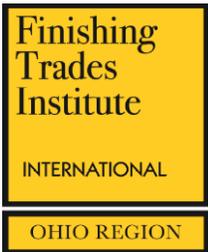


2021-2022 School Year



# Student Handbook & Course Catalog



## Finishing Trades Institute of the Ohio Region

*Main Campus*  
8257 Dow Circle West Strongsville, OH 44136  
440-239-4575

*Cincinnati Training Center*  
200 Kovach Drive Cincinnati, OH 45215  
513-221-7990

*Columbus Training Center*  
8700 Memorial Drive Plain City, OH 43064  
614-294-5301

*Toledo Training Center*  
4535 Hill Avenue Toledo, OH 43615  
419-476-7505

FINISHING TRADES INSTITUTE  
OF THE OHIO REGION

Introduction

Welcome to the Apprenticeship Training Program offered by the Finishing Trades Institute of the Ohio Region. (FTIOR). We are happy to have the opportunity to provide you the best education programs in our industries. Our curriculum will provide you with the latest techniques and information enabling you to be the best in the field.

The tradition of IUPAT apprenticeship is over 100 years old, and you stand in the tradition of a long line of journeymen and apprentices who have made us the standard for excellence in our industries.

You have been entered on to the roster of the Apprenticeship Program as a 6-month/750-hour Probationary Apprentice and will be indentured into this program while required to complete both on the job training hours and related instruction training.

As a participant in the Finishing Trades Institute of the Ohio Region Apprenticeship Training Program you are being offered an opportunity to develop the knowledge and skill to enable you to perform at the highest level in the trade you have chosen and at the successful completion of your Apprenticeship Training you have earned the title of Journeyman in your chosen trade.

It is the sincere hope of the Trustees, Director, and Instructors of the Finishing Trades Institute of the Ohio Region Apprenticeship Training Program that you strive every day to make the most of this opportunity you have been awarded.

Nothing short of your complete commitment and focus is expected and while the program is demanding and rigorous, the benefits of your dedication are enormous.

Enclosed you will find a copy of the Finishing Trades Institute of the Ohio Region STUDENT HANDBOOK – PROGRAM RULES and Course Catalog. Please take the time to read this important material, as it will be covered during your Orientation class. The Rules and Regulations have been developed so that every participant to the program can know and understand what is required of them in order to successfully participate in this program.

If you have any questions, at any time during your apprenticeship training, please contact a Program official immediately for clarification.

George Boots  
Director of Training

Finishing Trades Institute of the Ohio Region

## Table of Contents

1. MISSION STATEMENT .....	1
2. VISION STATEMENT .....	1
3. IMPORTANT INFORMATION ABOUT THE FTIOR .....	2
4. APPLICATION PROCESS / EMPLOYMENT .....	5
5. APPRENTICESHIP AGREEMENT .....	5
6. ADMISSION REQUIREMENTS .....	5
7. LETTER OF INTENT.....	6
8. UNION MEMBERSHIP .....	6
9. TUITION AND FEES .....	6
10. REFUND POLICY.....	6
11. OUT OF POCKET COSTS.....	6
12. CURRENT ADDRESS AND TELEPHONE NUMBERS .....	7
13. EMERGENCY PROCEDURES/ TRAINING CENTER CLOSURES .....	7
14. TERM OF APPRENTICESHIP AND PARTICIPANT AGREEMENT .....	8
15. FTIOR RULES AND REGULATIONS .....	9
16. DRUG AND ALCOHOL POLICY.....	11
17. HEALTH AND SAFETY.....	15
18. ATTENDANCE .....	16
19. PROGRAM ADVANCEMENT REQUIREMENTS .....	17
20. PERFORMANCE AND EVALUATIONS .....	19
21. STUDENT RESOURCES .....	20
22. APPRENTICE CONDUCT/DISCIPLINE OF APPRENTICES .....	22
23. PHYSICAL AND TECHNICAL RESOURCES .....	23
24. MEDIA SERVICES .....	24
25. NON-DISCRIMINATION POLICY .....	26
26. GRIEVANCE PROCEDURE & STUDENT COMPLAINTS .....	27
27. INJURY AND ACCIDENT REPORTING REQUIREMENTS .....	28
28. FTIOR ADMINISTRATION AND INSTRUCTORS LISTING .....	37
29. CORE CURRICULUM PROGRAMS OF STUDY .....	40
30. PAINTER INDUSTRIAL COATING AND LINING APPLICATION SPECIALIST .....	42
31. DRYWALL FINISHER.....	45
32. GLAZIER .....	48
33. PAINTER-DECORATOR.....	52
34. COURSE DESCRIPTIONS.....	55

# 1. MISSION STATEMENT

The FTIOR provides necessary skills to individuals for career advancement to journeyman status and continued education in the International Union of Painters and Allied Trades construction industries. This commitment to apprentice and journeyman education and training is essential to the success of our various skill trade unions and our contractor associations.

The FTIOR exists to serve a number of purposes:

- To supply all contractors with highly skilled workers including apprentices, journeymen, supervisors, project managers, etc.
- To facilitate a unique learning environment with varying instructional objectives and technologies.
- To provide activities and resources that fosters a positive, comprehensive training environment.
- To provide career advancement through a combination of classroom instruction as well as shop and field experiences.
- To provide maintain a leading edge and safe workforce through journeyman continuing education classes.

With four (4) state of the art training centers, we specialize in complete training for Coatings Applicator Specialists, Commercial Painter and Wall Coverers, Drywall Finishers, and Glaziers. Men and women are afforded comprehensive curriculum and unequalled training.

The FTIOR invests in the education of the apprentices and journeymen as a means to build strong communities throughout the State. It is impressed upon our members that acquiring vital trade specific skills is necessary in securing and maintaining competitive wages, health and pension benefits, and favorable working conditions.

# 2. VISION STATEMENT

The FTIOR's vision is unparalleled. Our comprehensive training programs are a collaborative effort designed to supply our union contractors and associations the most uniquely qualified work force, now and into the future.

### 3. IMPORTANT INFORMATION ABOUT THE FTIOR

**a) Accreditation and Licensure**

The FTIOR is registered as an apprenticeship program with the ApprenticeOhio, aka Ohio State Apprenticeship Council, the State of Ohio, and US Department of Labor. Inquiries regarding this registration should be addressed to:

ApprenticeOhio  
 P.O. Box 1618, Columbus, Ohio 43216-1618  
 Email: [apprenticeship@ifs.ohio.gov](mailto:apprenticeship@ifs.ohio.gov)

**b) The Board of Trustees for the FTIOR (as of April 2021)**

The Board of Trustees (BoT): The Trustees of the FTIOR govern all aspects of the Program. The Trustees, who are composed of an equal number of Union (“labor”) and Contractor (“management”) representatives, are called the Board of Trustees (“BoT”). The BoT meets every other month or quarterly during a fiscal year.

The Trustees of the FTIOR are responsible for the content of the Program’s instruction, the training of Program participants, the organization of the Program, the standards of performance and conduct that are applicable to Program participants, the administration and management of the Program, and every other aspect of Program activity and function. It is within the power of BoT to take any and all actions of any character, including but not limited to withholding wage increases and dispensing whatever disciplinary action they deem necessary in their sole and exclusive judgment, in order to achieve the objectives and requirements of the Program.

2021 Board of Trustees (BOT)

<b>Labor Trustees</b>	<b>Employer Trustees</b>
Jim Sherwood, Co-Chair, Labor IUPAT District Council #6 8257 Dow Circle Strongsville, OH 44136	Bill Mitchell, Co-Chair, Management Seven Hills Decorating 4775 State Rd Cleveland, OH 44109
Lou Ferrante IUPAT District Council #6 8257 Dow Circle Strongsville, OH 44136	William Bolin Jr. W.F. Bolin Co. 4100 Fisher Road Columbus OH 43228
Jim Black IUPAT District Council #6 8257 Dow Circle Strongsville, OH 44136	Ray Hauck Jr. Ray Hauck & Sons 1932 Moore Court Cleveland, OH 44113
Scott Harter IUPAT District Council #6 67 South Maple St Akron, OH 44302	April Smolik NOPTCA 7550 Lucerne Drive, Suite 301 Middleburgh Heights, OH 44130

<b>Labor Trustees</b>	<b>Employer Trustees</b>
Gary McPheron IUPAT District Council #6 1308 West Sylvania Toledo, OH 43162	Tim Linville Construction Employers Association 950 Keynote Circle, Suite 10 Brooklyn Heights OH 44131
Chris Naegele IUPAT District Council #6 8700 Memorial Dr. Plain City, OH 43064	David Giorgi Giorgi Interior Systems, Inc. 5075 Taylor Drive Bedford Heights OH 44128
James Black IUPAT District Council #6 8257 Dow Circle Strongsville, OH 44136	Steve Roditis 360 Construction 1252 Industrial Pkwy N, Suite 1 Brunswick, OH 44212
James Taylor IUPAT District Council #6 8257 Dow Circle Strongsville, OH 44136	Gary Johnson AFI Contractors 2200 Front Street Toledo OH 43605
Lee Denney IUPAT District Council #6 200 Kovach Drive Cincinnati OH 45215	Ryan London The Dependable Painting Company 4403 Superior Avenue Cleveland, OH 44103
	Mike Kelly G.L.A.S.S Inc 13921 Triskett Road Cleveland Ohio 44111
	Chris Reph RAK Industrial Services, Inc. 7455 S Dewey Rd Amherst, OH 44001

**c) The Administrator of the FTIOR**

The FTIOR is administered by the Board of Trustees. However, the Trustees have delegated the day-to-day administration to the Director of Training and Painting Industry Funds Inc. Since this is a Statewide program, the Board reviews recommendations and input from Advisory Committees that are formed and meet at the local level.

Director of Training (Director): In accordance with the directives of the FTIOR, the Program is administered on a day-to-day basis by a director. The Director has overall responsibility for the operations of the FTIOR, the FTIOR premises, implementing these Rules, carrying out the directions of the BoT, and ensuring that the conduct of the FTIOR is consistent with its objectives and policies. Any questions or problems related to the FTIOR, these Rules, or your participation in the Program may be addressed to the Director.

Occupational Advisory Committee (OAC): The FTIOR has an Advisory Committee for each trade. Each OAC will meet at regular intervals and send recommendations to the BoT. The OAC shall consist of the chairperson, at least three (3) signatory contractors which represents the four training center locations, and additional persons as appointed. The Director and trade specific

instructor shall be an ex-officio member of all craft committees and shall attend or send a representative to the OAC meetings.

**d) Hours of Operation**

The offices are open from 8:00 am until 4:30 pm, Monday through Friday.

**e) School/Academic Calendar–Recognized Holidays**

August	Fall Semester Begins
November	Thanksgiving Holiday
December 24 – January 2	Christmas/ New Year Holiday
January 2	Spring Semester Begins
May or June	Spring Semester Ends

**f) Locations: Main Campus and Instructional Service Centers**

Through the affiliation with District Council 6, the FTIOR has four training center facilities – main campus located at 8257 Dow Circle W, Strongsville, OH 44136 and three servicing-centers which are the Cincinnati Training Center 200 Kovach Drive, Cincinnati, OH 45215; Columbus Training Center 8700 Memorial Drive, Plain City, OH 43064; and Toledo Training Center which the FTIOR partners with the Northwest Ohio Construction Education Center 4535 Hill Ave, Toledo, OH 43615.



Strongsville Training Center  
(Main Campus)



Cincinnati Training Center



Columbus Training Center



Toledo Training Center

The Director of Training and support staff are located at the main campus. The offices are open from 8:00 am until 4:30 pm, Monday through Friday. All student services are available on-site at both the main campus and the instructional service center.

## **4. APPLICATION PROCESS / EMPLOYMENT**

As an applicant you are provided with information about this Program. If you would like to review the Standards of Apprenticeship or require further information, please discuss this with the FTIOR Staff.

After completing the Application, you were required to obtain the initial placement to work by contacting the Signatory Contractors given to you during the application process. The initial placement to work is the only time you are permitted to contact Signatory Contractors for employment. All further placements to work will be obtained through a Union representative or by contacting your Apprenticeship instructor.

As an active Apprentice in this Program, you have successfully completed the requirements of the Application Process and you are currently employed by a contractor signatory to the District Council 6 and a member of a Local Collective Bargaining Agreement (CBA).

If at any time you are laid off from work, you are required to contact your Apprenticeship instructor and business representative immediately.

## **5. APPRENTICESHIP AGREEMENT**

An applicant accepted into this Apprenticeship Program and began employment with a Signatory Contractor and becomes an active apprentice as of the first day of employment. All apprentices are required to sign the applicable Apprenticeship Agreements for registration with the State and Federal Government where the Standards of Apprenticeship with the Finishing Trades Institute of the Ohio Region are registered. This written agreement between the apprentice and the FTIOR sets for the responsibilities and obligations of all parties to the agreement with respect to the apprentices' employment and training under the Standards of Apprenticeship in that State.

Currently all Apprentices are registered in the Finishing Trades Institute of the Ohio Region (FTIOR). This entity is recognized by the United States Department of Labor, Bureau of Apprenticeship and Training, ApprenticeOhio as the appropriate Registration Agency, for Federal purposes, for apprenticeship program in their states. The FTIOR is the sponsor in whose name the Standards of Apprentice are registered with the State Agencies.

No one is considered a bona fide apprentice until their Apprenticeship Agreement has been registered and approved with the State and Federal agencies. You will receive a registered copy from each agency holding your registration, upon request.

## **6. ADMISSION REQUIREMENTS**

All applicants must complete an application and then bring the required documents to one of the designated District Council 6 locations during regular business hours. Anyone who is determined to meet the requirements will be admitted. The requirements are as follows:

- Age: Applicants shall not be less than eighteen (18) years of age. Applicants shall be required to provide reliable proof of age at the time of acceptance (driver's license, state issued identification, birth certificate, or passport).
- Education: A high school diploma or GED equivalency is required. Applicant must provide an official

transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable. Applicants (if applicable) must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive their VA education benefits.

- Physical Ability: Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.
- Transportation: The applicant must have means of transportation to attend OJT and RI classes.
- Legal Work Status: The applicant must be able to prove they are legally eligible to work in the United States.

## **7. LETTER OF INTENT**

All apprentices are placed in the program upon the FTIOR's receipt of a Letter of Intent (LoI) from a signatory contractor. The LoI is the contractor's commitment to sponsoring you as an apprentice. Apprentices are placed as a first year unless the Signatory Contractor deems the apprentice has previous experience and indicates they want them evaluated for a credit on the Letter of Intent. Then the apprentice is required to complete a written-exam and hands-on assessment successfully at 80% of better to be granted a placement exception. This exception is uniformly applied in all programs offered by the FTIOR. FTIOR will maintains records of your apprentice progress.

## **8. UNION MEMBERSHIP**

All beginning apprentices sign a Union Application with District Council 6, at which time they become members of the International Union of Painters and Allied Trades District Council 6 and join a Local Union. Please check with your Business Representative regarding payment of the initial Union Initiation Fee requirements to District Council 6.

All apprentices must have a current working ID Card issued from by District Council 6 in order to work. Cards must be kept in your possession on the jobsite and at school. Cards will be checked from time to time by your class instructors, other Union Members, Job Stewards, and the FTIOR.

If you fail to pay the Initiation Fee on the District Council 6 Union Application or if you are dropped from your Local Union for failure to maintain your Local Union dues at any time during your apprenticeship training, you will no longer be considered a union member in good standing and you will be dismissed from this Program.

## **9. TUITION AND FEES**

There are NO tuition and fees for students who have been accepted into the apprenticeship program.

## **10. REFUND POLICY**

Since there is no tuition, there is NO refund.

