Date of Issue :
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ADDRESS:
27055 Ohio Avenue NE
Kingston, WA 98346

P : 360.297.3035
F: 360.297.7366
E: nwlabor@nwlett.edu

Northwest Laborers-Employers Training Trust Fund

Affirmative Action Information

Legal Notice to All Participants

The Northwest Laborers-Employers Training Trust Fund (NWLETT), identification number 91-1283259, provides training and retraining for Construction Craft Laborer apprentices and journeypersons.

The Northwest Laborers-Employers Training Trust Fund admits students of any gender, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national, ethnic origin, and creed in administration of its educational policies, administration policies, or other school-administration policies, or other school-administered programs. For information about any existing or anticipated future courses of study sponsored or established by the plan, including any prerequisites for enrolling in such courses and for a description of the procedure to enroll in such courses, please contact: Training Director, NWLETT, 27055 Ohio Avenue NE, Kingston, Washington 98346.

We train participants of any race, color, gender, national, ethnic origin, and creed.

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Introduction

Greetings, and welcome!

The work of construction laborers is becoming more and more technical. The work ranges from skilled to highly skilled, and requires workers to know about all common construction work activities. They require a high level of training and experience.

As you learn, you will see that safety is not just a priority – it's a core value. It's the most important duty and responsibility of every construction team member on every job site. Our actions shape the culture of an industry that guides the attitude, character and behavior of every construction team member. A culture of safety is infused through ongoing education, rigorous activity pre-planning, job-specific safety analysis plans, and accountability at every level of the project.

Safety is our most important duty and responsibility as a construction team member, because we choose to foster a safe and injury-free work environment. Every construction team member is empowered to take action to ensure accidents do not happen. Every construction team member works toward the goal of creating a safe and healthy work environment that promotes safe productivity, and is proactive in anticipating and avoiding risk.

Zero accidents is the goal of every construction team member, and it starts with your training. As an apprentice, you are expected to follow the course of training as described below and by your coordinator.

Board of Trustees

The Trustees of the Northwest Laborers-Employers Training Trust oversee and govern all aspects of the training program. It is comprised of a total of 12 members, with 6 representing Labor and 6 representing Management.

John Adams – Labor
Laborers Local 252, 4803 S. M Street, Tacoma, WA 98408.3506

Charles "Chip" Burgess – Labor
Laborers Local 292, 2911 Bond Street, Ste 109, Everett, WA 98201

Brandon Dully – Management
Guy F. Atkinson Construction, 707 South Grady Way, Ste 500, Renton, WA 98057.3224

Dave Hawkins – Labor
1330 N. Calispel, Spokane, WA 99201.2316

Scott Holstrom – Labor
Laborers Local 238, 1330 N. Calispel, Spokane, WA 99201

Dan Kuney – Management
Max Kuney Construction, 120 North Ralph Street, P.O. Box 4008, Spokane, WA 99202.4744

Andrew Ledbetter – Management
Associated General Contractors of WA, 1200 Westlake Avenue N, Ste 301, Seattle, WA 98109.3528

Rod Majors – Management (Secretary)
Granite Construction, 1525 East Marine View Drive, Everett, WA 98201.1927

Albert Martin – Management
Skanska USA Building Inc., 400 Fairview Ave. N, Ste 1000, Seattle, WA 98109

Stacy Martin – Labor (Chairman)
WA & N. ID District Council of Laborers, 12101 Tukwila International Blvd, Ste 300, Seattle, WA 98168.2569

Scott Sanchez – Labor
Laborers Local 242, 22323 Pacific Highway South, Des Moines, WA 98198.5104

Carl Stewart – Management
Frank Gurney, Inc., P.O. Box 11557, Spokane, WA 99211.1557

The Trustees of the fund serve without compensation. They are appointed by their respective organizations and meet quarterly to review and set policy.

Mission Statement

"To provide continuous workforce education and training which meets industry needs, builds careers, and increases our employers' competitive advantage."

Equal Opportunity Pledge

Northwest Laborers-Employers Training Trust (NWLETT) 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 OR OLDER.

NWLETT will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with the Training or Assistant Training Director at 360.297.3035.

Description of Facilities

Kingston (Main Campus)
27055 Ohio Avenue NE, Kingston, WA 98346
P: 360.297.3035 :: F: 360.297.7366
Security/after hours registration: 360.621.8333

Apprenticeship office:
P: 800.554.4457 :: P: 360.297.5948 :: F: 360.297.4150

Our main campus at Kingston, Washington, sits on 16 acres and includes 6 classrooms, an 80-bed dormitory, and a dining facility.

Des Moines (Instructional Service Center)
22323 Pacific Highway South, Des Moines, WA 98198
P: 360.297.3035, ext. 150 (or auto-attendant option 4) :: no fax

The Des Moines training site is comprised of three state-of-the-art classrooms located inside the Laborers Local 242 building. There are no lodging or dining accommodations.

Pasco (Instructional Service Center)
420 Venture Road, Pasco, WA 99301
P: 509.547.8649 :: F: 509.420.4585

The Pasco training site has no lodging or dining accommodations.

Satsop (Instructional Service Center)
116 Tower Boulevard, Elma, WA 98541.9156
P: 360.482.1568 :: F: 360.535.4205

The Satsop training site is located in the Grays Harbor Development Park in Elma, Washington. It is comprised of a number of classrooms and an outdoor training area. Students are lodged at a nearby motel and most meals are provided during training.

Spokane (Instructional Service Center)
3921 E. Francis, Spokane, WA 99217
P: 509.467.5239 :: F: 509.467.5240

The Spokane training site has one classroom. Lodging and meals are not provided.

Utah (Affiliate Campus)
5667 Dannon Way, West Jordan, UT 84081
P: 801.280.7195 :: F: 801.280.7198

The Utah training site sits on approximately 2 acres and has one classroom. There is no lodging, but lunches are provided on full training days.

NWLETT's website is www.nwlett.edu.

Registration

As an apprentice, you will be following a predetermined course of study in conjunction with your on-the-job work. These courses are described in detail in the "Courses" section.

All other members who wish to attend a continuing education course must be in good standing with their local union hall. Requests for placement in a course are through the hall only.

While there are core courses generally offered each quarter, the schedule is a living document and subject to change according to the needs of our members and signatory contractors.

Accreditation

At the time of production of this publication, the Northwest Laborers-Employers Training Trust Fund is a accredited by the Council on Occupational Education.

For further information on national and program accreditation, contact NWLETT at 360.297.3035, or:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
P: 800.917.2081 :: P: 770.396.3898 :: F: 770.396.3790
www.council.org

Hours of Operation

Kingston
The training site office is open Monday-Friday from 8:00 a.m. to 5:00 p.m. and closed for lunch from 12:00 p.m. – 1:00 p.m., except on observed holidays (please see calendar).

Course sign-in begins at 7:30 a.m. in the front office; however, students may also check in and register the night prior to course. Students arriving after 5:00 p.m. (M-F) may call security at 360.621.8333 up to 12:00 a.m. to sign in and be assigned a room. Check in on Sunday evenings is from 4:00 p.m. – 12:00 a.m.

The kitchen serves coffee from 6:30 a.m. and breakfast at 7:00 to 7:30 a.m. Lunch is served at noon, and dinner from 5:00 – 5:30 p.m.

Students staying over the weekend (of a 10-day course) have the option to sign up for meal tickets, which are good for Friday night dinner, Saturday brunch and dinner, and Sunday brunch. The onsite kitchen serves a limited menu on Sunday night.

Des Moines:
Courses are conducted Monday-Friday from 7:00 a.m. to 3:30 p.m., with a break for lunch. Lodging and meals are not provided.

Pasco:
The Pasco site is open only when courses are scheduled. On 8-hour days, courses are conducted from 8:00 a.m. to 4:30 p.m. with a break for lunch. In-local courses are conducted in the evening, generally from 6:00 p.m. to 10:00 p.m. Lodging and meals are not provided.

