



CAREER COLLEGE

**Student
HANDBOOK
And Catalog
2016-2017**

IECRM is a non-profit organization dedicated to supporting, educating, and promoting professional electrical contractors.

*Approved and regulated by The Colorado Department of Higher Education,
Division of Private Occupational Schools Board.*

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STUDENT HANDBOOK and CATALOG 2016-2017

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IECRM CORE VALUES

For IECRM to be successful at achieving our mission, integrity is the foundation for everything we do. Then whatever class, program or event that we put on has to be done with great competency, treating those we serve with respect. This will produce the highest quality of service that is critical to our members and students. By incorporating all of these core values it will bring collaboration to everyone involved with IECRM and thus build a strong movement to lead our industry to greatness.

I. INTEGRITY

Every staff member is committed to the highest integrity and truth in matters of principle. We will stand up for what is right, even when it makes our job more complicated.

II. COMPETENCY

We don't just do the right thing, we do the right thing right. We will conduct all business with the utmost proficiency and expertise.

III. RESPECT

Everyone that we are connected to has value to this organization. This means that listening and thoroughly understanding the wants and needs of our alliances will be obtained to secure common goals.

IV. SERVICE

We will strive to exceed standards for quality of care and customer service. The underlying factor for service is a genuine understanding and focused attention on the people we are serving.

V. COLLABORATION

At its heart, we are an organization of teamwork and partnership. We will welcome others and build on the strength they bring to the overall success of our organization.

1.0 GENERAL INFORMATION:

1.1 Your Right to Equal Opportunity

It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship. If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with the following Agency:

USDOL Employment and Training Administration
David A. Risser, Apprenticeship & Training Representative
791-19th Street, Rm 465, Denver, CO 80202
(303) 844-4826, email: risser.david@dol.gov

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below.

Colorado Civil Rights Division
1560 Broadway, Suite 1050, Denver, Colorado;
Main phone: (303) 894-2997 or 1-(800) 262-4845
Dora.colorado.gov/crd

U.S Equal Employment Opportunity Commission (EEOC)
303 E. 17th Ave., Suite 410, Denver, Colorado 80203
Phone: 1-800-669-4000
eoc.gov

Each complaint filed must be made in writing and include the following information:

Complainant's name, address and telephone number, or other means for contacting the complainant;

The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination);

A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (for example, because of his/her race, color, religion, sex, sexual orientation, national origin, age (40 or older), genetic information, or disability);

The complainant's signature or the signature of the complainant's authorized representative.

1.2 There are four years of study to complete the apprenticeship program. Each year is divided into two 18 week semesters. For dates please see the calendar in Appendix A.

1.2.1 The Colorado Department of Labor recognizes the IECRM Apprenticeship Training Program as an approved Office of Apprenticeship (OA) Program.

1.2.2 Approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools Board.

- 1.3 Classes meet one evening per week (4 hours per class) from 5:30 p.m. to 9:30 p.m. Classes are held at the IECRM Main Campus at 11429 Pearl Street, Northglenn, CO; Northern Campus at 912 Smithfield Drive, Unit 1 & 2, Ft. Collins, CO; and remotely via Live-Online for all four years.
- 1.4 A student may only transfer from the classroom to Live-Online or from Live-Online to the classroom once per semester. Once a student moves from one venue to another they cannot transfer back until the next semester. No transfers will be allowed during the first 2 weeks of class or during the last 2 weeks of class. When possible a 2-week notice should be given to allow adequate time to be able to transfer the records of the student to the other class.
- 1.5 The scheduled night that any given class will meet is subject to various factors, including but not limited to instructor availability and classroom space and size. Classes for 1st – 4th year will be scheduled Monday – Thursday.

2.0 GOAL OF THE APPRENTICESHIP PROGRAM:

2.1 The IECRM Training Fund, Inc. is a non-profit educational organization that administers the apprenticeship school. The primary goal of the apprenticeship school is to graduate highly skilled, highly trained, and highly motivated electricians. In doing so, the students should have the background and tools necessary to become the future leaders of the electrical industry.

2.1.1 Students are strongly encouraged to complete the full Four-Year Apprenticeship Program even if they have a state electrical license.

3.0 REGISTRATION AND LATE REGISTRATION:

- 3.1 Registration shall be done on the AMPS database for all contractors registering students. Money for tuition and book payment must be submitted at the time of registration. Payment for tuition and books must be made by company check or credit card only. Contractors shall collect any money due from their individual apprentices, if necessary, to comply with this section of the Handbook.
- 3.2 If registration and payment are not made by the due dates, a \$50 late fee for members and a \$75 late fee for non-members will be applied for each apprentice registered.
- 3.3 Students paying for their own tuition can pay by check, credit card or cash at the time of registration.
- 3.4 Books will be distributed during Student Orientation for new students after all paperwork has been filled out, and after all payments are made. Returning students will get their books on the first night of class. Live-Online student books will be mailed or picked up by their contractor.
- 3.5 The registration deadline is to allow sufficient time to order textbooks for the various classes. Anyone who registers and is accepted as a late registrant for the apprenticeship school after the date for “Close of Registration” risks the possibility of not receiving their books by the first night of class. Furthermore, the IECRM staff must have accurate registration information in order to hire instructors, allocate classroom resources, and prepare the paperwork necessary for the opening of school.
- 3.6 All new students, regardless of year, are required to take a Math entrance exam. The student must pass the exam with at least a 70%. Any student receiving less than 70% on the Math Assessment will be required to attend and pass the Math Module class.

4.0 TUITION:

- 4.1 Tuition costs are established by the IECRM Board of Trustees and will be included in the registration information.
- 4.2 Tuition includes charges to cover teachers' salaries, classroom space, and other expenses incurred during classroom instruction. Tuition also includes costs for any lab expenses, supplies and/or materials. Tuition charges do not include textbooks,

workbooks, notebooks, or payment for other materials necessary for class preparation and study.

- 4.3 Tuition payment must be submitted at the time of registration.
- 4.4 Any student whose tuition has not been paid prior to the first night of class will be allowed into class; however if the tuition has not been paid before the second week of class, the student will not be allowed to continue until payment is made in full or payment arrangement has been approved.
- 4.5 Students who are paying their own tuition will be offered a payment schedule contract to pay their tuition.
- 4.6 Students who wish to attend the program and are unemployed and unable to pay for schooling can apply for IECRM's Tuition Assistance Program.
- 4.7 IECRM gives eligible Veterans priority for Tuition Assistance for our educational programs. All applicants must fulfill the qualifications for the Tuition Assistance Program.
- 4.8 A \$7.50 fee will be collected per student, per semester as is required by the Colorado Department of Higher Education, Division of Private Occupational Schools Board.

5.0 BOOKS:

- 5.1 Textbooks to be used as part of the apprenticeship program will be purchased from IECRM. The cost of the textbooks is established by the Board of Trustees and will be stated in the registration information.
- 5.2 IECRM Student Book Kits are purchased at the beginning of first semester for the entire year (two semesters). Curriculum will only be used for the specified year, however, supplemental texts may be used throughout the 4 years. Students are encouraged to keep their books as future reference material.
- 5.3 All students must purchase the current year - IECRM Student Book Kit - and must have the current edition – 2014 NFPA 70 National Electrical Code book. These book kits contain the student manual and textbooks necessary for the student to complete the classwork.
- 5.4 As stated in 3.2 and 3.3, book payment must be submitted at time of registration.

6.0 FACILITIES:

- 6.1 Every effort has been made to provide IECRM students with a clean, safe, attractive place to attend class. Security cameras have been installed for your safety both internally and externally. It is important to remember that no matter how safe we try to make the facility, there is always the possibility of criminal mischief in the parking lots. Please keep all tools that you travel with hidden so that temptation is minimized. It is everyone's responsibility to help maintain these facilities. Students and Instructors will clean lab areas and return materials to storage areas when lab exercises have concluded. Anyone that deliberately damages or destroys IECRM property will be assessed a fee for the damages and dismissed from the program.
- 6.2 The break area is located in the north back area. All snacks should be consumed in the north break area only. Please deposit trash and recyclables in the appropriate cans provided.
- 6.3 The furniture in the classrooms is arranged in a certain position for a specific reason. Please leave the furniture as you found it. If the Instructor has you move the furniture for any reason, please return it to the original position at the end of class. Please do not sit on the tables as they may break.
- 6.4 All students are to park in the parking lot or use street parking. Trash or recyclables should not be left in the parking lot. Please deposit any trash or recyclables in the dumpsters located by the student entrance.
- 6.5 The staff kitchen area is not open to students.

