

# Student Handbook & Course Catalog



## **FINISHING TRADES INSTITUTE** OF THE MID-ATLANTIC REGION

(Official Training Provider of District Council 21)

Revised: June 20, 2023

**Main Campus:**

2190 Hornig Road  
Philadelphia, PA 19116

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## **INTRODUCTION**

Welcome to the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR). We are happy to have the opportunity to provide you with the best educational programs in our industries. Our curriculum is based on the latest information enabling you to be the best in the field.

The FTI-MAR apprenticeship is over 100 years old and you stand in the tradition of a long line of journey workers and apprentices who have made us the standard for excellence in our industries. We hope you enjoy the programs and experiences that are described in the coming pages.

Erin O'Brien-Hofmann - Director of Education

### **Disclaimer**

The procedures and policies set forth in this Handbook are subject to revision from time to time. The most up-to-date available versions of the policies and procedures are contained in the electronic version of this document which may be accessed online at our website [www.fti.edu](http://www.fti.edu)

## **MISSION STATEMENT**

The Finishing Trades Institute of the Mid-Atlantic Region is dedicated to creating a highly skilled, educated and safe workforce built on quality, pride and progressive training. **“We are where Apprenticeships meet Academics and Training Builds Careers”** by linking apprenticeships and skilled training with academic standards and sustainable careers. As the Official Training Provider of District Council 21 we are committed to educating and training our apprentice and journey person to ensure the success of our various trades and our contractor associations.

### **Our Vision**

We are guided by Progression, Innovation and Advancement.

### **Goals**

- Foster high skilled training & enhanced education
- Promote safety & value
- Ensure growth & stewardship

### **Purpose**

The FTI-MAR is the Official Training Provider of District Council 21 trades which include Commercial Painting, Drywall Finishing, Glazing, Coatings Applicator Specialist (CAS Bridge/Industrial Painter) and Multi-Craft Decorator. The FTI-MAR exists to serve a number of purposes:

1. To prepare the APPRENTICE to become a valuable journey person of District Council 21 by supplying them with the skills and education to meet the present and future demands of the industry. The FTI-MAR provides a unique learning environment with state-of-the-art classrooms and lab spaces. Our Apprenticeships combine a work-based, learn as you earn model with classroom theory and hands-on training and are delivered in either 3- or 4-year Apprenticeship Programs.
2. To provide safety and continuing education courses to our JOURNEYPersons for them to remain a Progressive, Innovating and Advancing Workforce through activities and resources that foster a positive, comprehensive training environment.
3. To ensure all signatory contractors that our apprentices and journey persons are the most highly skilled and educated workers.

It is impressed upon our students/members the realization that acquiring vital trade specific skills and education is necessary in securing and maintaining fair wages, health and retirement benefits, and favorable working conditions.

## **CAMPUSES**

The main campus for the FTI-MAR is located on 5 acres in northeast Philadelphia. There are 80,000 square feet of classrooms, labs and office space on this campus. The campus also houses a computer lab and a curriculum library. There is a student break room and locker rooms. Each classroom is equipped with state-of-the-art Smart board technology. Labs meet and exceed industry standards for equipment and materials. There is a 137-seat lecture hall. There is ample parking for over 200 cars. The campus also has virtual welders and painters for student training.

**FTI-MAR Main Campus**, 2190 Hornig Road, Philadelphia, PA 19116 (Tel: 215-501-0130)

**Drums Service Center**, 66 Azalea Drive, Drums, PA 18222 (Tel: 570-708-2918)

## **HOURS OF OPERATION**

The FTI-MAR Office is open Monday through Friday 7:30 a.m. until 4:00 p.m. except for legal holidays. Evening and weekend building hours vary due to class scheduling. For Drums Service Center hours of operation please call 570-708-2918.

For the Computer Lab and Library/Media Services, please check the hours that are posted (**Please remember that the Library and Computer Lab may be in use for a meeting or class and takes preference over individual use**)

## **CAMPUS SECURITY**

In addition to the health of our students, the safety and security of our students, their property and campus property is of primary concern. The following policies are in effect to ensure this security.

- 1) All Faculty, staff and students are to report the loss or damage of school equipment to the H&S Manager. An incident report form should be used for this purpose.
- 2) No guns, knives or other weapons are permitted on the campuses or in the parking lots at any time. Any student found to possess these items on campus or at their assigned workplace will be immediately dismissed.
- 3) Students are to report any threats or attacks made by fellow students to the Director of Education or the H&S Manager. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed.
- 4) Any other incidents or actions that threaten the harmony or the security of the campus, should be reported immediately to the H&S Manager.

## BOARD OF TRUSTEES

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## **ACCREDITATION AND LICENSURE**

The FTI-MAR has standards of apprenticeship on file with the US Department of Labor. Inquiries regarding this registration should be addressed to:

US Department of Labor, Bureau of Apprenticeship and Training  
170 S. Independence Mall West, Suite 820 East  
Philadelphia, PA 19106

The FTI-MAR is currently accredited by the Council on Occupational Education (February 2009). Inquiries regarding this accreditation status should be addressed to:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

The FTI-MAR is currently licensed with the Pennsylvania Department of Education. Inquiries regarding this status should be addressed to:

The Pennsylvania Department of Education  
Office of Postsecondary and Higher Education  
333 Market Street  
Harrisburg, PA 17126

**Registration Disclosure Pennsylvania Department of Education** – The Finishing Trades Institute of the Mid-Atlantic Region is Licensed by the State Board of Private Licensed Schools. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to other institutions.

## **CALENDAR**

Students will receive a calendar on the first day of class.

September 11, 2023	Fall Semester Begins
November 23-24, 2023	Thanksgiving Holiday
December 25, 2023 - January 2, 2022	Christmas / New Year Holidays
January 9, 2024	Spring Semester Begins
May 24, 2024	Spring Semester Ends
June 2024 (TBD)	Graduation Day



## **EMERGENCY PROCEDURES/CLOSINGS**

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

**Emergency Evacuation:** When a fire alarm sounds please proceed to the closest exit and assemble on Hornig Road for a head count.

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

**Theft:** If a theft has taken place, please report it immediately to the administrative office or to a Coordinator/Instructor.

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

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

**Inclement weather:** If the campus is closed, students will be responsible for all assigned work, and classes will be rescheduled. When applicable the FTI-MAR follows the closing schedule of the public and parochial school district **where the apprenticeship school is located.**

## **STUDENT SAFETY**

Promotion of good health for all FTI-MAR students has always been our concern. For all FTI-MAR students, good health is essential to achieving educational goals.

It is the policy of the FTI-MAR that all accidents and incidents which result in personal injury or illness, and/or damage to FTI-MAR property shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, incidents, and accidents are properly managed in a timely fashion, and that all causes (direct and contributory) are thoroughly identified and that the appropriate actions are taken.

### **SCOPE**

This policy applies to all students, employees and visitors at any FTI-MAR Training Center location at which work, study or any other District Council sanctioned activity is being conducted.

## **PURPOSE**

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

### Definitions

**Student** – an individual who has contracted with and is registered as an FTI-MAR apprentice or journey person.

**Visitor** – an individual who is present on FTI-MAR Training Center premises.

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

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

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

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

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

### Internal Reporting

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

### Investigation

- The primary responsibility for investigation of an injury or incident lies with the craft instructor/coordinator or an authorized representative, which may include the Health and Safety Manager and the Director of Education.
- The authorized representative is responsible for writing the investigation report, which shall include:
  - An account of the injury or incident;
  - Recommendations for remedial actions to prevent recurrence; and
  - The names of the departments, services, and persons to which the recommendations have been forwarded for follow up.
  - All reports are located in the Health & Safety office.

## **REPORTING PROCEDURES FOR INJURY/INCIDENT REPORTING AND INVESTIGATION POLICY**

### ***Responsibilities of Students, Employees and Visitors:***

- A student, employee or visitor who is a victim of an injury or who has suffered an illness or disease shall:
- Immediately report the injury to the authorized representative;
- Complete and sign the Injury, Illness or Accident Report as soon as possible following the occurrence. All reports are located in each Health & Safety office.

### ***Responsibilities of Instructors, Coordinators or Administrators:***

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

Maintaining good health requires access to health care when it is needed. The following medical facilities, health centers, and hospital are available to render the necessary health and medical services:

### **Major injuries, incidents, or illnesses (Outside of 911 calls):**

Jefferson-Aria Hospital – Torresdale Campus  
Red Lion and Knights Road  
Phila., Pa. 19114  
Phone 215-612-4000

### **Minor injuries, incidents, or illnesses:**

Industrial Health Care Center  
2804 Southampton Road  
Phila., Pa. 19154  
Phone 215-677-0930

### **Substance abuse and mental health issues:**

Allied Trades Assistance Program  
4170 Woodhaven Road  
Phila., Pa. 19154  
Phone 215-677-8820  
Fax 215-677-9046

### **Additional Injury, Illness or Accident Protocol**

- Follow the three emergency action steps recommended by the American Red Cross (Check, Call, and Care).
- Direct the victim to the Training Center Infirmary located directly across from the water fountain outside of Classrooms # 1 and # 2.
- Sound the emergency alarm – if necessary.
- Supervise the evacuation of the building (Please follow guidelines as set forth on the Training Center emergency evacuation floor plans).
- Provide basic care for an injury or sudden illness until the victim receives
- Professional medical help.

