Apprenticeship Programs Orientation

2015-2016
A Utah College of Applied Technology Campus

Call or Visit
801.627.8467
www.owatc.edu

OGDEN-WEBER TECH COLLEGE
200 North Washington Blvd., Ogden, Utah 84404
All calendars, schedules, and forms mentioned in this packet are available at
www.owatc.edu/academics/apprenticeship-program/apprenticeship-schedules-forms

APPRENTICESHIP DEPARTMENT CONTACT INFORMATION
Students with questions, concerns, or suggestions regarding the apprenticeship program may contact Trina Hansen or Janece Holmes.

Trina Hansen
Apprenticeship Programs Manager
Phone: (801) 627-8467
Office: Manufacturing Trades Building, Room MT109
E-mail: hansent@owatc.edu

Janece Holmes
Apprenticeship Assistant
Phone: 801-627-8421
Office Manufacturing Trades Building, Room MT108
E-mail: holmesj@owatc.edu

TUITION INFORMATION

Tuition and Fees: July 1, 2015 to June 30, 2016
See the apprenticeship class schedule for deadlines and enrollment information.

- Tuition and fees: $315 per semester
- High School Tuition and Fees: free tuition, book purchase required, must be at least 16
- Enrollment fee: $45 initially or after 6 months of withdrawal
- Re-enrollment Fee: $25 within 6 months of withdrawal
- Students shall pay tuition for the number of hours enrolled regardless of attendance
- Apprenticeship Math: tuition is charged at the current variable tuition rate
- Certificate/degree application fee: Free
- Graduation Fee: $15
- Official transcripts are $2 each, unofficial transcripts are free

TIP 1: HIGH SCHOOL STUDENTS: Tuition and fees are paid for by the sponsoring school district; high school apprenticeship students must purchase their own books. Students must be 16 to participate in an apprenticeship program. Apprentices younger than 18 years old must register with the Office of Apprenticeship and be sponsored by an employer. Students may complete up to two years of an apprenticeship program while completing their high school graduation requirements.

TIP 2: AP SPONSOR VOUCHER:
Employers may use Custom Fit to help pay for tuition. For more information or to enroll using Custom Fit funds, contact Stephanie Hardy at 801-612-4161 or by email at hardys@owatc.edu.

Sponsoring agencies or employers may pay for tuition, books, or fees by attaching the OWATC Apprenticeship Sponsor Voucher to the Apprenticeship Admission Application. The sponsoring company will be billed accordingly. Forms are available at www.owatc.edu/future students/apprenticeship-schedules-forms
TIP 3: REFUND POLICY: Upon withdrawal from the tech college, a student’s account will be reviewed to determine if a refund is due. Apprenticeship tuition includes a portion in fees. All fees are non-refundable. For more information, contact Katie Sellers at 801-627-8316, or refer to the Student Tuition Refund policy at www.owatc.edu/future-students/tuition

TIP 4: IRS 1098-T Tax Form
Ogden-Weber Tech College offers electronic delivery of your 1098-T tax form. The 1098-T tax form is issued for qualifying tuition and fee payments received during the calendar year. You must sign into your portal and opt in to receive your form electronically. Electronic delivery guarantees that you will receive your form before the end of January and reduces the chance of it being lost in the mail. For questions or concerns, please contact student accounts at: (801) 627-8316 or email to sellersk@owatc.edu

TIP 5: WITHDRAW POLICY: Students must officially withdraw from school when they are not going to continue to attend classes. Students must complete and submit a withdrawal form at www.owatc.edu/current-students/withdrawal to officially end training. High school students that wish to withdraw should notify their high school career and technical education coordinator. Students who do not officially withdraw from the tech college will continue to be financially responsible for any tuition that accrues from their courses, even if they are no longer attending

APPRENTICESHIP REQUIREMENTS

TIP 1: MATH COMPETENCY REQUIREMENTS:
- Complete math details are found at www.owatc.edu/future-students/apprenticeships/math.
- Math competency completion is required prior to beginning Electrician, HVACR, Sheet Metal, or Plumbing apprenticeship related-instruction classes.
- Using a math review packet is strongly suggested prior to taking the math test
- Schedule a math assessment appointment by calling 801-627-395-3742 or 801-627-8363.

