, that a Training Center should be leased to keep up with the industry's demand for training in the DFW and North Texas area. A building on DFW Airport property was located and deemed suitable for the needs of CEF and North Lake College. North Lake College, of the Dallas County Community College District System, agreed to pay for the lease, utilities, maintenance, furniture, and fixtures for the 60,000 square foot training center with the understanding that the construction industry's commitment would include interior finish out of classrooms, labs, shops, and office space. This project had over 150 contractors, sub-contractors, suppliers and manufacturers worked diligently and had it completed for the fall 2000 semester.

III. COUNCILS

Every course is governed by a council. Council members are made up of volunteers working in that particular craft or field so that they are able to focus on each course's individual needs. Councils are responsible for representing the trades in making necessary decisions regarding industry processes, procedures, curriculum, equipment, and material to provide a quality training program to the students. If assistance or approval is needed, then issues are taken to the CEF Board of Directors.

IV. TYPES OF TRAINING OFFERED

A. Career Development Training is mostly classroom instruction developed to enhance knowledge needed to move up the ladder for one's career. Instruction may include lecture, overheads, videotapes, field trips, and guest speakers.

B. Craft Training utilizes the NCCER Contren Learning Series Curriculum (exception: Masonry Program and Field Engineering Program.) This is a competency based training program designed to prepare individuals for occupations in skilled crafts. This training is a combination of classroom and laboratory, with a structured course outline. Students successfully completing the required classroom and laboratory training are recognized as skilled workers.

C. Craft Apprenticeship Training (for all Federally Registered Apprentices) The apprenticeship program was established to promote the orderly, systematic and effective training of Apprentices in their trades. It utilizes the same classroom and laboratory as the craft training but also includes the documentation of the on-the-job training (OJT), done under the guidance of a journey person, for those students Federally Registered with the U.S. Department of Labor, Bureau of Apprenticeship & Training.

- D. **Federal Registration:** All Federally Registered Apprentices are indentured in this time-based program. While registered with the Department of Labor, Bureau of Apprenticeship & Training (DOL/BAT), the registered apprentices are subject to time requirements for specific duties while supervised by a journeyman. Each month the apprentice is required to turn in a monthly work record (OJT) until the 6000 or 8000 hours are met for the program. Any apprentice entering the Electrical or Plumbing Trade class in Fort Worth is required to be federally registered by August 31st of that year. An apprentice entering a Fort Worth class after that date for the current academic year will be charged a penalty fee of \$300⁰⁰ in addition to the \$50⁰⁰ charge for registration. At the completion of the training and work hours, a certificate of completion from the DOL/BAT will be presented.
- E. **Accelerated Technical Training** has been developed for the Plumbing, Electrical, Pipefitting, and HVAC Trades. This type of training covers only the technical part of the training, with very little hands on with the exception of HVAC and Pipefitting. This training is accelerated in order to cover the material in two years rather than the four scheduled years.
- F. **Short Term Task Training** is designed to be fast paced training on a specific task. Generally this training is done for a company to meet the demands of a new job. Training is short in duration, typically one to four weeks.

V. MATH REQUIREMENT POLICY

Students will be tested on their math skills either before or during their first semester of training in the following courses:

Estimating Courses, Carpentry, Construction Estimating 1, Electrical Accelerated I, Electrical II, Fire Alarm I and II, Field Engineering I & II, HVAC II, HVAC Accelerated I, Pipefitting I, Plumbing II, Plumbing Accelerated I, Sheet Metal, Sprinkler Fitter, Welding, Intermediate, and Welding Advanced, Fire Protection Systems Design I. Please check the course description in the catalog for all testing requirements.

Students who are going into second (2nd) level craft apprenticeship courses that require the Applied Construction Math Test as a prerequisite will be given the math test in the first semester of their first (1st) year of the program. Please refer to the course syllabi for a detailed schedule.