### **Incident Reports**

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

### **COUNSELING SERVICES**

The FTI-MAR does not provide any direct counseling services but does encourage students to seek any assistance that they require. To this end, a list of community counseling resources is available through the coordinator's office. The student should consult the IUPAT DC 21 Benefits Office regarding potential coverage for counseling services.

### **DRUG FREE WORKPLACE AND CAMPUS**

The unlawful sale, purchase, distribution, possession or use of any controlled substance or the unlawful possession and use of alcohol is prohibited in or on the school owned or controlled property, or within a 200- foot perimeter of school property. No staff member/student is to report to work/class or any school activity while under the influence of illegal drugs or alcohol. Violation of these policies by a staff member/student shall be reason for referral for treatment for a drug/alcohol use disorder or for disciplinary action up to and including termination of employment or expulsion from the School. Such action will be in accordance with the applicable collective bargaining agreements and other policies and procedures; or referral for prosecution consistent with local, state, and federal law. To comply with federal Drug - free Schools/Campuses Act, the School will provide an annual notice regarding its drug

prevention program to students and staff and conduct a biennial review of the program. Please see Appendix B for further information.

## **GENERAL SAFETY**

1. Apprentices are required to be neat and clean in their appearances. Painting and Drywall apprentices are required to wear painter pants, work boots and an appropriate shirt.
2. In the shop areas, all apprentices must wear work boots and work clothes. In the welding shop, work clothes cannot have loose threads hanging from them.
3. Apprentice will check all scaffolding and ladders for defects and weight allowances. They will not use any that are defective. They will properly identify defective equipment and tools. They will report the defects to the instructors.
4. Apprentice will not use any hazardous materials until they have been instructed in the proper precautions needed when using such materials. They will use the approved protective equipment furnished for the use with such materials.
5. Apprentice will properly store and dispose of hazardous waste materials.
6. Apprentice will not create any hazards for others and will clean-up all spills as soon as possible.
7. Apprentice will not operate any equipment until they have been properly instructed in its safe use.
8. Apprentices will wear personal protective equipment as needed. Please come prepared each day with a hard hat and safety glasses.

## **HARASSMENT AND DISCRIMINATION POLICY**

### **PURPOSE**

The FTI-MAR is committed to maintaining a school and workplace free from harassment and discrimination. The purpose of this document is to explain FTI-MAR policy and procedures with regard to harassment and discrimination in the workplace.

### **Policy Statement**

It is the policy of the FTI-MAR to promote and maintain a school and work environment in which all students and employees are treated with respect and decency, and to maintain an atmosphere free of harassment, discrimination, intimidation or coercion, and to abide by all federal and state laws prohibiting such conduct. No form of discriminatory, harassing or disrespectful conduct (as described below) by or toward any employee or student of the FTI-MAR will be tolerated. The supervisory and management personnel of the FTI-MAR are responsible for implementing this policy and their success in their jobs depends, in part, on its successful implementation.

### **Policy Definitions**

**Discrimination:** Discrimination on the basis of race, creed, religion, sex, sexual or affectional preference, color, national origin, ancestry, familial status, age, disability, marital status, status with regard to public assistance or any other class protected by

law. Discrimination of a protected class is a violation of Title VII of the Civil Rights Act and/or state human rights law and is also a violation of FTI-MAR policy. The FTI-MAR prohibits discrimination based on membership in a protected class with respect to hiring, termination, discipline, compensation, benefits or any other term or condition of employment.

**Harassment:** Sexual harassment and harassment on the basis of membership or perceived membership in a protected class (e.g. racial harassment, religious harassment) is also a violation of Title VII of the Civil Rights Act and/or state human rights laws and a violation of Company policy. Any suggestion explicitly or implicitly, that sexual contact is a term or condition of employment, or that submission or rejection of such conduct is used as a basis for employment decisions, or any conduct which has the purpose or effect of "unreasonably" interfering with an individual's performance on the job or any conduct that creates any intimidating, hostile or offensive work environment will not be tolerated. Some examples of conduct, which may be considered harassment, include but are not limited to the following: (a) Any indication expressed or implied, that a student's position or an employee's job security, job assignment, conditions of employment, employment benefits, or opportunities for advancement are dependent upon or related to granting sexual favors or submitting to sexual contact of any kind; (b) Any adverse action taken against an employee or student for refusing to grant sexual favor or engage in sexual conduct; (c) Unwelcomed requests for sexual contact or social contact unrelated to institute business; (d) The use of offensive or demeaning terms or names with sexual connotations or membership in a protected class; (e) Offensive or demeaning jokes or remarks involving sex or membership in a protected class; (f) The deliberate or careless dissemination or display of offensive or demeaning materials (such as cartoons, articles, pictures, etc.) of a sexual nature or relating to membership in a protected class. Included Individuals: The guidelines of this policy apply to all FTI-MAR employees and students including but not limited to, the following positions: full-time, part-time, apprentice, journey worker, staff, clerical, supervisory and management positions. The policy applies not only to conduct between an employee and their supervisor, but also to conduct between employees and students, vendors/visitors and employees/students. Further, this policy applies not only to conduct between male and female employees and students, but also to conduct between employees and students of the same sex.

#### Procedure

All employees and students should be careful to treat their co-workers, subordinates, supervisors, and fellow students with respect and decency at all times. Any employee or student who feels he or she is being subjected to discrimination or harassment in any form, or who believes he or she has witnessed discrimination or harassment in any form, should promptly report the conduct to their supervisor. If the employee's or student's supervisor is the perpetrator of the conduct, the conduct should be reported to another supervisor or the Director of Education. Supervisors who become aware of harassing or

discriminatory conduct by employees or students must immediately report the incident(s) to the FTI-MAR's Director of Education. In any case, all complaints of such conduct will be promptly investigated by the FTI-MAR. No retaliation of any kind will occur because you have reported an incident of suspected discrimination or harassment.

#### Disciplinary Action

Upon the conclusion of the FTI-MAR's investigation into allegations concerning discrimination or harassment, appropriate disciplinary action will result if the FTI-MAR concludes that such disciplinary or harassing conduct occurred. Appropriate disciplinary action will also result if the FTI-MAR determines that suspected discrimination or harassment was reported, and the required investigation or subsequent reporting was not performed. In either case, such disciplinary action may include any and all responses the FTI-MAR deems appropriate up to and including immediate discharge from employment or the program.

### **GRIEVANCE PROCEDURES**

**A. Informal Resolution of Disputes.** Apprentices are encouraged to informally discuss issues or problems that may arise, whether in the FTI-MAR or on the job, with the Education Director, their Craft coordinator, or instructors, in an effort to obtain assistance or resolution. The purposes and objectives of the FTI-MAR can be most effectively achieved through the process of cooperative problem solving.

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

**Step 1:** The apprentice shall present a written grievance stating the specific facts and issues that are the subject of the grievance to the appropriate Craft Advisory Committee (CAC), by presenting the written grievance to the craft coordinator. The CAC shall notify the apprentice of a date and time to appear before the craft advisory committee for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the grievance at the craft advisory committee hearing. The CAC will issue a written decision regarding the grievance within 15 days after the hearing.

**Step 2:** If the apprentice is dissatisfied with the decision of the CAC regarding the grievance, the apprentice can, within 10 days after receiving the CAC decision, appeal the CAC decision in writing to the Program Administrative Committee (PAC), by presenting the written appeal to the Education Director. The appeal shall fully state the bases for the appeal. The PAC shall notify the apprentice of a date and

time to appear before the Committee for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the appeal at the PAC hearing. The PAC will issue a written decision regarding the appeal within 15 days after the hearing. The PAC decision shall be the final decision of the FTI-MAR as to all matters except termination of an apprentice from the Program.