Satsop:
Courses are conducted Monday-Thursday from 7:00 a.m. to 5:30 p.m., with a break for lunch. There are no evening hours. Lodging is at a local motel and meals are catered.

Spokane:
The Spokane site office is open from 8:00 a.m. – 5:00 p.m. Monday-Friday; daytime courses are conducted during the same hours. In-local programs are conducted in the evening, generally from 6:00 p.m. to 10:00 p.m.

Utah
The site office is open from 8:00 a.m. – 5:00 p.m. Monday—Friday, and is closed for lunch from 12:00 p.m. – 1:00 p.m. Lunch is provided on full (8 hour) course days. Any Saturday courses are conducted from 8:00 a.m. to 5:00 p.m.

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Academic Year

NWLETT's courses run on a quarterly system:

Winter – January through March
Spring – April through June
Summer - July through September
Autumn - October through December

2026 – 2027 Calendar holidays
January 1 – New Year's Day
January - Dr. Martin Luther King Jr. Day
May – Memorial Day
July 4 – Independence Day
September – Labor Day
November - Thanksgiving
December 25 – Christmas

Staff

Management

Brandon Jordan - Training Director & COE Chief Administrator

Mark Ware - Assistant Training Director

Apprenticeship

Jose "David" Aguayo | Jamie Beethe | Jeremy Clevenger | Justin Coghill

DeAnn Deal | Aaron Delve | Miguel Edmondson | Luis Licea

Jesse Loose – AS, Building & Construction Management, Salt Lake Community College

Gerard Thomas

Hospitality

Donna Bowman | Marta Drummond | Armando Duran

Cheryl Fogg - Hospitality Manager

Cassie Garrison | Chad LaPrath | Kim Thompson | Rain Twells

Instructors

Travis Affonce | Adrian Aguilar | Rory Chessie | Ian Coates

Carla Cook | Dustin Detillion | Casey Hawthorn | Shad Jones

Ryan McDonald | Andy Misiluti | Brandon Morris

Anthony O'Brien – AA - Business - Southeastern Technical Community College;
AA - Construction Management - Pierce College

Ronnie O'Connell | Todd Ray | Joshua Resch | James "Doug" Rooks

Ron Soete | Jakeh Timm | Rod Walsh | Shannon Williams

Judy Wilson

Instructor support / site maintenance

Gloria Kiefert | Juan Torres Jr.

Night security

Colby Overholt | Zach Treadwell

Support

Traci Affholter | Alysia Burrows | Erika Graefinghoff

Kylee Guerrero - Office Manager | Mark Halvorson

Kim Hart – AAS, Commercial Graphics-Design – Southern Illinois University
Certificate in Photography - University of Washington

Audrey La Point | Tracy Miller

Becky Shields - COE Liaison & Grants/Accreditation Coordinator

Darleen Turgano | Katie Uhinck | Mandee Withem

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Admissions Policies

Program applications are accepted throughout the year. Orientation, a New Entrant Assessment (NEA), and interviews are held on a regular schedule at various union halls. At the time of the interview, applicants are expected to have proof of all items required on the application. All prospective students must meet the requirements to qualify for admission.

While there are no national or state requirements to become a laborer, students will still acquire the skills necessary for a successful career. The apprenticeship training prepares students for a wide range of career pathways.

Requirements (Washington Construction Craft Laborers):

- Must possess a valid driver's license
- Must pass a drug test
- Must be at least 18 years old

Requirements (Utah Construction Craft Laborers):

- Must be at least 18 years old

The selection process for new apprentices is based on past education and work history, as well as a tools and materials assessment.

Once you have been selected, you will attend a one week pre-construction training course (Washington only). During this week, your physical ability will be evaluated.

The course is used to teach basic skills, safety procedure, tool and material recognition, and traffic control.

Admissions procedures for the Construction Craft Laborer Apprenticeship Program (Washington and Utah)

Interview procedures

During an orientation/interview process you will speak with an apprenticeship coordinator from your local union hall. The process generally takes between 15-30 minutes.

Financial Information

Tuition, fees, related program costs
Students who have been accepted into the program do not pay tuiton or fees. However, they are expected to obtain their own work gear and supplies (e.g., boots, hard hat, gloves, rain gear, calculator).

Financial aid
There are no requirements for financial aid as this is an apprenticeship program. For those in continuing education classes, there is no cost to you provided that you are a member in good standing with your union hall.

Program Costs
As the training is funded by the Northwest Laborers-Employers Training Trust, there are no tuition or book costs.

Required Equipment for the Program
A hard hat, work gloves, rain gear, and appropriate footwear are required for all training courses. If additional equipment is required, you will be notified when you receive instructions for attending that course.

Veterans' benefits
We presently do not offer Veterans' benefits as there are no tuition costs.

Refund policy
No refunds are provided as there are no tuition fees.

Policies

Transfer policy on students from other institutions
All applicants to the Laborers apprenticeship program will be evaluated via interviews and written testing. Successful applicants will be scheduled for Pre-Construction Training (PCT) course (Washington only).

Transfer policy on students between programs within the institution
RSI hours are transferable between Utah and Washington. Apprentices may confer with their coordinator to arrange a transfer between those programs.

However, students may request a copy of their training transcript at any time by contacting the main office in Kingston (or Utah).

Transfer of credit previously earned
There are no transfer credits from other institutions. Applicants to the apprenticeship program will be assessed and successful individuals (Washington only) will be scheduled for the PCT course.

Grading scale
Courses are graded as pass/fail, incomplete, or self-terminated. 80% and above is considered a passing grade. A passing grade for certification and recertification courses are determined by the issuer of the certification (e.g., Washington State, Utah, or Federal).

Transcripts
Student transcripts for Washington or Utah students may be obtained by contacting the Kingston office.

Clock hours
Clock hours are the total number of hours a student spends in course or participating in instructional activities. The Northwest Laborers-Employers Training Trust apprenticeship program requires that each student attend a course after approximately every 1,000 hours on the jobsite.

Missed courses
Apprentices are expected to attend all courses at their prescribed intervals. Should one of these classes be missed (due to excused or unexcused absence), the student will need to wait to be enrolled in the next available course. As there is limited availability for make-up courses, it is imperative that apprentices attend at their scheduled time.

The missed course will remain on the student's record until such time as it has been made up. Keep in mind that no pay raises will be given until the necessary course is completed, even if the student has enough hours.

It is imperative that both apprentices and continuing education students have provided a current address and telephone number to NWLETT, to ensure that all course notifications are received.

Current address and telephone numbers
It is the responsibility of each attendee to to ensure that NWLETT has on record your current address and telephone number so that you may be easily contacted. A change in address or telephone number which results in the inability of NWLETT to contact you will not excuse your failure to comply with the directives of the program.

Student Records

Students may request a copy of their transcript at any time.

Family Education Rights and Privacy Act
The Federal Education Rights and Privacy Act (FERPA) of 1974 regulates an extensive range of privacy issues. These include (but are not limited to) the management of student records by the school, the regulations regarding who has access to those records, and for which purposes access to those records is granted.

Students may complete a form authorizing NWLETT to permit specific individuals to view their academic record. This form can be e-mailed or faxed to the student by contacting the main office in Kingston or Utah.

Graduation requirements

Washington:
Apprentices must successfully complete 480 hours classroom and 6,000 on-the-job hours work to graduate to journeyman status. Applicants may be credited for previous experience and accelerated to a higher beginning percentage.

Utah:
Apprentices must successfully complete 320 hours classroom and 4,000 on-the-job hours to graduate to journeyman status. Applicants may be credited for previous experience and accelerated to a higher beginning percentage.

Certificates
Upon successful completion of the apprenticeship program (i.e., completion of both the required hours in classroom and on-the-job), the apprentice will graduate from the program and achieve journeyman status.

