

2026-27 STUDENT POLICIES & PROCEDURES HANDBOOK

**Sponsored By:
ABC Greater Baltimore**

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Community College of Baltimore County

*National Center for Construction Education & Research
The Education Affiliate of Associated Builders and Contractors*

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NCCER Curriculum

One Industry-One Training Program

Working in partnership with various sectors of the construction and maintenance industries, the National Center for Construction Education & Research (NCCER) has dedicated itself, through its merit shop philosophy, to developing and maintaining a nationally recognized training process which is standardized, portable, and competency based.

NCCER provides competency-based, task driven, modular training. It is designed to maximize learning by combining illustrated instructional materials for the student with structured classroom activities conducted by craft instructors.

Consider the following advantages with NCCER: 1) a national network of craft instructors, specially trained to deliver the NCCER curriculum; 2) a system of national recognition for craft students; 3) continually revised manuals, built on industry-wide competency standards; 4) complete training materials: student manuals, instructor guides, and tests; 5) approved by the U.S. Department of Labor for use in formal apprenticeship training programs.

Certification and Accreditation-The quality and standardization of NCCER training is accomplished through a formal accreditation process. The training itself is portable, meaning that the skills and knowledge learned can be transferred not only from one project to another, but also suitable to companies' size and standards.

The goal of the process is to provide standardized training for the construction and maintenance industries to prepare individuals for gainful employment and long-term career opportunities.

The National Registry For students who successfully complete the NCCER curriculum training, the NCCER offers national recognition and entry into the National Craft Training Registry. The Registry provides transcripts, certificates, and other means of recognition for craft workers.

Instructor Certificates - Craft instructors are certified upon completion of the NCCER's Instructor Training Certification Program, a national program to ensure the uniform and consistent delivery of training throughout the country

Master Trainer Certification - Master trainer classes are presented by the NCCER and lead to certification, thus allowing the master trainer to train and certify the craft instructors.

PURPOSE OF THE PROGRAM

The purpose of the program outlined herein will be as follows:

1. To provide for the establishment and furtherance of quality craft training within the construction industry and to safeguard the welfare of the students

2. To aid in providing maximum opportunities for employed persons within the Chapter to improve and modernize their work skills.
3. To contribute to a healthy economy by aiding in the development and maintenance of a skilled work force sufficient in number and quality to meet the expanding needs of the construction industry in the Baltimore Metropolitan Area
4. To provide a program which will encourage individuals to work within the construction industry on a full-time career basis, thereby, assuring the industry's continued strength and ability to perform its important function of providing commercial, industrial, and residential construction for use in an expanding economy.
5. To perpetuate the skills, techniques, and pride of craftsmanship within the trades of the construction industry that is so necessary to the successful continuation of that industry.

1. SCOPE OF APPRENTICESHIP/CRAFT TRAINING STUDENT HANDBOOK

This document refers to the minimum requirements for the student. Applicability as a registered Apprenticeship program only occurs upon conforming to additional requirements as prescribed by the Chapter "Standards of Apprenticeship" as approved by the state of Maryland or under individual company state approved apprenticeship program.

2. TRUST COMMITTEE

The Trust Committee, herein after called the "Committee," consists of ABC members who volunteer their time to develop and administer our apprenticeship program. Their work provides the student with a comprehensive, standardized, and relevant program that will prepare the student for a future in his/her chosen profession. The Committee meets quarterly to discuss issues of concern regarding the apprenticeship program.

This Committee is comprised of businesspeople working in the construction industry. They are aware of the issues faced by the students and welcome their comments. Input and feedback is encouraged from all participating craft instructors, students, and their employers. The goal of the Chapter is to provide the finest educational program available in the construction industry today. This can only be accomplished as a joint effort by the Chapter, employer, schools, craft instructors, and students. Both employers and students are encouraged to give their feedback on the program, especially pertaining to classroom instruction and on-the-job training. Such issues, questions or requests should be emailed to Donte Lee the Director of Education at dlee@abcbbaltimore.org.

3. COURSE MATERIAL

The course material will be from NCCER and/or other approved course materials. Supplemental training materials for any craft may be added at the discretion of the Committee.

- B. All courses will begin with an orientation meeting to be conducted on the first night of classes. Craft instructors are responsible for reviewing the policies and procedures handbook with their students. Site coordinators will be available to assist if needed.