TIP 2: ON-CAMPUS ENROLLMENT
For new apprentices and continuing apprentices wanting to enroll at the OGDEN-WEBER TECH COLLEGE main campus:

1. Complete the math assessment requirements before enrolling as outlined at www.owatc.edu/apprenticeship.
2. Bring completed Apprenticeship Admission Application to the Enrollment Office.
3. Students are expected to pay tuition and fees before enrollment is complete.
4. Bring check, money order, cash, or OWATC Apprenticeship Sponsor Voucher from their sponsor. Students may also pay for tuition, fees, and books using their MasterCard, VISA, or Discover credit card.
5. Tuition may also be paid on-line at www.owatc.edu, click on Student Portal link on top right-hand corner. Follow directions; pay full class tuition and fees, print receipt.

TIP 3: BLENDED- LEARNING EDUCATION
In some cases, when students are unable to attend class due to work schedules, special arrangements can be made to complete the course.

1. Meet with the apprenticeship instructor during the first week of class to complete an Apprenticeship Blended Learning Contract.
2. Attach a letter, on company letterhead, stating the reason the apprentice cannot attend regularly scheduled classes.
TIP 4: CERTIFIED APPRENTICESHIP REQUIREMENTS
Registered apprenticeships are formalized career training programs that offer a combination of structured on-the-job training and related technical instruction to employees. Apprentices are responsible to find their own sponsor (employer). Apprentices work and learn under the direction of experienced journey-level workers. Registered apprentices receive compensation through an increase in wages as they gain skill. When the apprenticeship is complete, the apprentice will be eligible for a Certificate of Completion of Apprenticeship from The United State Department of Labor.

To become a **federally recognized and certified apprentice**, an apprentice must complete these steps:
1. Students and their employer must register with the Office of Apprenticeship.
2. Complete all required on-the-job and classroom training.
3. Meet the state of Utah licensure requirements for electricians and plumbers.
4. Obtain official college transcript and give to employer.

Contact the Office of Apprenticeship to obtain registration assistance and information:
Office of Apprenticeship, Robert Couse, State Director
125 South State, Room 2412, Salt Lake City, Utah 84138
Phone: (801) 524-5450, Couse.robert@dol.gov

ELECTRICIAN AND PLUMBER LICENSE
Electricians and plumbers are required to obtain licensure through the Utah Division of Occupational and Professional Licensing. For details and to obtain licensing information and an application, apprenticeship students need to contact:
Utah Division of Occupational and Professional Licensing (DOPL)
160 E. 300 South,
PO Box #146741
Salt Lake City, Utah 84114-6741
Phone: (801) 530-6628
www.dopl.utah.gov

COLLEGE BOOKSTORE
The bookstore provides classroom needs as well as a variety of food, drinks, and miscellaneous items.

**Bookstore Hours:** Monday – Thursday: 7:30 a.m. – 7:30 p.m.; Friday: 7:30 a.m. – 3:30 p.m.
**Location:** North-east corner of the Union Building
**Additional Information:** 801-627-8369 or 801-627-8353.

TIP 1: PLUMBING AND ELECTRICAL BOOKS – must be pre-ordered
If purchasing books from the College Bookstore for the apprenticeship program, they must first be pre-ordered. For a list of books for your class, visit the web page at [www.owatc.edu/future students/apprenticeship/books](http://www.owatc.edu/future students/apprenticeship/books). An approximate cost can be obtained by calling the College Bookstore.

You may use a layaway plan before **July 15**; a 20% deposit is required. The benefits to pre-ordering apprenticeship books include: budget friendly – pay a little at a time, tax free for our students, no shipping charges, avoid the price increase next semester.

TIP 2: STUDENT IDENTIFICATION CARD
Students may receive a student identification card after completing enrollment. Your I.D. card may be obtained in the OWATC Bookstore.