## **11. OUT OF POCKET COSTS**

The out-of-pocket costs of attendance are limited to the expenses of obtaining tools, work gear and supplies.

## **12. CURRENT ADDRESS AND TELEPHONE NUMBERS**

It is the responsibility of every apprentice to ensure the Program knows your current address and telephone number where you can be readily contacted. A change in address or telephone number which results in the inability of the program to contact you will not excuse your failure to comply with the directives of the program.

## **13. EMERGENCY PROCEDURES/ TRAINING CENTER CLOSURES**

### **a) Fires:**

All Students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers throughout the school. In case of fire, call the emergency operator by selecting a line and dialing 911 immediately. Give the operator the precise location of the fire and he or she will alert the fire department.

When a fire alarm sounds, please proceed to the closest exit and assemble at a designated location for a head count.

### **b) Police**

To summon the police, select a line and dial 911, and the operator will alert the police department.

### **c) Theft**

If a theft has taken place, please report it immediately to the administrative office, Director or to an instructor.

### **d) Accidents and Illness**

When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by selecting a line and dialing 911.

In the event anyone becomes injured or ill at the school, emergency response should be contacted. Emergency personnel will make determinations as to the needed medical attention and transportation.

A complete report of every incident, no matter how minor, should be made to the Director within 48 hours of the incident. Copies of incident reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact your instructor, and then file an incident report as described above. Any incident involving serious injury should be reported at any time during the day or night to emergency response at (911) then file an incident report as described above. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately. See Attachment A.

### **e) Inclement Weather Policy**

If the main campus or instructional service centers are closed, students will be responsible for all assigned work, and classes will be rescheduled. The instructors will notify all apprentices of class cancellations due to weather, so it is very important that the FTIOR has your current phone number.

## 14. TERM OF APPRENTICESHIP AND PARTICIPANT AGREEMENT

### a) Length of Apprenticeship

The contents and length of the apprenticeship training within each trade shall be established, and may at any time be changed, by the BoT. Any change in the content or term of a training program may affect participants in the program at the time of the change, in the sole and exclusive discretion of the BoT. The Program apprenticeships are as follows:

1. Drywall Finisher: The Drywall Finishing apprenticeship is a three term/4500-hour program, unless otherwise noted in the Local Union Collective Bargaining Agreement (CBA). The apprentice must serve at the trade during each apprenticeship term; at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases will depend on; work and school hours, apprentice's compliance with Program rules and regulations, and his/her standing with the employer.
2. Glazer: The Glazing apprenticeship is a four term/6000-hour program, unless otherwise noted in the Local Union Collective Bargaining Agreement (CBA). The apprentice must serve at the trade during each apprenticeship term; at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases will depend on; work and school hours, apprentice's compliance with Program rules and regulations, and his/her standing with the employer.
3. Painter-Decorator: A Painter-Decorator (Commercial Painting and Wall Covering) apprenticeship is a four term/6000-hour program, unless otherwise noted in the Local Union Collective Bargaining Agreement (CBA). The apprentice must serve at the trade during each apprenticeship term; at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases will depend on; work and school hours, apprentice's compliance with Program rules and regulations, and his/her standing with the employer.
4. Painter, Industrial Coating and Lining, App Specialist (CAS): The Painter-CAS apprenticeship is a four term/6000-hour program, unless otherwise noted in the Local Union Collective Bargaining Agreement (CBA). The apprentice must serve at the trade during each apprenticeship term; at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases will depend on; work and school hours, apprentice's compliance with Program rules and regulations, and his/her standing with the employer.

### b) Probationary Period

All applicants selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 750 work hours or 6 months, whichever is shorter. During the probationary period, the Apprenticeship Agreement can be cancelled by any party that is signatory to it, upon written notice to OSAC.

During the probationary period, either the apprentice or the JATC may terminate the Apprenticeship Agreement, for just cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed by the JATC Coordinator prior to the end of the probationary period, and a probationary apprentice who is evaluated as satisfactory shall receive credit for all work and training hours completed.

Continuity: When a contractor is assigned an apprentice, there is a 6-month or 750 hours from date-of-hire probationary period. If during the 6-months or 750 hours, the contractor finds the apprentice is not suitable or unable to learn the trade, the contractor shall notify the training office in writing and the assignment will be nullified.

If the 6-month or 750-hour probation has passed and the contractor finds the apprentice is not suitable or an issue arises that is unacceptable, the contractor and/or apprentice can request to meet with the program coordinator and local union representative to work through the issue at hand. A letter must be sent by the Contractor to the training office with details regarding the reason for proposed termination of employment or Apprenticeship, the current wage rate, and the proposed effective date via fax to 440-234-6512 or mail to 8257 Dow Circle, Strongsville, Ohio 44136.

### **c) Apprentice Wages**

Each apprentice is assured of a minimum starting wage that is prescribed in the current collective bargaining agreement between IUPAT District Council 6 and the apprentice's employer. As set forth in these Rules, apprentices are eligible for a wage increase as periodically established under the applicable collective bargaining agreements and provided that all the requirements for wage advancement set forth in these Rules have been met.

## **15. FTIOR RULES AND REGULATIONS**

Welcome to the FTIOR Training Program. As a participant in this Program, you have been offered one of the most meaningful opportunities in your life: to develop the knowledge and skills that will enable you to perform at the highest levels of the professional trades represented by the International Union of Painters and Allied Trades ("IUPAT.")

The opportunity that you have been given is unique and valuable. Whether as an apprentice or at some other level of participation, not only will you have the opportunity to develop and/or expand a career in your trade, but you have been admitted to participate in the FTIOR's outstanding accomplished Program. It is the sincere hope of the Trustees, Director, Instructors and staff of the Apprentice and Training Program that you strive every day to make the most of this opportunity that you have been awarded. While the Program is demanding and rigorous, the benefits of your dedication will be enormous.

During your tenure in the Apprentice and Training Program, you should always bear in mind that, in addition to the grants and supplemental training funds that the Program receives your education is primarily funded by the work of the men and women represented by the IUPAT District Council 6, through direct contributions from their wages. Every member of District Council 6 has committed to your education, as a way to ensure the high standards and excellence of the trades represented by IUPAT, and to ensure our ever-unrivaled ability to provide the highest quality of work to our participating and valued employers. To respect the investment of District Council 6's members, and to

achieve the objectives for which this Program was developed, nothing short of your complete commitment, focus and dedication is expected – or accepted. In working for you, so that you can have this opportunity, IUPAT’s members also expect that you will work for them – in dedicating yourself to the excellence of IUPAT and our trades.

Bearing this in mind, these Rules and Regulations (here after referred to as “the Rules”) have been adopted by the Trustees of the FTIOR in order to:

- Administer the Apprentice and Training Program (“Program”) of the FTIOR;
- Develop uniform policies and procedures that are applicable to all participants; and
- Clearly set forth the obligations and requirements that are applicable to every participant.

These Rules have been developed so that every participant in the Program has the opportunity to know and understand what is required to successfully participate in the Program. Every participant in the Program is responsible for knowing and following the Rules of the Program, at all times.

As a participant in the Program, you are expected to thoroughly read and follow these Rules. If you do not understand a Rule, or how it applies to you; you can contact the Director or your Instructor. You should not rely on information given to you by another apprentice or a journeyman even if other participants in the Program tell you what a Rule means; the only correct application of these Rules is the interpretation of the Program’s Board of Trustees. Do not make the mistake of relying on anyone else, because your misplaced reliance will not excuse your failure to comply with the Rules, as they are interpreted and applied by the Program’s Board of Trustees. These Rules may be changed from time to time by the Board of Trustees. It is your responsibility to know and comply with Rules, as they may be amended or otherwise changed.

#### **a) The FTIOR Main Campus and Instructional Service Centers: Offices**

Apprenticeship program instruction at all instructional service centers located in Columbus, Cincinnati, and Toledo is under the direct control of the main campus in Strongsville, Ohio, which has been designated by the FTIOR Board of Trustees (“FTIOR BoT”). All instructional service centers are a joint venture between the FTIOR and the District Council 6 (Strongsville, Columbus, and Cincinnati) and Northwest Ohio Construction Education Center (Toledo).

Persons Permitted on Premises: The premises of the Program are open only to participants in the Program, and such persons as are invited to the premises by the Program.

Participants in the Program are not allowed to be on the Program’s premises or property at any time during which the Program is not in operation, or for any purpose other than participating in the training for which they are enrolled, absent the express permission of the Director or a Program representative. For the protection of Program participants and employees, participants are not allowed to bring any person onto the premises or property of the Program without the express permission of the Director or a Program representative.

Expulsion from Premises: While on the property or premises of the Program, a participant will comply with all Rules and instructions from Program staff and employees. If instructed to leave the property or premises of the Program, a participant shall do so immediately and without disruption. A participant who has been instructed to leave the property or premises of the Program may not re-enter until expressly permitted to do so by the Director.

Program Office: The Program office shall be open at such times as established by the Director and staffed in accordance with the Program's requirements. Telephone messages for Instructors should be left with the appropriate Instructor. All other communications should be dropped off at or mailed to the Program office.

#### **b) Communications with Apprentice**

It is the responsibility of every Program participant to ensure that the Program knows how to reach you at your address and by telephone. You must make certain that the Program Office has on record a valid mailing address and telephone number(s) where you can be readily contacted. Program participants are responsible for notifying the Program immediately of any change of address or telephone number. Failure to do so may result in undue delays in important communications and instructions. You will be held responsible for complying with any and all directives and instructions from the Program. **A change in your address or telephone number, or the inability of the Program to contact you, WILL NOT excuse your failure to comply.**

## **16. DRUG AND ALCOHOL POLICY**

All participants in the Program shall comply with the substance abuse policy in these Rules. The policy is based on the rationale that the use of controlled substances and alcohol by employees on a trades or industrial worksite, including the training centers, is unacceptable, since it can jeopardize the health and safety of the employee and his/her fellow workers, in addition to impairing performance and productivity. The policy will be strictly adhered to.

#### **a) Statement of Purpose**

Finishing Trades Institute of the Ohio Region has adopted a Drug and Alcohol-free Workplace Policy. It is recognized that the use of alcohol and controlled substances is a major contributing factor to unsafe working conditions for our members; the "impaired worker" is a hazard to himself and those who are working with him/her. Second, the abuse of mood-altering substances plays a significant role in causing serious health problems among our members; this has the dual negative effect of destroying the health of our members while increasing our healthcare costs. Third, and finally, by eliminating substance abuse among our members, we will vastly increase our productivity and thereby increase our ability to compete successfully in the job market. The purpose of this policy is, therefore, to foster a safe, healthy, productive, and competitive work environment. To reach these goals, the Drug and Alcohol-free Workplace Policy contains specific measures to ensure the abuse of drugs and alcohol does not jeopardize the successful operation of our businesses, workers, contractors, or the general public.

We strongly encourage individuals associated with the Program to voluntarily seek help when they have a drug or alcohol related problem. Identification of possible problems in the early stages and referral to appropriate care minimize the business, personal, family, and social disruption associated with such problems. However, for those who refuse to seek help, who refuse assistance when offered, or who do

not cooperate with the Drug and Alcohol-free Workplace Policy, appropriate measures will be taken to reach Drug and Alcohol-free workplace goals. Individuals' personal privacy and dignity will be respected while reaching our goal of a safe productive work environment.

#### **b) Coverage**

The policy covers all Program apprentices.

#### **c) Education and Training**

To assist individuals in understanding the problems associated with drug and alcohol use, and in an ongoing effort to prevent and eliminate prohibited drug and alcohol use in the workplace, referrals to resources regarding substance abuse and the Drug and Alcohol-free Workplace Policy are available from District Council No.6 and Allied Trades and the FTIOR Program.

#### **d) Support for Individuals Who Voluntarily Seek Help**

We support early diagnosis and sound treatment efforts for drug and alcohol related problems and encourage individuals to seek help voluntarily and confidentially. **Treatment will occur on a one-time basis without disciplinary or Program ramifications, provided that the individual has not participated in criminal activity, and provided that the Apprentice completes all recommended treatment, fully complies with any prescribed treatment program and has a negative test result upon return to the Program.** Reinstatement will be upon such conditions or set by the Program.

In cases where an individual does not voluntarily seek help for a drug and/or alcohol problem, and where job performance is affected, we reserve the right to intervene. Whenever the Instructor or Director believes an individual's behavior and/or actions(s) maybe related to the use of controlled substance or alcohol, they will take appropriate action, which may include a drug and/or alcohol test.

Whenever an individual has reasonable suspicion that the questionable behavior and/or action(s) of a fellow worker, supervisor, foreman or manager may be related to the use of drugs or alcohol, the individual may contact their instructor or the Director.

#### **e) Prohibited Conduct**

To ensure a safe, healthful, and productive work environment for all individuals, the following conduct is prohibited during any FTIOR class or event whether at the Training Center or worksite. Any apprentice that reports under the influence of alcohol or a prohibited substance may have their Program participation terminated with notice to their employer.

1. Being under the influence of a prohibited substance, controlled substance, or alcohol.
  - Evidence of alcohol
  - Evidence of a prohibited substance or illegally used drug.
2. Failure to report to the Instructor and Director that you are using any medications (whether prescription or over the counter) that causes dizziness, drowsiness, or any other impairment of any kind.
3. Illegal possession, use, manufacture, distribution, dispensation or sale of controlled substance whether or not during working hours.

4. Use, possession, growing, manufacture, distribution, dispensation, sale or storage (including a desk, locker, automobile or other repository) of a controlled substance.
5. Consumption, possession, manufacture, distribution, dispensation, sale or storage (including desk, locker, automobile or other repository) of alcohol.
6. Switching, adulterating, or committing any other misconduct pertaining to any breath, blood or urine sample will be considered a violation of this policy.
7. Refusing to consent to testing or refusing to submit a breath, blood or urine sample for testing, the following conduct will be treated as a positive test result. Refusal to test includes:
  - a) Failure to provide an adequate sample for testing without a valid medical explanation; or
  - b) Engaging in conduct that clearly obstructs the testing process including, but not limited to:
    - failure to sign the chain of custody form; or not reporting to the collection site in the time allocated; or
    - failure to cooperate with transportation assistance to and from the collection site; or
    - Failing to remain readily available for a post-accident test.
8. Refusing to submit to an inspection when required under this Policy.
9. For those individuals referred for assessment or treatment under this Policy, failing to adhere to any of the requirements of the Rehabilitation Agreement.
10. Conviction under any criminal drug or alcohol statute for a violation occurring at any FTIOR class or event whether at the Training Center or worksite.
11. Failure to notify the Instructor or Director of any conviction under any criminal drug or alcohol statute within five days of the conviction for a violation occurring at any FTIOR class or event whether at the Training Center or the worksite.

#### **f) Testing**

Testing for drugs and/or alcohol under certain circumstances is part of the Program's Drug and Alcohol-free Workplace Policy. The methods used to determine the presence of alcohol or drugs in the system under this Policy include a urine and/or breath test. An individual maybe required to undergo a test for drugs and/or alcohol in the following circumstances:

1. Apprenticeship Program Testing: Individuals entering an apprenticeship program shall be required to submit to a drug screen. Failure to consent to such a screen or a verified positive drug test result will disqualify an applicant for the program.
2. Drug and/or Alcohol Testing for Cause: An individual maybe tested for drugs and/or alcohol when an FTIOR staff member has any cause to believe that the individual is under the influence of drugs or alcohol. "Cause" will consist of an objective, factual, individualized basis for testing, such as when a student's behavior or physical appearance suggests drug or alcohol use or possession of drugs or alcohol, or there are other indications of a violation of the FTIOR's substance-abuse prevention policy.
3. Post-Accident Drug and/or Alcohol Testing: Individuals who may have caused or contributed to an accident may be subject to a drug and/or alcohol test as soon as possible following the accident. An individual who does not make himself/herself readily available for testing will be deemed to have refused to test which is a violation of the Policy. If the individual must leave

the scene of an accident, the individual must make every effort to be tested or to contact his/her instructor or Director to inform that individual of his/her location.