7.0 CONDUCT:

- 7.1 Students are expected to be in class on time and ready to learn.
- 7.2 There are several classes meeting at the same time as yours. When you are on break, or are not in the classroom, please do not disturb the other classes.

- 7.3 Cell phones are not to be used in the classroom for calculators, voice, text, or data. No exceptions. Please silence or turn off cell phones once entering the classroom and put them away. Any use of cell phones in the classroom will be subject to dismissal. If you are using your cell phone on break please be courteous of others still in class.
- 7.4 At no time are children authorized in the classrooms. IECRM is an educational facility with numerous hazards and cannot accommodate the needs of children.
- 7.5 Everyone has the right to feel safe and secure in the class environment. Any conduct intended to harass or intimidate other individuals will not be tolerated. Conduct of this kind will constitute reason for termination from the program.
- 7.6 The use of any alcohol, marijuana, or other drugs in, on, or around the school building, including the parking areas, will not be tolerated at any time. Such use will result in your immediate termination from the program. The same applies to anyone who is in possession of a weapon, including knives, on or around school premises.
- 7.7 Smoking, chewing tobacco or e-cigarettes is not allowed within the building. Containers for cigarette butts and used chew are provided outside the student entrance doors. Please dispose of any tobacco products in these containers. A \$25 fine could be imposed for improper disposal.
- 7.8 All students are required to provide safety glasses and/or other personal protective equipment (PPE) that may be required while working on hands-on lab exercises. Instructors will enforce all safety rules in labs and during hands-on demonstrations. The instructors are an extension of IECRM management and have the authority to dismiss any student from the premises for conduct deemed not in the best interest of the IECRM Career College/Apprenticeship Program.

8.0 PLACEMENT TESTING AND TRANSCRIPTS:

- 8.1 Placement testing applies to new students and those with trade related transcripts.
- 8.2 Prospective students who desire to test out of first or second year classes must schedule an appointment with the Training Office prior to July 1st. A **\$75** fee will apply to anyone without trade related transcripts.
- 8.3 Passing score is an 80%. There will not be a placement test to move from the third year into fourth year, or to move out of the fourth year.
- 8.4 All placement exams must be completed within four hours. If the student has not completed the exam in four hours, any questions left unanswered will be graded as if they were answered incorrectly.
- 8.5 Transcripts from other apprenticeship training programs and trade related courses may be used in order to be granted a placement exam. A placement exam is necessary to enroll in other than the first year when transcripts are presented. For example, to get into third year you will need to take a second year placement exam. The transcripts need to be presented to the Training Manager for review prior to the placement exam date.
- 8.6 Returning IECRM students that have been out a year or more will also have to take the Placement Test.

9.0 ATTENDANCE:

- 9.1 The IECRM Electrical Apprentice Training Program is recognized by the department of Labor and approved by the Office of Apprenticeship (OA). CFR 2829 code of the Federal Regulations requires strict monitoring of the attendance for each apprentice in the training program. Attendance is mandatory and it is the responsibility of the student to attend and participate in class. The instructors, the IECRM Training Office and the employing contractors will closely monitor attendance.
- 9.2 Students who have accumulated more than three absences during the school year will be dropped from the program immediately with written notice. Any student dropped from the program but is otherwise in good standing with IECRM may re-enroll to repeat the entire semester. There are no excused absences. Classes missed due to work or personal matters will be counted as an absence. **NOTE: Two**

tardies are equivalent to one absence. Tardies will count against you and will need to be made up.

- 9.3 The student must make up each absence. There are a number of ways to make-up an absence, either through Educadium (located at www.iecrm.org), coming to IECRM and taking a paper test, attending the Holiday Party or attending the Wire-Off competition.
- 9.4 **Please note the make-up policy.**
- 9.4.1. **The fee is \$40 to make up a missed class if the class is made up in the quarter the class is missed.**
 - 9.4.2. **If the make-up is not completed until the next quarter the fee increases to \$60.**
 - 9.4.3. **If the make-up is not completed before the end of the semester, the fee goes up to \$100.**
 - 9.4.4. **Students are highly encouraged to check on AMPS multiple times during the semester to find out if any make-ups need to be completed.**
 - 9.4.5. **If there is a dispute as to whether a make-up is needed, contact the Training Office.**
 - 9.4.6. **If the make-up is not completed 2 weeks before the end of the quarter, the contractor and/or student will be notified.**
 - 9.4.7. **If the make-up is not completed within 1 week prior to the end of each semester (REVIEW WEEK), no matter the grade achieved, the student may have to repeat that semester.**
 - 9.4.8. **Make up classes are to fulfill seat time requirements, they do not take place of missing homework and quizzes. Refer to your instructor regarding missing assignments.**
 - 9.4.9. **If a refund is requested by a student purchasing a class in error; the student will be refunded the full amount minus a \$5.00 administration fee.**
- 9.5 Each student is required to complete a minimum of 144 hours of regularly scheduled classes each year. The school year consists of 36 class sessions.
- 9.6 Attendance will be taken by the CPS (Classroom Performance System) remotes. Each student will be assigned a pad. Instructors will then have students 'sign-in' by clicking their pad. Any student attempting to sign-in for another student will be subject to dismissal from the school. If the attendance screen is not signed for any particular night, that student will be considered absent. Attendance will be taken each evening at 5:30 p.m. and 9:00 p.m. during each class session.
- 9.7 If a student is required by any military service to fulfill time/active duties/training away from school, IECRM will make every effort to accommodate these needs while staying compliant within the stated policies.
- 9.8 Online students cannot dial in and attend class you must be able to access class via the internet. You will be marked absent if you use the dial in method.

10.0 ATTENDANCE REPORTS:

- 10.1 Students and contractors can access grades and attendance reports on the AMPS Database by visiting www.iecrm.org. Students will enroll with their personal ID and six digit password. Contractors can also log in by using their assigned username and password supplied by IECRM.
- 10.2 Monthly Attendance Reports will be provided to the instructor/students notifying them of how many absences have been accrued. However, it will still be the students' sole responsibility to make up a class that has been missed.

11.0 GRADES:

- 11.1 Student grades will be based on a combined average of three different factors: exam, quiz, and homework scores. This grade is referred to as the combined average and is calculated as follows:
- 11.2 Mid-term and Final calculations are:

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Exam score =	34%
Quiz scores =	33%
Homework score =	33%

- 11.3 The Final Semester Grade is an average of First Quarter and Second Quarter Grades.
- 11.4 In order for a student to pass from one semester to the next the student must have a minimum combined average of 70%.
- 11.4.1 Students that fail the Final Exam or are below 70% on the combined average grade will be allowed to take a “make-up” exam one time only within 1 week of the end of the class. You must have a 70% or better on each semester final exam in order to complete the semester.
- 11.4.2 Letter grades will be assigned to each overall percentage grade according to the following table:
- | | | | |
|--------------|---|---|---------------------|
| 100% - 93% = | A | = | Exceptional |
| 92% - 85% = | B | = | Very good |
| 84% - 75% = | C | = | Good |
| 74% - 70% = | D | = | Poor |
| Below 70% = | F | = | Very poor – Failing |
- 11.4.3 Any student that fails a semester must retake that semester.

12.0 GRADE REPORTS:

- 12.1 Grade reports will be made available to the contractors and students online via the AMPS Database. Please see 10.1 for additional information.
- 12.2 Final grades and Certificates of Completion will be sent to the student via their contractor.

13.0 EXAM PROCEDURES:

- 13.1 All IECRM tests will be printed internally by noon on the day the test is to be given and controlled securely by the IECRM Training Director. All tests will be picked up from the Training Director in the training office by the instructor at 5:30 p.m., no earlier. In certain circumstances, tests may also be delivered to the class by the Training Director, but not until 5:30 p.m. Once the test is in the classroom they are under specific control and watch of the instructor.
- 13.2 No cell phones, computers, tablet or electronic devices of any kind, except calculators that are not on a cell phone, are allowed during the time the test is being administered. All devices must be in a backpack or put away completely out of sight. If a student has to leave the classroom for any reason during testing, they may not take any electronic device with them.
- 13.3 Tests will only be given from 5:30 p.m. to 9:30 p.m. No student will be allowed to start the test early and the test will be given to the entire class at the same time. Students must be on time to class. Once the test has been handed out, students will not be allowed into the classroom to start the test. All tests will be completed and handed in by 9:30 p.m. on the night of class. Students may finish early may leave the classroom if they like, however once they leave the classroom they will not be allowed back into the classroom on the night of the test.
- 13.4 Students that come to class after the test has been handed out will receive an absence for that night and will not be allowed to take the test that night. The student will have to come to IECRM to take the test on their own time. They must schedule an appointment with the Training Office to come in to take the exam within five working days from the day the test was originally administered. They must schedule the test between 9:00 a.m. and 1:00 p.m. No one will be allowed to start the test after 1:00 p.m., once the exam is completed an attendance credit will be given.
- 13.5 All students must use a cover sheet to hide their answers during the time the test is being administered. There is to be absolutely no communication of any kind between students during the test.

- 13.6 **For Live-Online (LOL) Students.** Exams will only be opened during class time (5:30 p.m.-9:30 p.m.) and will be proctored by his/her instructor. A digital camera has been provided as part of the LOL Student Book Kit and must be operational on exam nights for the instructor proctoring. On the first night of class/orientation a camera operations test will be held for all classes.
- 13.7 Any student caught cheating on homework, quizzes or an exam is subject to immediate termination from the apprenticeship program and the students' employer will be notified.
- 13.8 Any student that feels they were treated unfairly during the enforcement of the "Conduct" section of this document is encouraged to make an appointment with the Training Director to discuss the issue.
- 13.9 Any student terminated from the program can have their position heard by the IECRM A&T Committee upon written request to the Training Director. All decisions by the IECRM A&T Committee are considered final. The IECRM A&T Committee meets periodically throughout the year.
- 13.10 We take the integrity of our students very seriously. Please refer to IECRM Core Values at the beginning of this handbook for a list of the Core Values.

14.0 EXAMS:

- 14.1 All Students will take mandatory exams at the middle and end of each enrolled semester that accumulates to 34% of the student grade.
- 14.2 Students that are absent for a Mid-Term or Final Exam will be required to take the exam before returning to class. The student must take the exam before the next class. A zero will be assessed if a student that did not take the exam attends subsequent class sessions without first taking the Mid-Term or Final Exam.
- 14.3 Students absent for an exam must take the exam by scheduling an appointment during regular office hours 9:00 a.m. to 4:00 p.m. Any student that needs to make up the Final Exam must do so within five working days from the originally scheduled Final Exam. Attendance credit will be given for exams taken outside of the classroom.
- 14.4 All exams are closed book. However, the National Electrical Code book and a calculator may be used. The student may also use one page of handwritten notes. First and second year classes will be provided with a list of formulas for use during their exams. Cell phones will not be allowed as a calculator.
- 14.5 In addition to the CPS "clicker system", answer sheets will be passed out to the student before the exam. All answers need to be marked on the answer sheet. The student needs to record their version of the exam on the answer sheet (all exams are not alike) and make sure that all other information on the answer sheet is completed. It is the responsibility of the student to ensure his/her exam is returned to the instructor following the examination. The student will be held responsible for a lost or missing exam and may receive a zero for the exam if it is not returned to the instructor.

15.0 QUIZZES:

- 15.1 Quizzes are part of the class. If a student is absent when a quiz is given, the quiz is made up the following week at least 45 minutes before the next class starts. The student needs to come by the Training Office to get the quiz.

16.0 HOMEWORK:

- 16.1 It is the responsibility of each student to obtain the homework assignment for the next week's class from their instructor.
- 16.2 The homework assigned for any given week will be as presented in the IECRM Student Manual. However, each individual instructor can make changes, additions, or deletions for the published homework assignments as is fitting and proper for their class for that particular lesson.
- 16.3 It is the responsibility of the student to turn in their homework assignments on time and complete. Make-up for missed homework assignments is strictly a decision of the individual instructor. Some instructors may allow a student to make-up missed homework assignments and others may not. The decision of the instructor is final

concerning homework assignments. All make-up homework must be completed within a week of the due date.

17.0 SCHOOL CLOSURES:

17.1 In the event of heavy snow, school closures will be announced on Channel 9, via email and the www.iecrm.org website. Please do not call the IECRM office before 1 p.m. for school closure information. IECRM considers are factors when cancelling classes due to weather. If classes are cancelled it must be made up on a future date.

17.2 If the school has to be closed for any unforeseen reason, the IECRM staff will attempt to contact each employer and student via email.

18.0 TOP STUDENT AWARDS:

18.1 The instructor of each class in the school will present the name of their top student to the Training Director.

18.2 The top student is based on several factors including grades, attendance, class participation, and other factors that make this individual outstanding according to their instructor.

19.0 GRADUATION:

19.1 A graduation ceremony will be held at the end of the second semester to honor the work and accomplishment of the fourth year students. See the Calendar in Appendix A for dates.

19.2 All graduating fourth year students are invited to the ceremony as guests of IECRM and are encouraged to attend. Graduating students in attendance will receive a gift to be awarded at the graduation ceremony. The fourth year top students will also be honored with a special award.

19.3 A Valedictorian (highest GPA over 4 years) and Salutatorian (second highest GPA over 4 years) will be chosen each year and be asked to give a speech at graduation.

20.0 FIRST - FOURTH YEAR WIRE-OFF / SKILLS CHALLENGE COMPETITIONS:

20.1 All students will take their mandatory second semester mid-term or first semester Late Start final exams. These exams are the qualifier for the 1st – 4th year Wire-Off and Skills Challenge Competitions.

20.2 After the exam, the top students will be chosen to participate in a constructed lab that follows what the student has learned throughout their respective school year.

20.3 Contestants to compete in the Wire-Off and Skills Challenge Competitions will be notified in person or by mail of their selection. If for some reason an invited contestant cannot compete in the Wire-Off, the next most qualified student will be selected from the list.

20.4 The selection of the students will be final. Selection for participation in the Wire-Off and Skills Challenge Competitions will include the following criteria: results of written test and conduit bending project along with experience in all areas of the electrical trade. Each participant must have no more than six years in the trade.

20.5 Each participant in the Wire-Off and Skills Challenge Competitions will receive a prize. The top 4th year contestant will then compete at the IEC National Convention, as a representative of the IECRM. There, the contestant will compete against the best of the other IEC Chapters throughout the country. Non-members may participate in the local IECRM Wire-Off but will not move on to the National Competition if declared the winner, the next highest placing member will then be sent.

21.0 MATH TESTING:

21.1 Before new students can attend any IECRM Apprenticeship classes, they must pass the IECRM Math Assessment with a score of 70% or better.

21.2 Any student that has failed the Math Assessment will not be allowed to attend scheduled classes until they have successfully completed the IECRM 12 hour Math Module class. Those who fail the Math Module will be unenrolled from the current

school year and will be required to attend the next scheduled Math Module class in order to re-enroll for their Apprenticeship classes.

22.0 STUDENT ID/REWARD CARDS

22.1 All new students will be given a Student ID. Your Student ID may be used to help you get student discounts through IECRM Rewards (www.IECRM.org/rewards), and also to additional places that provide student discounts or deals. Please show your Student ID at the place of business to redeem these discounts and deals. Please refer to the back of your Student ID for some helpful links to AMPS, Educadium and more.

22.2 IECRM Rewards is a rewards program available only for IECRM students, instructors, members, and staff.

22.3 IECRM Rewards is a list of places where students may use their Student ID to redeem discounts and deals on tools and electrical supplies, movie theater tickets, gym memberships, restaurants, fast food restaurants, family activities, and more.

22.4 View all IECRM Rewards at www.IECRM.org/rewards, and be sure to check back often for new rewards!

22.5 The replacement fee for a lost or stolen ID is \$10. Please speak with an IECRM staff member to purchase and order a replacement Student ID.

23.0 FIRST NIGHT OF CLASS

23.1 New Student Orientation for classroom students will be scheduled the week before classes begin and held at the Denver Campus. This class is mandatory for all new students. See Appendix A for scheduled dates.

23.2 Student Orientation for 1st-4th year Live-Online students will be scheduled the week before classes begin and held online. This class is mandatory for all online students. See Appendix A for scheduled dates.

23.3 Your instructor will go over the IECRM Student Handbook. Each student will sign a form stating that they have read and will follow the document.

23.4 To receive books on the first night of class, students must present the following:

23.4.1. Current Colorado Driver's License or ID or Permanent Resident Card

23.4.2. Current Address

23.4.3. Current Phone Number

23.4.4. Email information

23.4.5. Employer information

23.4.6. Emergency contact information

23.4.7. Tuition Payment

23.4.8. Books Payment

23.5 ***Students will not be given books until all paperwork is completed and payments are made!***

24.0 EMILY GRIFFITH TECHNICAL COLLEGE (EGTC)

24.1 IECRM is affiliated with EGTC. All new students must register by filling out the new EGTC form. Students not completing the EGTC form will not receive credit or transcripts from EGTC.

24.2 Students who fail to complete the EGTC form or are rejected for approval will be assessed \$300 additional tuition.

24.3 EGTC form must be completed before books can be issued.

24.4 Any student that graduates from the IECRM Apprenticeship Program will be eligible to receive up to 42 credit hours towards an Associates of Applied Science Degree in Technology.

24.5 These credits can be transferred to any community college in Colorado. Graduated Apprentices may also choose to transfer a portion of these credits to A. A. S. degrees such as Construction Management, Renewal Technology or Architectural Drafting.

24.6 IEC National also offers ACE credits. Contact the Training Office for more information.

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24.7 EGTC and IECRM credits are intended to work simultaneously.

24.8 Any students that have questions about how to use these credits to enhance their education may contact the Training Office for more information.

25.0 DISCLAIMER

25.1 This Handbook may be adjusted or modified anytime during the school year. A notice will be sent out to students and contractors of any changes that may occur.

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APPENDIX A

IECRM Academic Calendar 2016-2017				
<u>Date</u>	<u>Class</u>	<u>Time</u>	<u>Day</u>	<u>Teacher</u>
June 20th- July 20th	First Semester Registration Open			
July 2016				
7/9/2016	Denver PDU: Wiring Methods	8am-4:30pm	Saturday	Todd McGee
7/11/2016	Math Assessment (1st round)	3:30-5:30pm	Monday	
7/16/2016	Ft. Collins PDU: Wiring Methods	8am-4:30pm	Saturday	Jim Johnson
Week of July 18th	Second Semester Late Start Classes End			
July 20th	First Semester Registration Ends - Early Pricing Ends			
7/25/2016	Math Assessment (2nd round)	3:30-5:30pm	Monday	
7/26, 27, 28/2016	Mth Module - Online	5:30-9:30pm	Tues, Wed, Thu	Laura Smith
7/26, 27, 28/2016	Math Module	5:30-9:30pm	Tues, Wed, Thu	Casey McGaughey & Nicholas Dyer
August 2016				
Week of August 1st	Live OnLine Classes Begin			
August 2, 3, and 4, 2016	Student Orientation Week	5:30-8:30pm	Tues, Wed, Thu	
Week of August 8th	First Semester Begins			
8/13/2016	Denver PDU: NEC Changes	8am-4:30pm	Saturday	Rich Castellano
8/13/2016	Ft. Collins PDU: NEC Changes	8am-4:30pm	Saturday	George Stolz
September 2016				
9/5/2016	HOLIDAY (Labor Day)			
Sept. 7 - Oct. 7, 2016	Colorado RW, JW & Master Licensing Preparation	5:30-9:30pm	Wednesday	Rich Castellano
9/10/2016	Denver PDU: Theory & Calculations	8am-4:30pm	Saturday	Steve Cauley
9/17/2016	Ft. Collins PDU: Theory & Calculations	8am-4:30pm	Saturday	Jim Johnson
Week of September 19th	Late Start 1st Semester Registration Begins			
9/20/2016	CPR Denver (Tuesday)	5-9pm	Tuesday	Partners in CPR
9/20/2016	Basics of Electrical Blueprint Reading	4-8pm	Tuesday	K. Felske

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9/22/2016	CPR Denver (Thursday)	5-9pm	Thursday	Partners in CPR
9/23rd & 24th	OSHA 10	2-6pm - 8-4pm	Fri- Sat	Troy Bridges
9/24/2016	CPR Ft. Collins (Saturday)	9am-1pm	Saturday	Partners in CPR
October 2016				
10/1/2016	Denver PDU: NEC Changes	8am-4:30pm	Saturday	Rich Castellano
10/1/2016	Ft. Collins PDU: NEC Changes	8am-4:30pm	Saturday	George Stolz
10/3/2016	Late Start 1st Semester Early-Pricing Registration Closes			
10/3/2016	Math Assessment for Late Start	3:30-5pm	Monday	
10/4, 5, 6/2016	Math Module	5:30-9:30pm	Tues, Wed, Thu	Casey McGaughey & Nicholas Dyer
10/4, 5, 6/2016	Math Module Online	5:30-9:30pm	Tues, Wed, Thu	Laura Smith
10/4 & 5th	Electrical Estimating	4-8pm	Tuesday & Wednesday	K. Felske
10/11/2016	Project Management	4-8pm	Tuesday	K. Felske
Week of October 10th	Late Start New Student Orientation (in class and live online)	5:30-8:30pm	Tuesday	
10/12/2016	Late Start New Student Orientation (in class)	5:30-8:30pm	Wednesday	
10/13/2016	NFPA 70e	9am-1pm	Thursday	Troy Bridges
10/14/2016	Late Start 1st Semester Registration Closes			
10/15/2016	Denver PDU: Grounding & Bonding	8am-4:30pm	Saturday	C. Shipp
10/15/2016	Ft. Collins PDU: Grounding & Bonding	8am-4:30pm	Saturday	George Stolz
10/15/2016	Electrical 101 (pre-apprentice)	10am-1pm	Saturday	P. Lingo
Week of October 17th	Late Start Class Begins			
10/20/2016	NFPA 70e Advanced	9am-1pm	Thursday	Troy Bridges
10/24-12/6/16	NFPA 72 - Fire Alarm	5:30-9:30pm	Tuesday	Thornton Powell
November 2016				
11/5/2016	Denver PDU: Theory & Calculations	8am-4:30pm	Saturday	Steve Cauley
11/5/2016	Ft. Collins PDU: Theory & Calculations	8am-4:30pm	Saturday	Jim Johnson
11/11th & 12th	OSHA 10	2-6pm - 8-4pm	Fri- Sat	Troy Bridges
11/12/2016	PDU: Wiring Methods	8am-4:30pm	Saturday	Todd McGee
11/12/2016	Ft. Collins PDU: Wiring Methods	8am-4:30pm	Saturday	Jim Johnson

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Week of November 21st	HOLIDAY (Thanksgiving)			
11/28/2016	Second Semester Registration Opens			
December 2016				
12/3/2016	Denver PDU: Grounding & Bonding	8am-4:30pm	Saturday	Chris Shipp
12/3/2016	Ft. Collins PDU: Grounding & Bonding	8am-4:30pm	Saturday	Goerge Stolz
12/9/2016	HOLIDAY PARTY			
12/10/2016	Denver PDU: NEC Changes	8am-4:30pm	Saturday	Rich Castellano
12/10/2016	Ft. Collins PDU: NEC Changes	8am-4:30pm	Saturday	George Stolz
Week of December 12th	First Semester Ends			
Dec. 19th - Jan. 6th	WINTER BREAK			
12/22/2016	Second Semester Registration Early Pricing Closes			
January 2017				
Week of January 9th	Second Semester Class Begins			
Jan 27th & 28th	OSHA 10	2-6pm - 8-4pm	Fri- Sat	Troy Bridges
1/21/2017	Denver PDU: Wiring Methods	8am-4:30pm	Saturday	Todd McGee
1/21/2017	Ft. Collins PDU: Wiring Methods	8am-4:30pm	Saturday	Jim Johnson
1/28/2017	Denver PDU: Theory & Calc.	8am-4:30pm	Saturday	S. Cauley
1/28/2017	Ft. Collins PDU: Theory & Calc.	8am-4:30pm	Sunday	Jim Johnson
1/31/2017	Basics of Electrical Blueprint Reading	4-8pm	Tuesday	K. Felske
February 2017				
2/7/2017	Hazardous Locations	5:30-9:30pm	Tuesday	Stephen Conrad
Feb 7-28	Motor Controls Fundamentals	5:30-9:30pm	Tuesdays	B. Slota
Feb. 8 - March 15, 2017	Colorado RW, JW & Master Licensing Preparation	5:30-9:30pm	Wednesday	R. Castellano
2/11/2017	Denver PDU: Grounding & Bonding	8am-4:30pm	Saturday	C. Shipp
2/11/2017	Ft. Collins PDU: Grounding & Bonding	8am-4:30pm	Saturday	George Stolz
2/14 & 15	Electrical Estimating	4-8pm	Tuesday & Wednesday	K. Felske
Week of February 20th	Second Semester Late Start Registration Opens			
2/21/2017	Project Management	4-8pm	Tuesday	K. Felske
2/25/2017	Ft. Collins PDU: NEC changes	8am-4:30pm	Saturday	George Stolz
2/25/2017	Denver PDU: NEC Changes	8am-4:30pm	Saturday	Rich Castellano

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March 2017				
3/4/2017	Denver PDU: Theory & Calc.	8am-4:30pm	Saturday	Steve Cauley
3/4/2017	Ft. Collins PDU: Theory & Calc.	8am-4:30pm	Saturday	Jim Johnson
Week of March 6th	Late Start 1st Semester Ends			
3/10/2017	Second Semester Late Start Early Registration Closes			
3/11/2017	Denver PDU: NEC Changes	8am-4:30pm	Saturday	Rich Castellano
3/11/2017	Ft. Collins PDU: NEC Changes	8am-4:30pm	Saturday	George Stolz
Week of March 13th	Spring Break			
3/15/2017	NFPA 70e Field Staff	9am-1pm	Wednesday	Troy Bridges
3/18/2017	Denver PDU: Wiring Methods	8am-4:30pm	Saturday	Todd McGee
3/18/2017	Ft. Collins PDU; Wiring Methods	8am-4:30pm	Saturday	Jim Johnson
Week of March 20th	Late Start 2nd Semester Begins			
March 21-June 6, 2017	NABCEP ADVANCED SOLAR PV TRAINING	5:30-9:30	Tuesdays	J. Sharpe
3/25/2017	Denver PDU: Grounding & Bonding	8am-4:30pm	Saturday	C. Shipp
3/25/2017	Ft. Collins PDU: Grounding & Bonding	8am-4:30pm	Saturday	George Stolz
3/25/2017	CPR Ft. Collins (Saturday)	9am-1pm	Saturday	Partners in CPR
3/28/2017	CPR Denver (Tuesday)	5-9pm	Tuesday	Partners in CPR
3/29/2017	CPR Denver (Thursday)	5-9pm	Thursday	Partners in CPR
April 2017				
4/1/2017	Denver PDU: Theory & Calc.	8am-4:30pm	Saturday	Steve Cauley
4/1/2017	Ft. Collins PDU: Theory & Calc.	8am-4:30pm	Saturday	Jim Johnson
4/4/2017	Foreman's Training	4:30-8:30pm	Tuesday	K. Felske
4/8/2017	Denver PDU: NEC Changes	8am-4:30pm	Saturday	R. Castellano
4/8/2017	Ft. Collins PDU: NEC Changes	8am-4:30pm	Saturday	George Stolz
April 14 - 15, 2017	OSHA 10	2-6pm - 8-4pm	Fri- Sat	Troy Bridges
4/15/2017	Denver PDU: Wiring Methods	8am-4:30pm	Saturday	Todd McGee
4/15/2017	Ft. Collins PDU: Wiring Methods	8am-4:30pm	Saturday	Jim Johnson
4/22/2017	Denver PDU: Grounding & Bonding	8am-4:30pm	Saturday	C. Shipp
4/22/2017	Ft. Collins PDU: Grounding & Bonding	8am-4:30pm	Saturday	George Stolz

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April 26 - May 31, 2017	Colorado RW, JW & Master Licensing Preparation	5:30-9:30pm	Wednesday	R. Castellano
May 2017				
5/6/2017	Electrical 101	10am-1pm	Saturday	P. Lingo
5/6/2017	Denver PDU: Theory & Calc	8am-4:30pm	Saturday	S. Cauley
5/6/2017	Ft. Collins PDU: Theory & Calc	8am-4:30pm	Saturday	Jim Johnson
5/13/2017	Denver PDU: NEC Changes	8am-4:30pm	Saturday	R. Castellano
5/13/2017	Ft. Collins PDU: NEC Changes	8am-4:30pm	Saturday	George Stolz
Week of May 15th	Regular Second Semester Ends			
5/19/2017	Wire-Off / Energy Expo	11am-5pm	Friday	
5/20/2017	Denver PDU: Wiring Methods	8am-4:30pm	Saturday	Todd McGee
5/20/2017	Ft. Collins PDU: Wiring Methods	8am-4:30pm	Saturday	Jim Johnson
5/20/2017	Denver PDU: Grounding & Bonding	8am-4:30pm	Saturday	C. Shipp
5/20/2017	Ft. Collins PDU: Grounding & Bonding	8am-4:30pm	Saturday	George Stolz
June 2017				
6/7-6/28/2017	Advanced Motor Controls	5:30-9:30pm	Wednesdays	J. Tate
6/3/2017	Denver PDU: Theory & Calc	8am-4:30pm	Saturday	S. Cauley
6/3/2017	Ft. Collins PDU: Theory & Calc	8am-4:30pm	Saturday	Jim Johnson
6/3/2017	Denver PDU: NEC Changes	8am-4:30pm	Saturday	R. Castellano
6/3/2017	Ft. Collins PDU: NEC Changes	8am-4:30pm	Saturday	George Stolz
6/10/2017	Graduation	9:30am-12pm	Saturday	
6/17/2017	Denver PDU: Wiring Methods	8am-4:30pm	Saturday	Todd McGee
6/17/2017	Ft. Collins PDU: Wiring Methods	8am-4:30pm	Saturday	Jim Johnson
6/24/2017	Ft. Collins PDU: Grounding & Bonding	8am-4:30pm	Saturday	George Stolz
6/24/2017	PDU: Grounding & Bonding	8am-4:30pm	Saturday	C. Shipp
July 2017				
Week of July 17	Late Start Semester Ends			

Appendix B

Introduction

IEC Rocky Mountain is a non-profit organization and was established in 1981 in Denver, Colorado. Part of a national IEC network, IECRM is the second largest branch in the United States. With campuses in Denver, Ft. Collins, and online instruction in all four time zones, IECRM is the state of Colorado's largest electrical training school. The cornerstone program of IECRM is the Four-Year Electrical Apprenticeship Program. The institution has taught thousands of industry leaders throughout the 30-year history.

In addition to the Four-Year Electrical Apprenticeship Program, IECRM offers over 50 continuing education courses each academic year. IECRM focuses on teaching professionals in the field how to perfect their skills through classroom instruction and hands-on work in electrical and solar laboratories. Courses are dedicated to serving the working professional and are offered primarily during evenings and on weekends for convenience.

The future of IECRM will be increasing the breadth of the job skill development courses offered at the educational institution. Included within this cadre of workforce development courses will be those pertaining to Project Management, Estimating, Data-Communications classes, Fire Alarm and Low-Voltage offerings, an Emerging Leaders Program, and other high demand skills that the industry is calling for. IECRM is focused on making workers more marketable with their skill sets to employers and keeping Colorado companies on job sites with their new skill sets.

IECRM is in a unique position in that the non-profit teaches almost 1,200 workers in the region each year with the vast majority of those workers being employed during their training program. In addition, IECRM has supporting relationships with nearly 200 companies throughout the area that actively seek trained individuals that come into the non-profit training courses. A job seeker has a prime opportunity at IECRM to find employment if they are just entering the field or if they are incumbent workers looking to improve their marketable skills at the educational institution.

The IECRM Career College is run under the auspices of the IECRM Board of Directors and IECRM Board of Trustees. The IECRM Career College is overseen by Training Director, Paul Lingo.

Faculty and Administration Members

IECRM Career College Administration

Paul Lingo, *Training Director*

Annette Gauna, *Training Manager*

Steve Yaussey, *Training Coordinator*

Terri Reynolds, *Compliance Manager*

IECRM Administration

Marilyn Akers Stansbury, *Chief Executive Officer*

Mary Beth Armbruster, *Director of Operations and Membership Services*

Kori Hemans, *Chief Financial Officer*

Katie Shobe, *Marketing Manager*

Chris Lambertz, *Administrative Specialist*

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Board of Directors

Pete Aden, Chuck Belveal, Lindsey Cox, Chris Cumpton, Rick Daggett, Pete Farreny, Janet Martin, Paula Nolan, Bob Purchase, David Scott, Jason Sharpe, Dennis Walker, Robert Watkins

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Micheal Anglin	Mark Ford	Todd McGee	Brian Slota
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Steve Coleman	Josh Johnson	Mike Nueschwanger	
Jake Crossley	David Kohler	Kevin Padilla	
Stevenson Deshombres	Jeff Magee	Jonathan Ryan	
Scott Dorn	Casey McGaughey	Chris Shipp	

Programs/Courses Offered

ALT = Alternative Energy Classes, APP = Apprenticeship Training, CAR = Career Training Classes, CON = Construction Skills Classes, ENT = Entry Level Skills Classes, LIC = Licensing Classes, LOW = Low Voltage Classes, SAF = Safety Classes,

Apprenticeship Training:

Apprenticeship Freshman, 144 Hours, Course APP 101

Occupational Objective: First year apprentice program. This is the entry level for becoming an apprentice. With classes available at two campus locations and through a virtual campus online, IECRM is the state of Colorado's largest electrical apprentice training school. IECRM strives to work with community organizations, government agencies, and for-profit businesses to leverage high-result programs for the local workforce.

Apprenticeship Freshman Live-Online, 144 Hours, Course APP 111

Occupational Objective: First year apprentice program, taught by a live instructor on-line. This is the entry level for becoming an apprentice. With classes available at two campus locations and through a virtual campus online, IECRM is the state of Colorado's largest electrical apprentice training school. IECRM strives to work with community organizations, government agencies, and for-profit businesses to leverage high-result programs for the local workforce.

Apprenticeship Freshman Late Start, 144 Hours, Course APP 121

Occupational Objective: First year apprentice program that begins in November for the student that gets hired after first semester begins. This is the entry level for becoming an apprentice. With classes available at two campus locations and through a virtual campus online, IECRM is the state of Colorado's largest electrical apprentice training school. IECRM strives to work with community organizations, government agencies, and for-profit businesses to leverage high-result programs for the local workforce.

Apprenticeship Freshman Live-Online Late Start, 144 Hours, Course APP 131

Occupational Objective: First year apprentice program, taught by a live instructor on-line that begins in November for the student that gets hired after first semester begins. This is the entry level for becoming an apprentice. With classes available at two campus locations and through a virtual campus online, IECRM is the state of Colorado's largest electrical apprentice training school. IECRM strives to work with community

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organizations, government agencies, and for-profit businesses to leverage high-result programs for the local workforce.

Apprenticeship Sophomore, 144 Hours, Course APP 201

Occupational Objective: Second year apprentice program. This level builds on the first year program for becoming an apprentice. With classes available at two campus locations and through a virtual campus online, IECRM is the state of Colorado's largest electrical apprentice training school. IECRM strives to work with community organizations, government agencies, and for-profit businesses to leverage high-result programs for the local workforce.

Apprenticeship Sophomore Live-Online, 144 Hours, Course APP 211

Occupational Objective: Second year apprentice program taught by a live instructor on-line. This level builds on the first year program for becoming an apprentice. With classes available at two campus locations and through a virtual campus online, IECRM is the state of Colorado's largest electrical apprentice training school. IECRM strives to work with community organizations, government agencies, and for-profit businesses to leverage high-result programs for the local workforce

Apprenticeship Junior, 144 Hours, Course APP 301

Occupational Objective: Third year apprentice program. This level builds on the first and second year program for becoming an apprentice. With classes available at two campus locations and through a virtual campus online, IECRM is the state of Colorado's largest electrical apprentice training school. IECRM strives to work with community organizations, government agencies, and for-profit businesses to leverage high-result programs for the local workforce.

Apprenticeship Junior Live-Online, 144 Hours, Course APP 311

Occupational Objective: Third year apprentice program taught by a live instructor on-line. This level builds on the first and second year program for becoming an apprentice. With classes available at two campus locations and through a virtual campus online, IECRM is the state of Colorado's largest electrical apprentice training school. IECRM strives to work with community organizations, government agencies, and for-profit businesses to leverage high-result programs for the local workforce.

Apprenticeship Senior, 144 Hours, Course APP 401

Occupational Objective: Fourth year apprentice program. This level builds on the first, second and third year program for becoming an apprentice. With classes available at two campus locations and through a virtual campus online, IECRM is the state of Colorado's largest electrical apprentice training school. IECRM strives to work with community organizations, government agencies, and for-profit businesses to leverage high-result programs for the local workforce.

Apprenticeship Senior Live-Online, 144 Hours, Course APP 411

Occupational Objective: Fourth year apprentice program taught by a live instructor on-line. This level builds on the first, second and third year program for becoming an apprentice. With classes available at two campus locations and through a virtual campus online, IECRM is the state of Colorado's largest electrical apprentice training school. IECRM strives to work with community organizations, government agencies, and for-profit businesses to leverage high-result programs for the local workforce.

Alternative Energy Classes:

NABCEP Entry Level Solar PV, 24 Hours, ALT 301

Occupational Objective: Launch your career in the solar PV industry! This NABCEP Entry Level solar PV course has long been the gateway to igniting your career in the solar market. IECRM provides five-weeks of expert solar PV instruction in terminology, safety, mathematics, code, system design, and basic troubleshooting. Upon completion of the course, all students will take the NABCEP Entry Level exam at IECRM. Examination fee is included in the course price. The credit hours of this course are recognized for those wishing to ultimately sit for the NABCEP Certified Installer examination.

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NABCEP Advanced Solar PV Design, 24 Hours, ALT 302

Occupational Objective: This solar PV training opportunity further elaborates on Solar PV systems, including: proposals, site surveys, National Electrical Code (NEC), safety, advanced calculations, and Solar PV Job Task Analysis (JTA). The JTA contains a detailed listing of the vital skills and abilities for an installer of PV systems. The JTA is the core document of the NABCEP Solar PV Certified Installer Accreditation. The course work will be heavily focused on the leading practices known in the solar industry. It will also focus on solar specific elements included within the NEC. An IECRM Certificate of Completion and number of hours of instruction will be awarded to students completing this Course. This course contact hours are recognized for NABCEP Certified Installer course credit hours, in addition to current NABCEP Certified Installer continuing education re-certification course hours.

NABCEP Certified Installer Test Preparation, 16 Hours, ALT 303

Occupational Objective: This comprehensive two-session “study hall” course is to prepare qualified candidates to take the NABCEP Certified Installer Exam. It is intended for those that have met the requirements to take the Certified PV Installer Exam. Materials presented in this course focus on testing strategies, skills and information needed to pass the NABCEP Installer Certification exam. Particular attention will be given to design calculations based on the 2014 National Electric Code. An IECRM Certificate of Completion and number of hours of instruction will be awarded to students successfully completing the course.

Career Training:

Basics of Electrical Blueprint Reading, 4 Hours, CAR 101

Occupational Objective: This 1/2 day seminar is a good starter for office staff, journeymen, estimators, sales professionals, and project managers. The course will cover all aspects of reading an electrical blueprint, including symbols, nomenclature, schedules, and specifications to a point so you will be able to look at a drawing and understand what the engineer/architect is trying to convey.

Becoming a Better Supervisor, 8 Hours, CAR 201

Occupational Objective: During this class you'll learn techniques for turbo-charging your supervisory skills and getting employees on track for super performance and a significant boost in productivity. You'll learn how to support an environment of creativity, innovation, and passion, regardless of what type of company you work for. You'll learn what people need from their supervisors, and even more important, you'll learn exactly how to give it to them.

Effectively Using Technology in Business, 8 Hours, CAR 301

Occupational Objective: Smart phones, tablet computers, BIM, modeling software, email, text... You can't escape. Today's business world is 24/7 and you'd better learn to use these tools effectively and efficiently if you don't want to be left behind. All successful businesses today are using cutting-edge technology to communicate, promote, and operate their businesses. This IECRM Career College class will help the business professional learn ways to use the technology that is available to increase their profit margin bring in new business, and manage their bandwidth for managing technology.

Leadership Principles, 8 hours, CAR 401

Occupational Objective: Leadership. An art and a science, leadership is not natural for most of us. Fortunately, IECRM can help you hone your skills. This unique leadership class will provide tools and principles needed to take on leadership roles on the jobsite. Learning how to manage people effectively, how to make the right decision and planning out the day are just a few of the objectives that you will discuss in this course. At the end of the day, you will walk away with some strong take-aways that you can implement in your career.

Writing Proposals to Win Proposals, 8 Hours, CAR 501

Occupational Objective: The primary goal of any proposal is to persuade the person on the receiving end to hire you. This IECRM Career College course is designed to help you win more jobs through more effective proposal writing. Any proposal offers a plan to fill a need, and your reader will evaluate your plan according to how well your written presentation answers questions about WHAT you are proposing, HOW

you plan to do it, WHEN you plan to do it, and HOW MUCH it is going to cost. This class will give you the skills you need to write a more effective proposal. It will answer the questions of what, how, when and how much and the most effective way to present this material. Let IECRM help you gain more business from more successful proposal writing!

Construction Skills Classes:

Advanced Motor Controls, 24 Hours, CON 101

Occupational Objective: This advanced course builds on the Basic Motor Control class which introduced industrial process control, diagram and hands-on instruction. Advanced Motor Controls is an expert level course on the critical fundamentals of circuits and other key motor control applications. This in-depth course reinforces knowledge and expertise through real world illustrations of industrial applications. Special emphasis is placed on the development of highly attuned troubleshooting skills. The text book for this class includes an interactive CD-ROM to further enhance the course.

Basic Motor Controls, 16 Hours, CON 201

Occupational Objective: Motor controls are a very specific skill that has a tremendous demand from the market place. This detailed course introduces industrial process control, diagram and hands-on instruction of motor control fundamentals. Among a host of key skills necessary to succeed in this discipline, the course will help professionals understand basic motor control schematics. They will understand the equipment represented by the symbols in the schematics, and how motor controls are used in practical applications. Upon completion of the course, individuals will have gained confidence in the fundamentals of working with motor controls.

Electrical Estimating, 4 Hours, CON 301

Occupational Objective: Estimating projects correctly is one of the most critical parts of running a successful construction business. Individuals will learn how to use estimating tools, understand blueprints, and prepare a successful and profitable bid. This course will also review labor units, material costs, and writing a professional proposal. It is recommended that the student have some prior knowledge of estimating for this course.

Hazardous Locations, 4 Hours, CON 401

Occupational Objective: Learn about classification of hazardous areas and locations, wiring requirements in these locations, methods of protection, requirements for special occupancies and equipment used.

Marketing Your Brand, 8 Hours, CON 501

Occupational Objective: How can I let people know about my business? This is a question many a business owner has asked. This class will help you and your staff understand the tools available today to get the word out about what you do! Expert strategies will be discussed and a variety of effective communication methods will be presented so you can work to determine what is best for your company.

Project Management, 4 Hours, CON 601

Occupational Objective: This course will cover the principles of commercial electrical estimating and project management. Individuals will learn the basics of managing an electrical project from breaking down an estimate, writing a proposal, contracts, tracking hours and materials, pricing and negotiating change orders, and collecting retention monies.

Sales Boot Camp, 7 Hours, CON 701

Occupational Objective: This 1-day boot camp will guide individuals through a proven selling system. Professionals will discover how to stop chasing poor prospects, look for new business opportunities, handle industry competitors, and learn how to stand out.

Entry Level Skills Classes:

Electrical 101, 3 Hours, ENT 101

Occupational Objective: This course is designed for pre-apprenticeship knowledge of Electrical Fundamentals, Definitions, Theory, Generation/Distribution, Ohm's Law, and Common Voltages. This class is geared for individuals who are interested in starting an electrical apprenticeship or just want to understand the basics of electricity.

Licensing Classes:

Colorado RW, JW & Master Licensing Preparation, 24 Hours, LIC 101

Occupational Objective: This six-week course is for apprentice electricians preparing to take the Colorado RW or JW licensing exam or for Journeyman preparing to take their Master licensing exam! The course syllabus will provide attendees with a working knowledge of the 2014 National Electrical Code and covers:

- theory,
- multi-wire circuits,
- raceway and box fill calculations,
- conductor sizing and protection,
- motor and air conditioner calculations,
- voltage drop,
- dwelling services,
- commercial services and much more.

CPR, AED and First Aid, 4 Hours, LIC 201

Occupational Objective: This general course teaches infant, child and adult CPR as well as rescue breathing and choking. Also we discuss the #1 and #3 killers heart disease and strokes as well as instruction on proper use of the AED. This course will also include a digital reference book, qualification card and mannequin use. The First Aid portion of the course meets OSHA guidelines for industry and construction. This course covers all basics required for performing First Aid, some examples include seizures, diabetic emergencies, burns, bleeding, broken bones and more first aid emergencies. Each will receive two year certification through the American Safety and Health Institute, nationally recognized.

PDU 2014 NEC Changes, 8 Hours, LIC 301

Occupational Objective: This class provides an overview of the 2014 National Electric Code (NEC) changes. IECRM's PDU courses meet the criteria of the State Electrical Board Rule 9.7. In addition, this course meets the criteria for continuing education recertification requirements of NABCEP Solar PV Certified Installers.

PDU Electrical Theory and Calculations, 8 Hours, LIC 401

Occupational Objective: This class provides an overview of Code Calculations and Ohms Law based on the NEC. IECRM's PDU courses meet the criteria of the State Electrical Board Rule 9.7. In addition, this course meets the criteria for continuing education recertification requirements of NABCEP Solar PV Certified Installers.

PDU Grounding and Bonding, 8 Hours, LIC 501

Occupational Objective: This class provides an overview of Article 250 from the NEC, covering line and load side, grounding and bonding. IECRM's PDU courses meet the criteria of the State Electrical Board Rule 9.7. In addition, this course meets the criteria for continuing education recertification requirements of NABCEP Solar PV Certified Installers.

PDU NEC Wiring Methods, 8 Hours, LIC 601

Occupational Objective: This class provides an overview of Article 300 including different types of installations, raceways and the new requirements for conductors. IECRM's PDU courses meet the criteria

of the State Electrical Board Rule 9.7. In addition, this course meets the criteria for continuing education recertification requirements of NABCEP Solar PV Certified Installers.

Low Voltage Classes:

Fire Alarm Class for NICET and Denver Component, 48 Hours, LOW 101

Occupational Objective: This NICET (Level I and II) preparation course is a must have for mastering professional fire alarm installation. In addition, this IECRM course supplements curriculum with City & County of Denver Fire Alarm Systems Licensing Program preparation. Whether you are an experienced Journeyman or Master Electrician, advanced level Apprentice, or Fire Alarm Specialist looking to advance your skills. The course will cover NFPA 101 (Life Safety Code), national, regional, state, local building codes, and other key information.

Safety Classes:

NFPA 70e for Field Staff, 4 Hours, SAF 101

Occupational Objective: A safe workplace is everyone's responsibility. Field electricians need to have a control of the safety issues that the NFPA 70E highlights. Electrical dangers such as shock, electrocution, electrical explosion, and arc blast will always be present on the job, but a proper electrical safety training program and strategies can minimize the likelihood of injuries and fatalities. Our NFPA 70E for Field Staff training focuses on the 2015 NFPA 70E arc flash electrical safety standard that addresses arc flash electrical safety requirements for employee workplaces that are necessary for the practical safeguarding of employees.

NFPA 70e for Supervisors, 4 Hours, SAF 121

Occupational Objective: Advanced NFPA 70E. Learn it now! Electrical dangers such as shock, electrocution, electrical explosion, and arc blast will always be present on the job, but a proper electrical safety training program and strategies can minimize the likelihood of injuries and fatalities. Our NFPA 70E training focuses on the 2015 NFPA 70E arc flash electrical safety standard that addresses arc flash electrical safety requirements for employee workplaces that are necessary for the practical safeguarding of employees.

This course will be more in depth into the charts and data tables with regards to energized electrical work, PPE, lockout/tagout, and safe work practices. There will be a hands-on component to help reinforce course content.

OSHA 10, 10 Hours, SAF 201

Occupational Objective: OSHA 10 is a necessary on most electrical and solar PV job sites. This IECRM course provides workers, supervisors, and entry-level safety personnel with the tools necessary to effectively manage their work site safety and health. The OSHA 10-hour course is designed to gain a basic understanding of the OSHA requirements and will offer practical solutions to implementing safe work practices. This class will help establish a solid foundation for effective safety programs and regulatory compliance.

Topics covered during this course include: Introduction to OSHA, Focus Four Hazards in Construction (electrocution, falls, struck-by, caught-in/between), Health Hazards in Construction, Stairs/Ladders/Scaffolds, Cranes and Rigging, and Personal Protective Equipment. Upon successful completion of the course, an OSHA 10 certification card will be provided.

OSHA 30, 30 Hours, SAF 221

Occupational Objective: You need an OSHA 30 course and we've got the best solution for you! IECRM's targeted six-week training course designed for all in the construction industry. The OSHA 30 hour program is designed with the supervisor or more experience safety person in mind. OSHA 30-Hour Construction opens by covering general information about OSHA, such as an overview of the department, handling inspections, and tips on how to locate specific regulations. The course then goes on to address each subpart of the OSHA Construction Standards, including:

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- An In Depth Overview of OSHA Regulations
- Safety and Health Management
- OSHA "Focus Four" hazards
- Personal Protective Equipment (PPE)
- Confined Space Entry
- Ergonomics
- Cranes, Derricks, Hoists, Elevators, and Conveyors
- Industrial Vehicle Safety
- Excavations, and
- Hand/Power Tool Safety

Upon completion of the course, all participants receive an OSHA 30-Hour Construction Outreach DOL course completion card!

See **Educational Services** for more details on Programs/Courses offered.

Class Schedule

The Apprenticeship program classes are scheduled Monday – Thursday for 1st – 4th year and will be either held at the Denver, Ft. Collins or Online Campuses.

Students that enroll in the Career College meet at designated times throughout the year, depending on the length of the class.