In Washington, graduating students receive a certification of completion from NWLETT and the Washington State Apprenticeship and Training Council (WSATC). In Utah, students receive a certification of completion from NWLETT and the Department of Labor, Office of Apprenticeship.

Withdrawal/Leave of Absence Procedures
Apprentices wishing to leave the program should submit a request in writing to the apprenticeship office, stating purpose and length of time requested. The maximum amount of leave is six months. If granted, the apprentice will receive confirmation in writing.

Satisfactory Academic Progress

Washington:
An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward the completion of their apprenticeship. Transferred apprentices are not subject to additional probationary periods.

The initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprentice is registered. The Washington State Apprenticeship and Training Council (WSATC) can grant exemptions for longer probationary periods if required by law.

During this time, the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the request of any affected party. The sponsor or the

apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices during their initial probationary period.

All apprentices employed in accordance with these standards in the 6,000 hour program shall be subject to a probationary period of the first 1,200 hours of employment.

Utah:
All applicants selected for apprenticeship will serve a probationary period. Applicants in the construction craft laborer apprenticeship program will serve a probationary period not less than the 1,000 hours of on-the-job learning (OJL) or one year, whichever is shorter.

During the probationary period either the apprentice or the JATC may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

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

Incomplete
Apprentices in both WA and UT not actively participating in his/her training (e.g., not turning in hours, attending courses, not accepting jobs, etc.) may be considered for administrative withdrawal from the program.

Administrative Withdrawal
Apprentices in both WA and UT who are not abiding by the rules and regulations of the program may have their agreement terminated.

Rules and Regulations

Code of Conduct
As an apprentice, you are expected to:

- Report all on-the-job hours on a weekly basis.
- Accept any and all jobs offered for dispatch.
- Sign the out-of-work list (OOWL) when not working.
- Attend courses when scheduled.
- Keep your phone number and address current.
- Practice a good work ethic.
- Work safely.

Under the guidance of the Northwest Laborers, you have been presented with the opportunity to develop and expand your knowledge and skills which will allow you to perform at the highest levels. It is the sincerest hope of the trustees, instructors, and staff of NWLETT that you strive to make the most of this opportunity which you have earned. While the work can be hard, the rewards are enormous.

Please keep in mind that the majority of your education is primarily funded by the work of the men and women of the Northwest Laborers unions (through direct contributions from their pay), as well as via grants and supplemental training funds. To respect the investment of your brothers and sisters, and to achieve the program's objectives, nothing short of your complete focus and commitment is accepted.

When you sign in, you will be informed of the rules and regulations to be observed while you are attending a course. They have been adopted to clarify the uniform policies, obligations, and requirements that are expected of all students. Every participant is responsible for knowing and abiding by these rules at all times.

Attire

Apprentices and continuing education members are expected to wear appropriate clothing, footwear, and gear when necessary. Certain courses have specific clothing requirements, which will be referenced with class notifications. Failure to wear proper attire may result in dismissal from class.

Prohibited attire in work or shop areas include neckties, jewelry, gowns or robes, dresses, flip-flops, sandals, high heels, platform shoes, or anything with an open toe.

Drug-Free Workplace

Drug testing

The Northwest Laborers-Employers Training program is committed to providing a drug-free and alcohol-free workplace and course environment. It is our goal:

To protect the health and safety of employees and students.
To promote a productive workplace and learning environment.
To protect the reputation of the Northwest Laborers-Employers Training Program, its employees and students.

Consistent with these goals, the Northwest Laborers-Employers Training Program prohibits the use, possession and distribution or sale at any of its training sites of drugs, drug paraphernalia, or alcohol. This policy remains in effect throughout the duration of your apprenticeship.

All individuals will take and pass a drug test with negative findings prior to registration as a registered apprentice.

Internet Use Policy

NWLETT provides free internet access. You are expected to abide by the generally accepted rules of network etiquette.

Harassment, bullying, or intimidation are not acceptable behaviors and will be disciplined. Transmission of material in violation of any law is prohibited - including, but not limited to – threatening, obscene, or copyrighted content.

Vandalism is prohibited; this includes damage to data, hardware, software, or unauthorized attempts to gain access to a network.

NWLETT makes no warranties of any kind, whether expressed or implied, for the service it is providing. It will not be held responsible for any damages which may be incurred while using the system (e.g., service interruptions, non-deliveries, delays) caused by errors, negligence, or omissions.

Use of any information obtained via the internet is at your own risk. NWLETT denies any responsibility for the quality or accuracy of information obtained.

NWLETT reserves the right to monitor usage of the internet.

If you identify a security problem, notify school personnel immediately, and do not show the problem to other users. You are forbidden from using the internet to discuss or disseminate information regarding security issues or how to gain unauthorized access to NWLETT's server and files.

Student Services

Placement Services
Apprentices are placed on jobs through their union hall.

Media Center
At present, NWLETT does not have a media center. However, course materials/manuals used may be requested from an instructor or member of the administrative staff.

Academic Advisement
Apprenticeship coordinators are available to consult on academic progress, professional development, continuing education, or any other concerns.

Orientation
Washington State Construction Craft Laborers Apprenticeship Program:
If the apprentice candidate scores 80% or above on their final assessment of the Preconstruction Training (PCT) course, they are accepted into the training program, which is a combination of 480 classroom and 6,000 hours of on-the-job training. Successful candidates will then attend 32 hours Preconstruction Training (PCT) course, which provides an assessment of skills plus 8 hours of Traffic Control.

On-the-job training begins when the apprentice is dispatched for the first time.

The classroom portion of training begins once the apprentice has experienced approxi-

mately 1,000 hours of on-the-job work; every additional 1,000 hours, she or he will return for more classroom training.

Counseling
NWLETT does not provide any direct counseling services other than for academic and professional development. Students are encouraged to seek any assistance they require.

Grievance procedures
An apprentice must have completed his/her probationary period in order to be eligible to file a grievance. Trainees or journeymen are advised to contact the person in charge of the facility where the grievance took place; if the grievance is against NWLETT, then the union hall representative should be contacted first.

Grievances involving matters covered by a collective bargaining agreement are not subject to the complaint procedures described below.

Grievances regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Grievances must be in writing.

If the apprentice disagrees with the resolution of the grievance or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.

The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.

If the apprentice disagrees with the program sponsor's decision, the apprentice may file for an appeal with the apprenticeship program. If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice.

If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to Washington Labor & Industries' (L&I) apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.

The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.

If the apprenticeship section is unable to resolve the matter within 30 business days, the apprenticeship section issues a written decision resolving the appeal.

If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request

the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties. The WSATC will conduct an informal hearing to consider the request for review.

The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

Unresolved academia grievances may be addressed by contacting:
The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
P: 800.917.2081 :: P: 770.396.3898 :: F: 770.396.3790
www.council.org

Health & Safety

Onsite accidents
All accidents, illnesses, or injuries shall be reported to the front office, instructor, administrator, or other authorized personnel before leaving NWLETT premises.

General emergency response
- For obvious fire, medical, or security emergencies, contact 911.
- Emergency procedures diagrams are posted in all work areas, classrooms, dormitories, the staff lounge, and instructor quarters. Diagrams show evacuation routes and locations of fire extinguishers and first aid kits.

Fire evacuation
- All NWLETT facilities at all sites are equipped with a fire alarm system which is monitored by an offsite service.
- In the event of an alarm the alarm company will contact the Assistant Director to validate the alarm. If the alarm cannot be validated the fire department will respond.
- DO NOT reset the alarm. This resets the entire system and the problem cannot be isolated. If the horns need to be silenced, depress the silence button only.
- In case of fire alarm, all personnel will evacuate the affected building(s) immediately and muster at the location given by the instructor during the course introduction.
- Everyone must be out of the affected building(s) and in the muster area when the fire department arrives.
- To ensure everyone is accounted for, a head count will be taken. Staff will report to their immediate supervisor, and students will report to their instructor. If no supervisor is on site, staff will use the "buddy system" to ensure that everyone is present and accounted for.
- The fire department will inspect all rooms in the affected building(s) and reset the alarm once they have established all is clear.
- All personnel will remain outside until the all clear is sounded.