4. TESTING OUT

Any student wishing to enroll in level 2 of craft without attending level 1 may do so after the student has successfully completed, ABC' all written and performance tests for level 1 of the same craft. Student must also pass the math assessment test. The student must submit a written recommendation by their employer granting permission to take these tests.

- B. All advanced placement tests must be taken at least one month prior to the start of class.
- C. Contact the ABC chapter for the current testing out fee schedule.
- D. Testing out is only available to those who are registering with ABC for the first time.

5. ATTENDANCE

- A. In order to meet the minimum requirements set forth by the Committee and the State of Maryland, each student must attend a minimum of 144 hours of related classroom instruction per year. **The class schedule allocated time for no more than four (4) absences. Refer** to the related classroom instruction calendar for start and finish dates, time of class, and scheduled closings.
- B. If through absence or lateness it becomes impossible to meet this minimum, a student may be dismissed from the program and be required to repeat the entire year.
- C. Students are expected to be in class and ready for work by the scheduled starting time. There will be one break given in mid evening. **Students must sign the attendance sheet prior to class and at class dismissal. If a student does not sign the attendance sheet, he/she will be marked "Absent".**

Please refer to the FLASHPOINT database for updates regarding an absence, lateness, or leave early. Any questions regarding the absence report must be reported to the ABC office within one week after date printed on report.

Any student missing more than 4 classes of related instruction will be dismissed from the program.

- D. If a class must be cancelled due to inclement weather or some other circumstance, the school year will be extended for however many classes are needed.
- E. Students who are not seated and ready for class by the scheduled start time, will be marked late

Three (3) late arrivals will equal 1 absence. This policy has been instituted due to the class disruption caused by late arrivals.

- F. **Three (3) Early Dismissals will equal one (1) absence. ANY COMBINATION OF THREE (3) LATENESSES OR LEAVING EARLY WILL EQUAL ONE (1) ABSENCE. I.E., 2 LATENESSES AND 1 LEAVE EARLY EQUAL 1 ABSENCE.**
- G. **Students must attend at least half of the class to be considered late or left early.**

H. Make-Up Class Policy

ABC may, at its discretion, offer make-up classes during the second half of the school year. Students who wish to participate must register by contacting the ABC office. The fee for a make-up class is \$175, which must be paid in full at the time of registration.

Successful completion of a make-up class will result in the removal of one absence from the student's attendance record. However, participation in a make-up class automatically disqualifies the student from eligibility for perfect attendance recognition.

Students with **five (5) and six (6) absences** who do not register for and attend the make-up class will be immediately deregistered. Any student who accumulates **seven (7) absences** will be deregistered without the option of a make-up class.

6. SCHOOL DISMISSALS DUE TO INCLEMENT WEATHER

When CCBC (Community College of Baltimore County) classes are canceled or dismissed early to inclement weather, there will be no apprenticeship classes at the Construction Education Academy on Biddle Street or at the electrical training facility on Ostend Street.

In the case of inclement weather, classes will be conducted virtually and we will notify the student via text/email.

For more information on closures please visit CCBC's site at <https://www.ccbcmd.edu/About-CCBC/Newsroom/Closures>

or by calling (443) 840-1711.

7. MAKE UP WORK

It is the student's responsibility to make up all missed class assignments within the same quarter that the work is missed. Students have a maximum of 2 weeks to make up exams from the date they were administered. Make-up exams must be scheduled at the ABC office outside of regular class hours.

8. GRADING

Grades can be viewed on the *Flashpoint* database by the student and employer.

- B. In compliance with the NCCER policy 70 percent and above constitutes a passing grade.
- C. In accordance with NCCER guidelines, all tests must be administered with closed books.
- D. Students must successfully complete the task module performance examination to the satisfaction of the instructor. This is a pass/fail examination.
- E. If a student fails the Written Test on any Module, one written retest may be scheduled. **Students have a minimum of 48 hours to a maximum of two weeks in which to take any retest.** The maximum score given on a retest is a 70 percent. After arrangements have been made between the student, instructor, and ABC, retests will be administered at the ABC office during the day.
- F. The retest policy applies only to standardized testing. There are no retests on quarterly exams. Performance retests will be given at the discretion of the craft instructor.
- G. Craft instructors must submit grades to the site coordinator within seven (7) days after the end of each quarter.