In the event of heavy snow, school closures will be announced on Channel 9, via email and the www.iecrm.org website. If the school has to be closed for any unforeseen reason, the IECRM staff will attempt to contact each employer and student via email.

Classes are not held on the following holidays: (Please see the calendar for a more detailed list of when the classes meet or are closed.

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

It is recommended that prospective students of the IECRM Career College have a high school diploma or equivalency diploma, however, it is not mandatory. Students must pass the Math Assessment. The Assessment is administered at IECRM. Students must pass the Assessment with at least a 70% or higher. Students that do not pass the test may take a 12 hour, 3 night math module, offered at IECRM, to aid in helping them pass a re-test. This testing is only required for the students entering the Apprenticeship School. Those that enter the Continuing Education program do not need to pass any tests. There may be some prerequisites for certain Continuing Education classes and those prerequisites will be listed on the individual course description.

Enrollment

Prospective Career College students may enroll at designated times before each semester. Late enrollments will be accepted only two weeks into the course. There will be no late registration for Continuing Education classes and students may register for these classes at any time.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student may be entitled to an appropriate refund of tuition and fees (see Refund Policy) determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Employment Assistance

1. IECRM offers employment assistance to graduates, consisting of a Hire List. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

2. There is an online jobs board on the IECRM website, which can be reached by clicking the "Jobs" tab on the website. The postings are updated continually, please contact individual companies if you have questions about the position or anything else pertaining to the job postings.

3. IECRM produces an annual Job Fair and Open House, generally at the opening of apprentice registration in June of each year. To find out about additional job fairs, please visit the IECRM website.

Attendance Requirements

The IECRM Electrical Apprentice Training Program is recognized by the Department of Labor and approved by the Office of Apprenticeship (OA). CFR 2929, code of the Federal Regulations requires strict monitoring of the attendance for each apprentice in the training program. Attendance is mandatory and it is the responsibility of the student to attend and participate in class. The Instructors, the IECRM Training Office and the employing contractors will closely monitor attendance.

Students who have accumulated MORE than three absences or 12 hours during the school year will be dropped from the program immediately with written notice. Any student dropped from the program but is otherwise in good standing with IECRM may re-enroll to repeat the entire semester. There are no excused absences. Classes missed due to work or personal matters will be counted as an absence. NOTE: Two tardies are equivalent to one absence.

Each student is required to complete a minimum of 144 hours of regularly scheduled classes each year. The school year consists of 36 regularly scheduled class sessions.

Progress Policy

In order for a student to pass from one semester to the next he/she must have a minimum combined average of 70%.

Students that fail the Final Exam or are below 70% on the combined average grade will be allowed to take a “make-up” exam one time only within 1 week of the end of the class. You must have a 70% or better on the each semester final exam in order to complete the semester.

Any student that fails a semester must retake that semester in order to continue.

Student grades will be based on a combined average of three different factors: exams, quizzes, and homework scores. This grade is referred to as the combined average and is calculated as follows:

The final semester grade is an average of the First and Second Quarter grades.

Mid-term and Final calculations are:

Exam Score	=	34%
Quiz Scores	=	33%
Homework score	=	33%

Grading System

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

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

At any time students may check their current grade, attendance and OJT hours. Please follow these simple instructions below:

1. Visit www.iecrm.org
2. Click on AMPS button (left hand side)
3. Login using your User ID and Password (see below)
4. Please change your password

Students enrolled in short-term/Career College courses will be issued a Certificate of Completion at course end.

Dismissal

Any student terminated from the program can have their position heard by the A&T Committee upon written request to the Training Director. Any decision by the Committee is final. The Committee meets on an “as needed” basis.

The Training Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate

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a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Facilities

The school's main campus is located at 11429 Pearl Street, Northglenn, CO 80233 and the North campus is located at 912 Smithfield Drive, Unit 1 & 2, Ft. Collins, CO 80524. Every effort has been made to provide IECRM students with a clean, safe, attractive place to attend class. It is everyone's responsibility to help maintain these facilities. Students and instructors will clean lab areas and return materials to storage areas when lab exercises have concluded. Anyone that deliberately damages or destroys IECRM property will be assessed a fee for the damages and dismissed from the program.

The break area is located in the back of the building near the student entrance. All snacks should be consumed in the rear break area only. Please deposit trash and recyclables in the appropriate cans provided.

The furniture in the classrooms is arranged in a certain position for a specific reason. Please leave the furniture as you found it. If the instructor has you move the furniture for any reason, please return it to the original position at the end of class. Please do not sit on the tables as they may break.

All students are to park in the parking lots and use off street parking. Trash or recyclables should not be left in the parking lot. Please deposit any trash or recyclables in the dumpsters located by the student entrance.

Educational Services

Students must make up any class missed. There are a number of ways to make-up a class, through Educadium, coming to IECRM and taking a paper test, attending the Holiday Party, or attending the Wire-Off competition. Make-up(s) must be completed by the end of each quarter. At a higher price, they may be made up by semester. If a student has not made up the class by the semester, the student may not return for the next semester.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. IECRM does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

Apprenticeship councils do not accept training from trade schools for advanced placement if the program is in the apprenticeship area.

Student Complaints

Student complaints should be brought to the attention of the Training Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. Note, the student may at any time, file a written complaint online with the Colorado Division of Private Occupational Schools at higher.colorado.gov/dpos or by requesting a complaint form at (303) 862-3001. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

Student Grievance Procedure

If you feel that you have been wronged or treated unfairly, by a fellow student or instructor, please follow the procedures listed below. (See Example Below)

Good communication is very important to us and we want every student and instructor to feel safe while attending our school.

It may be necessary to contact you to get further details. Every reported incident will be taken seriously and will be kept in confidence.

Please email the completed form to paul@iecrm.org and the grievance committee will start the investigation process.

INCIDENT REPORT

Date: _____

Reporting Person: _____

Phone: _____

Date of Incident: _____

Time: _____

Location: _____

Description of Incident: (Please include names of individuals involved, nature of the incident, names & phone or contact information of witnesses. Provide as much detail as possible.)

Witnesses:

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

I hereby acknowledge that the statements made herein are true and factual.

_____ Signature

_____ Print Your Name

Refund Policy

Students not accepted into the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

<i>Student is entitled to upon withdrawal/termination</i>	Refund
Within first 10% of program (Lessons 1 - 2)	90% less cancellation charge
After 10% but within first 25% of program (Lessons 3 – 4)	75% less cancellation charge
After 25% but within first 50% of program (Lessons 5 – 9)	50% less cancellation charge
After 50% but within first 75% of program (Lessons 10 – 13)	25% less cancellation charge
After 75% (Lesson 14) [if paid in full, cancellation charge is not applicable]	NO Refund

1. All refunds will be made within 30 days of termination or withdrawal. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program.
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
 - d. Students are required to notify IECRM if they drop out of class. The date of dropping out begins from the date the school is formally notified.
 - e. Refunds to students who enroll but do not attend are subject to the guidelines outlined in the above Refund Table.
 - f. The refund will be given to whomever paid the initial tuition, either the contractor or student.
2. The student will receive a full refund of tuition and fees paid if the school discontinues a program/standalone course within a period of time a student could have reasonably completed it, and in the event the school ceases operation.
3. The policy for granting credit for previous training shall not impact the refund policy.
4. There will be NO credits for book fees after the books have been distributed and opened. Books are ordered based on registration. Unopened and undamaged kits may be returned no more than 45 days after the start of the student's scheduled 1st night of class. A credit will be issued to the payee for the cost of the books less a 20% restocking fee.

Important Dates for Apprenticeship Program

July							August							September						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
October							November							December						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
January							February							March						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
April							May							June						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

July 11 & 25 - Math Assessment

July 26-28 - Math Module

August 2-4 - New Student Orientation

The week of August 8 - Classes begin

The week of September 5 - No first year classes will meet this week. Adjustment of schedule due to no Monday night classes.

The week of October 3 - Mid-term Exams

The week of October 17 - Late Start begins

The week of November 21 - Only First Year Classes will meet. No classes on Thursday.

The Week of December 12 - Final Exams (Reg. Start) & Mid-term Exams (Late Start)

December 9 - Student Holiday Party

December 19-January 6 - Winter Break for all classes

The week of January 9 - Classes Resume for all students

The week of March 6 - Mid-term Exams (Reg. Start) & Final Exams (Late Start)

The week of March 13 - Spring Break for all classes

The week of May 15 - Final Exams (Reg. Start) & Mid-term Exams (Late Start)

May 19 - Wire-Off

June 10 - 4th Year Graduation

The Week of July 17 - Final Exams (Late Start)