



## PEJATC Industry Training and Education Policy

*This policy will be relevant to all industry training and education provided by the Pueblo Electrical Joint Apprenticeship and Training Committee (PEJATC), excluding the Registered Apprentice Classification. Registered Apprentices will follow the U.S. Department of Labor approved Apprenticeship Standards, the PEJATC Statement of Committee Policy and all other rules and regulations set forth by the Trustees of the Pueblo Electrical Joint Apprenticeship and Training Trust Fund.*

- Individuals registered in any Electrical Training Alliance (ETA) Blended Learning courses must have access to a computer at home that is equipped with the appropriate software and browsers to run and operate the Blended Learning LMS system.
- In order to obtain completion certificates individuals shall maintain an 80% minimum grade point average in each course.
- No more than one absence per course, if taking individual courses. No more than three absences in a full curriculum year, if taking an entire curriculum year of training.
- Instructors have the authority to remove any individual from any class for attendance or any other disruptive behavior.
- Everyone must be in their seat 5 minutes before class starts, one ten (10) minute break & anyone leaving before the end of class will be marked absent.
- Maximum number of twenty (20) people per class.
- \$175.00 fee must be paid in full thirty (30) days before the course begins in order to be registered for any course. **All payments are nonrefundable.** Future credit may be given at the discretion of the committee. Acceptable payment methods are: credit card, debit card, cashier's check or money order. We will not accept; personal checks and we will not accept credit card or debit card payments by telephone.
- Drug and alcohol use will not be tolerated during scheduled courses. Any individual suspected to be under the influence will be removed from the course and property immediately and will not be given any credit for time previously completed in said course. Alcoholic beverages of any kind or illegal drugs or substances are absolutely forbidden on the PEJATC property as well as the adjoining property of IBEW Local #12. Violations of this rule will be subject to immediate termination from the program.
- Individuals registered in a course shall maintain current contact information with the Training Director. All address changes shall be typed or neatly written and submitted in writing to the PEJATC office. For copies of certificates not received, due to incorrect mailing address, a \$5.00 reprocessing fee will be collected before second certificate is mailed, no exceptions.

- Rules and Policies of the Committee as presently in existence may be amended or adapted in the future at the discretion of the Committee.
- The Sexual Harassment Policy adopted by this committee, and the Alcohol and Substance Abuse Policy, shall be included as a part of committee policy.
- Cellular telephones, cameras, headphones or recording devices are not allowed in the Training Center during class hours except in the possession of JATC Instructors and staff employees of the JATC.
- Any individual seen or heard making insulting, offensive, derogatory, belittling or racial actions or statements toward or about anyone present or not present will be removed from the course and property immediately and will not be given any credit for time previously completed in said course, and the individual shall meet with the committee at the next regularly scheduled meeting before being allowed back to the PEJATC.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_