4. Random Drug Testing: Apprentices are subject to unannounced drug testing on a random basis. Apprentices will fully participate in the required program.
5. Return to Duty Drug and/or Alcohol Testing: An individual who has had a positive drug or alcohol test result must be referred to the Allied Trades Assistance Program for follow-up treatment as determined by the assessment. In addition to the assessment, the individual must pass a return to duty test before being released to the Program.
6. Follow up Drug and/or Alcohol Testing: All individuals who are reinstated to the Program after referral for assessment or treatment will be subject to follow-up testing. All referred individuals will be subject to unannounced testing for the illegal use of drugs and/or alcohol. Alcohol testing will be required for individuals who have demonstrated evidence of consuming alcohol during working hours. Follow-up testing applies for the duration of an apprentice's participation in the Program.

#### **g) Inspections**

The Program reserves the right, randomly or for cause, to inspect any individual or his/her possessions for possession of alcohol, drugs or drug paraphernalia during any FTIOR class or event or while at the Training Center or at the worksite. The inspection includes individual offices, desks and lockers, personal effects (such as lunch boxes, handbags, briefcases, and/or outer clothing), or personal vehicles at the worksite and/or any District Council 6 property. Such an inspection maybe authorized by the Program Director, or any Instructor.

#### **h) Consequences for Violation of the Drug and Alcohol Policy**

**Any violation of this Policy is a terminal offense.** Even a first offense will serve for the basis for discharge from the Program. All offenses, including but not limited to possession, sale or use of a controlled substance at the Program will subject a participant to immediate dismissal from the Program.

In the discretion of the BoT, an apprentice that tests positive for a prohibited substance on a first offense will be referred to the members Assistance Program for an evaluation. Only after the completion of all recommended treatment, full compliance with any prescribed or ongoing program, and a negative drug and alcohol screen on a fitness-for-duty examination, will this person be considered for reinstatement. Whether the apprentice is reinstated, and if so on what terms, is in the sole discretion of the BoT except where the apprentice has voluntarily requested assistance.

The only instance not subject to immediate dismissal is when an apprentice voluntarily seeks substance abuse counseling or treatment PRIOR to violation of the Policy.

#### **i) Confidentiality**

All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, shall be kept confidential to extent administratively possible. The information concerning drug test results shall be kept confidential and will not be released to third parties by the Program

without a written consent. Any such information can be released on a need-to-know basis, if required by law, if relevant to a legal claim asserted by the individual, or as otherwise provided by law.

## **17. HEALTH AND SAFETY**

### **a) Statement of Policy**

The personal health and safety of each apprentice within the Program is of primary importance. The goal of preventing injury and preserving health is of such consequence that it will be given precedence over all other operations whenever necessary.

Each apprentice is required to conform to the requirements set forth in the Occupational Safety and Health Act of 1970 and the applicable standards and consensus standards here under, as well as all other applicable federal, state and local laws.

Each apprentice is required to attend and participate in all health and safety trainings established by the Program. Each apprentice is required to comply with all health and safety instructions, policies and procedures established by the Program. Only through a cooperative effort can effective and safe Program premises be maintained. In this effort, it is the responsibility of each apprentice to demonstrate and commit to a safety mind set and attitude in all respects.

### **b) Accidents**

All accidents, regardless of how minor, are to be immediately reported to the instructor, or the Director. Each apprentice is required to inform the instructor immediately of any unsafe circumstances. Under no circumstances should the apprentice engage in any activity, or work under any circumstance, that jeopardizes his or her safety or health.

See Attachment A: Incident Report.

### **c) Training Center Attire**

Participants on the premises or property of the Program will be required to wear suitable clothing and footwear, which is deemed necessary for health and safety reasons. In addition to any other attire that a Program representative may deem to be inappropriate or unacceptable, the following attire is prohibited in any shop or work areas: shorts, skirts or dresses of any kinds, gowns or robes of any kind, veils, or scarfs of any kind (including neckties), hair ornamentation (except as necessary to safely secure hair), sleeveless shirts, shoes (other than safety shoes/boots), jewelry. All participants shall report each day with a neat and clean appearance. The instructor will inform participants of any additional clothing requirements for each series of classes and or projects. Failure to be properly clothed will cause the apprentice to be dismissed from class; in that event, no training credit will be given for that class.

### **d) Guests at the Main Campus or Instructional Service Centers**

The Trustees established policies and procedures to protect the apprentices and journeypersons at all times when they are in the Training centers or working offsite. All new apprentices review these procedures during orientation with their instructor. Guests are not permitted in the FTIOR Training Centers unaccompanied to ensure their safety and the safety of all program participants.

**e) On-the-Job Attire:**

Program participants, in addition to the above restrictions, shall wear proper clothing (whites where required) as required, and shall maintain their personal appearance and attire in such a manner so as not to create a health hazard to themselves, their fellow workers, or their employer. Program participants shall immediately report to the instructor any unsafe requirements or improper conditions that are established by an employer.

**f) Protective Equipment**

A critical part of the education and training that a participant receives in the Program concerns safe work practices and personal protective equipment (“PPE”). Because work in the trade’s professions can be dangerous, participants in the Program are absolutely required to comply with all applicable safety instructions and regulations, including the use of all required PPE, on the Program’s premises.

The employer will supply the necessary training and safety equipment to each apprentice prior to the apprentice’s use or operation of any equipment and to their performance of any job operation. Safety and health on the job is the sole responsibility of the employer. Any problems or issues with respect to an employer complying with its obligation to maintain a safe and healthy work environment should be promptly reported to the Director. On-the-job safety practices and training will be supplemented in the related instruction classes.

## **18. ATTENDANCE**

**a) Attendance Required**

No Excused Absences Policy: The education and training offered by the Program is fast paced and demanding. Successful participation requires dedication, hard work, concentration, and attendance at work and the related training classes. Therefore, Program participants are *required to attend every scheduled class*.

Schedules will be established by the Program, in its sole discretion. The Program will use its best efforts to inform Program participants of their class schedule before a class starts. However, prior to the opening day of school, it is the responsibility of the apprentice to determine their schedule and arrange for attendance at all training classes. If you have not received a notice prior to the first day of your class, it is your responsibility to contact the apprentice office to find out when your class meets. Failure to attend the opening class, even without a schedule, is not a valid excuse.

Please be advised and always remember THERE ARE NO EXCUSED ABSENCES AND NO MAKE UP CLASSES unless approved by the Director. Any apprentice who has other interests which conflict with their training classes must revise their schedule to assure attendance at every training class. It is every participant’s responsibility to be present at every scheduled class. THIS REQUIREMENT SUPERSEDES ANY EXCUSE FOR NON- ATTENDANCE.

Consistent with the above requirement, no apprentice is permitted to miss class due to work or distance from class. No employer is permitted to schedule an apprentice in any way that would interfere with the apprentice attending classes. This includes overtime, and out-of-town work. If you are scheduled to be in class, it is your responsibility to be there.

### **b) Consequences of Missed Classes**

Class attendance is required by the Program. Failure to attend classes as required by a craft will result in disciplinary consequences, and could lead to removal from the Program, as stated below:

1. An apprentice who misses two (2) classes will be contacted by the Director, if necessary, then appear before the BoT, which has discretion to determine appropriate action including probation, last chance agreement, and continuation at current level of pay despite OJL hours being met for advancement, and/or repeat of any class in the following year. If an apprentice has been disciplined once for attendance issues, the BoT has sole discretion to determine whether the apprentice continues in the Program, if the apprentice continues to have attendance issues following the discipline.
2. Any apprentice who misses these classes because he or she was instructed to report to work instead of the classes will be required to appear before the BoT with his or her employer.

### **c) Explanation for Absence Requirement**

An absent apprentice is required to submit a written explanation for each absence (on the form designated by the Program (Attachment B) to the Director for review and appropriate action. The written explanation must be delivered to the Instructor or the Director prior to the start of the next training class attended immediately after the absence.

### **d) Lateness/Early Dismissal:**

Lateness and early dismissals will be treated as an absence of time, in the discretion of the instructor. (Attachment B)

### **e) Travel Stipend**

A travel stipend will be distributed to apprentices that have to travel to an assigned training center that is located 50 miles or more from their local's hall. A stipend of \$15.00 will be dispensed upon approval of submitted form (Attachment C).

## **19. PROGRAM ADVANCEMENT REQUIREMENTS**

### **a) Annual Instruction Requirement**

All crafts will have a minimum of one hundred and sixty (160) hours of related instruction. Note: All other Program requirements in addition to hours of instruction must be satisfied in order to advance. This includes the requirement of total training hours (including required instructional work) for each craft, as necessary to complete the Program.

### **b) Failure to Meet Annual Instruction Requirement**

Every apprentice must complete the program classroom instruction requirement in order to be eligible for advancement and/or completion.

### **c) Hours of Work Required**

In addition to classroom instruction, a critical component of the Program is “hands-on” instruction received through On-the-Job Learning (OJL), under the supervision of experienced tradespeople. Note: All other Program requirements in addition to hours worked must be satisfied to advance. This includes the requirement of total training hours (instructional work) for each craft necessary to complete the Program. At present, total hours required are as follows:

- 640 hours of class instruction and 6000 hours’ work are required to complete Painter-DEC and Glazier programs.
- 592 hours of class instruction and 6000 hours’ work are required to complete Painter-CAS program.
- 480 hours of class instruction and 4500 hours’ work are required to complete the Drywall Finishers program.

Each term of the apprenticeship consists of 1500 OJL and 160 RTI hours.

#### **d) Failure to Meet the Work Hours Requirement**

An apprentice who fails to work the required hours will have the opportunity to advance when the apprentice has worked the required minimum number of hours. An apprentice who fails to make the minimum hours at work and/or class without good reason or cause will be reviewed by the appropriate instructor to determine whether additional penalties or conditions on the continued participation of the apprentice in the program are appropriate.

#### **e) OJL Competencies Assessments**

It is the obligation of each apprentice to maintain their “Work Hours Record.” Hours are to be reported daily by the members application or if laid off submit by the 10<sup>th</sup> of the month to the main campus in Strongsville. The record is subject to inspection and review at any time while working or attending class. The instructor may request the Apprentice to have their foreman or supervisor verify their work hour’s record. **Wage increases, evaluations and other matters that require verification of work hours will be withheld if the apprentice has not kept a current work record by submitting their Job Process Cards/hours.**

#### **f) Certification of Apprenticeship Program Completion**

Advancement to journeyperson status will be granted only by the FTIOR, and only upon completion of all Program requirements. All work and class records will be turned over to the FTIOR at the completion of the required training classes for their determination. A full audit will be completed and reviewed by the DoT for approval. If all requirements are met, the FTIOR will certify the apprentice as a Journeyperson.

#### **g) Program Transfer**

1. **Apprenticeship Transfer Occupation within the FTIOR:** An apprentice who is in one occupation offered by the FTIOR may transfer from one occupation to another upon submitting a written request to the director of training. A full audit of completed on-the-job training and related instruction hours will be completed and review by Director of Training. Transfer may be approved with a credit of hours previously documented and completed. All occupational transfers are submitted to the State

of Ohio for final approval.

2. **Apprenticeship Transfer from FTIOR to Another Program:** An apprentice who transfers from the FTIOR to another program must complete a “self-resignation” letter and submit in writing to the director of training a request for their transcript and all documentation regarding requirements completed. Transcript and all documentation will be submitted to the program of transfer directly.
3. **Apprenticeship Transfer Another Program into the FTIOR:** An apprentice who transfers from another program outside the FTIOR obtain a Letter of Intent from a signatory contractor affiliated with the District Council 6 and must complete an apprenticeship packet, provide proof of education and photo ID. Apprentices will be given credit for on-the-job and related instruction hours completed hour for hour; based on documentation submitted from program they previously participated. Transcript and all documentation will be submitted to the FTIOR administrative office directly. All program transfers seeking a credit are submitted to the State of Ohio for final approval.

#### **h) Withdraw from Enrollment**

Apprentices withdrawing from the FTIOR apprenticeship program must begin the process by completing a “self-resignation” form available at your Local Union office or FTIOR main campus in Strongsville or instructional service centers in Columbus, Cincinnati, or Toledo. A student who has officially terminated enrollment in the apprenticeship program will be removed pending FTIOR Board of Trustee approval and then unregistered with the State of Ohio. It is the apprentice’s responsibility to make sure that the whole withdrawal process is completed, and notification submitted to the District Council 6 Office and Local Union.

## **20. PERFORMANCE AND EVALUATIONS**

#### **a) Class Performance Requirement**

All apprentices must receive a passing grade on semester evaluations and/or tests. An apprentice who does not receive a passing grade of 80% for a semester will be required to pass the failed term before progressing to the next level. **NO MAKE-UP TESTS WILL BE ADMINISTERED WITHOUT INSTRUCTOR APPROVAL.** The wage and time served level for the failing apprentice will remain stationary until the term requirement is met. **AN APPRENTICE FAILING THE TERM AND/OR REQUIRED TESTS A SECOND TIME WILL BE BROUGHT IN FRONT OF THE BoT FOR REVIEW OF HIS/HER APPRENTICESHIP STANDING AND MAYBE REMOVED FROM THE PROGRAM.**

#### **b) Evaluation of Apprentices**

All apprentices involved in the Program must receive a satisfactory annual evaluation from the applicable Director of Training with input the apprentice’s instructors and employer, before obtaining the next pay and instruction (apprentice year) level. Areas of evaluation may include attitude; dependability; punctuality; judgment; relationships with others; quality of work; assessment of skills; and similar factors. The evaluation of apprentices, including the content and form of evaluations, is the

sole and exclusive responsibility of the FTIOR, through the Program Director. To the extent feasible, evaluations will be based on “the THREE A’s”:

- **ATTITUDE:** An evaluation of the apprentice’s attitude in regard to his/her job and the training program.
- **ATTENDANCE:** Compliance with the attendance policy of the Program as set forth in these Rules, and as required by your Employer. Included in the attendance evaluation will be the job attendance. The job attendance will be based on the “Work Hours Record,” which is the obligation of apprentices to maintain and provide to the instructor.
- **ABILITY:** A judgment regarding the apprentice’s ability performance on input from your employer, the school staff and the Journeyperson with whom you work.

**c) Performance on the Job**

1. You are expected to work diligently and cooperatively with your employer and your fellow workers and make regular progress towards journeyperson status. A record of adverse reports from your employer will be cause for disciplinary action.
2. Advancement toward Journeyperson status depends upon meeting the requirements and standards as to hours of On-the-Job Learning, in conjunction with good attendance and progress in related training classes.
3. Apprentices working for employers who are unable or unwilling to give complete training maybe rotated to another employer by action of the appropriate craft coordinator, and/or Director of Training, and/or the Board of Trustees.
4. Apprentices must notify the employer and applicable instructor, prior to the start of each class day, when they are absent or tardy for class.

**d) Effect of an Unsatisfactory Program Evaluation**

If you are lacking in any evaluation area, you will receive an “Unsatisfactory Evaluation Report.” Your employer will be notified to maintain you at your current wage and time served level for a period of six months. At the end of that six-month period, you will be re-evaluated. If you have not improved to fully satisfactory, your performance will be reviewed by the appropriate coordinator and dismissal from the program is in order. You have the right to inspect evaluation documents, and appeal an unsatisfactory evaluation; however, the consequence of dismissal from the Program after two successive unsatisfactory evaluations will not be altered.