Natural disasters

Earthquake
- If possible, evacuate buildings and move to an outdoor area free of overhead falling hazards such as trees or toppling structures.
- If it is not possible to evacuate the building, shelter beneath a solid piece of furniture, such as a desk or table.
- Remain in safe/sheltered position until movement stops.
- When it is safe, if possible, report to the muster point as detailed above.

Flood
- In the event of a flood, contact the Director/Assistant Director for instructions.
- Instructors will coordinate with students to determine individual evacuation plans.
- If students are to be evacuated to a secondary site, instructors will make every effort to contact that site and let them know how many students to expect.
- If students do not appear at the site as expected, the Director/Assistant Director will be contacted to determine what follow-up action should be taken.

Windstorm
- Stay indoors and away from windows.
- In case of tornado, try to shelter in the most structurally sound part of the building, away from any windows or anything which could become a projectile.

Medical emergencies
- Call 911.
- If qualified, administer first aid based on the Good Samaritan law.

Active shooter
An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern to their selection of victims. Events tend to evolve very quickly.

Run
- Run and escape, if possible. Getting away from the shooter(s) is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter(s) may be.
- Call 911 when you are safe, and describe shooter(s), location, and weapon(s). You may also be asked to give an estimate of potential victims.

Hide, if escape is not possible.
- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights. Block entrances with heavy furniture, if possible.

- Don't hide in groups – spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

Fight as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter(s).
- Recruit others to ambush the shooter(s) with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter(s).
- Throw items, yell, and improvise weapons to distract and disarm the shooter(s).

After

- Raise hands and spread fingers, keeping them visible at all times.
- Avoid making quick moves toward law enforcement officers.
- Avoid screaming, pointing, or yelling.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed. Do not stop.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people on to their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

The full version of NWLETT's Accident Prevention Program (APP) is available upon request, or by accessing NWLETT's website at: This will be updated once the form is updated and uploaded.

Courses

The course descriptions below are an outline of what you'll learn as a construction craft laborer apprentice. These courses are a required part of your training. Failure to attend without an acceptable excuse may jeopardize your apprenticeship.

An acceptable excuse must be made in writing and must be due to an unavoidable conflict (e.g., attending another course at Kingston or one of the other instructional service centers, a letter from your employer expressing urgent need, or a doctor's note are considered acceptable). Excuses must be received and accepted by the training office prior to the beginning of the course.

You are not considered excused until you are notified by the training office that the excuse is acceptable.

Please note that your local and employer may already have been notified; check with them to ensure that everyone is aware of your upcoming absenteeism.

Washington Construction Craft Laborers Apprenticeship Program:

If an applicant scores 80% or above on their assessment, they are accepted into the construction craft laborer apprentice training program, which is comprised of 520 hours of classroom time (RSI – related supplemental instruction) and 6,000 hours of on-the-job work. This program will take between 3-5 years to complete.

On-the-job training begins when the apprentice is dispatched for the first time.

The classroom portion of training begins once the apprentice has experienced approximately 1,000 hours of on-the-job work; on the average, after every additional 1,000 hours s/he will return for more classroom training in accordance with the schedule below:

Construction Craft Laborer Apprenticeship Washington Program Sequence
Courses should be taken in step order

Sequence Order:	Course Code:	Course Name:	Course Hours:
Application (40 Hrs)	PRECON	Preconstruction Training	32
	FLAG	Traffic Control	8
Step 2 (80 Hrs)			
	GENCON	General Construction	80
Step 3 (80 Hrs)			
	CONCR	Basic Concrete	80

Step 4 (80 Hrs)			
	MAS.T or MAS.T.G	Mason Tending	80
or			
	PIPE.GF	Pipe Gravity	80
Step 5 (80 Hrs)			
	LEV/ROAD.EX	Transit/Level & Road Excavation	40
or			
	APPL.II	Apprentice Level II includes:	40
	DOE.SOIL	Department of Ecology Soil Erosion	16
	FINTOOL	Financial Tools for the Trades	8
	SOTF	Survival of the Fittest	16
&	BPR.B	Basic Blueprint	40
Step 5 (80 Hrs)			
	HAZ.W40	Hazardous Waste Worker	40
	ASB.W	Asbestos Worker	40
or			
	HAZ.W	Hazardous Waste Worker	80

Step 6 (80 Hrs) Take any combination of these electives courses for a minimum of 80 hours

MANLFT	Aerial Lift	80
ASPH.W	Asphalt Worker	80
MEWP	Mobile Elevated Work Platforms	8
CONCUT.W	Concrete Cutting & Coring	40
FORK.INI	Forklift Safety	16
GRD.B	Grade Checking Basic	80
HOIST.B	Basic Hoisting & Rigging	40
HOIST.C	Hoisting & Rigging Certification	40
ICRA	Infection Control Risk Assessment Worker	24
MENT3	Mentorship III	8
OSHA30	OSHA 30	32
PIPE.PP	Pressure Pipe	80
SHAFT	Safety Hazard Awareness for Tunnels	40
SCAF.F	Scaffold Erection - Frame	40
SSLOAD	Skidsteer Loader Operator	16
HGHWZ.TCS	Traffic Control Supervisor	24
TUN.RAIL	Tunnel Rail Installation and Maintenance	40
TUN.UTL	Tunnel Utilities Installation and Maintenance	40

Course descriptions - Construction Craft Laborer - Washington

Preconstruction Training (PCT) – 40 hours – 5 days – quarterly/weekly
The new entrant will learn what it takes to become a productive Construction Craft Laborer. Trainees will receive preliminary preparation and training for entry into the Laborers apprenticeship program. The course consists of 4 days learning and practicing timed worktasks and one day test based on actual task perfomance.
Tasks include:

- Proper lifting techniques
- Concrete block moving
- Ditch digging to grade and compaction
- Proper use of a shovel
- Personal protective equipment
- Sand wheeling / control of a wheelbarrow
- Scaffold erection & disassembly, basics
- Lumber moving and stacking
- Material and tool recognition
- Fine grading for concrete placement
- Gravel wheeling
- Brick moving and stacking
- Promptness & attitude
- Hearing conservation

Traffic Control – 8 hours – 1 day – quarterly/weekly
This traffic control course is recognized and valid for flaggers in Washington, Oregon, and Idaho. Written traffic scenarios are used for hands-on exercises.

Topics covered include:

- Clothing and equipment
- Safety and positioning of traffic elements
- How to stop and release traffic
- Slowing and directing of traffic to other lanes
- Stopping distance
- Road conditions
- One-way control
- Taper length
- Channeling devices
- Signage
- Night flagging

General Construction – 80 hours – 10 days - quarterly
This course teaches basic skills that every Construction Craft Laborer should have. It covers new construction, demolition, and land clearing. The course is mostly hands-on learning with an emphasis on safety.

Included topics:

- Oxygen/acetylene cutting
- Air tools (chipping gun, pavement breakers, etc.)

- Electric tools (sawsall, roto-hammer, etc.)
- Power tools (powder-actuated, chainsaws, etc.)
- Sandblasting
- General and electrical safety
- PPE - hearing, eye, head, toe protection (including repetitive motion)
- Soil compaction and equipment
- Hearing conservation

Concrete Worker – 80 hours – 10 days - quarterly
Concrete is the most versatile construction material ever invented, and it is used in one application or another on almost every construction project. All construction craft laborers must understand and be able to: 1) prepare for concrete placement; 2) place it correctly; and 3) predict the chemical reactions that will occur when it cures.

Concrete is a major job-skill area within the spectrum of work performed by construction craft laborers. This is a "must have" course for any career laborer.
This course includes:
- Preparing for placement
- Calculating quantities
- Cement-to-water ratios
- Chemical reactions during curing
- Mixing basics

Hoisting & Rigging Basic – 40 hours – 5 days – quarterly
The need to move construction tools and materials occurs on every construction project. A good rigger/signaler is an important member of any construction crew, because moving tools and materials safely is critical to project safety and productivity.

This course covers the regulations, theory, and techniques used in hoisting and moving loads. It includes hands-on practice designed to impart a working knowledge of hoisting procedures and special safety concerns.

This course includes:
- State and federal regulations
- Types of slings, and their ratings and uses
- Calculating loads
- Wire and man-made ropes
- Knots and splices
- Hand and voice signaling
- Safety issues

Mason Tending Practice and Procedures – 80 hours – 10 days – quarterly
Mason tending is a sub-occupation of the building industry. Many construction craft laborers work their entire career as a mason tender, and often with a single employer. Most masonry contractors consider their mason tender the most important member on the project, because a good tender keeps the entire crew productive.

This course includes:
- Job setup
- Scaffold erection
- Estimating and stocking materials
- Mortar mixes and procedures
- Rough-terrain forklift operation and safety
- Working with masons
- Project weather protection

OR:

Gravity Flow Pipe Systems – 80 hours – 10 days – quarterly
Extensive demonstration and hands-on experience allow participants to hone skills in pipe laying techniques, transit level and laser setup, drain fills, backfilling (and related safety), field math, testing pipe procedures, drain fields, and safe load bearing for sand and gravel.

Basic Building & Construction Plan Reading – 40 hours – 5 days – quarterly
All projects start with a blueprint (also called a "plan" or a "print"). The ability to read and interpret a project plan is a fundamental skill that every construction craft laborer should possess.

OR:

Road Excavation & Plan Reading – 40 hours – 5 days – quarterly
This is an advanced course for heavy and highway work. It covers project layout, elevations, underground utility work, and scheduling (using actual projects from DOT projects).

Hazardous Waste Worker – 40 hours – 5 days – quarterly
Hazardous waste remediation is a major division of the environmental remediation industry. Many construction craft laborers are working in this industry. State and Federal regulations require training and certification to work in this industry. The Hazardous Waste Worker course uses both classroom and hands-on training to teach common types of hazardous materials and safe methods to remediate them. This course meets and actually exceeds state and federal training requirements.

The course includes:
- Hazard recognition
- Health effects
- Types of personal protective equipment
- Site safety and health plans
- Sampling protocols for air, water and soil
- Regulations and worker legal rights
- Remediation technologies

AND

Asbestos Worker – 40 hours – 5 days – quarterly
Asbestos is a naturally occurring fibrous mineral that can cause lung and other respiratory/gastronomic diseases when inhaled or ingested. Because of its insulating and fireproofing properties, it was used extensively in the construction industry before the negative health effects were commonly known.

Because so much asbestos was used in common building products, its removal is a major work area in the Environmental Remediation industry, and many laborers have been and still are employed in this industry.

Due to the health hazards, workers must be trained, tested and certified before working in this industry, and must recertify annually.

This Asbestos Abatement Worker course is state-approved in Washington and Oregon, and meets or exceeds the EPA, OSHA, WISHA and DEQ training and certification requirements. It is taught by a Washington Labor & Industries-approved instructor.

The course includes lectures, demonstrations and hands-on training in:
- Legal rights of workers
- Safe removal and work-area cleanup
- Personal protective equipment
- Engineering controls and air monitoring
- Respiratory protection
- HEPA air filters
- Personal Hygiene
- Hands-on exercises
- Glove bag procedures
- Erecting 3-stage decontamination chamber
- Removal of simulated asbestos-containing material (ACM)
- Respirator use

Trainees are required to pass with a grade of 80% or above before his/her application is submitted to the applicable state for certification.
Washington State-approved course provider #067

OR:

Hazardous Waste Worker – 80 hours – 10 days – quarterly
Hazardous waste remediation is a major division of the environmental remediation industry. Many construction craft laborers are working in this industry. State and Federal regulations require training and certification to work in this industry. The Hazardous Waste Worker course uses both classroom and hands-on training to teach common types of hazardous materials and safe methods to remediate them. This course meets and actually exceeds state and federal training requirements and students are required to recertify annually.

The course includes:
- Hazard recognition
- Health effects
- Types of personal protective equipment
- Site safety and health plans
- Sampling protocols for air, water and soil
- Regulations and worker legal rights
- Remediation technologies

Elective Courses (total of 80 clock hours)
While there are core courses offered each quarter, these courses are held intermittently throughout the year.

Aerial Lift – 8 hours – 1 day – offered as needed (95%)
This training course covers the standard operating procedures for the safe and proper use of boom and scissor lifts.

Topics include:
- Workplace inspection
- Manufacturer operator manual
- Pre-start inspection
- Fall protection requirements
- Safety procedures
- Hands-on training for the proper use of boom & scissor lifts

Asphalt Worker – 80 hours – 10 days – offered as needed
This course teaches the basic skills needed for street and highway asphalt construction. Classroom and hands-on training are combined to provide an understanding in raking, shoveling, paving, estimating, and troubleshooting the placement of asphalt materials. Students will also experience placing asphalt by hand and using a latent box.

Concrete Cutting & Coring – 40 hours – 5 days - quarterly
This course covers the proper safety, use, and handling of concrete sawing equipment.

The course has extensive hands-on training in the use and operation of:
- Walk-behind saws
- Hydraulic track-guided wall saws
- Floor saws
- Coring & drilling equipment
- Handheld hydraulic chainsaw
- Hearing conservation

Department of Ecology (DOE) Soil Erosion – 16 hours – 2 days - quarterly
This course is taught by a certified Washington DOT instructor. Procedures are presented for the design and implementation of Temporary Erosion and Sediment Control plans (TESC). Practical examples, WDOT case studies, and hands-on field work will be utilized to stress the proper installation, maintenance, inspection, and removal of temporary erosion and sediment control Best Management Practices (BMPs).

Upon completion, students will be able to:
- Understand and implement the TESC
- Direct the proper installation, inspection, maintenance, and removal of erosion and sediment control BMPs
- Communicate effectively with WSDOT construction personnel, sub-contractors, grading inspectors, and resource energy personnel regarding erosion and sediment control
- Work in partnership with the above personnel to suggest and additions to TESC plans

to enhance compliance with WSDOT erosion and sediment control requirement

FINTOOL - 8 hours - 1 day
This course covers money management skills from the perspective of those in the construction trade. It covers dealing with debt, spending plans, and understanding credit.

Forklift Safety – 16 hours – 2 days - quarterly
State and federal regulations require training and credentialing for any employee who operates a powered industrial lift truck (forklift) on a construction site. Students are required to recertify every three years.
This course includes:
- Operator responsibilities
- Maintenance and fueling
- Understanding load charts
- Estimating load weights

Grade Checking Basic – 80 hours – 10 days - quarterly
Participants are educated on the use of field level transits and laser levels as well as their associated maintenance. Prior completion of the Transit & Level course is highly recommended. Topics include:

- Proper safe operation (laser levels)
- Maintenance of laser levels
- Mathematics used in cuts, fills and slopes
- Read, understand and use standard symbols in grade work

Hoisting & Rigging Basic – 40 hours – 5 days
The need to move construction tools and materials occurs on every construction project. A good rigger/signaler is an important member of any construction crew because moving tools and materials safely is critical to project safety and productivity. The course includes:
Safe work practices while working around cranes
- Crane types
- Hoisting & rigging terminology
- Slings & rigging hardware
- Load calculations
- Signaling (hand signals & voice commands with 2-way radio)
- Hands-on exercises

Hoisting & Rigging Certification – 40 hours – 5 days – quarterly
The Hoisting and Rigging Certification course is required every five years for individuals who have successfully completed the Hoisting and Rigging program. This course addresses important safety topics, reviews hardware, slings, and inspection procedures, and provides updates on regulations and industry standards.
- Crane safety
- Signaling
- Determining load weight
- Rigging hardware and slings

Sling configurations
Infection Control Risk Assessment (ICRA) Worker – 24 hours – 3 days – as needed

Students learn best practices for control of airflow, protection of workers, and containment of pathogens.