9. ON-THE-JOB TRAINING (OJT)

It is the responsibility of each student to **submit monthly OJT hours** for his/her respective trade. In some cases, employers will be responsible for submittals. OJT hours must be submitted each month. You have 30 days to submit the hours worked for the previous month. Failure to submit the OJT hours by the deadline will result in not getting credit for the hours worked, or deregistration from the program. OJT hours must also be submitted during the summer months when class is not in session. Contact the apprenticeship office for questions.

10. SAFETY

Safety is stressed throughout the NCCER curriculum. To augment this training, all 1st and 3rd year students are required to become certified in First Aid/CPR. It is mandatory that all apprentices hold current First Aid/CPR certifications. ABC will offer this training during a scheduled apprenticeship class. If an apprentice fails the exam, or does not attend the class, a letter will be sent notifying them as well as the sponsoring employer. It will then be left up to the apprentice or employer to reschedule training with the ABC office. If an apprentice holds current First Aid/CPR certification cards, please have them submit the credentials to the ABC office. They may be exempt from having to re-take the class

- B. All 1st year students are required to take OSHA-10 hour/Core Safety Training at an additional cost (which is incorporated in the tuition invoice). If you have taken the

OSHA-10 course within the last three (3) years, please provide a copy of your certification card to the ABC office.

- C. All 2nd, 3rd, or 4th year students who have not completed OSHA-10-hour training will be required to take this training at an additional cost. If the student has taken the OSHA-10 hour course, they must provide a copy of the certificate to ABC. OSHA-10 certifications accepted must be current within 3 years and have been taught by a live instructor in a classroom. We will not accept certifications obtained online.

11. NATIONAL CRAFT CHAMPIONSHIPS

For applicable trades, a chapter competition will be held for all fourth level students. This will be scheduled in conjunction with ABC's National Championships held at its Annual Workforce Development Conference. The Committee will decide if the Chapter will participate in the National ABC's Championships.

12. GRIEVANCES

The Trust Committee will appoint a student Grievance Committee. In the event no Grievance Committee is appointed, the full Trust Committee will serve as the Grievance Committee. A student may appeal any adverse decision or act directly to this committee. The appeal must be in writing to the committee within 30 days of the decision or act. The student may also appeal to the NCCER within 60 days of written notice of the adverse decision.

All grievances should follow a chain of command.

I. Student Grievances

- a. All grievances must be in writing within 30 days of the decision or act.
- b. Grievances regarding course materials shall be forwarded to the instructor and to the sponsor representative (ABC apprenticeship office).
- c. Grievances regarding the Instructor shall be forwarded to the ABC office.

II. Instructor Grievances

All grievances shall be in writing within 30 days of the decision or act and forwarded to the ABC office.

13. RESPONSIBILITIES OF THE STUDENT

Each student is required to apply themselves with diligence and care to the various tasks assigned to the student. Each student must protect the property; and obey the rules of the program facility, and the company. Each student must devote his/her best efforts and energies toward attaining proficiencies required of a skilled craft worker in his or her craft.

14. REQUIRED STUDENT CONDUCT

DURING CLASS, THE SOLICITATION FOR EMPLOYMENT OF OTHER EMPLOYEES AND/OR INSTRUCTORS WILL NOT BE TOLERATED.