## **21. STUDENT RESOURCES**

The FTIOR’s teaches the skills needed for apprentices to earn a living efficiently and safely in the trades. The Trustees have developed a system to track the progress of the apprentices through the Program to ensure that they meet the objectives. Between the FTIOR staff and its affiliated secondary educational institution, the apprentices are provided adequate and appropriate student resources to successfully complete the training. Since each apprentice has a sponsoring employer upon entry in the Program, placement after graduation is directed to the affiliated Local Union and District Council 6. However, apprentices are counseled during performance evaluations if a change in their chosen trade or employer would be beneficial.

### **e) General Services**

FTIOR through the DoT and instructors provide counseling services to assist apprentices in planning for program of study. After initial referral and submission of the Letter of Intent from a signatory contractor, the FTIOR either sets up an intake exam to determine incoming skill level for advanced placement or provides the apprentice with their class schedule. The Student Handbook is reviewed by the DoT and Trustee which contains the policies, program rules and course requirements for each trade. Student services are made available to all apprentices at the main campus and instructional service centers.

### **f) Student Records**

The FTIOR maintains hard copy files for all program participants at the main campus in Strongsville, Ohio. These files are only accessed by FTIOR staff on an as needed basis. All apprentice information and certifications are also maintained electronically in the database with the ApprenticeOhio and the IFTI LMS system. Apprentices may request, in writing, a copy of their student file and transcript containing but not limited to their program of study, completed OJT and RI hours, wage progression, courses completed, and history of their job process hours.

The FTIOR follows the EEOC guidelines regarding apprentices with disabilities. *See Non-Discrimination Policy* within the Student Handbook.

### **g) Placement Services**

- **INTO THE PROGRAM:** A signatory contractor who hires an apprentice will send a Letter of Intent to the FTIOR office to start the enrollment process. Occasionally, apprentices are counseled during performance evaluations and a change in trade or employer may be suggested. In that event the FTIOR Instructors and DoT works with the representatives of DC6 and other signatory contractor to place the apprentice with a new employer or change occupation. The instructors serve as a counsellor to guide apprentices should a situation arises.
- **UPON COMPLETION OF THE PROGRAM:** All Apprentices have a sponsoring employer upon entry in the Program and are members of a local union. All apprentices who graduate become a journeyman who continues their affiliation with the union and employment typically is with the same employer. Journeymen who become laid-off after graduation, report to their local union that their work status has changed. They then work with the business representative who will furnish a list of signatory contractors and assist with finding another employer. The business representative will guide / counsel the journeyman through this process.

Through a partnership with Cuyahoga Community College, apprentices who participant in the FTIOR program earn trade specific college credit hours. Upon graduation Apprentices may contact the Cuyahoga Community College directly to complete additional general courses of study to obtain an associate degree in the applied technologies program. The college has counsellors on staff for referrals when needed.

- **FOLLOW-UP: Student Satisfaction Review:** FTIOR sends student satisfaction surveys to each apprentice when they reach the mid-point of their program and upon completion to determine the effectiveness of the program. Additionally, apprentices that leave the program early will need to complete a "self-resignation" letter and an exit questionnaire to complete regarding the reasons for their decision to leave.

## **22. APPRENTICE CONDUCT/DISCIPLINE OF APPRENTICES**

### **a) Probation Period**

The BoT, upon recommendation of the Director, Instructor or Advisory Committee, can terminate any individual's participation in the Program at any time on any basis what so ever that is consistent with the objectives and purposes of the Program. Officially the FTIOR probation period is 750 hours or 6 months, whichever is shorter; however, for all intents and purposes, you are "on probation" for the entire duration of your participation in the Program.

### **b) Compliance with Rules**

Apprentices must act in accordance with these regulations and the code of conduct here in at all times, while at work and in the Program. All apprentices are required to conduct themselves in a respectful and appropriate manner at all times, in the classroom, on the job, toward FTIOR employees, toward employers, and toward fellow apprentices and journeypersons. Any apprentice found by his or her Instructor to be in violation of the Program Rules shall be referred to the Director and BoT for Discipline under this Policy.

### **c) Unacceptable Behavior**

Apprentices shall engage in appropriate and acceptable behavior at all times, both on the Program premises and on the job. Unacceptable behavior includes, but is not limited to sleeping in class, failure to complete an assignment, insubordination, lateness, improper dress, in attentiveness, disruptiveness, offensive comments, lewdness, indecency, harassing behavior, disrespectful conduct, fighting, provocative conduct, inciting others to misconduct, dishonesty, cheating, or any other problem which may interfere with conducting the class. Any apprentice found by his or her Instructor to be engaging in inappropriate or unacceptable behavior shall be referred to the Director and BoT for Discipline under this Policy.

### **d) Removal from Class**

Apprentices must at all times display appropriate behavior in the Program, which is conducive to an educational environment. Failure to observe this rule, or engaging in any unacceptable behavior, will result in removal from the classroom. Any apprentice who is removed from the classroom for misconduct shall be subject to review by the Instructor and Director and may be referred to the BoT for discipline up to and including discharge from the Program for any misconduct, including but not limited to:

- Failure to comply with these Rules;
- Violation of school or job-site safety rules;
- Failure to comply with the rules of conduct for an apprentice, including but not limited for engaging in disruptive or disorderly conduct;
- Lack of productivity, including dismissal by an employer;
- Failure to buy the required tools or failure to maintain the employer's tools and equipment;
- Failure to keep up with class assignments;
- Failure to comply with attire requirements.

Apprentices that are under the influence of drugs or alcohol or acting in any manner which raises a question about whether an apprentice is under the influence shall be removed from class. The instructor will refer the apprentice as outlined in the Drug and Alcohol Policy.

**e) Unacceptable Performance at Work**

You are expected to work diligently and cooperatively with your employer and your fellow workers and make regular progress towards journeyman status. A record of adverse reports from your employer will be cause for examination and possible action by the FTIOR. Should you fail to show the necessary competencies, skills and/or responsibilities, the BoT will remove you from the Program.

**f) Dismissal from Work**

An apprentice dismissed from work for any reason except a lack of work, will be subject to review by the Director. The apprentice maybe reassigned to another employer or, if the Director determines that reassignment is not appropriate under the circumstances, referred for review of disciplinary action to the BoT.

**g) Discipline of Apprentices**

It is within the sole and exclusive authority and power of the BoT, acting through the Director, instructors or any Advisory Committee, to discipline and/or remove an apprentice from the Program at any time during the apprenticeship if the BoT determines, in its sole and exclusive authority, that the apprentice has committed any violation(s) of these Rules, or otherwise engaged in conduct that is detrimental to the FTIOR or in consistent with the responsibilities of an apprentice. Discipline may be imposed consistent with the rules, subject to review as provided herein.

**h) Summary Offenses**

Certain offenses committed in the Program or at work, including but not limited to blatant insubordination, gross negligence, the sale or use of drugs or alcohol, theft (from the Program or an employer), acts of violence or harassment, are so serious by their very nature that they will result in immediate suspension, followed by review and discipline up to and possibly including discharge from the Program. An apprentice charged with such an infraction will be immediately removed from work and class and appear before the BoT for review of the conduct.

**i) Notice to Appear before an Advisory Committee or BoT**

An apprentice who receives the written notification to appear before an Advisory Committee, the BoT or its designee on a specific date must appear on that date. Failure to appear after written notification will result in discipline up to and including removal from the Program.

## **23. PHYSICAL AND TECHNICAL RESOURCES**

The FTIOR's mission is to provide a learning environment to teach the skills needed for apprentices and journeymen to work in the IUPAT trades. Having safe and appropriate physical training centers to run the Program that covers the entire State of Ohio is critical to this mission. The Trustees strive to have the most efficient and state-of-the-art training centers available in the major urban areas. These currently include Strongsville, Columbus, Cincinnati, and Toledo. When classes can be performed safely and effectively in other locations, including the DC6 Union Halls across the state, the FTIOR will schedule specific classes there to assist the mission.

Each of the training centers has classroom, workshop, and computer labs to ensure that the students can access in-person and online training resources. The IFTI provides most of the online training

systems along with the database which maintains the apprentice training records. These are all housed offsite. The programs are secured and backed-up through the integrated systems.

The FTIOR has operating plans for the maintenance of all physical locations that are overseen by the DoT. These include written policies in the Employee and Student Handbooks on health and safety and proper use and maintenance of the FTIOR's technology.

The DoT is responsible for the constant evaluation of the physical training facilities to ensure that they are appropriate for the scheduled class based upon the curriculum and accessible by all students. The DoT will schedule the training at the most appropriate facility based upon the needs of the specific class. If the current FTIOR facilities do not meet the needs of the class, the DoT can obtain alternate training facilities with the approval of the Trustees.

## 24. MEDIA SERVICES

Media services defined as instructional equipment, supplies, physical resources, technology, and fiscal resources will be available to apprentices and journeypersons at each of Training Locations as necessary for their scheduled classes, throughout their apprenticeship and will include:

- iPads and Computer Labs at the four FTIOR Training Facilities
- Online training modules for hybrid classes
- Safety training supplies and materials including ICRA, American Heart Association and Red Cross
- Industrial Tools for hands-on training
- VR equipment with up-to-date operating software
- Other manuals and handbooks necessary for the training of apprentices and journeyperson upgrades
- Other materials necessary to support the FTIOR's educational programs.

### j) Orientation of Technology

FTIOR provides computer labs at each of its training center to assist program participants in their academic endeavors. The FTIOR has operating plans for technological safeguards that outlines the rules for access and security over the technical systems include the IFTI Learning Management System (LMS) and data on the FTIOR computers and websites. The rules governing proper security measures is reviewed with program participant during orientation. Information on program participant training is entered into the IFTI LMS programs which shows the user credentials for tracking purposes to ensure integrity of data to maintain proper information in system.

LMS Orientation: Apprentices will be required to complete an orientation after being registered in the program. As part of the orientation, apprentices will be required to complete the *COR 1012 Apprentice Orientation* course in class. Additionally, throughout your apprenticeship, you will use the IFTI LMS to complete online assignments and certification courses. All apprentices will be required to complete *COR 0001 LMS Learner Orientation* before having access to online courses in LMS.

IUPAT Mobile Members Application: Apprentices will also need to download the IUPAT Mobile APP and watch the "OJL Feature" video as part of the orientation to learn how to use it. The APP has a

feature to track your class hours, on-the-job hours and tasks completed on the job. To download and use the application, apprentices must be in good standing with the Local union, initiation paid in full to District Council 6 and have a union member ID number. Daily you will need to log in to track your employer, hours and skills completed. Should you encounter issues while downloading the application or using it, please email technical support at [support@iupat.org](mailto:support@iupat.org).

### **k) Acceptable Use of Information Technology Resources Policy**

FTIOR computers are provided to facilitate academic achievement. The use of these computers is restricted to academic purposes only. In addition, all FTIOR rules and policies (including those on academic misconduct, sexual harassment, and the Code of Student Conduct) and existing laws, (including copyright, obscenity libel laws), apply to the use of the computers at the main campus in Strongsville and instructional service centers in Columbus, Cincinnati, and Toledo. Violation of those laws, rules or policies may result in FTIOR disciplinary action or external legal action.

Legal Compliance: All existing federal, state, and local laws and relevant FTIOR regulations and policies apply to the use of computing resources and all users of such resources are required to follow all such laws, regulations, and policies at all times. This includes not only those laws and regulations that are specific to computers and networks, but also those that apply generally to personal conduct. As such, any of these media resources may be subject to review by Director of Training in accordance with FTIOR policies.

The following are examples of violations of this Acceptable Use of Information Technology Resources Policy.

- Malicious misuse. Using logins or passwords assigned to others; destroying information; intentionally erasing stored information or modifying equipment or files that are owned by the FTIOR; removing software from computers; spreading viruses; running a personal business, downloading material from the Internet that violates federal, state or local law, or FTIOR policy; illegally duplicating or otherwise copying copyrighted or licensed software or using illegal copies of copyrighted materials; or using Information Technology in violating any federal, state or local law.
- Unacceptable use of software and hardware. Knowingly or carelessly running or installing unlicensed software on any computer or computer system or network; giving another user a program intended to damage the systems or network; violating terms of applicable software licensing agreements, including copying or reproducing any licensed software; or violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, music or other materials; using imaging equipment to duplicate, alter and subsequently reproduce official documents.
- Inappropriate access. Unauthorized use of a computer account; providing misleading information in order to obtain access to computing facilities; using the campus network to gain unauthorized access to any computer system; connecting unauthorized equipment to the FTIOR network including wireless access points.

Inappropriate use of Internet access. Viewing inappropriate web pages such as pornography but not limited to, advertising to solicit or proselytize others for commercial ventures, religious or political causes, or for personal gain related to commercial activity; any use that otherwise violates federal, state, or local law, or FTIOR policy.

## **25. NON-DISCRIMINATION POLICY**

### **a) Policy of Nondiscrimination**

Finishing Trades Institute of the Ohio Region (FTIOR) will not discriminate against apprenticeship applicants, apprentices or any other program participant based upon race, color, religion, national origin, sex (including pregnancy status or gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. FTIOR 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.

### **b) Student Disability**

FTIOR is committed to providing education to all of its Program participant. As part of that commitment, FTIOR makes its programs and services available on a non-discriminatory basis, including to Program participant with disabilities as defined under Title III of the Americans with Disabilities Act (“ADA”).

All program participants are encouraged to contact the Director of Training upon enrollment into the apprenticeship program if they previously were on an IEP or a 504 plan. Reasonable accommodations may be made to provide academic support services while in the program.

### **c) Harassment Prohibited**

Discrimination against or the harassment of any Program participant, staff member, instructor, or employee on the basis of any form of prohibited discrimination is strictly forbidden. In the event that any Program participant engages in such prohibited conduct, discipline up to and including dismissal from the Program will be appropriate. All persons associated or in any manner affiliated with the FTIOR are to conduct themselves toward others in a completely respectful and appropriate manner. “Prohibited harassment” may include any form of physical, verbal, or nonverbal behavior that is intended to make and/or does make other persons feel that they have been singled out or targeted on the basis of any discriminatory factor.

### **d) Prohibited Conduct**

The following list sets forth examples of conduct. This list is not all inclusive:

- Physical assaults or intentional contact;
- Unwelcome sexual advances, propositions or sexual comments;
- Verbal comments or displaying images that are racially or sexually provocative, demeaning or offensive;
- Slurs, disparaging remarks or similar conduct about any Program participant;
- Subjecting or threatening to subject any Program participant to unwelcome conduct or attention on the basis of a prohibited discrimination.

### **e) Discrimination / Harassment Complaints**

Any participant or person associated with the FTIOR in any capacity shall notify the Director in writing of any discriminatory or harassing conduct within thirty (30) days after the matter occurs. All complaints of harassment shall be fully investigated by the Director and reported to the BoT for further review. The person filing the complaint shall be given an opportunity to meet with the BoT or its designee. The BoT shall review and take such actions as it deems necessary regarding complaints of discrimination or harassment. To the extent possible, confidentiality shall be maintained, within the confines of an investigation into the alleged behavior. All parties will be treated with dignity and respect.

### **f) Your Right to Equal Opportunity**

It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant, apprentice or other program participant based upon race, color, religion, national origin, sex, sexual orientation, age (40 years or older), genetic information or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship. 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

ApprenticeOhio  
ATTN: Complaint Officer  
PO Box 1618  
Columbus OH 43216-1618  
Email: [apprenticeship@jfs.ohio.gov](mailto:apprenticeship@jfs.ohio.gov)

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

Ohio Civil Rights Commission (OCRC) (888) 278-7101 (614) 752-2391 (TTY) <a href="http://www.crc.ohio.gov">www.crc.ohio.gov</a>	U.S. Equal Employment Opportunity Commission (800) 669-4000 (800) 669-6820 (TTY) <a href="http://www.eeoc.gov">www.eeoc.gov</a>
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Complaints to the OCRC must be made within 6 months of the last act of discrimination or harassment.