Manlift Platform – 8 hours – 1 day – offered as needed (95%)
This training course covers the standard operating procedures for the safe and proper use of boom and scissor lifts.

Topics include:
- Workplace inspection
- Manufacturer operator manual
- Pre-start inspection
- Fall protection requirements
- Safety procedures
- Hands-on training for the proper use of boom & scissor lifts

Mentorship III – 8 hours - 1 day
This course provides an overview of essential communication principles and how they influence workplace effectiveness, relationships, and team dynamics. Participants learn how the Communication Loop - sender, message, receiver, and feedback - fucntions, along with the responsibilities of effective communicators and listeners. The course also introduces the Johari Window model to build self-awareness, trust, and stronger team interactions, helping learners apply practical strategies to improve every day and professional communication.

Mobile Elevated Work Platforms – nlw - 1 day – offered as needed
Students receive an overview of safe operating procedures when operating mobile elevating work platforms. In accordance with WAC 296.869.100, Group A&B, Type 1, 2, and 3.

OSHA 10 – 12 hours – 2 days - as needed
Participants learn the basics of on-the-job hazard identification, reduction, elimination, and reporting.

OSHA 30 – 32 hours - 4 days
This OSHA-authorized course provides in-depth instruction on construction safety and health requirements under 29 CFR 1926, emphasizing workers' rights and employer responsibilities. Training focuses on the construction industry's Focus Four hazards- falls, electrocution, struck-by, and caught in/between - along with fall protection, PPE, excavations, confined spaces, and job hazards common to Laborers' work.

Pressure Pipe – 80 hours – 10 days – as needed
Students learn the necessary elements of assembly of pressure pipe systems. Topics covered in the classroom and in the field include techniques and safety for mechanical fitting, water main testing, hydrant work, and polyethylene pipe fusion.

Safety Hazard Awareness for Tunnels (SHAFT) – 40 hours – 4 days – quarterly (95%)
The most serious hazards associated with tunneling operations and the proper methods for working safely in underground construction is the focus of this course. It is intended to provide participants with a basic awareness of underground construction activities and

their respective hazards.

Please note that it may not address all of the hazards that one may encounter while working in a tunnel and does not replace the job-specific safety training that an employer is required to provide before one begins working on a tunnel project.

Scaffold Erection – Frame – 40 hours – 5 days – as needed
Students learn the essential components of scaffold building, such as erection and dismantling, maintenance, storage, and safety procedures.

Skidsteer Loader Operation – 16 hours – 2 days – as needed
This course is an introduction to the operation of a skidsteer and covers weight distribution, controls and their functions, and safety procedures.

Survival of the Fittest – 16 hours – 2 days – as needed
This course examines the attitudes, behaviors, effort, personal responsibility, and performance standards necessary to successfully compete and succeed in today's construction industry.

Traffic Control Supervisor – 24 hours – 3 days – quarterly (95%)
The supervisory skills, duties, and responsibilities necessary to successfully control traffic are the focus of this course. Over three days, students receive instruction with legal issues such as liabilities, emergencies, documentation, governing documents (i.e., MUTCD, specifically part IV), contracts, and WSDOT or ODOT guidelines (depending on the state).

Participants must complete the TCS and pass the exam with a score of 80% or better.

PREREQUISITES: Applicants must have/provide the following to be considered for this course:

- A current, state-approved flagging card from Idaho, Oregon, or Washington
- TWO signed letters (typed and on company letterhead) verifying the applicant has at least 2,000 hours of work in traffic-related tasks, provided by any of the following who can verify the applicant's knowledge and experience:
- Employers (past/present), subcontractors, DOT inspectors, or other traffic control supervisors.

- Letters should include a brief history of the individual's work experience, a summary of the projects they have worked on, and the approximate number of cumulated hours worked as a flagger/work zone worker.

Transit & Level – 40 hours – 5 days – quarterly
The course covers the proper techniques of controlling elevations and operations of a transit level. This course is highly recommended prior to attending the Grade Checking or Road Excavation & Plan Reading courses.
- Tripods: proper setup
- How to set up instruments
- Interpreting a surveyor's rod reading

Construction Craft Laborer Apprenticeship Utah Program Sequence

Courses can be taken in any order

Core Courses (172 hrs)

Course Code:	Course Name:	Course Hours:
CONCR.1	Concrete Flatwork	40
FIRST.C	First Aid/CPR	8
GENCON.1	General Construction	40
MINE.S	MSHA #48 New Miner	24
PIPE.GF-1	Gravity Pipe	40
OSHA10	OSHA 10	12
SILICA.A	Silica Awareness	4
UFLAG	Certified Flagger	8

Elective Courses (148 hrs) Students can take any combination of electives to achieve 148 hours

Course Code:	Course Name:	Course Hours:
ASB.W.U	Asbestos Worker	40
BPR.B	Blueprint Reading	40
UBACONFRM	Concrete Forms Specialist	40
CONCR.2	Concrete Walls	40
UCONSPC	Confined Space Awareness	8
CONMATH	Construction Math	40
CRAFT	Craft Orientation	8
CUT.B	Cutting & Burning	8
DEMO	Demolition	40
USOIL	Environmental Control Supervisor	16
FIRE.W4	Fire Watch	4
GENCON.2	General Construction	40
UGHS	Hazard Communication (GHS)	8
HAZ.W40	Hazardous Waste Worker	40
UHWZ	Highway Work Zone Specialist	8
HOIST.B	Hoisting & Rigging Basic	40
HOIST	Hoisting & Rigging Certification Prerequisite: HOIST.B	40
MSE.W	MSE Walls	40
OSHA30	OSHA 30	40
PCRS	Permit Required Confined Space	24
PIPEFUSE	HDPE Pipe Fusion	24
OQ.R.2	Pipeline Operations	80
RSO.NC	Refinery Safety Orientation	8
FORK.INI	Rough Terrain Forklift	16
SCAF.U	Scaffold User	8
SILICA.A	Silica Awareness	8
SOLAR.FC	Solar Farm Construction	24
UMAIN	Traffic Control Maintainer	24
SHAFT	Safety Hazard Awareness for Tunnels	40
TUN.RAIL	Tunnel Rail	40

- Math exercises and conversion
- Focusing, signaling

Tunnel Rail – Installation & Maintenance – 40 hours – 4 days - quarterly
Students learn the basics of the safety, procedures, and equipment used in the construction of a tunnel rail system through the incorporation of classroom training and hands-on exercise to complete a ring steel lagging tunnel.

Tunnel Utilities – Installation & Maintenance – 40 hours – 4 days – quarterly
A combination of classroom lectures and hands-on training allows students to master the basics of tunnel utilities. Topics covered include:

- Safety procedures
- Tools and techniques used in the structure and installation of victoric pipes, walkways, and conveyor systems

Course descriptions - Construction Craft Laborer - Utah

Utah Construction Craft Laborers Apprenticeship Program

The Utah program is a combination of 320 classroom and 4,000 hours of on-the-job training. Approximate time to complete the program takes 3-5 years.

On-the-job training begins when the apprentice is dispatched for the first time.

The classroom portion of training begins once the apprentice has experienced approximately 1,000 hours of on-the-job work; every additional 1,000 hours, s/he will return for more classroom training in accordance with the schedule below.

The core courses may be taken in any sequence. Core courses are a total of 172 clock hours, and electives are a total of 148 clock hours:

Concrete Flatwork – 40 hours – 5 days
This course covers the fundamentals of concrete flatwork. Students will learn basic math, form building, concrete placement, and basic finishing methods (including broom finish) for slab on concrete.

Concrete Walls – 40 hours – 5 days
Introduces commonly used concrete form systems in the construction industry, including handset, Symons, aluminum gang forms, and Peri systems. Training includes approximately one and a half days of classroom instruction and three and a half days of hands-on application.

Classroom instruction covers system components, basic framework principles, tool use, and safety requirements. Hands-on training focuses on layout, assembly, bracing, alignment, and stripping of multiple forms systems.

Confined Space Awareness – 8 hours – 1 day
Students will increase awareness/recognition of a non-permit-required confined space.

Course includes:

- Recognition of permit-required confined spaces
- Hazards of confined spaces
- Responsibilities of “entrant,” “attendant,” & “supervisor”

Cutting & Burning – 4 hours – ½ day
This course covers the procedures, fire prevention, and torch skills necessary for the safe operation of cutting and burning equipment.

First Aid/CPR – 8 hours – 1 day
The Medic First Aid course covers basic first aid and CPR and includes the identification and first treatments for:

- Assessment and handling of serious injuries
- Shock, heart attack, unconsciousness, circulatory problems
- Sprains & strains, diabetic emergencies, seizures, poision
- Spider bites, snake bites, anaphylactic shock, choking
- Drowning, cold-related emergencies, hyperventilation
- Strokes, injuries to the head, eyes, neck, and back
- Bleeding control, bandage workshop
- Basic life support
- AED (automated external defibrillator)
- Bloodborne pathogens

Forklift Safety – 16 hours – 2 days
State and federal regulations require training and credentialing for any employee who operates a powered industrial lift truck (forklift) on a construction site.
This course includes:

- Operator responsibilities
- Maintenance and fueling
- Understanding load charts
- Estimating load weights

General Construction – 40 hours – 4 days
This course teaches basic skills that every Construction Craft Laborer should have. It covers new construction, demolition, and land clearing. The course is mostly hands-on learning with an emphasis on safety.
Included topics:

- Oxygen/acetylene cutting
- Air tools (chipping gun, pavement breakers, etc.)
- Electric tools (sawsall, roto-hammer, etc.)
- Power tools (powder-actuated, chainsaws, etc.)
- Sandblasting
- General and electrical safety
- PPE - hearing, eye, head, toe protection (including repetitive motion)
- Soil compaction and equipment
- Hearing conservation

Gravity Flow Pipe Systems – 24 hours – 3 days -

Extensive demonstration and hands-on experience allow participants to hone skills in pipe laying techniques, transit level and laser setup, drain fills, backfilling (and related safety), field math, testing pipe procedures, drain fields, and safe load bearing for sand and gravel.

OSHA 10 – 12 hours – 1 ½ days
Participants learn the basics of on-the-job hazard identification, reduction, elimination, and reporting.

Silica Awareness – 4 hours – ½ day
This course will educate members on the new silica standard put forth by OSHA. It covers how to safely work with silica, and includes both classroom time and hands-on training.

Topics covered:
- Health effects of exposure to silica
- Specific workplace tasks that could lead to exposure
- Measures to reduce exposure (such as engineering controls & work practices)
- Personal protective equipment (PPE) used to reduce exposure
- Workplace air monitoring
- Medical surveillance in relation to the silica standard
- Establishing a workplace exposure control plan
- Designation of the competent person on jobsites with silica
- Contents of the silica standard

UDOT Certified Flagger – 8 hours – 1 day
This course is designed to instruct students on how to deal with traffic in and around work zones.

They include:
- Proper clothing and personal protective equipment (PPE)
- Safety
- Positioning
- Traffic elements
- Stopping distances
- Road conditions
- Slowing, stopping, and releasing traffic
- Direction of traffic to other lanes
- One-way traffic control
- Taper length and channeling devices
- Signage placement
- Night time and freeway flagging
- Dealing with road rage

It also covers environmental hazard awareness, including spiders, snakes. biohazards, and UV protection.

This course is twice the required length for current certification requirements.
Elective Courses (total of 148 clock hours)

Asbestos Worker – 40 hours – 5 days
Asbestos is a naturally occurring fibrous mineral that can cause lung and other respiratory/gastronomic diseases when inhaled or ingested. Because of its insulating and fireproofing properties, it was used extensively in the construction industry before the negative health effects were commonly known.

Because so much asbestos was used in common building products, its removal is a major work area in the Environmental Remediation industry, and many laborers have been and still are employed in this industry.

Due to the health hazards, workers must be trained, tested and certified before working in this industry. Students are required to recertify annually.

This Asbestos Abatement Worker course is state-approved in Utah, and meets or exceeds the EPA, OSHA, UOSHA, and DEQ training and certification requirements.
The course includes lectures, demonstrations and hands-on training in:

- Legal rights of workers
- Safe removal and work-area cleanup
- Personal protective equipment
- Engineering controls and air monitoring
- Respiratory protection
- HEPA air filters
- Personal Hygiene
- Hands-on exercises
- Glove bag procedures
- Erecting 3-stage decontamination chamber
- Removal of simulated asbestos-containing material (ACM)
- Respirator use

Trainees are required to pass with a grade of 80% or above before his/her application is submitted to the applicable state for certification.

Basic Blueprint & Construction Plan Reading – 40 hours – 5 days
All projects start with a blueprint (also called a “plan” or a “print”). The ability to read and interpret a project plan is a fundamental skill that every construction craft laborer should possess. If you desire to advance in any type of construction work, you must take this training.

This course introduces concepts and conventions that are used in plans, and includes:

- Learning common symbols and notations
- Identifying types of plans such as civil, architectural, etc.
- Finding and interpreting detail drawings

Concrete Forms – 40 hours – 5 days
Students learn how to handle, configure, build, maintain, and calculate volume for forming systems and similar materials.

Construction Math – 40 hours – 5 days

Students review basic math functions as they relate to the construction industry with practice in addition, subtraction, multiplication, and division. Students will work with problems involving volumes in square feet, square yards, cubic feet, and cubic yards, figuring out construction problems in concrete volumes, backfill amounts in dirt, and asphalt amounts for paving jobs.

Craft Orientation – 8 hours – 1 day
Craft Orientation introduces laborers to the construction industry. Emphasis is placed on developing good work habits, being productive on the job, working under a collective bargaining agreement, and being aware of growth areas and emerging technologies in construction. Also included is background information on LIUNA, its related funds, and its history in the labor movement.

Demolition – 40 hours – 5 days
Demolition/Deconstruction hands-on and classroom training introduces participants to the similarities and differences of demolition and deconstruction work, paying attention to the safety in all aspects of the work. Topics covered include planning projects, mechanical demolition equipment, material handling, site control, and special worksite conditions.

Environmental Control Supervisor – 16 hours – 2 days
In this course, participants will study the design, installation, inspection, and maintenance of temporary erosion and sediment control measures as set forth by the Utah Department of Transportation.

Fire Watch – 4 hours – ½ day
This course reviews the responsibilities of being on fire watch, including how to use a fire extinguisher and how to notify emergency personnel.

GenCon 2 – 40 hours – 5 days
The 40-hour General Construction 2 course introduces participants to a variety of tools, equipment, and skills necessary to begin a career as a successful Construction Craft Laborer (CCL). Participants receive instruction on use and maintenance, and special emphasis is placed on following proper procedures while developing safe work habits of:

- Small gas engines
- Chainsaws
- Soil compaction and equipment
- Portable all-purpose saw
- Powder-actuated tools

Hazardous Communication – 8 hours – 1 day
Hazard Communication introduces the OSHA Hazard Communication Standard as it applies to the construction industry. Training focuses on the guidelines for recognizing and protecting oneself from exposure to hazardous substances, including identifying chemical hazards, the proper use of container labels and placards, and how to read and understand material data safety sheets.

Hazardous Waste Worker – 40 hours – 5 days

Hazardous waste remediation is a major division of the environmental remediation industry. Many construction craft laborers are working in this industry. State and Federal regulations require training and certification to work in this industry. The Hazardous Waste Worker course uses both classroom and hands-on training to teach common types of hazardous materials and safe methods to remediate them. This course meets and
actually exceeds state and federal training requirements. Students are required to recertify annually.