Students who **are required to take the Math test as a prerequisite** to starting a class must take the test at the CEF office. These tests are by a scheduled appointment between the hours 7:00 AM – 3:00 PM, Monday – Thursday. All students must be passed with at least 70 percent correct. If the test is failed, the student is required to take a semester of the Applied Construction Math I course offered the following semester by CEF. The test will be given again at the end of this class to test level of improvement. If the test is still not passed, a student can request a conference to be set up with the math instructor to discuss possible solution that would be taken to their particular trade council. There are no calculators allowed while taking the Applied Construction Math test and there is a one (1) hour time limit.

VI. PROGRAM OPERATIONS

A. Testing

Written examinations are used to evaluate the student's knowledge of the reviewed curriculum. Examinations will be given in every course. A copy of each exam will be kept on file at CEF for council and/or committee review and approval. If an instructor has concerns or changes, they must be brought to the council for approval.

1. **Craft/Apprenticeship Module Testing** - Testing of every task module consists of a written test and a performance test, if required. A certified craft instructor or master trainer must administer the written tests. A certified craft instructor or certified performance evaluator experienced in the specific craft must administer the performance test.
 - a) Achieving a score of 70 percent or higher on the written examination is passing.
 - b) Successfully completing the task module *performance examination* to the satisfaction of the instructor. This is a **pass/fail examination**. All students **must** ensure that they get hands-on experience with these performance tests in accordance with the syllabus.
 - c) **Retesting:** Retesting is allowed in some classes. One retest is allowed if the original grade was between a 60-69 percent. The highest grade one may receive on a retest is 70%. **Retest must be done 14-21 days after the original test but not before 48 hours. ONLY ONE RETEST IS ALLOWED.**

2. **Performance retests will be given at the discretion of the craft instructor.**
3. **Testing Out of Level One for Craft/Apprenticeship, Blueprint & Specifications, and Estimating Training** - Individuals who have been in the trade for at least three years may be exempt from attending instructional sessions for the first level by "testing out". A written examination covering the first level of their particular course and/or Core test and the math examination must be satisfactorily passed with at least a 70 percent. Failure to test out will require the individual to attend full instruction for that level. Some classes do not allow test-out. Please refer to the CEF Catalog for test-out options and fees.
4. **Make-up test for tests during the year (Does not include Final Exams):** The students are required to call the instructor and CEF, (Work is no excuse) and the highest grade allowed is 90% maximum. The instructor and student will decide plan of action for the make-up test. The instructor will complete a Make Up form and submit it for CEF record keeping purposes.
6. **Make-up test for final exam process should be as follows. Make-up for final exams may be given only in the event of weather closings or if student has made prior arrangements with an instructor.**
 - a. The student must call the Instructor and arrange the makeup
 - b. Instructor must call CEF to inform of test make-up.
 - c. Student will receive a zero for the exam so instructor can turn grades into CEF.
 - d. Final Exam make-up day will be the Thursday after classes.
 - e. Once the student takes the test it will be graded by the instructor.
 - f. A grade change form will need to be completed by instructor and student.
 - g. The Grade change form will be turned in to CEF.
 - h. The grade will be adjusted in the system by CEF staff
 - i. CEF copies the form and turns original into North Lake College.
 - j. North Lake College changes grade.

VII. CREDIT AND NON-CREDIT CLASSES

All training is set up as either credit or non-credit continuing education. There is complete record keeping on each course by CEF, in the event a student seeks credit records for continuing education classes, or records of any other training. Students requesting record information will need to contact a CEF staff member. This may require scheduling a time to meet with a CEF staff member to determine the student's particular needs.

VIII. GRADING

- A. Refer to course syllabi for each course's grading system and scale.
- B. Instructors will submit attendance reports to the CEF Office on a weekly basis. CEF will then notify employers with a report of all student absences.
- C. The Contren Curriculum is set up in modules. Every student must complete both the written and performance test with a 70 percent or higher.
- D. A student must have a 70% for both Craft and Career Development courses to be considered as successfully completing a course. CEF will not distribute a certificate of completion for a grade of a D. This means if it is a 2-semester course and they do not receive a 70% or higher that student will not be allowed to continue into the 2nd semester of the course.

IX. EVALUATION/GRADING NOTIFICATION

- A. Craft/Apprenticeship Students** - Evaluations will be done on each student by mid-semester. These will be sent to the training contact person of the student's company for review and one copy sent to the student. The training contact person is advised to discuss progress with each employee who has been evaluated.
- B.** Grades for the end of each semester will be given to each student and their company contact person.