- Bring a copy of your [current student schedule](#). You can obtain one from the enrollment office on-campus or from the apprenticeship department by calling 801-627-8421 or 801-627-8467. We can e-mail it to you prior to going to the bookstore.
- **Cost for an I.D. card is $10.**
- OWACT I.D. can be used at Weber State University Library and with any merchant that gives discounts for college students.
CUSTOMER SERVICES INFORMATION

- **Disability Services**: The tech college is committed to providing equal education opportunity regardless of gender, marital status, parental status, race, color, religion, age, national origin, or disability. For assistance, contact the College Compliance Office Patrick Butler, Student Services Building, Room 104, 801-627-8452.
- **Enrollment Office**: C. Brent Wallis Student Services Building, phone: 801-627-8463 or 801-395-3743
- **Student Success Center**: 801-627-8494, Hours: 7:30 A.M. – 4:00 P.M. After 4:00 p.m., by appointment only. The center will help you with interview skills, creating a resume, and looking for work.
- **Ogden-Weber Tech Veteran’s Center**: Student Service Building, 801-627-8462, M-F, 8:00 a.m.–5:00 p.m.
- **Campus Grille**: Cafeteria & Food Services, 801-627-8357, Hours: 8:00 a.m. – 1:00 p.m.

**TIP 1: STUDENT PORTAL (on-line) Access**
- All students are provided on-line access (student portal) to their educational records. Students are encouraged to use the student portal to monitor their attendance and progress, as well as to use the portal to pay tuition, run a program completion evaluation, print an unofficial transcript, print 1098-T tax form, etc.
- Students may access the student portal by at [www.owatc.edu](http://www.owatc.edu) and click on Student Portal at the top of the page. Follow the directions; for assistance contact the college Enrollment Office.

![Student Portal Access](image)

- Click on "Log in" in the top right corner
- Read the directions under “Login”.
- For assistance contact Student Service by calling 801-627-8300 or by email at ss@owatc.edu

**TIP 2: EMERGENCY NOTIFICATION – “TECH ALERTS”**
- All students who enroll at the tech college are automatically added to a notification list in case of campus closure or other emergencies. Students will receive notifications via e-mail, text, or voice e-mail based on the information provided to enrollment. Students may opt out of “non-emergency” notifications, change or add other options by visiting [www.owatc.edu/alerts](http://www.owatc.edu/alerts).

**TIP 3: STUDENT E-MAIL**
- All students enrolled at the OWATC will receive a student Gmail account. This will be the email account the college faculty and staff will use for routine communication with students. New students will have email accounts available within 24 business hours of enrollment. For complete directions go to [www.owatc.edu/current-students/student-email](http://www.owatc.edu/current-students/student-email)
- Email is an official mechanism of communication within OWATC. Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications.

**TIP 4: ON-CAMPUS ACCIDENTS AND SECURITY**
For accidents occurring after 5:30 p.m., follow this procedure:
- Call 911 for emergencies. For non-life threatening incidents, accident victims may go to the nearest hospital emergency room.
- Notify the OGDEN-WEBER TECH COLLEGE Human Resources Office as soon as possible: Theresa Walker (801) 627-8413. Treatment for the accident should be priority.
- Document the full name, address, and phone number of the person injured. Call the emergency-contact person listed on the student demographics.
- List all witnesses to the accident.
- If the accident involved a maintenance issue, contact OGDEN-WEBER TECH COLLEGE Security at 801-430-5139.

**TIP 5: KAIZEN (ON-CAMPUS IMPROVEMENT SUGGESTIONS)**
Kaizen is Japanese for “Continuous Improvement”. Everyone is encouraged to suggest improvements to the campus and programs. Identify the problem and suggest a solution. [www.owatc.edu/current-students/student forms/improvement suggestions (KAIZEN)](http://www.owatc.edu/current-students/student forms/improvement suggestions (KAIZEN))
**TIP 6: PURCHASING UTA PASSES**
The Utah Transit Authority offers a discounted monthly Ed Pass to current tech college students good for local bus and Trax service or a premium student pass that includes FrontRunner and express bus routes. These passes may only be purchased on their website at www.rideuta.com/studentpass or for more information www.owatc.edu/current-students/uta-ed-pass/

**TIP 7: ON-CAMPUS PARKING**
Parking is provided only in designated areas in accordance with posted signage. Students can receive a citation and/or be withdrawn from school for failure to comply with all campus control signs or symbols. Speed limit is 25 mph on the perimeter road and 10 mph in parking lots.

**STUDENT ATTENDANCE**
**CLOCK IN-OUT**
(On-campus students)

**Tip 1:** All students are expected to maintain a minimum of 80 percent attendance each month and maintain satisfactory progress and complete all assignments.

**Tip 2: Student Clock-in Station**
- To be marked present, students are expected to be in class a minimum of 50 minutes per hour. Students may clock in (5) minutes before the hour and up to nine (9) minutes after the hour. Students will be marked absent for the hour if they clock in after nine (9) minutes from class start time.
- **If you do not clock in or out of your class, you will be marked absent.** You must be physically present to be marked present. **Disciplinary action will take place if you clock in or out for another student.**
- Ten consecutive days of absence will result in automatic withdrawal. Tuition will be charged for all enrolled courses (whether attended or not) until a student officially withdraws from the tech college.
- Students should check their attendance every week through the tech college web site www.owatc.edu Student Portal – see above for portal details. This may be accessed from class or from home. If there is a discrepancy, attendance may be discussed with your instructor.

**GRADING SYSTEM**

**Tip 1: Course Completion**
- Semester grades are normally in the system 5 days after the end of the semester. You can log in to your Student Portal to print your unofficial transcript.
- In competency-based education, course completion is accomplished when students have successfully demonstrated all required competencies. The instructor will issue course mastery (M) grade when all competencies have been completed or demonstrated. **Students should inform their instructor if they wish to receive a letter grade.**
  - Mastery (M) - A mastery grade is equivalent to a minimum of a “B” grade. To receive a mastery grade for an apprenticeship course, students must:
    - Complete all course work within the designated time.
    - Complete all written assignments and tests at 80% or higher.
    - Complete all lab projects to instructor and blueprint specifications.

**Tip 2: TRANSFER CREDIT**
Students may receive transfer mastery credit (M) for a course by showing they have completed the same competencies at another accredited institution. Official transcripts from other institutions must be mailed, hand carried in a sealed envelope, sent as a PDF attachment in an e-mail, or faxed. If faxed or e-mailed, transcripts must come from the accredited institution.

Records Office Contact Information:
Kari Marler
Phone: 801-627-8392
FAX: 801-395-3708
E-mail: marlerk@owatc.edu
Tip 3: COURSE CHALLENGE
Students may also prove competency in a course through challenge exams or skill demonstrations. Each course has a different path for challenging; ask individual instructors for specific guidelines. Courses requiring state/federal certificates or licensure with required hours of participation are not eligible for course challenge.

If the course is successfully challenged, the instructor shall assign full course hours. The granting of a letter grade for successfully challenging the course shall be left to the discretion of the instructor.

SKILLSUSA
SkillsUSA is a national and state leadership organization for students enrolled in technical, health, and leadership programs. Students who participate have the opportunity to demonstrate their skills at local, state, and national competitions. Ask an instructor for more information on how to get involved in SkillsUSA.

STANDARDS AND EXPECTATIONS
View all Official Policies in their Full Context at www.owatc.edu/policies

The college maintains partnerships with local employers, and commits to providing students with the necessary job skills to become valued employees; the effort on our part facilitates specific expectations of our apprenticeship students.

CLASSROOM EXPECTATIONS
• Be employed within their chosen apprentice occupation and maintain an apprentice license if applicable. Employment exceptions can be made under special conditions.
• Behavior that interferes with, detracts from the teaching/learning process, or violates school regulations or federal, state, and local laws is not acceptable and may result in disciplinary action or dismissal. Probation and dismissals may be appealed by following the Student Complaints and Grievance procedure.
• Food and drink are allowed in designated areas only.
• All OGDEN-WEBER TECH COLLEGE buildings are smoke free. Smoking and tobacco products allowed designated smoking areas.
• Students and instructors may not bring children to classes at the OGDEN-WEBER TECH COLLEGE.
• Students may not bring any animals on campus unless the animal is a qualified service animal.
• Complete class work and project assignments as instructed.
• Put forth best effort every day on class work and project assignments and be self - motivated.
• Students will refrain from cheating, plagiarism, removal or destruction of college property, unacceptable or unauthorized use of college computers and Internet as well as behavior misconduct such as fighting, abusive language, threats, insubordination, harassment, and bullying.

MEDIA – COMPUTERS, INTERNET, PHONES
• Cell phones and pagers must be set on silent mode while student is in class or other areas of the campus being used for student instruction.
• Photographs taken in public settings such as classrooms, lunchrooms, and campus grounds can be used for college publications without the expressed consent of the individuals in the photograph.
• Courtesy phones are located around the campus for student use.

SAFETY/CLOTHING
• Students must dress according to employer job standards and must meet safety regulations in their program area.
• Instructors have information about appropriate clothing and equipment needed in specific occupational programs.
STUDENT RIGHTS

Tip 1: **Complete student handbook** is located at [www.owatc.edu/current-students/policies-student-handbook](http://www.owatc.edu/current-students/policies-student-handbook)

- It is college policy to resolve all student complaints at the level most immediate to the parties involved. Students are encouraged to discuss their complaints with College employees in an attempt to allow due process.
- If students are not comfortable discussing their complaints with the College employee in that area, they may go to a counselor or a director/manager. If the complaint is not resolved, the student may choose to complete an Informal Student Complaint Form within five days of the incident and submit it to a counselor or director/manager, [http://www.owatc.edu/files/policies/STUDENT_COMPLAINTS_AND_GRIEVANCES.pdf](http://www.owatc.edu/files/policies/STUDENT_COMPLAINTS_AND_GRIEVANCES.pdf)
- The tech college is committed to providing equal education opportunity regardless of gender, marital status, parental status, race, color, religion, age, national origin, or disability. For assistance, contact the College Compliance Office Patrick Butler, Student Services Building, Room 104, 801-627-8452.

TIP 2: **HARASSMENT (Bullying, Cyber-Bullying, Sexual Harassment)**

The tech college has a strong commitment to providing an environment that is not only safe, but where everyone has the opportunity to thrive and reach their potential.

Harassment/bullying is defined as intentional harm characterized as any action, expression, or other behavior that seeks to oppress or to convey hatred, contempt, or ridicule, based upon such characteristics as, but not limited to, race, gender, ethnicity, physical disability, religion, national origin, age, or sexual orientation of individuals; and the effect of which is to degrade, humiliate, or deny a person or persons the full and free exercise of their rights or privileges, or creating an intimidating or hostile environment.

Sexual harassment is defined as unwelcome advances, requests for special favors, and any other verbal, written, physical, or other conduct of a sexual nature when: submission to such conduct by an individual is implicitly or explicitly made a condition of educational status or participation in college programs or activities; such conduct would be objectively regarded by a reasonable person as substantially interfering with an individual's ability to learn or participate in college programs or activities by creating an intimidating, hostile, or offensive academic environment even if the person engaging is the conduct does not intend to interfere, intimidate, or be hostile, or offensive.

Harassment of any type is prohibited. When violations of this policy occur, persons who engage in such behavior may be subject to various forms of disciplinary action including immediate suspension/dismissal or termination. Retaliation against any person who has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy is also prohibited.