**Step 3:** If the apprentice is dissatisfied with the decision of the PAC regarding a grievance appeal on termination of the apprentice from the Program, the apprentice can, within 15 days after receiving the PAC decision, appeal the PAC decision in writing to the Trustees, by presenting the written appeal to the Education Director. The appeal shall fully state the basis for the appeal. The apprentice may be asked to appear before the Trustees if the Trustees, in its sole and exclusive discretion, determine that a further hearing would assist in resolving the appeal. The decision of the Trustee is the final decision of the FTI-MAR in all matters, and it is binding on all participants. In matters where the student believes that the FTI-MAR has violated its enrollment agreement or other administrative issues, students may register a final appeal with the:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

### **THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulate a wide range of privacy related activities including:

- Management of student records maintained by the School
- Regulations regarding who has access to student records
- For which purposes access to student records is granted

School officials will release educational information upon receipt of a signed, dated, written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made, including:

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, Section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.
- In connection with Financial Aid, to organizations who are conducting studies that are on behalf of educational agencies;
- To Federal or State educational authorities;
- To accrediting organizations;



- In compliance with a lawfully issued subpoena;
- In connection with a health or safety emergency.

Non-School individuals (including parents except as described above) *may not have access* to educational records other than Directory Information unless authorization from the student is obtained or a lawful subpoena/court order is issued to the School. Examples of records not released are grades; grade point average; the specific number of hours/credits enrolled, passed, or failed; Social Security Number; student ID number; name of parents or next of kin; and/or residency status.

Students may complete a form authorizing the Administrator's Office to permit non-School individuals to view the student's academic record. (Further information see Appendix C)

### **FTI-MAR DC 21 APPRENTICESHIP PROGRAM APPLICATION PROCESS**

Applications are only accepted online via [www.fti.edu](http://www.fti.edu) (complete application process can be found on website). Applying does not guarantee acceptance. Please refer to Appendix B for Application Requirements.

### **DC 21 APPRENTICESHIP PROGRAM ENROLLMENT AGREEMENT**

#### **(Non-Degree Program)**

If applicant is offered and accepts an apprenticeship they must fill out the DC 21 Apprenticeship Training Enrollment Agreement. Apprentices who successfully complete the DC 21 Apprenticeship Program will receive an apprenticeship completion certificate from the US Department of Labor.

### **FTI-MAR DIPLOMA/DEGREE PROGRAM ADMISSION REQUIREMENTS**

Students are only admitted into the FTI-MAR accredited Diploma/Degree Programs when they have been offered and accepted an apprenticeship position with one of District Council 21's trades. At this time DC 21's apprenticeship requirements (Appendix B) become part of the FTI-MAR students' permanent accreditation records.

### **FTI-MAR DIPLOMA/DEGREE PROGRAM ENROLLMENT AGREEMENT**

Students attending FTI-MAR accredited diploma/degree courses will complete the FTI-MAR Enrollment Agreement document for these courses (See Appendix A). There is No Enrollment Fee.

### **REGISTRATION**

Students enrolled in both the FTI-MAR accredited diploma/degree and apprenticeship certificate courses are automatically registered for their technical and academic courses each semester/term. Any member who wishes to take ACE (Allied Trades Continuing Education) classes must register by the published deadlines listed on the FTI-MAR

website. Students registering for classes with partnership institutions (e.g., Mountwest Community and Technical College) are responsible for meeting the registration deadlines of those institutions.

**TUITION AND FEES** The FTI-MAR Diploma/Degree Programs have NO tuition and NO fees for students registered in accredited programs.

**REFUND POLICY**

Since there is no Enrollment Fees or Tuition for students registered in FTI-MAR Diploma/Degree Programs there is NO refund policy for the credited courses.

**COST OF ATTENDANCE BUDGET**

The cost of attendance budget is an estimate of the total amount of money it will cost a student to attend school per academic year. The cost of attendance budget includes tools, work gear and supplies. The estimated TOTAL costs for each program over the 4-year period are as follows:

Program	Estimated Costs*	Tools
Coatings Applicator Specialist	\$275	Combo screwdriver, 5 in 1 putty knife, Duster, 3-M Respirator, Bullard Blast Hood
Commercial Painter-Decorator	\$200	Combination Screwdriver, 5 in 1 Putty Knife, Dusters, 3-M Respirator, Various Filters for Respirator, Commercial Caulk Guns, White Overalls
Drywall Finisher	\$225	Spackle Blades- 3”to 12”, Work Bag, Tape Measure, 5 IN 1 Tool, Spackle Pan, Tape Holder, Cleaning Brush, Tool Belt
Glazier	\$420	Tool Bag, Work Apron, Tape Measure, Mallet, Pruning Shears, Razor Knife, Small Pry Bar, Claw Hammer, Screwdrivers, Small Dust Brush, Caulk Gun
Multi Craft Decorator	\$245	Spackle Blades- 3”to 12”, Work Bag, Tape Measure, 5 IN 1 Tool, Spackle Pan, Tape Holder, Cleaning Brush, Tool Belt, Respirator, caulk gun

*\*Students are NOT required to buy their tools through the FTI-MAR. They are free to use an outside vendor or bring their own tools if appropriate.*

**GRADUATION APPRENTICESHIP CERTIFICATION PROGRAMS REQUIREMENTS**

Students who have successfully completed their programs coursework and requirements will receive a DOL Certification (specific to their respective program, see Programs). Graduation ceremonies are held once a year in the Spring. See grading system.

## **GRADUATION DIPLOMA/DEGREE PROGRAM REQUIREMENTS**

Students who have successfully completed their program's accredited coursework and requirements will receive either a Diploma or Degree (specific to their respective program, see Programs) from the Finishing Trades Institute. Graduation ceremonies are held once a year in the Spring. See grading system.

### **GRADING SCALE**

*A - A student performs at 90-100% level*

*B - A student performs at 80-89% level*

*C - A student performs at 70-79% level*

*F - A student performs at below 70% level*

**Fail (F)** - A student performs at a level which is lower than 70%. If a required course is failed, the course must be repeated or an equivalent one taken. No Credit is accrued with a grade of F. When a student repeats a course or takes an equivalent after failure, both grades will be recorded on the permanent record.

**Incomplete (I)** - In exceptional cases, where an unanticipated event beyond their control interferes with a student's completion of course requirements, a letter grade of "I" (Incomplete) may be given to a student, at the instructor's discretion. Responsibility for completion of work rests with the student and must be completed within one year.

**Administrative Withdrawal (AW)** - This code is used on grade reports when a student either never attended or attended no more than two classes but did not officially drop or withdraw.

### **GRADES- DIPLOMA/DEGREE PROGRAMS**

Students will receive a letter grade of A, B, C or F for each course taken. A grade of 70% or higher is required to pass all courses. Students must repeat all courses not passed successfully. If a course is repeated, both grades will be recorded on the permanent record.

### **GRADES- APPRENTICESHIP CERTIFICATION PROGRAM**

1. A minimum of 70% (C) is required for passing.
2. The FTI-MAR submitted apprenticeship standards making each of its programs competencies-based. At the end of each semester an Apprenticeship Advancement Review Form is issued which indicates a student's progress in a check list format.

Each competency is recorded complete as follows.

**Yes** - This grade applies when the student has achieved a grade equivalent of 70% or better for the prescribed assessment.

**No** - If a required course is failed, the course must be repeated or an equivalent one taken. No Credit is accrued with a grade of F.

Students should refer to the individual course syllabi to determine how their grade will be assessed.

3. It is the responsibility of the apprentice, not the instructor to keep current in his/her work.

### **SATISFACTORY ACADEMIC PROCESS**

Students must maintain a C average in all academic classes to make satisfactory academic progress. In addition, the FTI-MAR uses a competency-based approach to all classes that are non-academic or part of the degree completion program. Students are given ample opportunity to complete each competency. Students who are unable to meet a competency after several efforts will be given additional support to meet the competency. If a faculty member feels that a student will be unable to meet the required competencies, that student will be notified and given 90 days to meet the competency or be dismissed from the program. Students are expected to meet 85 percent of the competencies for that program each year. Students who fall below this standard will be notified and required to do remedial work until they meet this standard.

### **ADVISEMENT**

Staff is available for consultation on student progress, professional development and remediation requirements. Please check posted office hours to meet with a faculty member or call to schedule an appointment.

The coordinator and the staff are available to provide general advisement on available services, financial aid, partnership programs and continuing education opportunities. Schedule an appointment to discuss these services.

### **REMEDIAL ASSISTANCE**

Students who enter the program are required to read at the 9<sup>th</sup> grade level. Approximately, 90-95% of all reading materials are at that level. Some texts and manuals have higher reading levels because of the technical nature of the industry. Students who have difficulty comprehending these materials have two options for remedial assistance as described below:

- Peer-to-peer assistance-Through the student union and faculty, students who need assistance in technical subject areas may be assigned a peer counselor, who will work with them to master a particular skill or reading requirement.
- Pipeline to the Trades-Through this program, remedial adult education instructors are retained to offer an intensive tutoring program (4 weeks) in reading, writing and mathematics. Students with specific difficulties will be assigned to this intensive program. After they complete the program, they may sign up for follow-up tutoring or the peer-to-peer assistance program,

Finally, because we have a small student-teacher ratio, many of our students are given the opportunity to work with instructors on remedial issues.

