

***STUDENT***  
***POLICIES AND PROCEDURES***  
***2023-2024***  
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## 2023 - 2024

# ELECTRICAL APPRENTICESHIP POLICIES AND PROCEDURES

### 1.0 BACKGROUND:

1.1 There are four years of study to complete the apprenticeship program. Each year is divided into two 18 weeks semester. First semester classes meet every August to the end of every December. Second semester classes meet from January to May.

1.1.1 Students must provide proof of High School Diploma, High School Equivalency or GED certificate to their contractor for eligibility to attend Western Colorado IEC Classes (WCIEC). Students must be registered with the Selective Service to be eligible to attend (if they are between the ages of 18 and 26), per Senate Bill 03-255 or present proof of exemption. To register or verify registration go to [www.sss.gov](http://www.sss.gov).

1.2 Classes meet for one evening per week (four hours per class) from 6 to 10 p.m. Classes are held at 1500 Devereux, #B, Glenwood Springs, Colorado.

1.3 Classes can be held at different times. These classes are scheduled on an “as required” basis. Information about these classes will be mailed, e-mailed, text or faxed to all student’s employers.

1.4 The final class schedule is difficult to predict. The exact night that any given class will meet is subject to various factors, including availability of instructors, inclement weather, and classroom space. In general, Western Colorado IEC (WCIEC) follows these guidelines in scheduling classes:

1.4.1 Apprenticeship classes are scheduled Monday through Thursday nights. Classes will not be on Friday nights. However, make-up, tutor classes, and other special classes may be scheduled on Saturdays. Schedules might change because they were cancelled due to weather conditions or other conditions outlined in Section 20.0 of these Policies and Procedures.

1.4.2 In consideration for the students to take advantage of car pooling and parking spaces available and other benefits, students employed by the same contractor will be placed in the same class whenever possible. **There are no guarantees** about any classes being held on any evening until the final class schedule is formulated and until all instructors have been hired.

### 2.0 GOALS OF THE APPRENTICESHIP SCHOOL:

2.1 Western Colorado IEC a Department of Labor (DOL) registered Apprenticeship Program , IEC National and Emily Griffith Technical College are the organization that administers the apprenticeship school. **The primary goal of the apprenticeship school is to graduate highly skilled, highly trained, and initiative-taking electricians.** In doing so, the students should have the background and tools necessary to become the future leaders of the electrical industry.

2.2 It is *not* a goal of the school to prepare individuals for state licensing exams.

Students are strongly encouraged to complete the apprenticeship program even if they have a state electrical license.

### **3.0 REGISTRATION AND LATE REGISTRATION:**

3.1 Registration information will be sent to contractors via website, text, email, mail, or other forms of communication. Registration and Book order forms are available on our website [www.wciec.org](http://www.wciec.org). Class Calendars are also available on the website under the event heading.

3.2 Contractors are to return the registration forms to the WCIEC Office as soon as possible, but no later than the deadline shown on the form.

3.3 **Money for tuition and book payment must be submitted at the time of registration.** *Payment for tuition and books must be by company check only. Invoicing can be pre-arranged for contractors only.*

Contractors shall collect all money due from their individual apprentices. **Books will not be distributed until payment has been received.**

3.4 The registration deadline is to have enough time to order textbooks for the various classes. Anyone who registers and is accepted as a late registrant for the apprenticeship school after the date for “Close of Registration” stands the possibility of *not* receiving their books by the first night of class. Textbooks are ordered for registered students only. Furthermore, the WCIEC staff **MUST** have accurate registration information to hire needed instructors, allocate classroom resources, and prepare the paperwork necessary for the opening of school. Classroom space is limited. Late registrations received after the registration deadline are subject to a \$150.00 late fee per student.

3.5 To enroll a student **after the registration deadline** has closed, call the Western Colorado IEC Training Office 970.945.1079. We will make every effort to accept your apprentice(s). Online learning might also be a possibility depending on availability.