Each complaint filed must be made in writing and include the following information:

1. Complainant's name, address and telephone number or other means for contacting the complainant.
2. The identity of the respondent (in other words, the name, address and telephone number of the individual or entity that you allege is responsible for the discrimination).
3. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (for example because of your race, color, religion, sex, sexual orientation, national origin, age (40 years or older), genetic information or disability); and
4. The complainant's signature or the signature of the complainant's authorized representative.

## **26. GRIEVANCE PROCEDURE & STUDENT COMPLAINTS**

### **a) Informal Resolution of Disputes**

Apprentices are encouraged to informally discuss issues or problems that may arise, whether in the FTIOR or on the job, with the Director, their instructors, in an effort to obtain assistance or resolution. The purposes and objectives of the FTIOR can be most effectively achieved through the process of cooperative problem solving.

## **b) Grievance Procedure**

All apprentices have the right to present grievances regarding terms and conditions of their apprentice training, discipline, wages determinations, attendance determinations, assessments or evaluations, and any other matter or concern related to their enrollment and participation in the FTIOR, using the following procedure:

1. Any apprentice attending classes or participating in any FTIOR sponsored programs has the right to submit a written statement setting out their complaints or issues with the Program.
2. Statements must be submitted to their instructor, unless he or she is involved in the issue, then the statement can be provided to the Director.
3. The instructor will review the grievance with the Director and a meeting will take place between the Director, Instructor and grievant to discuss and resolve the issue.
4. In the event that informal resolution of the grievance is not possible with the Director, the grievant has the right to submit the written grievance to the BoT for review and resolution.
5. Additionally, if the grievance involves the Director, the grievant has the right to submit the written statement to the BoT for review without going through steps 2 and 3 above. Grievance can be mailed to:

FTIOR Board of Trustees  
8257 Dow Circle W  
Strongsville, Ohio 44136  
ATTN: Grievance Process

## **27. INJURY AND ACCIDENT REPORTING REQUIREMENTS**

Promotion of good health for all FTIOR students has always been our concern. For all FTIOR students, good health is essential to achieving educational goals. It is the policy of FTIOR that all accidents and incidents which results in personal injury or illness, and/or damage to Training Center property shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, incidents, and accidents are properly managed in a timely fashion, and that all causes (direct and contributory) are thoroughly identified and that the appropriate actions are taken.

### **a) Scope and Purpose**

This policy applies to all students, employees and visitors at any FTIOR Training Center location at which work, study or any other Program sanctioned activity is being conducted.

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of the Training Center community or visitors. Injuries and incidents must be reported and investigated in order to fulfill legal requirements, as certain compliance with applicable regulations and FTIOR policies, and assist the Training Center in taking steps to remedy hazardous conditions to prevent recurrence.

## **b) Definitions**

Student – an individual who has contracted with and is registered as a Program apprentice or journey person.

Visitor – an individual who is present on FTIOR Training Center premises.

Accident – a sudden and unforeseen event attributable to any factor which caused (a) an injury to a member of the Training Center community while he/she was carrying out Program activities or (b) material damage to Training Center property.

Incident – an event or a situation attributable to any factor which could cause (a) an injury or illness to a member of the Training Center community or (b) material damage to Training Center property.

Illness – An unhealthy condition of body or mind; sickness.

Injury – arising out of or in the course of an accident, or a disease, suffered by a student, employee, or a visitor as a result of the work/study/environment or activities performed in the course of employment, study or work.

Employee – a person who is employed by the FTIOR in either a part time or full-time capacity.

## **c) Internal Reporting**

All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, before leaving the Training Center premises, either to his/her Instructor, Director of Training, or an authorized representative.

## **d) Investigation**

The primary responsibility for investigation of an injury or incident lies with the instructor or an authorized representative, which may include Director or Assistant Director. The authorized representative is responsible for writing the investigation report, which shall include:

1. An account of the injury or incident;
2. Recommendations for remedial actions to prevent recurrence; and
3. The names of the departments, services, and persons to which the recommendations have been forwarded for follow up.

All reports are located in each administrative office. A copy of the investigation report shall be sent to both the Director of Training and Co-Chairs for the BoT.

Board of Trustees & Director of Training  
Finishing Trades Institute of the Ohio Region  
8257 Dow Circle W  
Strongsville, Ohio 44136  
ATTN: INJURY & ACCIDENT REPORT

### **e) Reporting Procedures**

Responsibilities of students, employees and visitors: A student, employee or visitor who is a victim of an injury or who has suffered an illness or disease shall immediately report the injury to the authorized representative. He or she must also complete and sign the Injury, Illness or Accident Report as soon as possible following the occurrence. (Attachment A)

All reports are located in each administrative office.

Responsibilities of Director, Instructors or Administrators: An instructor or administrator should:

1. Ensure that the victim gets immediate medical attention if required;
2. Call 911 for Emergency Medical Services if necessary;
3. Obtain the names of any witnesses;
4. Ensure that anyone who is a victim of an injury, illness or accident completes and signs the appropriate reporting form;
5. Investigate the injury

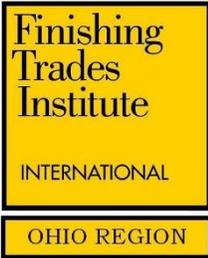
Maintaining good health requires access to healthcare when it is needed. Proceed to the nearest medical facility.

#### Additional Injury, Illness or Accident Protocol

- Follow the three emergency action steps recommended by the American Heart Association (Check, Call, and Care);
- Sound the emergency alarm – if necessary; and
- Supervise the evacuation of the building (Please follow guidelines asset forth on the Training Center emergency evacuation floor plans).
- Provide basic care for an injury or sudden illness until the victim receives professional medical help.

The following forms are enclosed:

- **ATTACHMENT A - Injury/Illness Report**
- **ATTACHMENT B - Absent/Tardy Report**
- **ATTACHMENT C - Travel Stipend Reimbursement**
- **ATTACHMENT D - Reviewed Student Handbook**
- **ATTACHMENT E - Apprentice Media Release Consent Form**



**Finishing Trades Institute of the Ohio Region**  
8257 Dow Circle · Strongsville, Ohio 44136 Phone: 440/239-4575 · Fax: 440/234-6512

**Injury/Illness Report**

Name of Injured: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Apprenticeship Level: \_\_\_\_\_

Class Title: \_\_\_\_\_ Time class began: \_\_\_\_\_

Local Union: \_\_\_\_\_ Current Dues Status (Paid thru Date): \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Training Center/Location Where Accident Occurred: \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Area Where Accident Occurred: \_\_\_\_\_

Name of Supervising Instructor: \_\_\_\_\_

Description of incident which resulted in injury or illness: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Results of incident (Describe extent of injury or illness, including part of body affected and nature of treatment): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Basic Cause (The single factor which if it had not occurred, would have kept this accident from happening): \_\_\_\_\_

\_\_\_\_\_

Contributory Causes (Other key factors which contributed to the accident's occurrence, but may not have been direct cause): \_\_\_\_\_

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Corrective measures taken or recommended: \_\_\_\_\_

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Additional comments or observations: \_\_\_\_\_

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Signatures:

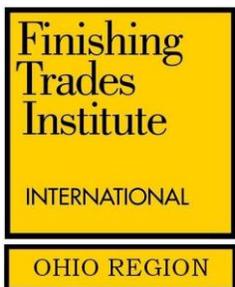
Reported By (Class Participant): \_\_\_\_\_ Date: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

INCIDENT REVIEWED BY:

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Training: \_\_\_\_\_ Date: \_\_\_\_\_



# Finishing Trades Institute of the Ohio Region

8257 Dow Circle · Strongsville, Ohio 44136 Phone: 440/239-4575 · Fax: 440/234-6512

## Absent/Tardy Report

Date of Absent/Tardy: \_\_\_\_\_ Date Reported: \_\_\_\_\_

Apprentice Name: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Local Union: \_\_\_\_\_ Trade: \_\_\_\_\_

Reason for being absent/tardy: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Training Center: \_\_\_\_\_

Name of Supervising Instructor: \_\_\_\_\_



### FOR OFFICE USE ONLY:

#### INCIDENT REVIEWED BY:

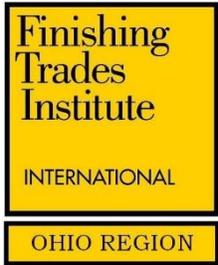
Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Training: \_\_\_\_\_ Date: \_\_\_\_\_

Additional comments or observations: \_\_\_\_\_

\_\_\_\_\_

International Union of Painters & Allied Trades - District Council No. 6 - Finishing Trades Institute of the Ohio Region



# Finishing Trades Institute of the Ohio Region

8257 Dow Circle · Strongsville, Ohio 44136 Phone: 440/239-4575 · Fax: 440/234-6512

## Travel Stipend Reimbursement

Date Attended Training: \_\_\_\_\_ Training Center Attended: \_\_\_\_\_

Name of Participant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Local Union: \_\_\_\_\_ Trade: \_\_\_\_\_

Name of Supervising Instructor: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

### FOR OFFICE USE ONLY:

Amount per day: \_\_\_\_\_ Number of Days: \_\_\_\_\_ Total: \_\_\_\_\_

Check Number: \_\_\_\_\_ Date Check was Processed: \_\_\_\_\_

Person Processing Check: \_\_\_\_\_

### **REVIEWED BY:**

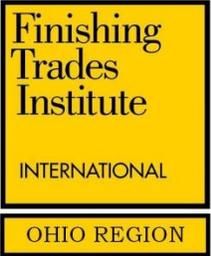
Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Training: \_\_\_\_\_ Date: \_\_\_\_\_

Additional comments or observations: \_\_\_\_\_

**SIGN-IN SHEETS OR CLASS ROSTER MUST BE ATTACHED TO PROCESS PAYMENT**

International Union of Painters & Allied Trades - District Council No. 6 - Finishing Trades Institute of the Ohio Region



# Finishing Trades Institute of the Ohio Region

8257 Dow Circle · Strongsville, Ohio 44136 Phone: 440/239-4575 · Fax: 440/234-6512

## Reviewed Student Handbook

Training Center: \_\_\_\_\_

Name of Supervising Instructor: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Union: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Participant: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

### FOR OFFICE USE ONLY:

**REVIEWED BY:**

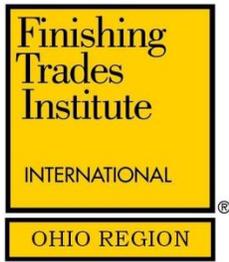
Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Training: \_\_\_\_\_ Date: \_\_\_\_\_

Additional comments or observations: \_\_\_\_\_

\_\_\_\_\_

International Union of Painters & Allied Trades - District Council No. 6 - Finishing Trades Institute of the Ohio Region



## Finishing Trades Institute of the Ohio Region

8257 Dow Circle · Strongsville, Ohio 44136 Phone: 440/239-4575 · Fax: 440/234-6512

### Apprentice Media Release Consent Form

I \_\_\_\_\_ hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, videotape for informational, educational, teaching, training, and marketing purposes. I grant the **FTIOR** permission to use my name, likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of the **FTIOR**. I agree that the **FTIOR** has complete ownership of such pictures, etc., including the entire copyright, and may use them for any purpose consistent with the **FTIOR** missions. These uses include, but are not limited to illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements, and any promotional or educational materials in any medium now known or later developed, including the Internet. I acknowledge that I will not receive any compensation, etc. for the use of such pictures, etc., and hereby release the **FTIOR** and its agents and assigns from any and all claims which arise out of or are in any way connected with such use.

I have read and understood this consent and release.

**I give my consent** to the **FTIOR** to use my name and likeness to promote the **FTIOR** programs and/or their activities.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

## 28. FTIOR ADMINISTRATION AND INSTRUCTORS LISTING

FTIOR (440) 239-4575 (Primary Office Number)

Name	Home Training Center	Trade	Contact	Email
George Boots	Strongsville	Director of Training	440-783-2909 (C) ext 131	georgeb@iupat-dc6.org
Barb Fisher	Strongsville	Professional Secretary	440-239-4575 ext 118	bfisher@iupat-dc6.org
Tiffnee Danczak	Strongsville	Secretary	440-239-4575 ext 133	tiffneed@iupat-dc6.org
<b>Full-time Instructors</b>				
Duane Behanna	Columbus / Cincinnati	Painter-Decorator	513-485-1312 (C) ext 238	duaneb@iupat-dc6.org
Matt Harper	Strongsville	Glazier	440-382-2922 (C) ext 109	matth@iupat-dc6.org
Justin Oshel	Strongsville	Drywall Finisher	440-879-6422 (C) ext 120	justino@iupat-dc6.org
Joe Kintyhtt	Strongsville	Painter-Decorator	440-876-3340 (C) ext 129	joek@iupat-dc6.org
<b>Part Time/ Seasonal Instructors</b>				
Bernard "BJ" Horscheimer	Cincinnati	Health & Safety, Glazier	513-903-3162 (C)	bjhorns@gmail.com
Scott Cook	Cincinnati	Health & Safety	513-616-1013 (C)	rscook4235@gmail.com
Dan Costantini	Strongsville	Painter-CAS, Health & Safety	216-408-0481 (C) ext 129	INDInstructor@gmail.com
John Houllis	Strongsville	Health & Safety	440-537-4546 (C)	johnhoullis@gmail.com
Jason Liskai	Toledo	Glazier	419-340-7957 (C)	dino7290@gmail.com
Dan McLaughlin	Strongsville	Health & Safety	330-550-6246 (C)	danmclaughlin8429@att.net
Nick Papadorotheou	Strongsville	Health & Safety, Glazier	216-973-0522 (C)	N_papadorotheou@yahoo.com

### Meet the FTIOR Administration and Instructors

#### **George Boots, Director of Training & Chief Administrator**

George Boots has been affiliated with the IUPAT District Council 6 and a union member of Cleveland Glaziers Local 181 for over 19 years. During this time, he completed his apprenticeship and went on to work as a journeyman. In 2008, George joined the FTIOR as an instructor teaching apprenticeship classes and journeyman upgrades. He has been serving as the Director of Training since 2016 and oversees the training program statewide at four training centers. He received a Bachelor of Applied Science degree in Labor History and an associate degree in Applied Industrial Technology in Glazing and Occupational Development.

**Barb Fisher, Professional Secretary & Accreditation Liaison Officer**

Barb Fisher has worked with the IUPAT membership since 1997, where she started working in the health and safety fund office supporting the administrator and program coordinator for the apprenticeship program in Cleveland, Ohio. During her tenure, she has been an OPEIU Local 1794 union member and has assisted with the growth of the training program to service the program participants on a statewide basis. She serves as the Certifying Official for the Department of Veteran Affairs Education Benefits. With over 21 years of service, she continues to provide support to the DoT and instructional staff. She has her Bachelor of Arts degree in Industrial and Organization Psychology.

**Tiffnee Danczak, Secretary**

Tiffnee Danczak, received an associate certificate in Administrative Office and has 22 years of experience in office finances, administrative support, and accounting. She recently joined the FTIOR staff and maintains the journeyworker upgrade academic files, wage progression and work process hours for apprentices. She is at the main campus in Strongsville and is an OPEIU Local 1794 union member.

**Apprenticeship Instructors**

**Duane Behanna, Instructor**

Duane Behanna, started with the IUPAT in 1996, where he was first a union member of Local 6 in Pittsburgh, PA and completed his apprenticeship. In 2017, he transferring to Local 1275 in Columbus, Ohio and has 18 years in the field as a painter, foreman and superintendent. He became an instructor teaching health and safety classes with the FTIOR in 2018 and became a full-time instructor for the Painter-Decorator apprentice program in Columbus and Cincinnati in 2020.

**Matt Harper, Instructor**

Matt Harper, graduated from the Glaziers apprenticeship program in 2002 and has been a union member of the Cleveland Glaziers Local 181 for over 24 years, where he was a foreman and superintendent providing leadership on the job. He brought his leadership skills with him when he joined the FTIOR as an apprenticeship instructor in 2016 teaching the Glaziers program in Strongsville, Columbus and Cincinnati and has continue to also teach health and safety courses.

**Justin Oshel, Instructor**

Justin Oshel joined Local 841 in Akron, Ohio and completed his apprenticeship as a Drywall Finisher and Taper. He has 13 years with the IUPAT and teach with the FTIOR for four year doing health and safety and a full-time apprenticeship instructor for the Drywall Finisher program in Strongsville, Columbus, and Cincinnati. As a professional he is an FTI Associate Instructor, AHA Heartsaver Master Instructor and has received numerous certifications in continuing education. Completed his Associate degree in Applied Sciences in Drywall Finishing.

**Joe Kintyhttt, Instructor**

Joe Kintyhttt began as an apprentice where he graduated as a journeyman painter and paperhanger. He was proficient in paint spraying and wall covering application in commercial and industrial and having 28 years in the industry. He is an active Union member with Local 841 in Akron, Ohio. Joe worked in the field and was a foreman. He started with the FTIOR in 2020 as an apprenticeship instructor teaching in Strongsville and Toledo. He also teaches health and safety courses. Joe has completed many trade-related certifications.

## **Apprenticeship Instructors -Cont.**

### **Dan Costantini, Instructor**

Dan Costantini was an apprentice in the Industrial Painters program where he graduated in 2000. He continued to work in the field on numerous ODOT bridge coating projects and gained experience to become a foreman. He has been a union member with Local 707 in Cleveland, Ohio for 13 years. He joined the FTIOR in 2020, where he is an apprenticeship instructor for the Painter-CAS program. Dan teaches the journeyman upgrade course which the members need to work in the industrial painting industry. He holds certifications in NACE and various SSPC course.

### **Jason Liskai, Instructor**

Jason Liskai has been a union member with Local 948 in Toledo and over 25 year of field experience as a glazier. He is certified as a AGMT journeyman glazier and has completed his teaching certification through the IFTI. He became a part-time instructor with the FTIOR in 2018 teaching the health and safety courses and the glazier's apprenticeship at the Toledo training center.

## **Health & Safety Instructors**

### **Bernard "BJ" Horscheimer, Instructor**

Bernard Horscheimer, or better known as "BJ," is a part-time instructor with the FTIOR since 2019 and teaches welding and health and safety courses at the Cincinnati training center. He completed his apprenticeship as a Glazier and is a member of Local 387 in Cincinnati, Ohio with 11 years of experience.

### **Russell "Scott" Cook, Instructor**

Russell Cook, who goes by Scott, has 35 years of field experience as a painter and wallcovering installer. He received his apprenticeship certification as a Painter. During his time in the IUPAT, he has been a very active member of Local Union 123 in Cincinnati, Ohio, serving as President of his Local. This past year, he joined the staff of the FTIOR and teaches at the Cincinnati and Columbus training centers instructing health and safety courses.

### **John Houlis, Instructor**

John Houlis has an associate degree in Occupational Studies and 33 years of experience in the industrial painting industry. He is a union member of Local 707 in Cleveland, Ohio and serves on the Joint Trade Board for District Council 6. John became a part-time instructor in the off season with the FTIOR and assists with instructing health & safety courses and certification training. He has been on staff with the FTIOR since 2015 and located at the Strongsville training center.

### **Dan McLaughlin, Instructor**

Dan McLaughlin completed his apprenticeship in drywall finishing. He continued as a journeyman and union member of Local 476 in Youngstown, Ohio 46+ years. He has 17 + years with the FTIOR in 2002 as a part-time drywall finishing instructor in Strongsville, Ohio. He continues to assist with the program and teaches the OSHA 30 and American Heart Saver First Aid/CPR courses.

### **Nick Papadorotheou, Instructor**

Nick Papadorotheou, graduated as a glazier apprentice in 2009 and is a current member of the Cleveland Glaziers Local Union 181 with 11-year field experience. He soon after completing his apprenticeship, he became an instructor at the FTIOR for the Glazier apprenticeship program in Strongsville, Columbus, and Cincinnati. He taught welding and additional certification course.

## **29. CORE CURRICULUM PROGRAMS OF STUDY**

### **IUPAT/FTI Core Curriculum Program of Study**

The Core Curriculum program of the IUPAT/Finishing Trades Institute is designed to provide a foundation on which apprentices in multiple crafts will be exposed to a uniform body of theoretical knowledge and practical skills needed to be a successful crafts person in the finishing trades.

While participating in the core curriculum program of study, apprentices will be exposed to On-the-Job Learning (OJL) and Related Instruction (RI) in the following disciplines:

- 1.0 Introduction to the Union and Construction Trades
- 2.0 Health and Safety in the Construction Trades
- 3.0 Leadership and Professional Development

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

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

The occupations represented in the Finishing Trades Apprenticeship Program are:

- 4.0 Industrial Coating and Lining Application Specialist (CAS)
- 5.0 Taper/Drywall Finisher
- 7.0 Glazier
- 9.0 Painter-Decorator

### **Core Curriculum Program Competencies**

Apprentices successfully completing an apprenticeship program will be proficient in the following competencies identified in the Core Curriculum:

#### **1.0 Introduction to the Union and Finishing Trades**

- Analyze the IUPAT's role in the labor movement from 1887 to the Present.
- Identify the organizational responsibilities of the IUPAT to its members.
- Demonstrate the individual's responsibilities as an IUPAT member.
- Recognize the structure of the IUPAT at the International, District Council, and Local Union levels.
- Display good character and ethical behavior in all matters personal and professional.
- Demonstrate effective skills and knowledge using computers and related technology and applications.
- Utilize trade-related tools and equipment.
- Interpret drawings related to the finishing trades.

- Apply trade math calculations on the job.
- Demonstrate sustainable/green building design awareness on all construction sites and in all trade practices.

## 2.0 Health and Safety

- Recognize and apply the fundamentals of worker and jobsite safety (OSHA) on the construction site.
- Perform the proper application of First Aid, CPR, and AED on the job.
- Display healthy ergonomic practices in the workplace and on the construction site.
- Demonstrate awareness and lead-safe work practices on the jobsite.

## 3.0 Leadership and Professional Development

- Clearly and appropriately express ideas and other information through good oral, listening and writing skills to all levels of personnel.
- Demonstrate creativity, integrity and other influential qualities and characteristics necessary to successfully lead as a foreman, project manager or jobsite supervisor.
- Execute planning and organizational skills necessary to successfully complete a job on time and on budget.
- Recognize and apply emerging technologies in the occupation in order to elevate the industry.

## Suggested Program of Study for the Core Curriculum Competencies

The IUPAT/FTI Program of Study for the Core Competencies OJL and Related Instruction is outlined below. Under this hybrid approach an apprentice must participate in the indicated minimum number of hours of OJL for each category of the program. The Program Sponsor is responsible for determining the number of RI hours that an apprentice must participate in based on the FTI guidance, local needs, and the mandated minimum of 144 hours per year (29 CFR 29.5(b)(4)).

CATEGORY #	CATEGORY NAME	OJL HOURS	RI HOURS
1.1	History of IUPAT		4
1.2	Survival of the Fittest	16	2
1.3	Green Building Awareness		4
1.4	Sexual Harassment		2
1.5	Math for the Construction Trades		12
1.6	Basic Computing		4
1.7	Architectural Drawings/Blueprint Reading		16
2.1	Introduction to Health and Safety	16	10
2.2	First Aid/CPR/AED		8
2.3	Ergonomics		4
2.4	Respiratory Protection		4
2.5	Lead Abatement Awareness for the Lead Worker		8
2.6	Hand and Power Tool Safety Awareness		6
3.1	Communication Skills		4
3.2	Foreman Training		2
3.3	Project Management		4
3.4	Supervisor Training Program (STP)		2
		<b>32</b>	<b>96</b>

# 30. PAINTER INDUSTRIAL COATING AND LINING APPLICATION SPECIALIST

IUPAT/FTI

PAINTER INDUSTRIAL COATING AND LINING APPLICATION SPECIALIST (PAINTER-CAS)

WORK PROCESS SCHEDULE  
RELATED INSTRUCTION OUTLINE

Industrial Coating and Lining Application Specialist Program

O\*NET-SOC CODE: 47-2141.00 RAPIDS CODE: 2009HY

## Competencies

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

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

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

## Industrial Coating and Lining Application Specialist Apprenticeship Program

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

## Description of Occupation

**Industrial Coating and Lining Application Specialists** - apply techniques to prepare substrates for coating and lining application. Techniques may include removal of rust, mill scale and previously applied hazardous coatings utilizing industry-specific tools and techniques.

Industrial Coating and Lining Application Specialists apply/install protective coatings and linings to steel and concrete on complex structures, such as bridges and towers; waterfront structures, such as locks and dam, ship hulls, offshore platforms, bulkheads, and piers; metal and manufacturing facilities; chemical and processing facilities (e.g. food processing; pulp and paper mills; food and beverage plants;

water and wastewater processing facilities); and conventional and nuclear power generation facilities. By the nature of their work, Industrial Coating and Lining Application Specialists often work in dangerous environments such as bridges high over waterways, other highways, or railroads, or in confined spaces such as shipboard spaces, small vessels, or storage tanks. Because of this, Industrial Coating and Lining Application Specialists are required to receive more specialized training in health and safety due to the hazards associated with their work. See Attached SSPC Guide 17.

In today's environmentally conscious culture, the Industrial Coating and Lining Application Specialist must also be careful to protect the environment surrounding the work site to ensure that hazardous debris such as lead-based paint and abrasive blasting media is properly contained and disposed of according to stringent federal, state, and local regulations. This often requires the rigging of intricate containment systems and work platforms.

Students will learn to apply their theoretical knowledge and skills to the corrosion protection of steel and concrete on complex industrial structures through course work in Health and Safety Awareness for Application Specialists, surface preparation and coating materials properties, and application. Specialty application course work in plural component and thermal spray will further assist students in expanding their skills. Students will have their capabilities verified thru the IUPAT/FTI Industrial Coating and Lining Application Specialist Certification Program.

The objective of the Certification Program is to determine, through proctored written and practical examination, whether an individual craft worker has the skill and knowledge to perform quality surface preparation and protective coatings application. The ICLAS program meets this need and provides criteria for the education, training, experience, knowledge, and motor skills required to prepare and apply protective coatings to steel and concrete surfaces of complex industrial and marine structures.

This training and certification have been designed to meet the requirements for a Level II certified Coating and Lining Application Specialist set forth in the Body of Knowledge contained within the SSPC ACS 1/NACE No.13 Joint Standard and in accordance with ISO 17024.

Students shall be required to maintain their Qualifications per the requirements set forth in the SSPC ACS 1/NACE No.13 Joint Standard.

### **Program Level Competencies**

With reference to each of the respective areas of the Industrial Coating and Lining Application Specialist trade, apprentices successfully completing this program will be able to:

### **Industrial Coating and Lining Application Specialist Trade**

- Identify types of corrosion and select coatings that meet project demands in various conditions and service environments.
- Apply proper surface preparation techniques to achieve the maximum level of protection available through protective coatings systems.
- Create a surface that meets industry standards defining an achievable surface cleanliness level.
- Demonstrate the ability to apply a coating properly through spray application; and troubleshoot spray pattern problems.
- Recognize job site deviations and nonconformities and identify how they may be addressed.

- Describe the requirements for writing and following written procedures and the difference between quality control and quality assurance.

**Suggested Program of Study for the Industrial Coating and Lining Application Specialist Curriculum**

The IUPAT/FTI Program of Study for the Industrial Coating and Lining Application Specialist On-the-Job Learning and Related Instruction is outlined below. Under this hybrid program, an apprentice must participate in the indicated minimum number of hours of OJL for each category of the program. The Program Sponsor is responsible for determining the number of RI hours that an apprentice must participate in based on the FTI guidance, local needs, and the mandated minimum of 144 hours per year (29 CFR 29.5(b)(4)).

CATEGORY #	CATEGORY NAME	OJL HOURS	RI HOURS
1.1-3.4	Core Curriculum	100	104
4.1	Health and Safety Awareness for the Industrial Coating and Lining Application Specialist	500	48
4.2	Introduction to Industrial Coatings	450	32
4.3	Materials and Corrosion	800	40
4.4	Surface Preparation	950	60
4.5	Spray Applications	850	92
4.6	Coatings	1200	96
4.7	Specialty Applications	850	80
4.8	Contractor Quality Management	300	40
		<b>6000</b>	<b>592</b>

# 31. DRYWALL FINISHER

IUPAT/FTI

Taper / Drywall Finisher

WORK PROCESS SCHEDULE  
RELATED INSTRUCTION OUTLINE  
Taper / Drywall Finisher Program

O\*NET-SOC CODE: 47-2082.00      RAPIDS CODE: 0561HY

## Competencies

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

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

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

## Taper / Drywall Finisher Apprenticeship Program

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

## Description of Occupation

**Taper / Drywall Finisher** - In today’s workplace, drywall finishers are called upon to complete a variety of tasks and to work in a variety of situations. As new products are developed and new techniques emerge, the apprentices must adapt their skills and develop their knowledge of tools, materials, and techniques to complete more challenging tasks within shorter time frames. A Drywall apprentice prepares drywall panels for painting by taping and finishing the joints and imperfections in the drywall surface. A Drywall Decorator will provide a decorative finish to the installed and prepared drywall panels.

Drywall consists of a thin layer of gypsum between two layers of heavy paper. It is both faster and

cheaper to install than plaster and is, therefore, widely used today in most buildings on both ceilings and walls.

As a Drywall apprentice, you can expect to do the following jobs:

- Measure, cut, and install materials
- Tape joints and touch up nail holes, scrapes, and other imperfections
- Install corner guards, conceal openings around pipes
- Perform mathematical calculations and read blueprints
- Estimate the cost of installing and finishing drywall
- Provide decorative wall coverings to finished drywall panels

Drywall finishers fill the joints between panels with a joint compound. Using the wide, flat edge of a handheld trowel, drywall finishers spread the compound into and along each side of all joints and angles with brush-like strokes. Immediately after spreading the compound, a paper tape is pressed into the wet compound to reinforce the drywall and to smooth away excess compound material. The same compound is also used to cover nail and screw depressions in the panel caused by the installation of mechanical structures.

On large projects, drywall finishers may use automatic taping tools that apply the joint compound and tape in one step. Of utmost importance in drywall finishing is drying time since drywall compounds require water or vinyl binders that require time for application and cure time to dry. The choice of compounds will affect drying time and finished effect. A Durabond compound can reduce the drying time to between 5 and 90 minutes, but the chemicals it contains could cause undesired effects on the finished wall or ceiling.

Drywall finishers apply second and third coats of the compound, sanding the treated areas where needed after each coat to create a smooth, clean surface on which paint or other wall coverings can be applied. The process for finishing drywall has evolved over many decades and is an overlapping process in which each step or application has an effect on the next step.