## **WITHDRAWAL POLICY/LEAVE OF ABSENCE**

Students who wish to withdraw from the program should send a request in writing to their coordinator. A leave of absence may be granted for personal or medical reasons at the discretion of the coordinator. If the coordinator believes that the student should be granted a leave of absence, the student will be notified in writing.

## **ATTENDANCE /ABSENTEEISM/MAKE-UP WORK**

All students are required to be present and punctual each scheduled class day. Any absence from a training class excused or otherwise must be made up at the next available makeup day and prior to the end of the semester. Failure to make up a missed class will result in a “strike”. Strikes will last for the duration of the apprenticeship, meaning *the strike count will not be reset each semester or each year*. The first strike will result in a warning. A second strike will require an appearance in front of the Craft Advisory Committee and notification to the apprentice’s employer. You will still need to make up for your missed class at the next available make up day. A third strike will result in Termination. For general education courses and students in the AST degree, no make-up is allowed. Please speak with your instructor.

## **CONDUCT**

1. All students must be prepared for the school day. Those who are not (No books, not wearing proper attire or not having required items) will be dismissed and must make up any missed time.
2. Any act of dishonesty will result in automatic cancellation.
3. Any student caught defacing property of FTI-MAR will be required to pay to replace damaged property and could be dropped from the program. Any offense of this matter will be reported to the Committee.
4. Smoking is allowed only in designated areas outside the building. Smokeless tobacco (snuff, chew, vaping and e-cigarettes) will not be allowed or tolerated in the classroom or on the training floor. If there is a need to smoke, butts will be disposed of in proper containers – NOT ON THE GROUND.
5. Cell phones will be shut off during class, unless prior approval is given for emergency messages use only. There will be no playing with cell phones in class or in the shop area.
6. Horseplay and profanity will not be allowed in FTI-MAR Training Center.
7. No Discrimination and Harassment; refer to policy.

## **RULES AND REGULATIONS**

As a participant in DOL Apprenticeship Program, you have been offered one of the most meaningful opportunities in your life: to develop the knowledge and skills that will enable you to perform at the highest levels of the professional trades represented by the International Union of Painters and Allied Trades (“IUPAT”) District Council 21.

The opportunity that you have been given is unique and valuable. It is the sincere hope of the Trustees, Director, Instructors and staff of the Apprentice and Training Program that you strive every day to make the most of this opportunity that you have been awarded. While the Program is demanding and rigorous, the benefits of your dedication will be enormous.

During your tenure in the Apprentice and Training Program, you should always bear in mind that in addition to the grants and supplemental training funds that the Program receives, your education is primarily funded by the members of IUPAT District Council 21, through direct contributions from their pay package. Every member of District Council 21 has committed to your education as a way to ensure the high standards and excellence of the trades represented by the IUPAT, and to ensure our ever-unrivaled ability to provide the highest quality of work to our participating and valued employers. To respect this investment and to achieve the objectives for which this Program was developed, nothing short of your complete commitment, focus, and dedication to your Apprenticeship Program is expected.

Bearing this in mind, these Rules and Regulations (hereafter referred to as “the Rules”) have been adopted by the Trustees of the FTI-MAR in order to:

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

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

As a participant in the Program, you are expected to thoroughly read and follow these Rules. If you do not understand a Rule or how it applies to you - contact the Director of Education or another Program official. You should not rely on information given to you by another Apprentice or Journeyperson, even if other participants in the Program tell you what a Rule means. The only correct application of these Rules is the interpretation of the Program. Do not make the mistake of relying on anyone else, because your misplaced reliance will not excuse your failure to comply with the Rules, as they are interpreted and applied by the Program.

These Rules may be changed from time to time by the Program and its Trustees. It is your responsibility to know and comply with Rules, as they may be amended or otherwise changed.

Failure to comply with the rules and policies of the training program will result in disciplinary measures including, but not limited to those outlined in this document. Potential disciplinary measures include, but are not limited to, fines and suspension or cancellation of apprenticeship. Canceled apprentices lose all program privileges, including working privileges – *canceled apprentices may not work for any signatory industry employer*. The FTI-MAR shall at all times fully maintain its ability to take whatever disciplinary action it sees fit to carry out the apprenticeship program rules and regulations. A complete set of the rules can be found in Apprenticeship Agreements.

### **ACADEMIC SERVICES**

The FTI-MAR has developed unique programs and curriculum designed to achieve the highest standards of performance in our industries. The successful completion of these programs will enable the student to have a successful career and multiple opportunities within the industry.

### **STUDENTS SERVICES**

The FTI-MAR is dedicated to providing each student the support and services they need to successfully complete their program and enter the industry fully prepared. The services listed below were developed to assist the student in meeting their educational goals. Questions regarding these services should be sent to the Director or the Program Coordinator.

### **STUDENT GOVERNMENT**

The Student Union exists to show students how the DC 21 union is structured and what each position's duties are. Even though it is considered an exercise, the voice of the Student Union will be heard and taken seriously. However, all decisions pertaining to the everyday operations of the FTI-MAR will be made by the appointed FTI-MAR staff members. Your participation in this program will help assure that the DC 21 union remains strong and active in the future, your future. This is not mandatory, individual trades make final decisions.

The Student Union Positions are listed below:

- PRESIDENT
- VICE PRESIDENT
- FINANCIAL SECRETARY
- RECORDING SECRETARY
- CLASS/YEAR STEWARD

### **JOB PLACEMENT**

Students in the apprenticeship program are automatically placed on a job. Once they have graduated, Journeypersons receive placement assistance from the union.

## **TRANSFER OF CREDITS POLICY**

Students who complete the apprenticeship programs can receive a transcript from Mountwest Community and Technical College for up to 39 credits earned or a transcript from the FTI-MAR for up to 60 credits earned for students who complete the AST Glazier degree. Currently, the FTI-MAR has articulation agreements with Rowan University and Thomas Jefferson University to accept some of the credits earned through its apprenticeship programs. **There is no guarantee that any other college will accept these credits.**

Transfer of Credit Policy for students enrolling in the AST Glazier degree program would have the opportunity to have their transcripts evaluated if they attended any post-secondary school in the past to determine if any of the credits would transfer. The following conditions must be met:

1. Form to be completed and submitted prior to student attending first day of the course in which credit is being sought.
2. Students must obtain Official transcripts (student issued transcripts not accepted) from an accredited institution to be considered for transfer. (Official transcripts must contain seal, signature or delivered in sealed envelope)
3. Credits cannot be from courses taken more than five years prior.
4. A grade "C" (not C-) or above must be earned. Non-graded courses (Cr/NC/Pass) are not accepted.
5. The course must be part of a regular degree seeking program at the originating university/college. Workshops, Continuing Education Courses and In-Service Training are not accepted as transfer credit.
6. Transfer credit requests for courses earned prior to admission to the program must be submitted by the end of the first semester
7. All transfer requests will be reviewed by school personnel and the student will be notified within two weeks after receipt of the official transcripts on what courses were accepted.
8. All advanced standing courses/tests will be evaluated on an individual basis.
9. Transfer courses will appear as a TR on the official transcript from FTI-MAR.

*\* Even with the transference of credits, students will have to meet all program requirements before they can receive their degree.*

## **PROGRAM TRANSFERS**

### **Internal Transfers between Programs/Concentrations-Degree Programs**

Internal transfers will be given credit for Core Competencies and general education courses where applicable. Concentration classes are non-transferable.



### **Transfers between Non-degree/Degree Programs**

Transfers between a non-degree and degree program will be allowed. Credit will be given for completed courses in all areas where applicable.

### **External Program Transfers**

Applicants who successfully complete the application process for apprenticeship and have successfully completed the Painter Job Corps Program or are entering through recognized preparatory programs (including the Helmets to Hardhats Program, other Veterans Programs, and Native American Programs) shall be evaluated, in terms of their prior experience, through assessments. They will then be placed within the program at the point that corresponds with their proven experience.

### **TRANSCRIPT AND STUDENT RECORDS**

Students may request a copy of their transcript at any time. Official copies of their transcripts are available at a cost of \$10.

Students wishing to obtain a copy of their student records can do so by filling out an appropriate "record request form" (supplied by Coordinator, Office Manager, and or Director of Training). Once the form is complete and turned in with a \$10 processing fee, the record will be made available to the student.

### **CONTINUING EDUCATION PROGRAMS**

The FTI-MAR is pleased to offer a number of courses and certificate programs for the journey worker in the field. The programs are offered under ACE (Allied Trades Continuing Education). Whether you are interested in updating your skills, learning something new or working towards advancement, these courses are designed with you in mind. A schedule of classes is posted on the FTI-MAR website.

### **COMPUTER SERVICES**

The FTI-MAR has a computer lab which is open to students according to the hours posted. Whether using this service on your own time or during class, the following rules apply.