3.6 As stated above, any students registered after the close of registration might *not* receive books timely. Late registrations require a separate book order, and the delivery date of these books cannot be guaranteed.

3.7 Registration prerequisite; High school Diploma, GED, or a High School Equivalent completed certificate. The apprentice must be 18 years old. Colorado Drivers License or a Colorado resident ID. Out of state IDs are accepted. However, tuition is more. See paragraph 1.1.1 for complete requirements to attend.

### **4.0 TUITION:**

4.1 Tuition costs are established by the WCIEC Apprenticeship and Training Board and will be included in the registration information.

4.2 Tuition charges include expenses to cover teacher salaries, classroom space, and other expenses incurred during classroom instruction. Tuition charges **DO NOT** include costs for any other

IEC activities. Tuition charges DO NOT include textbooks, workbooks, notebooks, or payment for other materials necessary for class preparation and study.

**4.3 As stated in 3.3, tuition payment must be submitted at the time of registration. Unless prior arrangements have been made.**

4.4 Any student whose tuition and books have not been paid prior to the first night of class will be allowed into class the first night. If the tuition and books have not been paid before the second week of class. The student will not be allowed to continue until payment is made in full.

4.5 Eligibility for In State Tuition , the student must be a resident of Colorado for a minimum of one year. The student must have a Colorado Driver's license and or a Colorado ID for at least one year. (The issue date on the Colorado ID).

## **5.0 BOOKS:**

5.1 IEC Textbooks must be purchased from WCIEC. The cost of the textbooks is established by the Apprenticeship and Training Board and will be stated in the registration information and Book Order Form.

5.2 Textbooks are purchased for the entire year (two semesters). Some will be used in other years, others will only be used for one year. Students are encouraged to keep the books for future reference material.

5.3 **All students must purchase the student Book Kit.** The book kit contains the worksheets and assignment information necessary for the student to successfully complete the course.

**5.4 As stated in 3.3, book payment must be submitted at the time of registration. Books will be distributed the first night of class. All required paperwork and required signatures will be completed the first night of class. A Colorado ID will be required the first night of class if not already provided with registration forms. Books will not be distributed until payment is received.**

## **6.0 INVOICING:**

**Only with prior approval. Otherwise, there is no invoicing; payment is due and payable with registration.**

## **7.0 CREDITS/REFUNDS:**

7.1 **There will be NO credit for book fees after the books have been handed out and are in the possession of the student.** Books are ordered based on registration and completed book order forms. Should it become necessary to cancel a book order. A credit will be issued to the contractor for the cost of the books less a 20% restocking fee.

7.2 **There will be NO refunds for tuition after the second night of class.** If cancellation is received prior to the second week of class, the full amount of tuition minus a \$75.00 administrative fee will be credited toward future tuition expenses rather than returned as a check. All Cancellation notices must be written by the Contractor and sent via e-mail or mail. Acknowledgement of the cancellation notice will be sent to the contractor in two weeks of receipt

of contractor cancellation notice. However, if a contractor demands a refund by check, a written request to the WCIEC Office will be necessary.

## **8.0 FACILITIES:**

8.1 Every effort has been made to provide WCIEC students with a clean, safe, and attractive place to attend class. It is everyone's responsibility to help maintain these facilities. Anyone that deliberately damages or destroys WCIEC property will be dismissed from the program and appropriate charges will be filed.

8.2 No food or open drinks are allowed in the classroom. All drinks must have a close position on the lid. Special Occasions food will be provided by WCIEC (apprenticeship week, graduation or wire off)

## **9.0 CONDUCT:**

9.1 There are several classes meeting at the same time as yours. When you are on break, or are not in the classroom, please be quiet so you do not disturb the other classes.

9.2 Everyone has the right to feel safe and secure in the class environment. Any conduct intended to harass or intimidate other individuals will not be tolerated. Continued conduct of this kind will constitute a reason for termination from the program.