X. STUDENT CONDUCT /DRESS CODE

A. Conduct

The instructor has the authority to dismiss any student from the class who does not adhere to established policies, procedures and guidelines. The items listed below are some, but not all, of the reasons that will constitute disciplinary action or dismissal as determined by the instructor, Construction Education Foundation, Inc. or the appropriate council/committee:

1. Failure to comply with rules of safety as outlined in the *CEF Safety Handbook*. **This book is attached to this Student Hand Book**
2. Smoking, dipping or chewing in any classroom or prohibited areas
3. Acts of dishonesty to include falsifying official documents
4. Cheating on tests
5. Physical/verbal assault or abuse or harassment of any type
6. Theft, misuse or willful damage to property
7. Fraudulent claims
8. Disorderly, lewd or indecent conduct
9. Frequent-absences or tardiness
10. The use, possession, concealment, or sale of drugs, controlled substances, alcohol or firearms, or being under the influence of look-alike drugs, drug paraphernalia, or alcoholic beverages on the premises or its designated training sites, shall be strictly prohibited. Any person found to be in violation of the above will be terminated immediately from the training program. Should a student be using a legal drug that could impair their performance or cause a safety problem, the student must make this information known to the instructor. (**Refer to Safety Handbook Drug/Alcohol Policy**)
11. Failure to keep classroom, shop area, and restroom clean and free of hazards.
12. Using the facility telephones to make long distance calls.
13. Discussing any students' or instructors' company benefits or policies during class time.
14. Bringing children, family members or pets to class or in the classroom. (Except when allowed on designated occasions)
15. Any behavior detrimental to the reputation and success of CEF.
16. The severity of the offense, and the situation in which the offense occurs could be factors considered prior to dismissal of a student. If there are any questions as to the viability of the issue, the governing council, along with a CEF representative will make the final decision.

B. Dress Code

If possible, please bring an extra pair of shoes to change into if you know you will be working in mud at your day job. **Dress Code:** shirt with at least three (3) inches of sleeve or long sleeves, long pants or jeans and shoes must be worn at all times (no sandals or flip flops).

XI. ATTENDANCE POLICY

Good attendance is important for the success of any training program. Absences will affect your grade. If you must be absent, it is your responsibility to contact your instructor or a staff member in the CEF office (**before the start of class**) and let them know you are going to be absent and the *reason for your absence*. An excuse must be given for each absence. “No excuse” **will be noted unless CEF is contacted either by phone or by an instructor.**

As a courtesy, during the first two weeks of registration, your company will receive a courtesy call from CEF, in addition to a FAX, reporting class absences. Also, CEF staff will make every attempt to contact the student as well. It is the student’s responsibility to provide CEF with the correct address, telephone number, or contact information.

- A. **1st Absence – 2nd Absence** Employer is notified by fax and the student must call CEF with a reason
- B. **3rd Absence** – Employer is notified by fax and phone. The student is sent a warning letter to their home address. The student must call CEF with a reason for each absence. Each student is allowed a maximum of three absences per semester (for semester classes only, Plumbing Accelerated and Electrical Accelerated only allow 2 absences per semester).
- C. **4th Absence** - The student/student will be automatically **dropped from the program***.
- D. ***DROPS:** When a student is dropped, the company will be notified by a letter via FAX and mail. The student will receive a “Drop Notification Letter” in the mail. Attached to the letter will be a “**Reinstatement Form**”. Students who feel that they have extenuating circumstances and wish to be considered for reinstatement will need to fill out the form with a full written explanation of their reasons and submit to CEF as soon as possible. Students should continue to attend class and inform their instructor they have applied for reinstatement. (*Please note* that if a student has been dropped and continues attending class while their reinstatement is in review, it *does not*, mean that the student will be reinstated.) All requests for reinstatements will be considered and reviewed by the governing council and it will be at their sole discretion as to whether a student is to be reinstated. The student and company will be notified immediately upon decision of the council.
- E. **No Excused Absences:** Please be aware that there are no “excused absences”. Each absence, no matter what the reason, applies to the attendance policy. However, the reasons given for each absence will be considered as a factor by the council when reviewing a student’s application for reinstatement.
- F. **Arriving for class late and/or leaving early** is considered an absence unless pre-approved by the instructor. Please review your syllabus for information regarding absence and how it may affect your grade.
- G. **Make-up work, and tests** are left to the discretion of each instructor and council/or committee at this time. It is the responsibility of the student to approach their instructor regarding scheduling of any make-up work or tests. Any work that is made up by a student will require a signed “Make-up Form” from the instructor to be turned in to CEF for the student file and council review. The instructor will retain a copy of this form for grading purposes. **Make-ups will not take away a student absence.** An absence from class is still considered such and will apply to the attendance policy. No class make-ups will be allowed after the 13th week of class. (Please refer to Item # VII – 6. for Exam Make-up Policy.)

Note: Please take the time to review the syllabus for your class for other important information. Should you have any questions, please contact your instructor or the CEF Office.

Perfect attendance for one full year will be awarded to a craft/apprenticeship student with a certificate stating this accomplishment. Students may not have any absences to be eligible for perfect attendance.

XII. GRADUATION/AWARDS PROGRAM

The Awards Program is an event held each year in June to honor the graduates of CEF the Training Programs.

A. Top Craft Student Awards

A top student in each trade will be recognized at the Awards Program. From these candidates, an overall top student will be recognized. This overall top student will be given \$1000 and will be selected using the following criteria:

1. **The top student will be** top student over all four years of his trade.
 - A role model who will be judged based on the recommendation the instructor.
 - Student must display extra effort
 - Willingness to help others
 - Participation and attitude
2. **Student has high standards** which will be judged over the entire length of their participation in the program. This will include documentation kept by CEF on their attendance and grades.

B. Top Instructor Award

A top instructor will be recognized at the Awards Program. This person will be awarded \$500 and will be selected using the following criteria:

1. **Quality of teaching**, which will include classroom management and will be judged mainly by the CEF councils/committees, classroom evaluations (at least 2 submittals) and student evaluations (at least 1 submittal).
2. **Commitment to the program**, which will be judged from documentation kept the CEF Office. The following criteria will be kept:
 - Submission dates met for attendance reports, mid-year student evaluations, grades and class location change
 - Completion of submittals
 - Attendance at instructor meetings or called mandatory meetings

XIII. SUGGESTIONS

CEF encourages all suggestions, comments and input from our students and companies. If you wish to contribute your comments please fill out the Suggestion/Comment/Grievance Form and return to the suggestions to the CEF office or to the suggestion box located in the vending areas at the DFW Education Center.

XIV. GRIEVANCE PROCEDURE

A student may appeal any adverse decision or act directly to the CEF governing council or appropriate staff. This appeal must be in writing to the council/CEF within 30 days of the decision. The council or CEF shall have the right to ask the student to appear in person. Refer to Suggestion/Comment/Grievance Form.

XIV. DFW EDUCATION CENTER PARKING:

Faculty/Staff/Visitor and Handicap Parking is located on the North side of 12th Street. The parking lot in front of the DFW Education Center building is for faculty and staff parking and requires parking permit display at all times when parked on this lot. Parking for disabled individuals is available in designated marked areas. Vehicles parking in these spaces must clearly display the appropriate place cards, decal or license plates.

Student Parking is located on the South side of 12th street in the student parking lot. City of Irving court citations will be issued for parking violations. Violations include but are not limited to: parking in loading zones, fire lanes, and restricted areas, on the grass, in striped zones, in walkways or roadways, double parking, and parking in reserved areas without having a decal. Officers at the North Lake College Police Department are duly sworn peace officers under section 51.203 of the Texas Educational Code. The officers possess the same authority under the law as municipal officers. Campus Police Officers enforce the City of Irving laws, investigate criminal offenses, investigate traffic accidents, and provide services to the college community.

XV. STUDENT CHANGE INFORMATION:

Immediately upon change, notification of a new employer and/or change of home address must be given to your instructor. Your instructor will forward this information to the CEF Office.