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is: ***Discriminatory or harassing;***

- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to FTI-MAR policy or business interests.

*Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the FTI-MAR. However, the FTI-MAR reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other FTI-MAR policies. Students should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.*

### **LIBRARY/MEDIA SERVICES**

The FTI-MAR is now a member of iTunes University. All students have access to all of our curriculum plus over 3 million volumes through iTunes U. Students will receive an iTunes U password during orientation. The School also has access to a number of online databases in the construction field and an academic research database.

### **VETERANS BENEFITS**

The School is pleased to participate in the Veteran's Benefits program. The Director can assist you in the certification of your benefits agreement. For further information, students should contact the Veterans Administration at [www.gibill.va.gov/education/benefits.htm](http://www.gibill.va.gov/education/benefits.htm)

### **PARTNERSHIPS**

#### **MOUNTWEST COMMUNITY AND TECHNICAL COLLEGE DEGREE COMPLETION**

The FTI-MAR has a cooperative agreement with Mountwest Community and Technical College in Huntington, West Virginia. In addition to completing their apprenticeship, students have the option to complete classes through FTI-MAR to earn their Associates of Applied Science (AAS) in Occupational Development Degree as per Memorandum of Understanding between FTI-MAR and FTI-MAR. This is an optional program and hours for these classes are not included in the overall hours necessary to earn the diploma or apprenticeship certificate. These classes are the sole responsibility of student. Please contact the Coordinator for further information and cost.

## **FTI-MAR APPRENTICESHIP PROGRAM COURSE DESCRIPTION**

Complete list of Apprenticeship Certification Course competencies/descriptions are listed as an attachment in Official FTI-MAR DC 21 Apprenticeship Enrollment Agreement.

### **ADMINISTRATION AND FACULTY**

Erin O'Brien-Hofmann – Director of Education  
Kara Peters – Financial Controller/Office Manager  
Linda Murtha – Administrative Assistant  
Ray Reynolds – Maintenance Engineer  
Drew Heverly – Industrial/Bridge Painter (CAS Painter) Coordinator  
Jimmy Hyland Jr. – Drywall Finisher Coordinator  
Ron Moore – Commercial Painter/Wallcover Coordinator/Instructor  
Steve Metzger – Glazier Coordinator  
Neil Amadio – Glazier Instructor  
Tureka Dixon – Recruitment Coordinator  
David Tomczak - Health & Safety Coordinator  
Charlie Eck - Health & Safety Instructor

\*\*See Administrative Office for list of Part Time Instructors.

*Additionally, departments often use subject matter experts for specialty classes.*

**FTI-MAR DIPLOMA/DEGREE PROGRAMS**  
**Required areas of Concentration and Course Description**

The FTI-MAR offers the following five Diploma/Degree Programs which are described below:

**Coatings Applicator Specialist Diploma**  
**CIP Code 46.04080002**

A coatings applicator specialist paints walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. They may remove old paint to prepare the surface prior to painting. They may mix colors or oils to obtain desired color or consistency. Specific objectives for this program include:

- **Getting Information** — observing, receiving, and otherwise obtaining information from all relevant sources.
- **Performing General Physical Activities** — performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others and maintaining them over time.
- **Estimating the Quantifiable Characteristics of Products, Events, or Information** — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

The Coatings Applicator Specialist Program normally takes 4 years to complete with a total 640 hours of class time as follows:

Course Number	Course Name	Course Description	Class Hours	MCTC <sup>1</sup> Credits
ORT001	Orientation	Overview of the program requirements, intro to the union and benefits. Also provides information on substance abuse, drug testing and help for addiction.	40	0
SFT120	Safety in the Construction Trades	This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA10 and basic First Aid/CPR certifications.	40	3

ENVS114	Green Building Technologies	This course will enable students to develop practices that save energy; reduce the production of waste; use environmentally friendly products and materials; recycle materials; adopt sustainable strategies; work to protect employee health and safety; and adopt other practices, technologies and high-performance work processes that reduce carbon emissions while retaining good jobs at family-sustaining wages.	40	3
MAT198	Math for Construction	This course begins with the basic facts of arithmetic and continues through some of the early stages of algebra. Reviewing and practicing these basic mathematical concepts are intended to help all tradesmen use math to his/her advantage and to avoid making costly mistakes on the job. Participants in this course will learn to competently add, subtract, multiply and divide decimal fractions, and have a basic understanding of percentages.	40	3
ARCH100	Blueprints and Architectural Drawings	This course will build upon the students' basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints.	40	3
SFT112	Elevated Platforms	The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.	40	3
OD113	Leadership	This course prepares students to take an active role in the construction industry by learning how to use effective communication and planning to make better use of human and physical resources in the workplace to effectively form and lead highly motivated teams and to foster a safe and productive work environment.	40	0
SFT200	Lead Safety	This course presents the NJ/EPA model curriculum for lead-based paint (LBP) abatement workers. Using classroom activities, demonstrations and significant hands-on training. Students will learn how to safely abate lead-based paint in both interior and exterior environments.	40	3
PAT130	Intro to Industrial Painting	This class will orient individuals to the industrial painting profession. Topics to be covered include coating materials, tools, equipment and terminology. The differences between industrial painting and commercial painting will be identified and described.	60	3
PAT131	Surface Preparation	This course covers the tools, materials and methods used for cleaning and preparing surfaces using solvents, hand tools and power tools. Content in this course is based on the methods and procedures specified by SSPC and NACE.	40	3
PAT132	Materials for Industrial Painting	This course covers the tools, materials and methods used for cleaning and preparing surfaces using solvents, hand tools and power tools. Content in this course is based on the methods and procedures specified by SSPC and NACE.	40	3
PAT133	Techniques of Spraying	This course covers the fundamentals of spray painting with a detailed discussion of the most common spray-painting systems: electrostatic, turbine, airless, conventional, air, HVLP, and turbine. Student will also learn how to safely use spray equipment and the potential hazards involved.	70	6
PAT230	Testing and Quality Control	This course covers quality control and quality assurance. Students learn how to recognize failures of paint coatings, causes of failures and their remedies. Students also learn to conduct a quality control inspection and the standards that apply to the various tasks performed during the inspection process.	60	3

SFT214	Lead Abatement	This course presents the NJ/EPA model curriculum for lead-based paint (LBP) abatement workers. Using classroom activities, demonstrations and significant hands-on training. Students will learn how to safely abate lead-based paint in both interior and exterior environments.	50	3
<b>TOTALS</b>			<b>640</b>	<b>39</b>

## Commercial Painter-Decorator Diploma

### CIP Code 46.04080000

A Commercial Painter-Decorator paints walls, buildings, and other structural surfaces, using brushes, rollers, and spray guns. They may remove old paint to prepare the surface prior to painting. They may mix colors or oils to obtain desired color or consistency. Specific objectives for this program include:

Course Number	Course Name	Course Description	Class Hours	FTI-MAR Credit Hours
ORT001	Orientation and Drug Awareness	Overview of the program requirements, intro to the union and benefits. Also provides information on substance abuse, drug testing and help for addiction.	40	0
SFT120	Safety in the Construction Trades	This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA10 and basic First Aid/CPR certifications.	40	3
ENVS114	Green Building Technologies	This course will enable students to develop practices that save energy; reduce the production of waste; use environmentally friendly products and materials; recycle materials; adopt sustainable strategies; work to protect employee health and safety; and adopt other practices, technologies and high-performance work processes that reduce carbon emissions while retaining good jobs at family-sustaining wages.	40	3
MAT198	Math for Construction	This course begins with the basic facts of arithmetic and continues through some of the early stages of algebra. Reviewing and practicing these basic mathematical concepts are intended to help all tradesmen use math to his/her advantage and to avoid making costly mistakes on the job. Participants in this course will learn to competently add, subtract, multiply and divide decimal fractions, have a basic understanding of percentages.	40	3

ARCH100	Blueprints and Architectural Drawings	This course will build upon the students' basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints.	40	3
SFT112	Elevated Platforms	The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.	40	3
OD113	Leadership	This course prepares students to take an active role in the construction industry by learning how to use effective communication and planning to make better use of human and physical resources in the workplace to effectively form and lead highly motivated teams and to foster a safe and productive work environment.	40	0
SFT200	Lead Safety	This course presents the NJ/EPA model curriculum for lead-based paint (LBP) abatement workers. Using classroom activities, demonstrations and significant hands-on training. Students will learn how to safely abate lead-based paint in both interior and exterior environments.	40	3
PAT120	Intro to Painting	This class will orient individuals to the painting profession. The topics to be covered include painting materials, tools, equipment and terminology. An overview of the characteristics of light and color will also be provided.	40	3
PAT121	Techniques of Painting	This course covers surface preparation, selection and characteristics of materials, standards and specifications related to abrasive blasting, H2O blasting, and painting. Special emphasis will be placed on characteristics of normal and abnormal surface deterioration and thermal spraying for metal substrates.	70	6
PAT122	Intro to Wallcovering	This course covers the basic principles of wall covering. Students will learn how to prepare a surface wall covering and how to apply wall covering. Tools and materials of the wall covering trade will also be discussed.	40	3
PAT133	Techniques of Spraying	This course covers the fundamentals of spray painting with a detailed discussion of the most common spray-painting systems: electrostatic, turbine, airless, conventional, air, HVLP, and turbine. Student will also learn how to safely use spray equipment and the potential hazards involved.	40	3