- A. Craft instructors may dismiss, from class, any student creating a disturbance and/or interfering in any way with the craft instructor's ability to conduct class. The student will not be allowed to reenter the class until he or she has received the written permission of the Director of Education. ALL INSTANCES WILL BE REPORTED TO THE ABC OFFICE.
- B. **Cell phone usage is not allowed in the classroom during testing.** Cell phone use during class testing is grounds for immediate dismissal from the class which would result in an absence, lateness or leave early. Apprentices will be given the phone number of their site coordinator should a spouse, friend or family member have an emergency.
- C. **Cheating will not be tolerated.** Any student caught cheating will receive a score of zero for the exam. The instructor will document the incident and send to the Director of Education. The Director of Education will reach out to the student and their employer to discuss the severity of the situation. If the student is caught cheating for a second time they will be removed from the program.
- D. This program is operated in cooperation with the school system in whose building the students are attending classes. Please observe the school rules:
 - I. SMOKING IS ONLY ALLOWED IN DESIGNATED AREAS. If a student is in violation of the smoking policy, they will be asked to leave for the remainder of the class resulting in an absence. Multiple violations will result in deregistration from the program.
 - II. FOUL LANGUAGE WILL NOT BE TOLERATED AND CAN RESULT IN DISMISSAL FROM THE PROGRAM.
 - III. All classrooms, shops, and the parking lots must be left in a neat and orderly condition.
 - IV. Students are not permitted to bring children, guests, pets, etc into the training facility.
- E. Students are not permitted to be in possession of any illegal or unauthorized drug or substance; whether on their body, in their vehicles, in any of the classrooms, labs, or parking areas for use by the program. An illegal or unauthorized drug or substance includes look-alike or synthetic drugs and alcohol. Any student(s) found in possession and/or sale of the above-mentioned drugs and/or substances will be subject to disciplinary action up to and including dismissal from the program. Disciplinary action will be decided by the Committee.

Any student(s) who witnesses another student(s) involved in any of the above activities can anonymously report the activity to the instructor or VP, Workforce Development. A student may take prescribed drugs to class if the drugs are contained in the original dispenser in his/her name and within one year of the prescribed date.

- F. In the interest of maintaining an environment that is safe and free of violence for Students and Instructors, ABC and the school system prohibit the wearing, carrying, transporting, storage, presence or use of dangerous weapons on school property, regardless of whether or not the person is licensed to carry the weapon. Dangerous weapons include, but are not limited to, handguns, firearms, explosives, knives and other weapons defined by statute and/or local ordinance. Students are cautioned that certain work tools such as box cutters, utility knives, and similar devices are considered dangerous weapons and should not be brought onto school premises without the express approval of an instructor. Any student who violates this policy is subject to disciplinary action, up to and including dismissal from the program. This policy does not apply to any law enforcement personnel or security personnel engaging in official duties.

15. CHANGE OF PERSONAL STUDENT INFORMATION/EMPLOYMENT

It is the responsibility of the student to report the change of his/her home address, email address and telephone number. The updating of cell phone information is required, so that if the ABC office needs to text information to students, they will receive it. A student can update his/her address and telephone number online via ABC's FLASHPOINT database by logging into their profile. Also, a change in employment status i.e., layoff or termination **MUST** be reported immediately to the ABC office. **Students that are laid off from employment will be placed on the laid off list and referred to another contractor for job placement. Failure to do so may result in dismissal from the program.**

All registered students are indentured to the Baltimore Metropolitan Chapter of the Associated Builders & Contractors, Inc. Education & Training Committee.

This means, that although a student is assigned to and/or working for a participating employer, the apprenticeship remains with the Committee. No student can move his or her apprenticeship to another employer without prior approval of the Committee.

The Committee may reassign a student to another participating employer, when in the Committee's judgment; it serves the best interest of the student.

If laid off or let go from employment, apprentices are encouraged to finish out the year of apprenticeship. However, all apprentices must be employed again before continuing to the next year of training. Students cannot start apprenticeship classes if they are not employed by a participating employer.

16. DISCRIMINATION AND HARASSMENT

Discrimination and harassment will not be tolerated at any Associated Builders & Contractors Inc. (ABC) facilities, locations used by ABC, or locations where ABC apprentices, instructors, coordinator, staff, and/or management are present for official ABC business operations. Such misconduct on the part of anyone at any level will result in appropriate disciplinary action, up to and including dismissal. Everyone associated with ABC is required to provide and maintain an atmosphere free of discrimination, harassment, intimidation, hostility or offensiveness. Failure to take necessary corrective steps by those in authority, if such incident occurs, will result in appropriate disciplinary action, up to and including dismissal.

Any ABC associate* who believes they have subjected to discrimination and/or harassment may, (1) discuss it with the ABC's Director of Education; (2) make confidential inquiries of the ABC office; (3) seek an investigation of complaints by writing such a complaint in detail and forwarding it to the ABC's Director of Education. No retaliation of any kind will be taken for such a complaint.