- Administration asks for student help in keeping the tech college free from bullying or harassment in any form, including cyber bullying. If you observe something unacceptable, PLEASE contact Trina Hansen, Apprenticeship Manager 801-627-8467. ([OWATC Policy 530.4 Student Responsibilities and Conduct](http://www.owatc.edu/files/policies/STUDENT_COMPLAINTS_AND_GRIEVANCES.pdf))

Tip 3: **SAFETY DATA SHEETS (SDS) ‘RIGHT TO KNOW’ GUIDELINES**

- Employees and students have both a need and a right to know the hazards and the identities of the chemicals they are exposed to when working. Employees and students also need to know what protective measures are available to prevent adverse effects from occurring.
- All employers in addition to those in manufacturing and importing are responsible for informing and training workers about the hazards in their workplaces, retaining warning labels, and making available SDS's with hazardous chemicals.
- SDS information is located in the lab areas on campus. Ask your instructor for the location.
Tip 1: GRADUATION AND COMPLETING YOUR EDUCATION

Students will be eligible for a Certificate of Proficiency from the OGDEN-WEBER TECH COLLEGE when they successfully complete all of the required courses and master the necessary competencies. Graduation ceremonies are held each year in the winter and spring. Graduation information may be found at www.owatc.edu/current-students/graduation/

Tip 2: RECOGNITION AND CERTIFICATION

Apprentices that fulfill the on-the-job training and formalized work-related classroom instruction may go on to receive state, national, and trade organization certification. The skills acquired by completing an apprenticeship program are portable and transferable. They are based on state and national skill standards. These agencies define and certify the apprenticeship training:

- U.S. Department of Labor, Office of Apprenticeship
- Utah Division of Occupational and Professional Licensing (DOPL)
- Local employer advisory teams
- The Utah State Office of Education

To receive a Certificate of Completion from the Office of Apprenticeship and to be recognized as a certified journey person, see information under Certified Apprenticeship above.

ASSOCIATE OF APPLIED SCIENCE DEGREE

AAS Degree in Apprenticeship

The Associate of Applied Science in Apprenticeship degree is a generic degree that is specifically designed for students who have completed or are completing an apprenticeship program. Apprentices may begin taking general education classes while completing an apprenticeship. This degree consists of the apprenticeship courses and on-the-job training from the Ogden Weber Applied Technology College (OWATC) coupled with general education courses from Weber State University or Salt Lake Community College.

General education courses should include opportunities for growing skills as a supervisor. Recommendations include classes in writing, communication, technical math, environmental science, social science, computer applications, sales supervision, and team leadership skills.

In order for a student to receive this degree they must complete the course requirements and provide one of the following:

- State of Utah Journeyman’s License
- Certificate of Completion from the Office of Apprenticeship (OA)
- Certificate of Completion from the post-secondary institution offering an Office of Apprenticeship certified program

WEBER STATE UNIVERSITY: Electrical, HVAC, Plumbing, Sign Maker

Upon completing the OGDEN-WEBER TECH COLLEGE apprenticeship program, WSU will award 40 credit hours of the 63 required credit hours. WSU requires 20 hours of resident credit so only 3 additional credit hours can be transferred from another college or university. For additional information: www.owatc.edu/future-students/apprenticeship-programs-aas-degree For advisement: Rainie Ingram, College of Applied Science & Technology Academic Advisor (phone: 801-626-7785; email: ringram@weber.edu).

WSU Bachelor of Integrated Studies Degree that allows you to pick three areas of emphasis in meeting the requirements for the degree. For more information go to http://www.weber.edu/BIS/default.html or contact Dr. Michael Cena, Director, Phone: 801-626-6360, Email: mcena@weber.edu or Beth Thompson, Administrative Assistant Phone: 801-626-7713, Email: jthompson1@weber.edu

SALT LAKE COMMUNITY COLLEGE: Electrical, HVAC, and Plumbing

Apprentices need to specify when they apply at SLCC that their major is Apprenticeship. This will give them the ½ tuition rate for the General Education classes. SLCC has a wide variety of general education classes to choose from. To receive the AAS Degree from SLCC: (1) complete all required Gen Ed classes and (2) complete their apprenticeship courses (3) successfully pass their state license test in Electrical or Plumbing and furnish SLCC Graduation office with a copy of that license. For additional information and advisement: Ralph Tasker at 801-957-4066 or email at ralph.tasker@slcc.edu.