PAT220	Techniques and Applications of Spray Paint	This course covers the fundamentals of spray painting with a detailed discussion of the most common spray-painting systems: electrostatic, turbine, airless, conventional, air, and help. Students will also learn the potential hazards involved with spray equipment and how to use spray equipment safely.	70	3
PAT221	Decorative Finishes	This course emphasizes high end finishes such as faux effects, wood graining and other special paint materials.	60	3
<b>TOTALS</b>			<b>640</b>	<b>39</b>

## Drywall Finisher Diploma

### CIP Code 46.04040000

A Drywall Finisher seals joints between plasterboard and other wallboard to prepare the wall surface for painting or papering. Students who graduate from this program will be Journeypersons in the drywall finishing industry. Specific objectives for this program include:

- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment** — Providing documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

The Drywall Finisher Program normally takes 4 years to complete with a total 640 hours of class time as follows:

Course Number	Course Name	Course Description	Class Hours	FTI-MAR Credit Hours
ORT001	Orientation and Drug Awareness	Overview of the program requirements, intro to the union and benefits. Also provides information on substance abuse, drug testing and help for addiction.	40	0



SFT120	Safety in the Construction Trades	This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA10 and basic First Aid/CPR certifications.	40	3
ENVS114	Green Building Technologies	This course will enable students to develop practices that save energy; reduce the production of waste; use environmentally friendly products and materials; recycle materials; adopt sustainable strategies; work to protect employee health and safety; and adopt other practices, technologies and high-performance work processes that reduce carbon emissions while retaining good jobs at family-sustaining wages.	40	3
MAT198	Math for Construction	This course begins with the basic facts of arithmetic and continues through some of the early stages of algebra. Reviewing and practicing these basic mathematical concepts are intended to help all tradesmen use math to his/her advantage and to avoid making costly mistakes on the job. Participants in this course will learn to competently add, subtract, multiply and divide decimal fractions, and have a basic understanding of percentages.	40	3
ARCH100	Blueprints and Architectural Drawings	This course will build upon the students' basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints.	40	3
SFT112	Elevated Platforms	The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.	40	3
OD113	Leadership	This course prepares students to take an active role in the construction industry by learning how to use effective communication and planning to make better use of human and physical resources in the workplace to effectively form and lead highly motivated teams and to foster a safe and productive work environment.	40	0
SFT250	Drywall Safety	This course is designed to provide advanced safety awareness and practices for workers within all trade areas. Students will gain useful exposure and knowledge to basic safety practices including but not limited to First Aid/CPR, First Aid/AED (Automatic External Defibrillator), respiratory protection, fall protection and safety protocol when using power tools.	40	3
PAT110	Intro to Drywall	In this course, participants will learn to appreciate the quality of work done by Finishers skilled in the techniques of filling. Filling, along with sanding, are the Drywall Finishers final touches before completing a drywall job.	40	3
PAT111	Materials of Drywall	A Drywall tradesman must be familiar with the choices of materials that can and should be used on a particular job. The materials used, coupled with the proper procedures for application are crucial to properly finishing a job. Participants will discuss the advantages of drywall construction and the materials used.	40	3
PAT112	Taping and Filling Techniques I	Taping is the process of gluing or adhering paper or a fiberglass tape over wallboard joints such as butt joints, flat joints and angle joints. Taping reinforces joints and provides a smooth surface for applying further coats of filler.	30	2
PAT113	Taping and Filling Techniques II	There are many types and uses for filling compounds. Various factors of a job site, including climate conditions, materials used, and purpose will determine the type of filling compound that will be used.	80	5

PAT210	Automatic Taping Tools	The most commonly used method of taping in the industry is the automatic taping tool, also known as the Bazooka®. Students will gain hands-on experience while learning the parts, functions, safety, and maintenance procedures of the tool. Operating procedures will be described and/or demonstrated.	50	3
PAT211	Advanced Drywall Techniques	In this course, the participating Drywall Finisher will become familiar with the various inspections that are needed and codes that must be followed based on recognized national or local building codes and regulations. The most common inspections are conducted on electrical, plumbing, construction framing, and insulation work. Participants in this course will be given the skills and knowledge they need to know if inspections have been conducted and passed to ensure their safety and to prevent expensive problems that could occur when work is nearly or fully completed.	80	5
<b>TOTALS</b>			<b>640</b>	<b>39</b>

## Multi Craft Decorator Diploma

### CIP Code 46.04080001

The Multi Craft Decorator combines both the basic skills of the commercial painter/decorator and the drywall finisher. Specific objectives for this program include:

- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

**The Multi-Craft Decorator Program normally takes 4 years to complete with a total 640 hours of class time as follows:**

Course Number	Course Name	Course Description	Class Hours	FTI-MAR Credit Hours
ORT001	Orientation and Drug Awareness	Overview of the program requirements, intro to the union and benefits. Also provides information on substance abuse, drug testing and help for addiction.	40	0
SFT120	Safety in the Construction Trades	This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA10 and basic First Aid/CPR certifications.	40	3
ENVS114	Green Building Technologies	This course will enable students to develop practices that save energy; reduce the production of waste; use environmentally friendly products and materials; recycle materials; adopt sustainable strategies; work to protect employee health and safety; and adopt other practices, technologies and high-performance work processes that reduce carbon emissions while retaining good jobs at family-sustaining wages.	40	3
MAT198	Math for Construction	This course begins with the basic facts of arithmetic and continues through some of the early stages of algebra. Reviewing and practicing these basic mathematical concepts are intended to help all tradesmen use math to his/her advantage and to avoid making costly mistakes on the job. Participants in this course will learn to competently add, subtract, multiply and divide decimal fractions, and have a basic understanding of percentages.	40	3
ARCH100	Blueprints and	This course will build upon the students' basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints.	40	3

	Architectural Drawings			
SFT112	Elevated Platforms	The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.	40	3
OD113	Leadership	This course prepares students to take an active role in the construction industry by learning how to use effective communication and planning to make better use of human and physical resources in the workplace to effectively form and lead highly motivated teams and to foster a safe and productive work environment.	40	0
SFT260	Multi-Craft Safety	This course is designed to provide advanced safety awareness and practices for workers within all trade areas. Students will gain useful exposure and knowledge to basic safety practices including but not limited to First Aid/CPR, First Aid/AED (Automatic External Defibrillator), respiratory protection, fall protection and safety protocol when using power tools.	40	3
PAT110	Intro to Drywall	In this course, participants will learn to appreciate the quality of work done by Finishers skilled in the techniques of filling. Filling, along with sanding, are the Drywall Finishers final touches before completing a drywall job.	60	3
PAT111	Materials of Drywall	A Drywall tradesman must be familiar with the choices of materials that can and should be used on a particular job. The materials used, coupled with the proper procedures for application are crucial to properly finishing a job. Participants will discuss the advantages of drywall construction and the materials used.	50	3
PAT112	Taping and Filling Techniques I	Taping is the process of gluing or adhering paper or a fiberglass tape over wallboard joints such as butt joints, flat joints and angle joints. Taping reinforces joints and provides a smooth surface for applying further coats of filler.	40	3
PAT120	Intro to Painting	This class will orient individuals to the painting profession. The topics to be covered include painting materials, tools, equipment and terminology. An overview of the characteristics of light and color will also be provided.	60	4
PAT121	Techniques of Painting	This course covers surface preparation, selection and characteristics of materials, standards and specifications related to abrasive blasting, H2O blasting, and painting. Special emphasis will be placed on characteristics of normal and abnormal surface deterioration and thermal spraying for metal substrates.	70	5
PAT122	Intro to Wallcovering	This course covers the basic principles of wall covering. Students will learn how to prepare a surface wall covering and how to apply wall covering. Tools and materials of the wall covering trade will also be discussed.	40	3
<b>TOTALS</b>			<b>640</b>	<b>39</b>

# Associates in Specialized Technology Degree Glazier

CIP Code 46.04060001

Beginning Academic Year 2016-2017, students accepted to the glazier’s apprenticeship will automatically enroll in the Associates in Specialized Technology Degree Glazier Program. The requirements for that program are as follows:

Glaziers install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops. Specific objectives for this program include:

- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Getting Information** — Observing, receiving, and obtaining information from all relevant sources.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Estimating the Quantifiable Characteristics of Products, Events, or Information** — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

The Associates in Specialized Technology Degree Glazier Program normally takes 4 years to complete with a total 844 hours of class time and 6000 hours internship time as follows:

Course Number	Course Name	Course Description	Class Hours	Intern Hours	FTI-MAR Credit Hours
ARCH143	Architecture and Blueprints, I	This course will build upon the students’ basic mathematics, trigonometry, measurement skills and knowledge by accurately using math when reading blueprints. Reading blueprints, measuring, layout, fabrication and other functions specific to the glazing trade require accurate calculations and measurements for the success of any glazing job. Reading blueprints and tape rules or taking other measurements accurately will lead to properly cut glass or aluminum and will contribute to a timely and successful job.	36	200	2

ARCH243	Architecture and Blueprints II	This class engages students in application of architectural drawings and blueprints as they work in teams to complete a steel structural glazing project.	36	200	2
COM112	Oral Communication	This course provides instruction and experience in preparation and delivery of presentations in public settings and group discussions. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students will be able to design and deliver well-organized presentations and participate in group discussions with appropriate audiovisual support.	45	40	3
CONT130	Internship Year One	This course consists of paid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college student's record. There are specific categories of work experience as noted in the internship column.	0	(1500)	3
CONT140	Internship Year Two	This course consists of paid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college student's record. There are specific categories of work experience as noted in the internship column.	0	(1500)	3
CONT150	Internship Year Three	This course consists of paid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college student's record. There are specific categories of work experience as noted in the internship column.	0	(1500)	3
CONT160	Internship Year Four	This course consists of paid OJT, internship, or practicum performed in a business, industry, trade, or technical career setting within the student's occupational area. The contact hours experienced through on-the-job training will be verified by an employer or union official and will be placed on the college student's record. There are specific categories of work experience as noted in the internship column.	0	(1500)	3
ENL111	Written Communication	This course provides instruction and experience in preparation and delivery of written communication in workplace and personal settings. Emphasis is placed on the writing process including production of unified, coherent, well-developed essays, letters and memos using standard written English.	48	40	3

ENVS113	Environmental Technologies	This environmental science course will enable students to develop practices that save energy; reduce the production of waste; use environmentally friendly products and materials; recycle materials; adopt sustainable strategies; work to protect employee health and safety; and adopt other practices, technologies and high-performance work processes that reduce carbon emissions while retaining good jobs at family-sustaining wages.	45	40	3
HUM210	History of Labor Through Film	This course will use feature-length films to take an in-depth look at key issues pertaining to working people in the United States, the role of organized labor and the challenges faced by unions and their members. Students will view fiction and non-fiction films that portray incidents in the history of American labor. We will study the work lives and labor unions of miners, dockworkers, packinghouse workers, textile workers and farm workers among others. We will also discuss the meaning of the events depicted in the films by situating them within a historical context.	45	40	3
IT101	Fundamentals of Computers	An introduction to computers and the fundamentals of operating systems and software programs. Provides hands-on experience with computer applications including word processing, spreadsheets, electronic mail, and the Internet.	45	40	3
MAT199	Math for Trade Unionists	This course begins with the basic facts of arithmetic and continues through some of the early stages of algebra. Reviewing and practicing these basic mathematical concepts are intended to help all tradesmen use math to his/her advantage and to avoid making costly mistakes on the job. Participants in this course will learn to competently add, subtract, multiply and divide decimal fractions, have a basic understanding of percentages and the Pythagorean Theorem, as well as the ability to describe and measure basic angles, polygons and triangles using a protractor.	46	200	3
MAT299	Applied Mathematics	Course content includes the fundamental processes of mathematics with emphasis on problem-solving techniques. Included is introductory algebra, rudiments of analytic geometry, and elementary trigonometry.	40	200	2
PAT140	Intro to Glazing	This course is designed to provide an introduction to glazing and the tools of the trade. Students will learn fundamentals of the glazing industry including the different purposes windows serve in a building's design, trade terminology, symbols, trade tools and materials. Students will learn the management of glass cutting projects.	50	500	2
PAT141	Sealant Theory and Application	This course is designed to provide an introduction to sealants used in the glazing trade. Students will learn sealant terminology, selection, forms, and their proper and most effective use for a given project. The basic principles regarding joint design and measurements as well as the proper substrate preparation techniques will be discussed. Additionally, students will learn the basics of structural glazing including its methods, applications and safety factors.	32	200	2

PAT142	Glass Fabrication	This course is designed to build basic skills and knowledge necessary for fabricating glass including mirrors, spandrel glass, architectural panels and Ribbon Window Systems. Students will also learn the purpose and techniques for anodizing aluminum surfaces that often surround glass installations.	40	800	2
PAT241	Installation, Layout and Building Controls	This course is designed to introduce the glazier to curtain wall installation methods, practices and testing standards. Students will also learn the basics of aluminum entrances, storefront installations, Ribbon window installations and the use of transits, levers and lasers. All aspects of installation and layout will be discussed as well as building control basics.	48	2500	3
PAT243	Specialties in the Glazing Trade	This course is designed to enhance the basic skills of a glazier in performing specialty work. Specialized glazing work may include aquarium and shower door installation, auto glass work, glass shelving, Herculites, stained glass and clear story. Glaziers will learn techniques and procedures as well as safety regulations and safe handling of all materials and installations.	40	400	2
PAT249	Welding Certification	This course prepares students for 3G and 4G certifications in welding. Students must pass these certifications through the American Welding Society (AWS) certification program in order to complete the course. Students will learn how to prepare all related applications and paperwork as well as the requisite welding samples. Students will have the opportunity to practice their techniques on simulators as well as actual welding equipment.	80	100	4
SFT110	Safety in the Construction Trades	This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn both OSHA10 and basic First Aid/CPR certifications.	40	100	2
SFT112	Elevated Platforms	The main objective of this course is to prevent workplace injuries and fatalities related to falls. This course covers the potential hazards related to working on raised or unstable platforms. The types of tools and equipment for elevating oneself and one's work materials are identified. Selection, inspection, setup, safe techniques and proper maintenance of equipment are discussed.	40	100	2
SFT210	Advanced Safety Techniques	This course is designed to provide safety awareness and practices for workers within all trade areas. Students will gain useful exposure and knowledge to basic safety practices including but not limited to First Aid/CPR, First Aid/AED (Automatic External Defibrillator), respiratory protection, fall protection and safety protocol when using power tools. Students will earn their OSHA 30 certification.	40	100	2



SOSC131	Leadership and Organizational Development	This course prepares students to take an active role in the construction industry by learning how to use effective communication and planning to make better use of human and physical resources in the workplace to effectively form and lead highly motivated teams and to foster a safe and productive work environment.	48	200	3
	<b>TOTALS</b>		<b>844</b>	<b>6000</b>	<b>60</b>

Students receive 12 credits for their internship.

## **Appendix A**

### **FTI-MAR ENROLLMENT AGREEMENTS**

#### **FTI-MAR ENROLLMENT AGREEMENT**

#### **Coatings Applicator Specialist**

Finishing Trades Institute of the Mid-Atlantic Region

2190 Hornig Road

Philadelphia, PA 19116

215-501-0130

www.FTI-MAR.edu

This is an agreement between the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) and Student Name: \_\_\_\_\_ to enroll in the Coatings Applicator Specialist Program. This program consists of 640 clock hours of classroom and laboratory training over a four-year period. At the end of this program you will receive a diploma from the FTI-MAR. There are no tuition or fee costs for this program. Students will be required to purchase their own tools, uniforms and boots at a cost of approximately \$275.00 over the four-year period.

This program begins in \_\_\_\_\_ (Month) \_\_\_\_\_ (Year). Your estimated completion date is May \_\_\_\_\_ (Year).

Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog.

Since there are no tuition charges for this program, there will be no refund due to the student.

At the end of the program, you may become eligible for employment through the International Union of Painters and Allied Trades District Council 21. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED.

Should you have any questions or concerns regarding this enrollment agreement, please contact Scott Poluchuck Coordinator of the Coating Application Specialist Program. A copy of the FTI-MAR complaint procedure can be

found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the FTI-MAR Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
School Representative

**FTI-MAR ENROLLMENT AGREEMENT  
Drywall Finisher**

Finishing Trades Institute of the Mid-Atlantic Region  
2190 Hornig Road  
Philadelphia, PA 19116  
215-501-0130  
www.FTI-MAR.edu

This is an agreement between the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) and Student Name: \_\_\_\_\_ to enroll in the Drywall Finisher Program. This program consists of 640 clock hours of classroom and laboratory training over a four-year period. At the end of this program you will receive a diploma from the FTI-MAR. There are no tuition or fee costs for this program. Students will be required to purchase their own tools, uniforms and boots at a cost of approximately \$225.00 over the four-year period.

This program begins in \_\_\_\_\_ (Month) \_\_\_\_\_ (Year). Your estimated completion date is May \_\_\_\_\_ (Year).

Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog.

Since there are no tuition charges for this program, there will be no refund due to the student.

At the end of the program, you may become eligible for employment through the International Union of Painters and Allied Trades District Council 21. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED.

Should you have any questions or concerns regarding this enrollment agreement, please contact Jimmy Hyland Jr, Coordinator of the Drywall Finishing Program. A copy of the FTI-MAR complaint procedure can be found in the

Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the FTI-MAR Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
School Representative Signature

**FTI-MAR ENROLLMENT AGREEMENT**  
**Associates in Specialized Technology Degree**  
**Glazier**

Finishing Trades Institute of the Mid-Atlantic Region  
2190 Hornig Road  
Philadelphia, PA 19116  
215-501-0130  
www.FTI-MAR.edu

This is an agreement between the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) and Student Name: \_\_\_\_\_ to enroll in the Associates Degree in Specialized Technology Glazier Program. This program consists of 6844 clock hours of classroom, laboratory and on-the-job training over a four-year period. At the end of this program you will receive a diploma from the FTI-MAR. There are no tuition or fee costs for this program. Students will be required to purchase their own tools, uniforms and boots at a cost of approximately \$400.00 over the four-year period.

This program begins in \_\_\_\_\_ (Month) \_\_\_\_\_ (Year). Your estimated completion date is May \_\_\_\_\_ (Year).

Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog.

Since there are no tuition charges for this program, there will be no refund due to the student.

At the end of the program, you may become eligible for employment through the International Union of Painters and Allied Trades District Council 21. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED.

Should you have any questions or concerns regarding this enrollment agreement, please contact Joseph McGee, Coordinator of the Associates Degree in Specialized Technology in Glazing Program. A copy of the FTI-MAR complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the FTI-MAR Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
School Representative Signature

**FTI-MAR ENROLLMENT AGREEMENT**  
**Commercial Painter-Decorator**

Finishing Trades Institute of the Mid-Atlantic Region  
2190 Hornig Road  
Philadelphia, PA 19116  
215-501-0130  
www.FTI-MAR.edu

This is an agreement between the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) and Student Name: \_\_\_\_\_ to enroll in the Commercial Painter-Decorator Program. This program consists of 640 clock hours of classroom and laboratory training over a four-year period. At the end of this program you will receive a diploma from the FTI-MAR. There are no tuition or fee costs for this program. Students will be required to purchase their own tools, uniforms and boots at a cost of approximately \$200.00 over the four-year period.

This program begins in \_\_\_\_\_ (Month) \_\_\_\_\_ (Year). Your estimated completion date is May \_\_\_\_\_ (Year).

Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog.

Since there are no tuition charges for this program, there will be no refund due to the student.

At the end of the program, you may become eligible for employment through the International Union of Painters and Allied Trades District Council 21. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED.

Should you have any questions or concerns regarding this enrollment agreement, please contact Jack Altieri, Coordinator of the Painting-Decorating Program. A copy of the FTI-MAR complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the FTI-MAR Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
School Representative Signature

**FTI-MAR ENROLLMENT AGREEMENT  
Glazier**

Finishing Trades Institute of the Mid-Atlantic Region  
2190 Hornig Road  
Philadelphia, PA 19116  
215-501-0130  
www.FTI-MAR.edu

This is an agreement between the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) and Student Name: \_\_\_\_\_ to enroll in the Glazier Program. This program consists of 760 clock hours of classroom and laboratory training over a four-year period. At the end of this program you will receive a diploma from the FTI-MAR. There are no tuition or fee costs for this program. Students will be required to purchase their own tools, uniforms and boots at a cost of approximately \$400.00 over the four-year period.

This program begins in \_\_\_\_\_ (Month) \_\_\_\_\_ (Year). Your estimated completion date is May \_\_\_\_\_ (Year).

Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog.

Since there are no tuition charges for this program, there will be no refund due to the student.

At the end of the program, you may become eligible for employment through the International Union of Painters and Allied Trades District Council 21. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED.

Should you have any questions or concerns regarding this enrollment agreement, please contact Joseph McGee, Coordinator of the Glazing Program. A copy of the FTI-MAR complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the FTI-MAR Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
School Representative Signature

**FTI-MAR ENROLLMENT AGREEMENT**  
**Multi Craft Decorator**

Finishing Trades Institute of the Mid-Atlantic Region  
2190 Hornig Road  
Philadelphia, PA 19116  
215-501-0130  
www.FTI-MAR.edu

This is an agreement between the Finishing Trades Institute of the Mid-Atlantic Region (FTI-MAR) and Student Name: \_\_\_\_\_ to enroll in the Multi Craft Decorator Program. This program consists of 640 clock hours of classroom and laboratory training over a four-year period. At the end of this program you will receive a diploma from the FTI-MAR. There are no tuition or fee costs for this program. Students will be required to purchase their own tools, uniforms and boots at a cost of approximately \$275.00 over the four-year period.

This program begins in \_\_\_\_\_ (Month) \_\_\_\_\_ (Year). Your estimated completion date is May \_\_\_\_\_ (Year).

Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog. Since there are no tuition charges for this program, there will be no refund due to the student.

At the end of the program, you may become eligible for employment through the International Union of Painters and Allied Trades District Council 21. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED.

Should you have any questions or concerns regarding this enrollment agreement, please contact Joseph Weiss, Coordinator of the Multi-Craft Decorating Program. A copy of the FTI-MAR complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the FTI-MAR Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

School Representative Signature

## **Appendix B**

### **FTI-MAR DC 21 Apprenticeship Applicant Requirements:**

1. Signed and printed application
2. Copy of valid driver's license
3. "Official Sealed" High School transcripts
4. Copy of High School Diploma or proof of GED
5. 3 letters of recommendation
6. Complete 3 essay questions that are listed on website application -typed or handwritten - Essays will be graded
7. 2 forms of Government Identification- **Choose from the following options:**
  - \*Social Security Card
  - \*Birth Certificate
  - \*Passport
  - \*Department of Defense Identification Card
  - \*Certification of Naturalization
  - \*Certification of Citizenship
8. Pass Wonderlic Assessment Test – Test will be graded
9. Complete Interview (If you pass Wonderlic test) – Interview will be graded

## Appendix C

### Privacy of Student Records- Family Education Rights and Privacy Act

#### **Privacy of Student Records - Family Educational Rights and Privacy Act (FERPA)**

Finishing Trades Institute of the Mid-Atlantic Region accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. The College collects, maintains, secures and destroys student records for the educational welfare and advancement of students. This act is intended to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Apprenticeship Coordinator, and Registrar, Director of Education, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.



3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, and health and safety staff; a person or company with whom the College has contracted (such as a Union Hall Business representative, International Union Administrator or a person serving on the Board of Trustees).

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Finishing Trades Institute of the Mid-Atlantic Region to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

The College, at its discretion, may disclose directory information upon request without consent. The College has identified the following as directory information: student's name; program of study; dates of attendance; and degrees, honors and awards received along with dates.

Currently enrolled students may, under the provisions of FERPA, withhold disclosure of such information. To prevent disclosure, written notification must be received by the Office of Student Records and Registration by October 1 of the fall semester and February 15 of the spring semester.

The College will honor each request to withhold the information listed above but cannot assume responsibility to contact a student for subsequent permission to release it. Decisions about withholding information should be made very carefully. Should a student decide to inform the College not to release information, any future requests for such information from non-institutional persons or organizations will be refused.

Finishing Trades Institute of the Mid-Atlantic Region assumes that failure to request the withholding of directory information indicates approval for disclosure.

**Social Security Number** The FTI-MARMAR requires the Social Security Number (SSN) as a condition of enrollment. Although it is not used as the primary student identification number, the SSN is required for tax reporting, financial aid processing and educational tracking purposes. Finishing Trades Institute of the Mid-Atlantic Region will not disclose the SSN without student consent unless required to do so by federal, state or local law.

### **Photo/Video Release Agreement**

Finishing Trades Institute of the Mid-Atlantic Region uses photographic, video and/or digital images taken of students on College property and at College events, as well as quotes provided by students, in publications, advertisements, promotional materials and audiovisual productions associated with marketing and/or student recruiting.

Currently enrolled students may request not to be photographed or videotaped by sending written notification to the Office of Student Records and Registration by October 1 of the fall semester and February 15 of the spring semester.

Finishing Trades Institute of the Mid-Atlantic Region assumes that failure to request in writing not to be photographed or videotaped demonstrates approval for the College to use images in its marketing and/or student recruitment materials.