9.3 The Western Colorado IEC is committed to an environment free from discrimination and harassment based on race, religion, sex, gender, and sexual orientation. Under no circumstances will discrimination be tolerated regarding any of these issues, our programs are non-biased and open to all persons equally. Any matters of discrimination will be dealt with swiftly and in accordance with all applicable state and federal laws.

9.4 The use of any alcohol, marijuana, or other drugs in, on, or around the school building, including the parking areas, will not be tolerated at any time. Such use will result in your immediate termination from the program. The same applies to anyone who is in possession of a weapon on or around school premises.

9.5 Smoking in our class areas is forbidden. If smoking is done it is to be outdoors and areas will be cared for and cleaned as with any other classroom spaces.

9.6 The instructors are considered as an extension of WCIEC management. Instructors have the authority to dismiss any student from the premises for conduct deemed not in the best interest of the apprenticeship program or WCIEC school, whether that student is in their class or another class.

9.7 The cell phone policy is to form a classroom environment that is productive and free of distractions. Cell phones can be used as a calculator or as a personal response tool for taking quizzes and exams. Cell phones should be in the off position or silent mode for personal usage during class.

Personal calls, texts, and electronic messages can be done during break time. The student is expected to remove themselves from the classroom if it is an emergency phone call, text, or electronic message. So as not to disturb the other students or class. Failure to abide by the cell phone policy will result in disciplinary action and or termination.

9.8 All WCIEC student curriculum books and the NEC codebook are required to attend class. If the student forgets to bring their books to class. The student will be told to exit the classroom. The student will be marked as an unexcused absent for that class.

9.9 Any student that feels they were treated unfairly during the enforcement of the “Conduct” section of this document is encouraged to make an appointment with the WCIEC Training Committee or the Training Director to discuss the issue. Discussion Immediately before class is a bad time. There are many demands on the Training personnel at these times.

9.10 Any student caught cheating on homework, quizzes or exams are subject to immediate termination from the program. The student’s employer will be notified the following day.

9.11 In the event of a conflict these steps are to be followed. The Apprentice is to contact his Employer. The Employer or appointed representative and the Apprentice will contact Western Colorado IEC office or the Training Director. All parties will work towards a resolution. If the parties mentioned do not agree on a solution. Then the Employer and the apprentice may want to appear or communicate with the Board of Directors for a solution. Any decision by the Board of Directors Committee is final. The Committee meets every quarter or as necessary.

9.12 If a pandemic mandated law requires special protocols for class participation. We will require everyone to follow the special protocols. Special protocols could be temperatures taken at the beginning of class and recorded as your signature on the attendance sign in sheet. Wristbands might be required for proof of temperature taken. Social Distancing and one- way entrances/exit doors. One-way traffic through narrow hallways and corridors. Masks are highly recommended for your health and the health and well-being of others. If mandated by law masks will be required to participate.

## **10.0 CHALLENGE TESTING:**

**10.1 Challenge testing allows a student to complete the semester course or skip first year. The Requirement to skip first year is to complete the timed first year IEC National Standard Final Exam. The score must be 70 or above. Below a 70 is failing. The second requirement is a timed hands-on skill. Including but not limited to EMT pipe bending or device wiring. Scoring will be based on the WCIEC scorecard. The cost is \$250.00 per challenge testing. The test will be proctored at WCIEC during regular business hours. The challenge testing must be complete before the registration deadline for that school year.**

**10.2 Only 1<sup>st</sup> year apprentices are eligible to request a challenge test. If an Apprentice passes the challenge testing, they can skip first year and go directly to second year class. The 288 hours of required apprenticeship training per DORA, is still required.**

## **11.0 PLACEMENT TESTING AND TRANSCRIPTS:**

11.1 Placement Testing is allowed. See section 10.0 Challenge testing.

11.2 Transcripts from other IEC apprenticeship training programs are allowed. The transcripts need to be presented to the WCIEC Training Office Staff for review. The WCIEC Training Office Staff or the WCIEC Training Director will review the transcripts for content and coordination with the WCIEC program. The acceptance or rejection, in whole or in part, of credit for previous training is the

decision of the WCIEC Training Director. If the student does not agree with the judgment of the Training Director about placement in school. The student and the employer may request in writing to have their position heard by the WCIEC Training Committee. The WCIEC Training Committee meets once a month or as necessary.

11.3 Transferring Student transcript request can be made with their previous IEC Chapter.

11.4 WCIEC and IEC does not recognize any other transcripts or any other apprenticeship programs.

11.5 Western Colorado IEC students can request transcripts before their four-year schooling is complete. The student will need to complete a transcript request form from Emily Griffith Technical College at [www.emilygriffith.edu](http://www.emilygriffith.edu) or send an email to; [student.records@emilygriffith.edu](mailto:student.records@emilygriffith.edu). Charges may apply. WCIEC will provide fourth year graduating student's their complimentary transcripts at the graduation ceremony.

## 12.0 ATTENDANCE AND MAKE-UP CLASSES:

12.1 Attendance is MANDATORY, and it is the responsibility of the student to attend and participate in class. The instructors, the WCIEC Training Office and the employing contractors will closely monitor attendance. All State and Federal requirements will be adhered to in its entirety.

12.2 A sign-in sheet will be issued for each class. This sign-in sheet is to be marked in attendance by the teacher each night. If the attendance sheet is not marked by the teacher for each class, that student will be considered absent. First and second year classes the teacher will record attendance on the sign-in sheet twice a night. For example: 6:00 and 8:30 p.m. or at a time designated by instructor. Third- and fourth-year students will be marked in attendance by the teacher each night.

12.3 It is the responsibility of each student to insure they have been marked in attendance on the sign in sheet. **If you do not want to be marked absent, make sure your teacher has properly marked you in attendance at the appropriate start time. Disagreements with attendance records need to be addressed to the WCIEC Training Office staff ASAP or within the current semester.**

12.4 Each student is required to complete a minimum of 144 hours of the apprenticeship program each year. The school year consists of 36 regularly scheduled class sessions. Students that miss any classes during the school year will be required to do a make-up class. The make-up class should be completed as soon as possible. There will be no make-up classes at the end of the year! It is the student's responsibility to attend the scheduled make up classes. Students attending a make-up class are expected to come prepared, participate and pass any quizzes or exams administered.

12.5 All students who attend make-up classes will be required to pay a fee. The \$40.00 fee must be paid with cash or a check at the time the make-up class is attended. Venmo payments are acceptable at [@wciec2023](https://www.venmo.com/wciec2023) for a fee of \$45.00 paid at the time the make-up class is attended. Credit Cards will not be accepted. Make -up classes will be scheduled once a month or as the need dictates. Make -up classes are considered a regular class. If the student does not attend a scheduled make -up class, it will be considered an absence.

12.6 Students who have accumulated more than three absences during the school year, **may** be dropped from the program immediately. The contractor will be notified via phone or email or other communication regarding the second and third absence. The student and the contractor must

contact WCIEC training Committee after three (3) absences to have their position heard as to why the student should be allowed to continue in the apprenticeship program. Any student dropped from the program but is otherwise in good standing with WCIEC may re-enroll to repeat the entire school year.

12.7 Students who have not made-up classes per these guidelines by the end of the scheduled school year will finish the year with an “incomplete” as their grade.

12.8 If a make -up class is needed after the last night of class to graduate. The cost of the make-up class is \$250.00 per student, per make-up class. No exceptions.

12.9 Absences due to a medical reason will need to have a Dr’s note to return to class. The Dr’s note will be an excused absence. However, the make-up class is still required as is payment.

**12.10 Military service** in the event a student is called to active, inactive, or reserve duty in the Armed Forces they must first and foremost present a formal set of orders to be included within their student records. Class dates specified within the orders as presented are excused with the following conditions.

1. When a student is Off -Duty they are required to attend all regularly scheduled classes and maintain their class work schedule.

2. On-Duty students are required to attend a minimum of one class per month during their duty schedule if possible.

3. On-Duty students are required to present all homework on a regular basis during their On-Duty schedule. (This can be accomplished in many ways.)

4. On-Duty students are required to demonstrate proficiency in their studies by passing quizzes and exams per established WCIEC Policies and Procedures.

It is understood and granted that military service to the United States of America is paramount and we will make every effort to collaborate with enlisted persons. Please accept the Western Colorado IEC commitment to the standards we promote are important as well.

When a student is called to Active Duty their commitment to the WCIEC is forgiven. That semesters tuition is returned in full to the payer and the student is invited to return, under the tuition schedules in place upon departure, into the beginning of the semester in which they left upon completion of their military service.

### **13.0 ATTENDANCE REPORTS:**

13.1 An attendance report will be sent via fax, e-mail, or text, weekly to contractors with students in the apprenticeship program who have missed a class. If a student is absent, it is their responsibility to contact their teacher for all homework and or reading assignments that need to be completed by the next scheduled class.

13.2 The Apprentice Absentee Report includes student name, class identification, current sessions missed.

13.3 It is the instructor’s responsibility to notify member contractors of the student, absence on a timely basis and keep member contractors apprised of any lack of performance.

13.4 Tardiness on a regular basis is rude and unexcusable and will not be tolerated. Tardiness will have a negative effect on the student’s attendance grade.



## 14.0 GRADES:

14.1 Student grades will be based on a combined average of four different factors: exam, quiz, homework scores and attendance. This grade is referred to as the combined average and is calculated as follows:

Mid-term calculation is:

Mid-Term Exam score = 30%  
Quiz scores = 30%  
Homework/Lab scores = 30%  
Attendance +/- 10 points

Final's calculation is:

Mid-Term Final score = 22.5%  
Final Exam score = 22.5%  
Homework/Lab scores = 22.5%  
Quiz scores = 22.5%  
Attendance +/- 10 points

14.2 To pass from one semester to the next the student must have a minimum combined average grade of 70%. (For example: from first year, first semester to first year, second semester).

14.3 To pass from one year to the next, the student must receive a minimum grade of **70% for the combined average second semester final grade.**

14.4 Students that fail any semester with a grade below 70% on the combined final semester grade will be allowed to take a "re-test" exam **one time** only. (See section 17.0 for more information on re-testing). Re-test exam fees will apply per these policies.

14.5 Letter grades will be assigned to each overall percentage grade according to the following table:

100% - 93% = A = Exceptional  
92% - 85% = B = Very Good  
84% - 75% = C = Good  
74% - 70% = D = Poor  
Below 70% = F = Very Poor – Failing

14.6 *Any student that fails a semester must retake that year in its entirety to continue in the Western Colorado IEC program.*

## 15.0 GRADE REPORTS:

15.1 Grade reports are sent to the contractor who submitted payment on behalf of the student, twice every semester. The 1<sup>st</sup> Semester Mid-Term grades and the 1<sup>st</sup> Semester Final grades. The 2<sup>nd</sup> Semester Midterm grades and the 2nd Semester Final grades.

15.2 All grades are reported and due to Emily Griffith Technical College within 10 days after the end of semester. Emily Griffith Technical College requires OJT hours be reported each semester. A letter will be sent to the contractor/employer to verify the actual OJT hours per semester. If the actual OJT hours are not completed or the contractor/employer does not respond by the deadline date, the grade will be unsatisfactory for that semester.

15.3 The student should receive a copy of their grades from their employer. If not ask your contractor for a copy of your grades.

15.4 **It is the responsibility of the student to keep WCIEC informed of changes to their address, employer, telephone number, by written notice, emailed or texted to the WCIEC office Staff.**

15.5 If the contractor member is not in good standing with Western Colorado IEC at the end of every semester, grades will not be issued. Grades will only be issued if all dues, fees, tuition, and books are paid in full.

## **16.0 EXAMS:**

16.1 All exams will be created and maintained by that year's instructor. It is the Instructor's responsibility to ensure the accuracy of the exams they present.

16.2 Students that are absent for a Mid-Term Exam will be required to take the exam before the next weeks scheduled class. **If a student that did not take a Mid-Term Exam, attends subsequent class sessions without first taking the Mid-Term Exam (see above) the student will receive a zero for the exam.**

16.3 Students absent for a Final Exam, must take the exam by scheduling an appointment with their instructor. Any student that needs to make up the Final Exam must complete it within five working days from the originally scheduled Final Exam. **There will be a \$250.00 exam fee for special Exams scheduled outside of WCIEC office hours. Any class fees are required to be paid before the exam is given.**

16.4 All exams are open book exams. The National Electrical Code book and a calculator should be used to gain proficiency with these tools.

16.5 Each exam is numbered. The student needs to record their exam number on the answer sheet (all exams are not alike) and make sure that all other information on the answer sheet is completed. It is the responsibility of the student to ensure their exam is returned to the instructor following the examination. **The student will be held responsible for a lost or missing exam and may receive a zero for the exam if it is not returned to the instructor.**

16.6 Some Exams and quizzes will be administered through Turning Technology software rapid response system or via other online applications. Electronic devices, phones and or computers will be used to key in answers to the instructor and into the software.

## **17.0 RE-TESTING:**

17.1 Re-testing for the 1st Semester Exam is allowed under these Policies and Procedures. Re-testing for Final Exams is allowed as well, schedule any retests through your instructor before the next class period. See Section 14.2, 14.3, 14.4, 16.2 and 16.3.

17.2 **Any student that receives less than 70% on the combined average score for 2nd Semester will be allowed to retake the 2<sup>nd</sup> Semester Exam one time.** The re-test must be completed during regular WCIEC Office hours and must be scheduled through your instructor. All re-tests must be completed before the next scheduled class or within one week at years end. Any retest is subject to a \$250.00 fee for the instructor time to administer.

17.3 Any student that retakes a Final Exam (either first or second semester) **will not** receive a score on that exam that is higher than is necessary to allow the student to pass to the

next semester. For example: If a student receives a 66% on the combined average grade for a semester, the student is entitled to retake the exam one time. If a score on the re-test (Exam) needs to be an 80% to bring the combined average grade to a 70% and the student scores a 90% on the re-test, the Final Exam grade will be shown as an 80% (the minimum needed to get the overall grade to 70%).

### **18.0 QUIZZES:**

18.1 All quizzes will be supplied and graded by the instructors for their class. There will be a minimum of twelve weeks of ten question quizzes each semester. The twelve-week ten question quiz per semester will need to be turned into the administrative office for review and record keeping after each class. The quizzes will be returned to the instructor.

18.2 Quizzes are part of the class. If a student is absent when a quiz is given, the quiz can be made up at the discretion of the teacher. Missed quizzes will be given a zero for a grade. Highest score possible for a Make -up quiz is a 70%. Extra and or throw out questions are not allowed.

### **18.4 HOMEWORK:**

18.4 It is the responsibility of each student to obtain the homework assignment for the next week's class from their instructor.

18.5 The homework assigned for any given week will be as presented in the WCIEC Student Manual. However, each individual instructor can make changes, additions, or deletions for the published homework assignments as is fitting and proper for their class for that lesson.

18.6 It is the responsibility of the student to turn in their homework assignments on time and complete. No make-up homework will be accepted after the Mid-Term Exam for the first half of the semester. Make-up homework for the second half of the semester must be submitted before the semester Final Exam. If the student is turning in an assigned homework from a missed class, the highest score possible is a 70% .

### **19.0 ON-LINE LEARNING /HOME STUDY HYBRID ON-LINE**

19.1 The On-Line classes have a limited capacity and fill up quickly. Each student enrolled in the On-Line course is required to attend an in-person orientation class. The orientation class will be held before their actual first night of on-line class. This class is to complete all required paperwork, including providing a Colorado Drivers License or a Colorado ID, to pick up and receive their books. Special arrangements can be made if long - distance travel is required. Freight charges will apply for shipped books or paperwork. Apprentices enrolled in the On-Line Platform will be required to perform practical skills needed to pass each year. The skills are based on the practical skills outlined in the curriculum for that year. It is the Contractor's responsibility to verify all practical skills can be performed adequately. If tutoring is requested or needed to pass the On-Line class a cost per student may apply.

19.2 Home Study Hybrid On-Line Learning for those attending in person classes, may be mandated, at any time due to unforeseen circumstance, such as pandemics, Federal, State and or CDC

rules and regulations, acts of God. At that time classes will resume as distant learning classes. All learning and class schedules will be adhered to as if in the classroom.

## **20.0 SCHOOL CLOSURES:**

20.1 In the event of severe winter weather and or a cancelled class, a text, email, or phone call from your teacher will be sent. Give your phone number and your email to your teacher the first night of class. Instructors will make every effort to contact you and or your contractor to inform them of class closures. If you have doubts about the class status, call your employer before heading out.

20.2 Make-up for any classes that were cancelled will be held at a time and place to be decided by the WCIEC Training Staff. The WCIEC Training Staff will give a two-week notice of the make-up class when possible. The WCIEC Training Staff will attempt to schedule the make-up class to the satisfaction and convenience of all parties concerned. This will depend on the number of classes that had to be cancelled, the date of the school closing, and factors beyond the control of the school staff. The decision of the WCIEC Training Staff will be final.

20.3 If the school needs to be closed for reasons other than weather, the WCIEC staff will attempt to contact each employer with employees in the apprenticeship school. The teacher will attempt to text the class of the closure. It is the responsibility of the contractor to notify their individual employees of the school closing.

## **21.0 PERFECT ATTENDANCE AWARDS:**

21.1 Any student, regardless of year or grades, can earn a “Perfect Attendance Award.” Those students with Perfect Attendance will receive a certificate. Perfect Attendance is defined as “attending all regularly scheduled classes.” Make up classes will not count as a Perfect Attendance.

21.2 To qualify for this award, the student must not have missed any regular scheduled classes or any make-up classes that were held because of school closure.

21.3 Perfect Attendance also means the student was present for all possible class time, including, no late arrivals or early departures. See Section 12 for more information.

21.4 Perfect Attendance certificates and awards will be handed out and acknowledged at the Graduation ceremony or in the classroom. The Perfect Attendance student must be present to accept the award.

## **22.0 TOP STUDENT AWARDS:**

22.1 The Instructor of each class will present the name of their Top Student to the Training Committee who will approve all nominees prior to graduation. The Top Student will be honored at the graduation ceremony or in their classroom.

22.2 The Top Student is based on several factors, including grades, attendance, class participation, and other factors that make this individual outstanding according to the Instructor and the WCIEC Training Committee.

22.3 The Top Student will be determined by their Instructor then approved by the Training Committee.

22.4 Top Student Certificates and Award will be handed out and acknowledged at the Graduation ceremony or in the classroom. The Top Student must be present to accept the award.

### **23.0 GRADUATION:**

23.1 A graduation ceremony will be held at the end of the second semester to honor the work and accomplishment of the students. The exact time and place will be announced.

23.2 All Fourth-year students are invited to the ceremony as guests of WCIEC and are encouraged to attend.

### **24.0 WIRE-OFF COMPETITION:**

24.1 Western Colorado IEC will host its own local Wire Off competition to be held shortly before the school year ends and will be featured as a class, with sign in sheets and mandatory attendance. Competitions will vary by class and experience.

24.2 Winning participants in the Wire-Off Competition will receive an award and recognition at the Graduation ceremony. The winner of the 4<sup>th</sup> yr. Wire-Off may qualify for an expense paid trip to the IEC National Wire off Competition, certain criteria will apply.