The course includes:
- Hazard recognition
- Health effects
- Types of personal protective equipment
- Site safety and health plans
- Sampling protocols for air, water and soil
- Regulations and worker legal rights
- Remediation technologies

HDPE Pipe Fusion – 8 hours – 1 day
Students learn the necessary elements of and receive certification in the assembly of pressure pipe systems. Topics covered include techniques and safety for butt joint welding, and polyethylene pipe fusion.

Highway Work Zone Specialist – 8 hours – 1 day
This is an advanced flagger course that expands on highway work zone safety for workers and is a prerequisite for becoming certified as a Traffic Control Maintainer (TCM); hours worked as a highway work zone specialist are applied toward the 2,000 hours of experience required to qualify for TCM certification. The course focuses on internal traffic safety control techniques, proper safety and handling of traffic devices, and roadway work zone safety. This course is unique to the development of our TCM participants and partner employers.

Hoisting & Rigging Certification – 40 hours – 5 days
The Hoisting and Rigging Certification course is required every five years for individuals who have successfully completed the Hoisting and Rigging program. This course addresses important safety topics, reviews hardware, slings, and inspection procedures, and provides updates on regulations and industry standards.
- Crane safety
- Signaling
- Determining load weight
- Rigging hardware and slings
- Sling configurations

Hoisting & Rigging Basic – 40 hours – 5 days
This course is divided into regulations, theory, and hands-on training to promote trainee self study, use of problem-solving techniques, and practical use and application of rigging techniques. The course is designed to give the trainee a working knowledge of hoisting

procedures and special safety issues.

Topics covered:
- Federal & State regulations
- Slings: types, ratings and uses
- Calculating loads
- Rope of man-made fibers
- Knots and splices
- Hand and voice signaling
- Wire rope
- Safety
- Hearing conservation

Mechanically Stablized Earth (MSE) Wall Installation – ** In development **
Curriculum development is being conducted in consultation with experienced contractors and field professionals to ensure the training reflects current industy practices.

MSHA #48 New Miner - 24 hours – 3 days
24 hours of safety training are required to work in any surface open pit mining operation, including crushers for sand and gravel. Eight hours of site-specific task training are required before training is complete; 8 hour annual refreshers are required for a valid 5000-23 form.

OSCA/RSO – 6 hours – 2/3 days
6 to 8 hours of safety training are required to gain access to work in refineries. This course addresses subjects relevant to process safety management, such as fire, explosion, chemical hazards, and evacuation procedures.

This certification must be renewed every two years.

Permit Required Confined Space – 24 hours – 3 days
Participants learn safe and effective methods on how to enter a permit-required confined space.

Course includes:
- Recognition of permit-required confined spaces
- How to read and complete and entry permit
- The responsibilities of entrant, attendant, and supervisor
- Setup and entry of a confined space
- Physical and atmospheric hazards (how to recognize and control them)
- Personal protective equipment (PPE)
- Rescue operations

Pipeline Operations – 40 hours – 5 days
Pipeline Operations trains laborers on the safe practices and procedures that need to be used on pipeline construction projects. All phases of pipeline construction are covered, including front-end work, pipe handling, pipe coating, and backend work.

Scaffold User – 8 hours – 1 day
This course teaches participants how to safely recognize, use, and work on scaffold systems in accordance with OSHA standards and industry best practices. It combines classroom instruction and hands-on training to cover scaffold types. components, load capacities, and hazard identification. Emphasis is placed on preventing scaffolding failures by understanding risks such as overloading, improper use, unsafe access, and applying safe work practices at elevation.

Solar Farm Construction – 24 hours – 3 days
Solar Farm Construction provides hands-on and classroom training to safely construct utility-scale solar farms. Topics include how electricity is generated and supplied to the grid, key terms and components, design considerations, and tasks involved in building a solar farm from beginning to completion.

Traffic Control Maintainer – 24 hours – 3 days
This comprehensive course teaches the duties, responsibilities, and safety necessary to keep the motoring public and highway workers safe from traffic vehicles, including heavy equipment (backovers).

TCMs configure work zones, set speed limits, and prepare tapers using traffic devices (barrels, cones, vertical panels, messaging boards, and arrow panels), place concrete barriers, set type three barricades, and oversee flagger positioning and supervision.

Each UDOT project requires at least one TCM; this course provides three times the minimum length currently required for certification.

PREREQUISITES: Applicants must have/provide the following to be considered for this course:
- Northwest Laborers Flagging UDOT certification
- 2,000 hours' highway work zone experience

Continuining Education Courses (non-accredited)
The following courses are offered on an as-needed basis.

Course Name	Course Code	Course Hours
ACI Shotcrete Recertification	SHOT.ACI.R	8
Air Tools & Oxygen/ Acetylene Equipment	AIR.OE	40
Asbestos Abatement Worker Recertification	ASB.R	8
Asbestos Abatement Worker Recertification Utah	ASB.R.U	8
Asbestos Supervisor	ASB.S	40
Asbestos Supervisor Recertification	ASB.SR	8
Asbestos Supervisor Recertification Oregon	ASB.SR.O	8
Asbestos Supervisor		

Recertification Utah	ASB.SR.U	8
Asbestos Worker Oregon	ASB.W.O	40
Asbestos Worker Recertification Oregon	ASB.R.O	8
Basic Fence Building	FEN.C	40
Bottle Watch	BOT.W	4
Concrete Patch & Repair	CONCR.PR	40
Concrete Worker - Practices & Procedures (week 2)	CONCR.2	40
Confined Space Attendant	CONSPA	4
Confined Space Entry	CONSPC.E	24
Construction/Contractor Safety Awareness	CONAWAR	8
DOE Soil Recertification	DOE.SOILR	8
Elevation Control	ELEV	40
Fire Watch	FIREW4	4
Forklift (Rough Terrain)	FORK	16
General Construction Safety	GENCON.SAF	40
Global Positioning System (Instruments)	GPS	40
Hazard Communication	HAZCOM	8
Hazardous Waste Supervisor	HAZ.S	40
Hazardous Waste Supervisor Recertification	HAZ.SR	8
Hazardous Waste Worker Recertification	HAZ.R	8
Hoisting & Rigging Recertification	HOIST.REF	8
Introducation to General Construction	GENCON.INT	40
Lead Abatement Supervisor	LEAD.S40	40
Lead Abatement Supervisor Recertification	LEAD.SR	8
Lead Abatement Worker 40 Hour	LEAD.W40	40
Lead Abatement Worker Recertification	LEAD.R	8
Lead Awareness	LEAD.A	8
Lead Renovator Initital	LEAD.REN	16
Lead Renovator Recertification	LEAD.RENR	8
LOCI Safety Orientation	TUN.LOCI	40
Microbial Remediation	MICRO	40
Mine Health & Safety	MINE.S	24
Mine Health & Safety Refresher	MINE.R	8
Pipeline Safety/Operator Qualifications	PIPSAF	40
Plastic Pipe Fusion	PPIPE.FU	16
Powder Actuated Tools	POWACT	8
Radiation Worker II	RADWOR	24
Scaffold Erection and Fall Protection	SCAF.FP	80
Scaffold User	SCAF.U	8
Shot-Crete Certification ACI	SHOT.ACI	40
System Scaffolding	SCAF.SY	40
Traffic Control Manager	HGHWZ.TCM	8

Traffic Control Supervisor Recertification	HGHWZ.TR	8
Tube & Clamp Scaffolding	SCAF.TC	40
UDOT Certified Traffic Control Maintainer Recertification	UMAIN.R	8
Utah Fire Watch	UFIREW4	4
Utah Global Harmonization System	UGHS	3
Utah Global Harmonization System Recertification	UGHS.R	1
Utah Industrial Training Cooperative	UITC	8
Utah MSHA Recertification	UMINE.R	8