When the job requires it, drywall finishers will apply textured surfaces to walls and ceilings using various finishing techniques and drywall tools such as trowels, brushes, or spray guns. Drywall Finishers and Decorators sometimes work with materials that are hazardous or toxic, such as when they are required to remove lead-based drywalls. In the most dangerous situations, Drywall Finishers work in a sealed self-contained suit to prevent inhalation of or contact with hazardous materials.

### **Program Level Competencies**

With reference to each of the respective areas of the Taper / Drywall Finishing occupation, apprentices successfully completing this program will be able to:

#### **Taper / Drywall Finishing Trade**

- Explore trade options as they pertain to the Drywall Finishing industry.
- Examine principles of Drywall installation and finishing.
- Identify trade-related materials and applications.
- Utilize trade-related tools and equipment.

- Interpret drawings related to the Drywall Finishing occupation.
- Apply trade math calculations.
- Apply the standards of quality control and quality assurance in the Drywall Finishing industry.
- Exemplify the qualities and characteristics necessary to be a leader in the Drywall Finishing industry.

**Suggested Program of Study for the Taper / Drywall Finisher Curriculum**

The IUPAT/FTI Program of Study for the Taper / Drywall Finisher OJL and Related Instruction is outlined below. Under this hybrid approach, an apprentice must participate in the indicated minimum number of hours of OJL for each category of the program. The Program Sponsor is responsible for determining the number of RI hours that an apprentice must participate in based on the FTI guidance, local needs, and the mandated minimum of 144 hours per year (29 CFR 29.5(b)(4)).

CATEGORY #	CATEGORY NAME	OJL HOURS	RI HOURS
1.1-3.4	Core Curriculum	100	100
5.1	Health and Safety Awareness for the Drywall Finisher	140	40
5.2	Introduction to the Drywall Trade	60	40
5.3	Materials of the Drywall Trade	100	40
5.4	Tools of the Drywall Trade	100	40
5.5	Filling, Taping and Sanding Applications	3000	100
5.6	Automatic Taping Tools of the Drywall Trade	500	60
5.7	Advanced Drywall Applications and Systems	500	60
		<b>4500</b>	<b>480</b>

## **32. GLAZIER**

**IUPAT/FTI**

**GLAZIER**

**WORK PROCESS SCHEDULE  
RELATED INSTRUCTION OUTLINE**

**Glazier Program**

**O\*NET-SOC CODE: 47-2121.00 RAPIDS CODE: 0221HY**

### **Competencies**

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

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

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

### **Glazier Apprenticeship Program**

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

### **Description of Occupation**

An Architectural Glass and Metal technician, called a Glazier, is responsible for selecting, cutting, installing, replacing, and removing all types of glass. Work in the glazing field includes both residential and commercial projects. Residential projects may include replacing a home's window glass to improve energy efficiency; using various techniques and materials to incorporate good weatherization strategies; installing glass mirrors, shower doors, and bathtub enclosures; and fitting glass for tabletops and display cases. Commercial interior glazing projects include installing items such as heavy, decorative room dividers or security windows. Other glazing projects may involve replacing storefront windows for

establishments such as supermarkets, auto dealerships, or banks. In the construction of large commercial buildings, glaziers build metal framework extrusions and install glass panels or curtain walls.

Glass serves many uses in modern life. Insulated and specially treated glass keeps in warmed or cooled air and provides good condensation and sound control qualities, while tempered and laminated glass makes doors and windows more secure. In large commercial buildings, glass panels give office buildings a distinctive look while reducing the need for artificial lighting. The creative use of large windows, glass doors, skylights, and sunroom additions make homes bright, airy, and inviting.

Glaziers are continuously promoting the application of green technology with the use of solar performance and sustainability in the glazing trade. The glazing trade is specifically focused on energy efficient retrofitting projects as well as the design and installation of energy efficient weatherization materials and solar technology in both residential and commercial applications.

Care must be exercised in the removal and installation of all types of glass for building fixtures and other uses. Oftentimes, the glass is precut and mounted in frames at a factory or a contractor's shop. It arrives at the jobsite ready for glaziers to position and secure it in place. Cranes and hoists with suction cups may be used to lift large, heavy pieces of glass. The work may have to be prepared either inside or outside a building, and scaffolding may be used in installations. Safe work habits are important in this occupation.

With advancements in building technology, welding skills and proper techniques are necessary to safely fasten the window system to the substrate. To prepare the glazier to properly perform welding techniques the glazier may be trained to the standards set forth by the American Welding Society (AWS.)

### **Training/Skill Set**

Skills needed to become a Glazier include manual dexterity, eye-hand coordination, physical fitness, and a good sense of balance. The ability to solve arithmetic problems quickly and accurately also is required. A good work history or military service is viewed favorably by employers.

The Glazier's curriculum and training will provide the skills, knowledge, and abilities needed to meet the needs of the industry and to ensure that each worker is equipped to use the technology, materials, and applicable methods of glazing as well as adhering to all quality and safety standards on the job. Glaziers

use hand tools such as glasscutters, suction cups, and glazing knives, as well as power tools such as saws, drills, cutters, and grinders. An increasing number of Glaziers use computers in the shop or at the job site to improve their layout work and reduce the amount of glass that is wasted.

Due to improvements in the thermo capacity of modern glass, as well as increased demand for more natural light, the industry has seen an increase in the use of larger and heavier glass panels. The increased trend toward using factory glazed units means that the Glazier must increase his/her knowledge and abilities to use hoisting and rigging equipment.

Also, due to an increase in environmental concerns, there is a tendency for new structures to meet Leadership in Energy and Environmental Design (LEED) guidelines. The Glazier needs to have knowledge of high-performance glazing products, solar trends, and building envelope integrity.

Glaziers learn through OJL and by working as an apprentice alongside an experienced journeyman. This is accomplished through a combination of related instruction as delineated in these Standards.

## **Working Environment**

Employment in the glazing trade is less seasonal than in most of the construction occupations. Such activities as replacing broken glass, making shower doors, and cutting glass for store cabinets and fixtures provide work through the year. Employment in retail outlets also tends to be stable.

Glaziers often work outdoors, sometimes in inclement weather. Their work can, at times, result in injuries as they work with sharp tools and may need to remove broken glass. They must be prepared to lift heavy glass panels and work on scaffolding, swing stages, mast climbers, and self – propelled platforms such as scissor and boom lifts, sometimes at great heights. Glaziers do a considerable amount of bending, kneeling, lifting, and standing during the installation process.

Glaziers generally work on one of several types of projects.

Residential glazing involves work such as replacing glass in home windows; installing glass mirrors, shower doors, and bathtub enclosures; fitting glass for tabletops and display cases as well as energy efficient retrofits.

Commercial interior projects may require Glaziers to install items such as heavy, often etched, decorative room dividers or security windows. Glazing projects may also involve replacement of storefront windows for establishments such as supermarkets, auto dealerships, or banks. In the construction of large commercial buildings, Glaziers build metal framework extrusions and install glass panels or curtain walls. Glazing projects are focusing more and more on weatherization practices and the retrofitting and installation of new energy efficient and energy producing glazing systems.

Emphasized early in the apprentice’s career is adherence to and knowledge of OSHA standards for personal safety; safety on the job site; and proper handling of tools, materials and equipment. Additionally, the apprentice will discuss safe work practices when working with glazing materials and various obstacles that may be encountered on the job, such as moving and lifting heavy or odd shaped glass and metal objects.

## **Program Level Competencies**

With reference to each of the respective areas of the Glazing trade, apprentices successfully completing this program will be able to:

### **Glazier**

- Explore trade options as they pertain to the glazing industry.
- Examine principles of glass.
- Identify trade-related materials and applications.
- Utilize trade-related tools and equipment.
- Interpret drawings related to the glazing trade.
- Apply trade math calculations.
- Apply building controls and layout techniques.

- Demonstrate the proper fabrication, assembly, and installation methods of the glazing industry.
- Apply the standards of quality control and quality assurance in the glazing industry.
- Apply green technology as appropriate in the glazing trade.

**Suggested Program of Study for the Glazier Curriculum**

The IUPAT/FTI Program of Study for the Glazier OJL and Related Instruction is outlined below. Under this hybrid approach, an apprentice must participate in the indicated minimum number of hours of OJL for each category of the program. The Program Sponsor is responsible for determining the number of RI hours that an apprentice must participate in based on the FTI guidance, local needs, and the suggested minimum of 144 hours per year (29 CFR 29.5(b)(4)).

CATEGORY #	CATEGORY NAME	OJL <sup>1</sup> HOURS	RI <sup>2</sup> HOURS
1.1-3.4	Core Curriculum	100	130
7.1	Health and Safety for the Glazing Trade	600	56
7.2	Introduction to the Glazing Trade	1000	44
7.3	Sealants	600	56
7.4	Architectural Drawings	300	44
7.5	Glazing Systems (Energy Glazing Systems), Installation and Layout	3000	182
7.6	Replacement Work, Retro-Fit and Weatherization	100	20
7.7	Skylights and Sloped Glazing	100	20
7.9	Welding Applications	200	80
		<b>6000</b>	<b>640</b>

<sup>1</sup> Refers to a Minimum – Maximum range of OJL hours that an apprentice must participate in during the specific apprenticeship program. An apprentice can take hands-on assessments in order to be awarded credit for these hours as determined by the District Council.

<sup>2</sup> Refers to the IUPAT/FTI suggested number of RI hours an apprentice should participate in during the specific apprenticeship program. However, the number of RI hours that an apprentice must participate in is determined by the District Council but must be a minimum of 144 hours per year.

## 33. PAINTER-DECORATOR

IUPAT/FTI

PAINTER-DECORATOR (PAINTER CONSTRUCTION) (PAINTER-DEC)

WORK PROCESS SCHEDULE  
RELATED INSTRUCTION OUTLINE

Painter-Decorator (Painter Construction) Program  
O\*NET-SOC CODE: 47-2141.00 RAPIDS CODE: 0379HY

### Competencies

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

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

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

### Painter-Decorator Apprenticeship Program

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

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

Apprentices successfully completing this program apply their skills and abilities as Painters and Decorators in residential, commercial, institutional, and industrial settings.

### Description of Occupation

**Painter-Decorator** – Painters and Decorators apply decorative and protective finishes in residential, commercial, institutional, and industrial settings. They prepare a variety of surfaces (wood, masonry, drywall, plaster, concrete, synthetics, stucco, and metal) prior to the application of materials such as paint, high performance coatings, waterproofing, fireproofing, varnish, shellac, wall coverings and special decorative finishes.

Painters and Decorators are employed by construction companies, painting contractors, building maintenance contractors, or are self-employed. They work on projects such as home interiors and exteriors, residential high rises, wall covering work, industrial tanks and plants, bridges, airports, institutions, marine and offshore projects, and other commercial and industrial projects. Some Painters and Decorators may work for years on a single site; others may work for contractors that rarely work on the same site more than once.

Trends in the industry are leading manufacturers to continually make their products more environmentally friendly. Environmental concerns have encouraged a movement toward 100% solid materials (low or no VOCs). The industry is on the cutting edge of the use of intumescent coatings in industrial settings. High performance emulsion paints and varnishes have vastly improved in their durability and overall performance. They have also become more environmentally and user-friendly. Ceramic insulating paints are fairly new to the trade. These paints were first introduced in the industrial sector but are now being used for residential applications as well. The use of these paints for homes is expected to rise because of the increasing awareness of energy efficiency.

### **Work Environment**

Painters and Decorators may come in contact with hazardous materials such as isocyanates, free silica, lead, volatile organic compounds and at times, carcinogenic materials. They may work with some physical discomfort when preparing surfaces or applying coatings in awkward positions. Painters and Decorators may work indoors and/or outdoors.

Painters and Decorators need to be aware of the safety and environmental concerns involved in the use of occupation equipment. For example, high and ultra-high-water jetting equipment and other types of abrasive blasting equipment are used to strip paint from building, tanks, bridges, ships, and piping. When working on tall buildings, painters erect scaffolding, including “swing stages,” scaffolds suspended by ropes, or cables attached to roof hooks. When painting steeples and other conical structures, they use a Bosun’s chair, a swing-like device.

Painters and Decorators must stand for long periods, often working from scaffolding and ladders. Their jobs also require a considerable amount of climbing and bending. These workers must have stamina, because much of the work is done with their arms raised overhead. Painters often work outdoors but seldom in wet, cold, or inclement weather. Some painting jobs can leave a worker covered with paint.

### **Training/Skill Set**

Key attributes for people entering this trade are manual dexterity, excellent color, and artistic aptitude. Good physical condition is important because the work often requires considerable standing, kneeling, and repetitive activities such as brushing and rolling.

Painters and Decorators must have an eye for detail, the ability to plan work, and knowledge of many types of finishes, their properties, and their applications. Painters and Decorators must be able to calculate areas and relate such calculations to required material. Good communications and customer service skills are required by Painters and Decorators who often interact with home/business owners, contractors, interior designers, and architects.

Basic computer skills are gradually becoming a necessary occupational skill for communications,

research, and design. Due to technological advances in the industry, ongoing training in new materials and their applications is critical to Painter and Decorators.

Most painters and decorators learn through OJL and by working as an apprentice to an experienced journeyman. This is accomplished through a combination of related instruction as delineated in these Standards.

**Program Level Competencies**

With reference to each of the respective areas of the Painter-Decorator occupation, apprentices successfully completing this program will be able to:

**Painter-Decorator Trade**

- Explore historical aspects of Painting and Decorating and its relevance to current applications.
- Explore trade options as they pertain to the Painting and Decorating industry.
- Examine principles of Painting and Decorating.
- Identify materials and applications of the Painting and Decorating industry.
- Utilize tools and equipment of the Painting and Decorating industry.
- Interpret drawings related to the Painting and Decorating trade.
- Apply trade math calculations.
- Apply the standards of quality control and quality assurance in the Painting and Decorating industry.

**Suggested Program of Study for the Painter-Decorator Curriculum**

The IUPAT/FTI Program of Study for the Painter-Decorator OJL and Related Instruction is outlined below. Under this hybrid approach, an apprentice must participate in the indicated minimum number of hours of OJL for each category of the program. The Program Sponsor is responsible for determining the number of RI hours that an apprentice must participate in based on the FTI guidance, local needs, and the suggested minimum of 144 hours per year (29 CFR 29.5(b)(4)).

CATEGORY #	CATEGORY NAME	OJL <sup>1</sup> HOURS	RI <sup>2</sup> HOURS
1.1-3.4	Core Curriculum	100	110
9.1	Health and Safety Awareness for the Painter-Decorator	300	42
9.2	Introduction to the Painting and Decorating Trade	1000	108
9.3	Surface Preparation and Cleaning	1000	52
9.4	Non-spray Application of Coatings	1000	72
9.5	Identifying Paints, Coatings, and Materials	500	24
9.6	Spray Painting	1000	68
9.7	Wood Finishes	275	32
9.8	Wall coverings	275	76
9.9	Abrasive Blasting	275	16
9.10	Decorative Finishes	275	40
		6000	640

<sup>1</sup> Refers to a Minimum – Maximum range of OJL hours that an apprentice must participate in during the specific apprenticeship program. An apprentice can take hands-on assessments in order to be awarded credit for these hours as determined by the District Council.

<sup>2</sup> Refers to the IUPAT/FTI suggested number of RI hours an apprentice should participate in during the specific apprenticeship program. However, the number of RI hours that an apprentice must participate in is determined by the District Council but must be a minimum of 144 hours per year.

