



Apprenticeship

Keys to Success & Important Info

Please make sure to review student policies and procedures handbook

- ❖ Sign in and out on the sign-in sheet for EVERY in-person class
- ❖ Allowable absences = **Four(4)**; if you reach 5 or 6 absences, you will have to take the make up class at \$175 per class (which is on a Saturday). Any additional absences will result in deregistration
- ❖ Arrive on time for class to avoid being marked tardy, you have a 15min grace period.
3 Tardies = **1 Absence**
- ❖ Log your OJT hours **MONTHLY** – <https://workforce.flashpoint.xyz>
- ❖ Employment Changes- Contact the ABC office **IMMEDIATELY**
- ❖ Passing Grade = 70% or Higher
- ❖ Make-up exams must be taken within 2 weeks of original test date; 48 hours after original test
- ❖ Please be sure to keep your contact information updated in Flashpoint!
 - Cell Phone - Email - Home Address

Contact Info: ABC Office: (410) 821- 0351

- Chris Hadfield (VP, Workforce Development) – chadfield@abcbaltimore.org Ext. 101
- Donte Lee (Director of Education) dlee@abcbaltimore.org Ext. 120
- Faith Malashuk (Compliance & Administration Supervisor) fmalashuk@abcbaltimore.org Ext.116
- Siona Glasgow (Apprenticeship Coordinator) sglasgow@abcbaltimore.org Ext. 121
- Sharon Burley (Asst. Manager, Workforce Development) sburley@abcbaltimore.org Ext. 122
- Apprenticeship Email: apr@abcbaltimore.org

Inclement Weather Policy

- ❖ Please follow CCBC updates for school closings
 - This only applies to classes that are scheduled in person. Classes then will be conducted virtually, and ABC will notify students via text/email. All virtual classes will remain scheduled unless ABC notifies you otherwise.
 - Use the link below to sign up for CCBC Weather related closure alerts. If you do not have an account, click the “REGISTER” button. <https://www.getrave.com/login/ccbcmd>