24.3 Contestants who qualify for the IEC National Wire-Off will be acknowledged at the Graduation ceremony. If for some reason an invited contestant cannot compete in the Wire-Off, the next most qualified student will be selected from the list. They will be notified by, mail, email, or text, about their selection to compete in the Wire-Off Competition.

24.4 The selection of the students will be final. Selection for participation in the Wire-Off Competition will include the following criteria: recommendation of the fourth year instructors, homework, quiz and exam scores, class participation, attendance, and experience in all areas of the electrical trade (residential, commercial, and industrial). Each participant must have no more than six years in the trade.

24.5 The 4<sup>th</sup> year nominee for the IEC National Wire-Off Competition will be required to complete the IEC National application in its entirety. The apprentice must attend IEC Western Colorado Wire-Off preparation course on agreed upon dates. The Apprentice must score a 90% on all aptitude and skill tests to be eligible to compete in the IEC National Wire-Off Competition. This is a multi-week course with no cost to the student.

### **25.0 MATH TESTING:**

25.1 Each 1st year student is required to demonstrate math proficiency. This is a math assessment exam, given the first night of Class to the first-year students. It is not a pass or fail test. The

test serves as an assessment in demonstrating the student's ability to perform the curriculums required math correctly and proficiently.

## **26.0 FIRST AID & CPR TRAINING:**

26.1 First Aid & CPR Training might be given. The First Aid & CPR Training will vary per school year. This is a multi-hour class conducted in accordance with standard First Aid & CPR practices. CPR and First Aid teaching and supply fees may apply.

## **27.0 FIRST NIGHT OF CLASS:**

**27.1 Do not attend any other class unless you have obtained approval from the WCIEC office. If you have not been marked present by your instructor on the sign-in sheet that has your name on it, you will be counted absent.**

27.2 The Policies and Procedures document will be handed out to each student and read and discussed during class. Each student will sign a form stating that they have received the document and have agreed to abide by the policies and procedures.

27.3 Each student must have completed an apprentice Registration form and the Book Order form to attend the first night of class. The registration form provides us with the address, telephone number, etc. of all students. All first-year apprentices will be required to provide a photo ID with their registration form. All first-year apprentices will complete and Emily Griffith Technical College (EGTC) Application.

27.4. When your instructor is notified, your entire class will go to the book distribution room to receive books. When you receive your books, you must sign for them. **No books will be given to any student unless the book and tuition fees have been paid in full or other payment arrangements have been made.** If the book and/or tuition payment has not been received by the second week of class, the student will not be allowed to attend class.

## **28.0 TEACHER - STUDENT CONFLICTS**

28.1 In the event a conflict arises between a student and instructor these steps are to be followed. The student is to contact the instructor with his grievances, failing a resolution the student will contact his employer. The employer or appointed representative and the student will contact WCIEC office or WCIEC Training Director with their grievances. All will work towards a solution. If a solution between these parties mentioned do not agree on a solution. Then the contractor and or the student may want to appear or communicate with the Board of Directors for a solution.

28.2 During the time a solution is being sought the student is required to attend his scheduled class per these guidelines.

## **29.0 EMILY GRIFFITH TECHNICAL COLLEGE:**

29.1 WCIEC is affiliated with EGTC. All students **must** register by filling out the EGTC form. Only one form will need to be filled out for the four-year program.

29.2 Emily Griffith Technical College can advise past apprentices about opportunities for college credit transfer toward an Associate of Applied Science (A.A.S.) Degree in Applied Technology at Colorado community colleges as well as bachelor's degree options through CSU Global and Metropolitan State University of Denver

## **30.0 Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement.**

30.1 All students must read and agree with the Waiver of Liability , Release , Assumption of Risk, and Indemnity Agreement to participant in any WCIEC activities, by signing the form. See separate Waiver of Liability , Release, Assumption of Risk, and Indemnity Agreement form for signature.

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