## 34. COURSE DESCRIPTIONS

### Core Curriculum

- COR 1038 - Accessibility Standards\* - The Accessibility Standards Training aims to identify, remove, and prevent barriers for people with disabilities. The Accessibility Standards Training provides general requirements in the areas of customer service, information and communication, employment, transportation and built environment regarding disabilities.
- COR 1017 - Advanced Computing - In Basic Computing, you learned the core features and tools in MS Word, Excel, PowerPoint, and Outlook. This second course in the series discusses the advanced features of MS Office Excel and PowerPoint.
- COR 1006 - Advanced Math - This course is part of a Red Vector course bundle. An initial flat fee of \$125 will be charged to the District Council training fund and unlocks access to enrollment in the remaining bundled courses. Please see below for full description of this course.
- COR 1125C - Aerial Lifts (CERTIFICATION) - Aerial lifts are another means of getting workers, equipment, and/or materials to where they are needed on the job. There are two basic kinds of aerial lifts: scissor lift and boom lift.
- COR 110C - American Heart Association (AHA) First Aid (CERTIFICATION) - 100% classroom training means students are with an AHA Instructor for their entire learning experience. Heartsaver First Aid is a video-based, instructor-led course that teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services arrives.
- COR 1251 - Anger Management\* - This course is designed to describe the essentials of managing anger in an appropriate and constructive manner. While designed specifically for the work environment, the core elements of this training can be applied when you are at home or on the road. The constant pressures and stresses of modern life have resulted in a growing realization that anger control methods should be taught.
- COR 1012 - Apprentice Orientation\* - What the Finishing Trades Institute will expect from an Apprentice. This class will review advancement criteria and our expectations of an apprentice. All necessary form will be updated and the importance of keeping the program informed will be stressed. The 3-strike Policy regarding class related study attendance will be reviewed as well as the employer evaluation criteria.
- COR 1007S - Architectural Drawings (Student Access) - Upon successful completion of this course, the student will be able to locate and identify engineered specifications within a set of plans; locate and identify engineered scaled and un-scaled drawings; order and manage construction materials from a set of plans; increase credibility and communication between the job foreman and job-site engineers; identify National Building Codes pertaining to their trade.
- COR 1046 - Basic Blueprint Reading - This course is part of a Red Vector course bundle. An initial flat fee of \$125 will be charged to the District Council training fund and unlocks access to enrollment in the remaining bundled courses. Please see below for full description of this course.
- COR 1008 - Basic Computing - This course introduces MS Office software and fundamental use of the Internet.
- COR 1004S - Basic Mathematics and Measurements (Student Access) - Lesson 1 covers basic Math operations, skills involving square numbers, and square roots. The lesson also explains and solves equations using the order of operation. Lesson 2 explains the systems of measurement: US Customary and Metric, combines and converts denominate numbers, and uses calculators when converting and combining units of measurements.
- COR 1217 - Business Communications\* - To make the most of our time, we all want the meetings we attend to be productive. In this module, you will explore why meetings are often not as productive as they could or should be, and you will learn some techniques for improving them. If you can incorporate these suggestions into your meetings, it will help your staff stay focused and ensure that they feel appreciated and energized.

- COR 158 - Changing the Culture of Construction - This training is designed to inform and empower the construction industry by separating fact from fiction and encourage our workforce to choose proactivity when it comes to behavioral health issues and addictions. Our goal is to educate individuals, in turn promoting a healthy, safe, and substance free working environment.
- COR 1200C - Communication Skills\* (CERTIFICATION) - Objectives include identifying elements of verbal and non-verbal communication; defining the basic communication process and common barriers to communicating effectively; identifying personality types and how to work with each; identifying good listening skills, strategies for resolving conflicts, and the importance of supporting a sexual harassment free work environment (Certification Period: Permanent).
- COR 1111C - Confined Space (CERTIFICATION) - In this course, students will study OSHA's Permit-Required Confined Spaces standard (29 CFR 1910.146). This course is designed to enable students to recognize, evaluate, prevent, and abate safety and health hazards associated with working environment associated with confined space entry. Technical topics include the recognition of confined space hazards, basic information about instrumentation used to evaluate atmospheric hazards, and ventilation techniques (Certification Period: Permanent).
- COR 1131 - Construction Safety Awareness\* - New workers are often thrust into environments with little or no structured safety training, and therefore quite vulnerable to injury and accident.
- COR 1259 - Coping with Change\* - This course is designed to help you, as an employee or manager, to contribute more effectively to your team by utilizing strategies and tips on coping with change. The techniques will make it easier to cope with change in many workplace situations, including identifying your own reactions as well as those you may manage.
- COR 195 - Coronavirus Preparedness for Employers and Employees\* - This Covid-19 course is automatically assigned to all members. This course will tell you about simple steps you can take to stay healthy and prevent the spread of the virus and disease.
- COR 1236 - Dealing with Conflict\* - As long as you are in business you will have customer complaints - they never end. Your ability to acquire and retain customers is vital to your organization's long-term success. This 1-hour interactive online course provides you with useful tools to help turn unhappy customers into loyal customers. A customer relations self-evaluation which will give insight into how well your business is doing with regards to customer service is also available.
- COR 1132 - Drug and Alcohol Addiction Awareness - This course provides students with an understanding of how drug and alcohol use affects the person, their family, and the workplace.
- COR 1119C - Fall Protection (CERTIFICATION) - Falls are the second leading cause of death in the workplace. With the proper training and equipment, those deaths from falling could have been prevented.
- COR 1101C - First Aid/CPR/AED (CERTIFICATION) - The American Red Cross or The American Heart Association emergency response, automated external defibrillation, and cardiovascular pulmonary resuscitation, as well as emergency response, automated external defibrillation, and cardiovascular pulmonary resuscitation (Certification Period: 24 months).
- COR 120C - Forklift (CERTIFICATION) - This is an 8-hour course that will address laws and regulations, stability principles, pre-operational inspection procedures, safe operating practices, and evaluating competency for a Class 1, 4, and 5 forklift. There is a written test along with a hands-on operating test (Certification Period: 36 months).
- COR 1104 - Hand and Power Tool Safety Awareness - Identifying the appropriate types of personal protective equipment such as hearing, eye or dust protection and determine when this equipment should be used. Demonstrating/describing all general safety rules for powers tools and follow them. Explain the importance of using guards during the operation of power tools and the importance of using a properly rated extension cord.
- COR 1116C - Hazardous Communication (CERTIFICATION) - Although many of the chemicals used in industry are potentially hazardous. The Hazard Communication or "Right-to-Know" standard provides for the communication of information needed to ensure the safety and health of those who work with or near hazardous substances. This

program is designed to provide Students with a basic understanding of the requirements of the Hazard Communication Standard (1910.1200) and safe work practices to follow.

- COR 1195C - Industrial Construction Forklift (CERTIFICATION) - This is an 8-hour Class 7 – Telehandler certification course, which will address laws and regulations, stability principles, pre-operational inspection procedures, safe operating practices, and evaluating competency. There is a written test along with a hands-on operating test. (Certification Period: 36 months).
- COR 1129C - Infection Control Risk Assessment (ICRA) (CERTIFICATION) - This eight (8) hour course is designed to clearly communicate to provide awareness to the contractor, the Health Care Facility's commitment to the prevention and spread of health care associated infections through specific controls, barriers, rules, and regulations.
- COR 1000 - IUPAT History - This course is a comprehensive course covering the history of Unions through the current economic, social, and political environment that a laborer enters into today. All members of the trades who participate in this course will learn the reasons for unionization, how unions promote the trade and serve the members, and their union's structure and activities.
- COR 1108S - Ladder Safety (Student Access) - Ladders can be used for many different jobs. They are so commonly used that they are sometimes taken for granted which can lead to trouble or danger. The design and construction of ladders will depend on how they are intended to be used. Ladders can be made in different strengths depending on whether they will be given heavy constant use or merely light occasional use. It is essential that workers know how to use and care for ladders properly, safely, and effectively.
- COR 1105C - Lead Abatement Worker (CERTIFICATION) - This 3-day (24 hour) course is a model class designed to enable the instructor/s to train Lead Workers to perform his/her job with the knowledge and skills to work safely and productively while adhering to all state, federal and local regulations on lead and lead abatement practices.
- COR 1130C - OSHA 30\* - Through this program, supervisors, and workers responsible for safety on the job will attend a 30-hour class delivered by OSHA-authorized trainers. This OSHA training helps to ensure that workers are more knowledgeable about workplace hazards, their rights, and contribute to our nation's productivity (Certification Period: Permanent).
- COR 1126C - OVERTON Rigging and Signaling (CERTIFICATION) This course covers all training requirements per 29CFR1926.1400, including the rules about cranes on constructions sites or in a construction application.
- COR 1009 - Personal Finance\* - Personal Financial Awareness is a course designed to help students understand the impact of individual choices on occupational goals and future earnings potential. Real world topics covered will include income, money management, spending and credit, as well as saving and investing.
- COR 1158 - Personal Protective Equipment\* - More than one-quarter of all disabling injuries involve the head, eyes, hands or feet. Personal protective equipment, or PPE, is designed to protect you from those health and safety hazards that cannot practically be removed from your immediate work environment. In this course we will review the most common types of PPE. You will find out when and where you need PPE, how to choose the correct equipment for your work environment, and the limitations of the equipment you use.
- COR 119C - Respirator Refresher (CERTIFICATION) - This meets with OSHA minimum requirements under the Respirator Standard 29CFR 1910.134. This course provides comprehensive instruction on standard and offered to participants who already completed the on-line medical evaluation and will be fit-tested to wear a respirator (Certification Period: 12 months).
- COR 1002S - Survival of the Fittest (Student Access) - This course is designed to provide apprentices and journey workers with vital skills, attitudes, and behavior necessary to compete in today's industry. This highly interactive course aims to provoke and stimulate training. Student discussions will focus on subjects such as market share, absenteeism, harassment, integrity, competition, supervision, and money management.

## **Industry Specific Curriculum**

- PAT110 Introduction to Drywall - In this course, participants will learn to appreciate the quality of work done by Finishers skilled in the techniques of filling. Filling, along with sanding, are the Drywall Finishers final touches before completing a drywall job.
- PAT111 Materials of Drywall - A Drywall tradesperson must be familiar with the choices of materials that can and should be used on a particular job. The materials used, coupled with the proper procedures for application are crucial to properly finishing a job. Participants will discuss the advantages of drywall construction and the materials used.
- PAT112 Taping and Filling Techniques I - Taping is the process of gluing or adhering paper or a fiberglass tape over wallboard joints such as butt joints, flat joints, and angle joints. Taping reinforces joints and provides a smooth surface for applying further coats of filler.
- PAT113 Taping and Filling Techniques II - There are many types and uses for filling compounds. Various factors of a job site, including climate conditions, materials used, and purpose will determine the type of filling compound that will be used.
- PAT120 Introduction to Painting - This class will orient individuals to the painting profession. The topics to be covered include painting materials, tools, equipment, and terminology. An overview of the characteristics of light and color will also be provided.
- PAT121 Techniques of Painting - This course covers surface preparation, selection and characteristics of materials, standards and specifications related to abrasive blasting, H2O blasting, and painting. Special emphasis will be placed on characteristics of normal and abnormal surface deterioration and thermal spraying for metal substrates.
- PAT122 Introduction to Wall Covering - This course covers the basic principles of wall covering. Students will learn how to prepare a surface wall covering and how to apply wall covering. Tools and materials of the wall covering trade will also be discussed.
- PAT130 Introduction to Industrial Painting - This class will orient individuals to the industrial painting profession. Topics to be covered include coating materials, tools, equipment, and terminology. The differences between industrial painting and commercial painting will be identified and described.
- PAT131 Surface Preparation - This course covers the tools, materials and methods used for cleaning and preparing surfaces using solvents, hand tools and power tools. Content in this course is based on the methods and procedures specified by SSPC and NACE.
- PAT132 Materials for Industrial Painting - This course covers the tools, materials and methods used for cleaning and preparing surfaces using solvents, hand tools and power tools. Content in this course is based on the methods and procedures specified by SSPC and NACE.
- PAT133 Techniques of Spraying - This course covers the fundamentals of spray painting with a detailed discussion of the most common spray-painting systems: electrostatic, turbine, airless, conventional, air, HVLP, and turbine. Student will also learn how to safely use spray equipment and the potential hazards involved.
- PAT140 Introduction to Glazing - This course is designed to introduce glazing and the tools of the trade. Students will learn fundamentals of the glazing industry including the different purposes windows serve in a building's design, trade terminology, symbols, trade tools and materials. Students will learn the management of glass cutting projects.
- PAT141 Sealant Theory and Application - This course is designed to introduce sealants used in the glazing trade. Students will learn sealant terminology, selection, forms, and their proper and most effective use for a given project. The basic principles regarding joint design and measurements as well as the proper substrate preparation techniques will be discussed. Additionally, students will learn the basics of structural glazing including its methods, applications, and safety factors.

- PAT142 Glass Fabrication - This course is designed to build basic skills and knowledge necessary for fabricating glass including mirrors, spandrel glass, architectural panels, and Ribbon Window Systems. Students will also learn the purpose and techniques for anodizing aluminum surfaces that often surround glass installations.
- PAT210 Automatic Taping Tools - The most used method of taping in the industry is the automatic taping tool, also known as the Bazooka®. Students will gain hands on experience while learning the parts, functions, safety, and maintenance procedures of the tool. Operating procedures will be described and/or demonstrated.
- PAT211 Advanced Drywall Techniques - In this course, the participating Drywall Finisher will become familiar with the various inspections that are needed and codes that must be followed based on recognized national or local building codes and regulations. The most common inspections are conducted on electrical, plumbing, construction framing, and insulation work. Participants in this course will be given the skills and knowledge they need to know if inspections have been conducted and passed to ensure their safety and to prevent expensive problems that could occur when work is nearly or fully completed.
- PAT220 Techniques and Applications of Spray Painting - This course covers the fundamentals of spray painting with a detailed discussion of the most common spray-painting systems: electrostatic, turbine, airless, conventional, air, and help. Students will also learn the potential hazards involved with spray equipment and how to use spray equipment safely.
- PAT221 Decorative Finishes - This course emphasizes high end finishes such as faux effects, wood graining and other special paint materials.
- PAT230 Testing and Quality Control - This course covers quality control and quality assurance. Students learn how to recognize failures of paint coatings, causes of failures and their remedies. Students also learn to conduct a quality control inspection and the standards that apply to the various tasks performed during the inspection process.
- PAT241 Installation, Layout and Building Control - This course is designed to introduce the glazier to curtain wall installation methods, practices, and testing standards. Students will also learn the basics of aluminum entrances, storefront installations, Ribbon window installations and the use of transits, levels, and lasers. All aspects of installation and layout will be discussed as well as building control basics.
- PAT243 Specialties in the Glazing Trade - This course is designed to enhance the basic skills of a glazier in performing specialty work. Specialized glazing work may include aquarium and shower door installation, auto glass work, glass shelving, Herculites, stained glass and clear story. Glaziers will learn techniques and procedures as well as safety regulations and safe handling of all materials and installations.
- PAT249 Welding - This course prepares students for 3G and 4G certifications in welding. Students must pass these certifications through the American Welding Society (AWS) certification program to complete the course. Students will learn how to prepare all related applications and paperwork as well as the requisite welding samples. Students will have the opportunity to practice their techniques on simulators as well as actual welding equipment.
- SFT120 Safety in the Construction Trades - This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA30 and basic First Aid/CPR certifications.
- SFT214 Safety for the Industrial Applicator - This course presents the NJ/EPA model curriculum for lead-based paint (LBP) abatement workers. Using classroom activities, demonstrations, and significant hands-on training. Students will learn how to safely abate lead-based paint in both interior and exterior environments.
- SFT250 Safety in the Drywall Trade - This course is designed to provide advanced safety awareness and practices for workers within all trade areas. Students will gain useful exposure and knowledge to basic safety practices including but not limited to First Aid/CPR, First Aid/AED (Automatic External Defibrillator), respiratory protection, fall protection and safety protocol when using power tools.



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