**ABC Associates shall include all ABC staff persons, ABC members acting on behalf of ABC, ABCICBC employees, and ABC Apprentices.*

17. EQUAL OPPORTUNITY PLEDGE

Associated Builders & Contractors Inc. shall take affirmative action to provide equal opportunity in training without discrimination because of race, color, religion, national origin, sex, union affiliation, or on other protected grounds.

If any questions or problems arise that are not covered in this handbook, please contact the site coordinator or the ABC office (410-821-0351) as soon as possible so that a solution may be found.

LAB FACILITY RULES & REGULATIONS

Responsibilities of Students at any or'ABC's Construction Training Facilities.

All prior rules and regulations apply to classes involving hands-on activities and labs including:

1. Students are to report to the facility by the scheduled start time with **tools and PPE** (Personal Protective Equipment); hard hat, safety glasses/goggles, work shoes or boots, shirt and long pants, a tape measure, and any other hand tools required.
2. Students are to remain in the lab area they are working in unless the instructor allows otherwise. Students are not to go outside, except at break time.
3. Students are to respect all equipment, tools, materials, and their fellow classmates. At the end of lab class, students will clean the lab and put away all tools and materials.
4. Eating and drinking in the lab area will be at the discretion of each individual instructor.
5. Cell phones are not to be used in the lab areas while lab is being conducted.
6. **NO TRASH IS TO BE LEFT IN THE PARKING AREAS OUTSIDE THE FACILITY.**
7. **NO SMOKING INSIDE THE FACILITY.** A butt bucket is located outside the entrance door.
8. Students will be instructed on lockout/tagout procedures.

ABC Virtual Learning Program Program Requirements

Students enrolled in the Virtual Learning Program will follow the same policies and procedures laid out in their handbook. •

ABC has decided to offer a virtual classroom format for Apprentices and Trainees. The virtual learning option helps to minimize barriers to education by giving ABC contractors and apprentices more opportunities to participate in apprenticeship.

Apprentices are encouraged to have proper equipment (computer, tablet, internet access, etc.) to those who may need it for them to have a seamless and successful experience with virtual learning.

Requirements:

- In order to be registered for a virtual class, **students must provide a valid email address.**
- Students must follow the instructor's class Syllabus.
- Students are required to continue to log their on the job training hours as their work schedule permits
- The instructor monitors each student's transcript record that is created on-line as class participation progresses. Quizzes, exams, written assignments, reading assignments, and email discussions are tracked for class participation. Students are required to turn in copies of completed assignments sheets to the instructor via email or in person while at the training center.
- Students are required to have one of the following
 - o Desktop computer with camera
 - o Laptop with camera
 - o Tablet with camera
 - o Cell phone
- Students must have a secure and stable WIFI connection

ABC Virtual Learning Program Attendance Criteria

- A. The following issues will constitute the equivalent of *QUILL* lateness or leave early in the Virtual Learning Program. The instructor will advise the ABC office of each such offense. If a student is late or leaves early from class their employer will be notified.
1. Failure to respond and communicate promptly with the instructor via email or phone.
 2. Failure to complete and email any training assignments to the instructor during the same class period or by the assigned due dates.
 3. Failure to log in to the virtual platform at the scheduled class time and stay logged in for the entire class duration.
 4. Failure to be visible to the instructor on the computer screen. (Instructor must be able to see student's face when asked.)
 5. Failure to actively participate and stay engaged during each virtual class session.
- B. The following issues will constitute the equivalent of *QUILL* class absences in the Virtual Learning Program. The instructor will advise ABC office of each such occurrence. If a student is absent from class their employer will be notified.
1. Failure to log in to the virtual platform at the scheduled class time and not communicate issues with ABC staff.
 2. Failure to be logged in for at least half of the scheduled class.



TO BE COMPLETED AND RETURNED TO YOUR INSTRUCTOR

DATE:

I HAVE READ THE STUDENT POLICY AND PROCEDURES HANDBOOK FOR THE ABC APPRENTICESHIP PROGRAM. I UNDERSTAND THEM AND AGREE TO ABIDE BY THEM AS A CONDITION OF REMAINING IN THE PROGRAM.

SIGNATURE:

PRINTNAME:

ADDRESS:

CITY/STATE/ZIP:

HOME PHONE:

CELLPHONE:

E-MAILADDRESS:

EMPLOYER:

IN CASE OF EMERGENCY, CONTACT:

PHONE NUMBER:

RELATIONSHIP: