

Student Handbook & Course Catalog

Revised: October 2016

Main Campus:
25 Colgate Road
Roslindale, MA 02131

New Hampshire Service Center:
34 Commercial Drive
Brentwood NH 03833

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Introduction

Welcome to the Finishing Trades Institute of New England (FTI-NE). We are happy to have the opportunity to provide you the best educational programs in our industries. Our curriculum will provide you with the latest techniques and information enabling you to be the best in the field.

The FTI-NE apprenticeship is over 50 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.

Eric Redding
Director of Training

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: iupatdc35.org

Mission Statement

The Finishing Trades Institute of New England is a postsecondary educational institution dedicated to developing professional tradespeople, advancing their skills and certifying their qualifications. Our school encompasses programs for commercial and industrial painters, painting, industrial coating and lining applicator specialist, drywall finishers, glaziers, glassworkers, architectural metal workers and sign and display workers.

The FTI-NE exists to serve a number of purposes:

To supply our signatory contractors with highly skilled workers including apprentices, journey persons, supervisors, project managers, safety officers etc.

To provide career advancement through a combination of classroom instruction as well as shop and field experiences.

To provide continuing education and training in the form of Journey person Continuing Education classes.

With two state of the art training centers, men and women are afforded comprehensive curriculum and unequaled training.

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

Our Campuses

The main campus for the FTI-NE is located on over 2 acres in Boston, Massachusetts. There are 20,000 square feet of classrooms, labs and office space on this campus. There is a student break room and locker rooms. Each classroom is equipped with state-of-the-art technology. Labs meet and exceed industry standards for equipment and materials. There is ample parking for over 60 cars.

The New Hampshire instructional service center is 20,000 square feet of classrooms and laboratories located on 4.65 acres with ample parking for students and staff.

Accreditation and Licensure

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

Henry Mattuchio
Deputy Director
Department of Workforce Development
P.O. BOX 146759
19 Staniford St, 2nd Floor
Boston, Ma 02114
(617) 626-5403

Charles McNeil III
Regional Executive Assistant, Region 1
USDOL/Office of Apprenticeship
617 788-0304
<http://www.doleta.gov/oa/>
<https://21stcenturyapprenticeship.workforce3one.org/>

The FTI-NE is currently seeking Candidacy for Accreditation by the Council on Occupational Education. Inquiries regarding this accreditation status should be addressed to:

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
council.org
800-917-2081

Hours of Operation

The FTI-NE is open Monday through Thursday from 8:00 a.m. until 8:00 p.m. and Fridays from 8:00 a.m. until 4:00 p.m. except for legal holidays. **The offices** are open from 8:00 a.m. until 4:00 p.m. on Monday through Friday when classes are scheduled. Some classes are scheduled on Saturdays and in the evenings. Please refer to the calendar for actual class times.

Board of Trustees

A list of the board members follows.

Labor Trustees		Management Trustees
Labor Co-Chair	Jeffrey Sullivan	Management Co-Chair Robert Ayers
Company Name	DC 35	Company Name: Building Trades Employers Assoc.
Street Address	25 Colgate Road	Street Address: 100 Grossman Drive #313
Suite / Mail Stop/ Etc.	N/A	Suite / Mail N/A
City	Roslindale	City Braintree
State	Ma	State: Ma
Zip Code	02131	Zip Code: 02184
Office Phone	617-522-0520	Office Phone: 781-849-3220
Cell Phone		Cell Phone:
Fax	617-524-0716	Fax: N/A
e-Mail Address	jsullivan@iupatdc35.org	e-Mail Address: rayers48@gmail.com
Web Address	www.iupatdc35.org	Web Address
Notes		Notes:
Labor Trustee	Charles Fogell	Management Trustee Rich Capolupo
Company Name	DC 35	Company Name: Prime Coatings
Street Address	25 Colgate Road	Street Address 161 Elm Street
Suite / Mail Stop/ Etc.		Suite / Mail Stop/ Etc.
City	Roslindale	City: Salisbury
State	Ma	State: Ma
Zip Code	02131	Zip Code 01952
Office Phone	617-522-0520	Office Phone: 978-465-2556
Cell Phone		Cell Phone:
Fax	617-524-0716	Fax: 978-465-6600
e-Mail Address	cfogell@iupatdc35.org	e-Mail Address primerc@comcast.net
Web Address	www.iupatdc35.org	Web Address
Notes		Notes
Labor Trustee	Michael Lafferty	Management Trustee Richard E Mauro
Company Name	DC 35	Company Name: Metro Glass & Metal
Street Address	25 Colgate Road	Street Address: 10 Wheeling Ave
Suite / Mail Stop/ Etc.		Suite / Mail Stop/ Etc.
City	Roslindale	City: Woburn
State	Ma	State: Ma
Zip Code	02131	Zip Code: 01888
Office Phone	617-522-0520	Office Phone: 7812810667
Cell Phone		Cell Phone:
Fax	617-524-0716	Fax: (781) 305-3524
e-Mail Address	mlafferty@iupatdc35.org	e-Mail Address: remauro@metroglassmetal.com
Web Address	www.towerglassco.com	Web Address http://www.towerglassco.com
Notes		Notes:
Labor Trustee	Vernal Gaylor	Management Lee Sullivan
Company Name	IUPAT DC #35	Company Name A&A Window
Street Address	25 Colgate Road	Street Address 15 Joseph Street

Suite / P.O. BOX/ Etc.		Suite / P.O. BOX/ Etc.
City	Roslindale	City Malden
State	Ma	State: Ma
Zip Code	02131	Zip Code 02148
Office Phone	413-733-3961	Office Phone 781-322-9282
Cell Phone		Cell Phone
Fax	413-733-0170	Fax 781-321-0833
e-Mail Address	vgaylor@iupatdc35.org	e-Mail Address
Web Address	www.iupatdc35.org	Web Address lsullivan@aawindowproducts.com
Notes		Notes
Labor Trustee	Paul Canning	Management Trustee Rick Kilduf
Company Name	IUPAT DC #35	Company Name Soep Painting
Street Address	25 Colgate Road	Street Address 16 Ballard Road
Suite / P.O. BOX/ Etc.		Suite / P.O. BOX/ Etc.
City	Roslindale	City Lawrence
State	Ma	State Ma
Zip Code	02131	Zip Code 01843
Office Phone	617-522-0520	Office Phone 781-322-7800
Cell Phone		Cell Phone
Fax	617-524-0716	Fax 781-322-7458
e-Mail Address	PCanning@iupatdc35.org	e-Mail Address rkilduff@soeppainting.com
Web Address	www.iupatdc35.org	Web Address www.soepcompanies.com
Notes		Notes
Labor Trustee	Joseph Guarino	Management Trustee Roger Kemmitt
Company Name	IUPATDC #35	Company Name ML McDonald Painting Co
Street Address	25 Colgate Road	Street Address 50 Oakland Street
Suite / P.O. BOX/ Etc.		Suite / P.O. BOX/ Etc.
City	Roslindale	City Watertown
State	Ma	State Ma
Zip Code	02131	Zip Code 02471
Office Phone	617-522S-0520	Office Phone 617-923-0900
Cell Phone		Cell Phone
Fax	617-524-0716	Fax 617-590-1927
e-Mail Address	jguarino@iupatdc35.org	e-Mail Address rfkemmitt@milmcdonald.com
Web Address	www.iupatdc35.org	Web Address http://www.milmcdonald.com

Calendar-2016-2017

August 27, 2016	Fall Session Begins
November 24-25, 2016	Thanksgiving Holiday
December 24-January 1	Christmas / New Year Holidays
January 2, 2017	Spring Session Begins
April 14, 2017	Spring Session Ends
May 2017	Graduation Day

Emergency Procedures/Closing

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 Colgate Road for a head count.

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

Active Shooter: An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both physically and mentally to deal with an active shooter situation. When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Warn other individuals against entering an area where an active shooter may be
- Keep your hands visible
- Follow the instructions of any law enforcement officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide Out

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

3. Alternatives

If neither evacuation nor hiding out are possible:

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's presence
- If you cannot speak, leave the line open to allow for the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. When Law Enforcement Arrives

Remember the following guidelines:

- Remain calm and follow instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, yelling, and screaming
- Do not stop to ask for help or directions while evacuating

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.

Incident Reports: A complete report of every incident, no matter how minor, should be made to the Director 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.

Inclement Weather Policy: If the campus is closed, students will be responsible for all assigned work, and classes will be rescheduled. School closing notifications are posted on the FTI-NE Facebook page.

Student Services

The FTI-NE 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, Coordinators, or staff.

Rules and Regulations

As a participant in this 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”).

The opportunity that you have been given is unique and valuable. Whether as an apprentice or at some other level of participation, not only will you have the opportunity to develop and/or expand a career in your trade, but you have been admitted to participate into the FTI-NE’s outstanding accomplished Program. 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 work of the men and women

represented by the IUPAT District Council 35, through direct contributions from their pay package. Every member of District Council 35 has committed to your education, as a way to ensure the high standards and excellence of the trades represented by IUPAT, and to ensure our ever unrivaled ability to provide the highest quality of work to our participating and valued employers. To respect the investment of District Council 35's members, and to achieve the objectives for which this Program was developed, nothing short of your **complete commitment, focus, and dedication** is expected – or accepted. In working for you, so that you can have this opportunity, IUPAT's members also expect that you will work for them – in dedicating yourself to the excellence of IUPAT and our trades.

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

- Administer the Apprentice and Training Program (“Program” of the FTI-NE);
- 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; you can contact the Director or another Program official. You should not rely on information given to you by another Apprentice or Journey person -- even if other participants in the Program tell you what a Rule means, the only correct application of these Rules are 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.

Complaint Procedure

A. Informal Resolution of Disputes. Apprentices are encouraged to informally discuss issues or problems that may arise, whether in the FTI-NE or on the job, with the Director, their Craft Director, or instructors, in an effort to obtain assistance or resolution. The purposes and objectives of the FTI-NE 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-NE, 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 coordinating committee, by presenting the written grievance to the Craft Director. The CCC shall notify the apprentice of a date and time to appear before the craft committee for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the grievance at the craft committee hearing. The craft committee 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 Craft Director regarding a grievance appeal on termination of the apprentice from the Program, the apprentice can, within 10 days after receiving the decision, appeal the decision in writing to the Trustees, by presenting the written appeal to the 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-NE in all matters, and it is binding on all participants.

In matters where the student believes that the FTI-NE has violated its enrollment agreement or other administrative issues, students may register a final appeal with the:

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
council.org
800-917-2081

Student Safety

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

It is the policy of the FTI-NE that all accidents and incidents which results in personal injury or illness, and/or damage to FTI-NE 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 -NE Training Center location at which work, study or any other District Council 35 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 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 a FTI-NE apprentice or journeyperson.

Visitor – an individual who is present on FTI-NE 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-NE 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-NE in either a part time or full time capacity.

POLICY

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, Director, 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 Director or Craft Director.

- 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 each administrative office.

A copy of the investigation report shall be sent to the FTI-NE Director.

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 administrative office.

Responsibilities of Instructors, Coordinators or Administrators

An instructor, coordinator or administrator should:

- 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):

Faulkner Hospital
891 Centre Street
Jamaica Plain MA

Convenient MD

1 Portsmouth Avenue,
Stratham, NH 03885

Minor injuries, incidents, or illnesses:

Faulkner Hospital
891 Centre Street
Jamaica Plain MA

Convenient MD
1 Portsmouth Avenue,
Stratham, NH 03885

Substance abuse and mental health issues:

Business Representative Chris Brennan

Additional Injury, Illness or Accident Protocol

- Follow the three emergency action steps recommended by the American Red Cross (Check, Call, and Care).
- 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.

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 Director. 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 work place will be immediately terminated.
- 3) Students are to report any threats or attacks made by fellow students to the Director. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately terminated.
- 4) Any other incidents or actions that will threaten the harmony or the security of the campus, should be reported immediately to the Director.

Counseling Services

The FTI-NE 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 DC35 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 or marijuana 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, alcohol or marijuana. 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.

The Family Education Rights and Privacy Act of 1974

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulates 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.

Tuition and Fees

There are NO tuition and fees for students who have been accepted into the apprenticeship program.

Refund Policy

Since there is no tuition, there is NO refund.

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 3-year period are as follows:

Program	Estimated Costs	Tools
Coating Application Specialist	\$100	Various Small Hand Tools
Painting and Decorating	\$100	Combination Screw Driver, 5 in 1 Putty Knife, Dusters, Commercial Caulk Guns, White Overalls
Drywall Finishing	\$400	Finishing Knives/Trowels- 3"to 12", Work Bag, Tape Measure, 5 IN 1 Tool, Pan/Hawk, Tape Holder, Cleaning Brush, Tool Belt
Glazing	\$420	Tool Bag, Work Apron, Tape Measure, Mallet, Tin Snips, Razor Knife, Small Pry Bar, Claw Hammer, Screwdrivers, Small Dust Brush, Caulk Gun

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

Veteran's Benefits

The FTI-NE 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

Academic Services

The FTI-NE 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.

Admissions

Apprenticeship applicants, BEFORE BEING ACCEPTED AS APPRENTICES, must meet the following requirements:

- 1 Complete the application form furnished by the Finishing Trades Institute of New England
- 2 Be 18 years of age or older
- 3 **MUST PRODUCE A VALID DRIVERS LICENSE**
- 4 Be an American Citizen or be lawfully permitted to work in the United States of America
- 5 Produce a copy of his/her high school diploma or GED or Job Corps Completion Certificate
- 6 Be physically able to perform the work required of the trade
- 7 Attend, and successfully complete, Apprentice Information Session
- 8 Complete a favorable interview with an assigned FTI-NE Interviewer
- 9 Pass a drug screening

Each applicant who meets all minimum requirements will be evaluated for acceptance. The Painters and Allied Trades Finishing Trades Institute of New England is an Equal Opportunity Training Program. We encourage women and minorities to apply.

Enrollment

Once a student has been notified of their acceptance to the program they must complete the apprenticeship agreement document. Until this document has been completed, no student may start the program.

Registration

Students enrolled in the apprenticeship programs are automatically registered for technical classes each term. Anyone who wishes to take continuing education classes must register by the published deadlines listed on the FTI-NE calendar.

Job Placement

Students in the apprenticeship program are automatically placed on a job. Once they have graduated, Journey workers receive placement assistance from the union. Work placement from the union is continuous until retirement.

Graduation Requirements

Students who complete all of their coursework will receive a diploma from the Finishing Trades Institute. Students who have completed the core curriculum, all technical courses in their program and have completed 6000 hours of on-the-job internship are eligible for graduation from the apprenticeship program. They receive an apprenticeship completion certificate from the US Department of Labor or from the Commonwealth of Massachusetts. Graduation ceremonies are held once a year in the Spring.

Certificates and Diplomas

Students who complete all of their coursework will receive a diploma from the Finishing Trades Institute of New England. Students who complete the apprenticeship program also receive an apprenticeship completion certificate from the US Department of Labor.

Acceptance of Transfer Credits

Students who wish to transfer from one program to another within the FTI-NE can only be given credit for classes within the core curriculum. Students who transfer from another IUPAT program or a Job Corps programs will be granted advanced standing based upon the assessment of the program by the FTI-NE staff.

Withdrawal Policy/Leaves of Absences

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.

Continuing Education Programs

The FTI-NE is pleased to offer a number of courses and certificate programs for the journey worker in the field. 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-NE calendar.

Grading

P - A student performs at 60% level

Fail (F) - A student performs at a level which is lower than 60% 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.

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

Satisfactory Academic Progress

Students must maintain a passing average in all academic classes to make satisfactory academic progress. If a faculty member feels that a student will be unable to meet the requirements, that student will be notified and given 90 days to meet the requirement or be dismissed from the program.

Remedial Assistance

Students who enter the program are required to read at the 9th grade level. Approximately, 90-95% of all reading material is 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 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.
- Faculty tutoring-Faculty are available to assist students who are having difficulty with a particular assignment or performance 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, partnership programs and continuing education opportunities. Schedule an appointment to discuss these services.

Library/Media Services

The FTI-NE participates in the Learning Management System provided through the International Finishing Trades Institute. This system offers resources and media services to both faculty and students. The FTI-NE also has access to a number of online databases in the construction field and an academic research database.

Transcripts and Student Records

Students may request a copy of their transcript at any time.

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). Once the form is complete and turned in, the record will be made available to the student.

Diploma/Degree Programs

The FTI-NE offers four apprenticeship programs which are described below.

Core Curriculum

COURSE NUMBER	MODULE NUMBER	COURSE NAME	INTERNSHIP HOURS	CLASS HOURS
ORT001	COR1000	History of the Labor Movement		4
	COR1003	Green Building Awareness		4
	COR1001	Sexual Harassment		2
	COR1004 COR1005 COR1006	Math for the Construction Trades		12
	COR1012	Orientation		2
	COR1007	Architectural Drawings / Blueprint Reading		8
SFT120	COR1101	First Aid / CPR / AED		5
	COR1125	Aerial Lifts	10	7
	COR1107	RRP		8
	COR1130	OSHA30	24	30
	GLZ5003	Swing Stage		12

	COR1120	Scaffolding		4
SOSC113	COR1200	Communication Skills		8
	COR1201	Foreman Training	6	4
	COR1009	Personal Finance		4
			40	120

Coating Application Specialist Diploma

CIP Code 47-2141.00

A coating application specialist paints walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. They may remove old paint to prepare 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 Coating Application Specialist Program takes 3 years to complete with a total 480 hours of class time and 6000 internship as follows:

COURSE NUMBER	MODULE NUMBER	COURSE NAME	INTERNSHIP HOURS	CLASS HOURS
		Core Curriculum	40	120
SFT214	CAS2000	Health and Safety Awareness for the Industrial Applicator	840	40
PAT130	CAS2100	Introduction to Industrial Coatings	360	24
	CAS2200	Introduction to Corrosion Theory and Control	540	32
PAT131	CAS2300	Introduction to Surface Preparation	270	16
	CAS2301	Ambient Conditions	210	12
	CAS2302	Nozzle Blasting Systems	270	16
	CAS2303	Abrasives	180	12
	CAS2304	Portable Wheel Blast Equipment	120	8
PAT133	CAS2400	Intro to Spray Applications	180	12
	CAS2401	Mixing and Thinning	240	16
	CAS2402	Conventional Spray Application	210	12
	CAS2403	Airless Spray Application	210	12
	CAS2404	Air-assisted Airless Spray Application	240	16
PAT132	CAS2405	Measuring and Monitoring Results/Inspection	240	16
	CAS2500	Composition and Types	360	24
	CAS2600	Concrete Specialty	60	4
	CAS2601	Plural Components	60	4
	CAS2602	Thermal Spray	15	1
	CAS2603	Waterjetting	30	2
	CAS2604	Electrostatic Spray	60	4

	CAS2605	Pipeline Coatings	45	3
	CAS2606	Powder Coatings	30	2
PAT230	CAS2700	Introduction to Quality	60	4
	CAS2701	Quality Resources	60	4
	CAS2501	Quality Control and Assurance	320	22
	CAS2502	Quality Assurance: Inspection	360	24
	CAS2702	Quality Management & Document Controls	60	4
	CAS2703	Instrument Calibration	60	4
	CAS2704	Inspecting Coating Applications	30	2
	CAS2705	Document and Specification Review	30	2
	CAS2706	Inspection Plans	30	2
	CAS2707	Preventative and Corrective Action	60	4
	CAS2708	Inspection Reports	60	4
	CAS2709	Work Plans and Process Control	60	4
			6000	480

Commercial Painting Diploma

CIP Code 47-2141.00

A painter/decorator paints walls, buildings, and other structural surfaces, using brushes, rollers, and spray guns. They may remove old paint to prepare 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 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 Commercial Painting Program takes 3 years to complete with a total 480 hours of class time and 6000 hours of internship as follows:

COURSE NUMBER	MODULE NUMBER	COURSE NAME	INTERNSHIP HOURS	CLASS HOURS
		Core Curriculum	40	120
PAT120	PNT7100	Introduction to the Painting and Decorating Trade	900	8
	PNT7101	Tools and Equipment	900	20
	PNT7102	Protecting Adjacent Surfaces	300	8
	PNT7103	Covering and Masking	300	16
	PNT7105	Painter and Decorator Special Topics	300	8
PAT121	PNT7200	Surface Preparation and Cleaning	100	12
	PNT7201	Paint Failures and Remedies	160	8
	PNT7202	Pre-Job Analysis for Wood Structures	160	8
	PNT7203	Surface Preparation and Cleaning II	160	8
	PNT7300	Brush and Roller Applications	300	24
	PNT7301	Brush and Roller Applications II	300	8
	PNT7302	Brush and Roller Applications III	300	32
	PNT7400	Identifying Paints, Coatings, and Materials	160	20
	PNT7401	Color and Light	200	8
PAT133	PNT7500	Spray Painting	60	8
	PNT7501	Airless Spray Systems	60	16
	PNT7502	Conventional Air Spray Systems	60	16
PAT220	PNT7503	Electrostatic Spray Systems	60	4
	PNT7504	HVLP Spray Systems	60	8
	PNT7700	Abrasive and Water Blasting	60	4
	PNT7701	Wet Abrasive Blasting	60	4
PAT122	PNT7600	Intro to Wall Coverings	60	4
	PNT7601	Preparation of Materials and Surfaces	100	4

	PNT7602	Wall covering Applications	100	24
	PNT7603	Wall covering Applications II	100	16
PAT221	PNT7800	Wood and Wood Products	60	4
	PNT7801	Wood Preparation	60	4
	PNT7802	Wood Finishes	100	16
	PNT7803	Post Application of Wood Finishes	60	4
	PNT7900	Intro to Special Decorative Finishes	160	4
	PNT7901	Decorative Finishes I – Faux Effects	100	16
	PNT7902	Decorative Finishes II – Faux Effects	100	16
			6000	480

Drywall Finishing Diploma

CIP Code 47-2082.00

A drywall finisher seals joint between plasterboard and other wallboard to prepare wall surface for painting or papering. Students who graduate from this program will be Journeyworkers 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 Finishing Program takes 3 years to complete with a total 480 hours of class time and 6000 internship hours as follows:

COURSE NUMBER	MODULE NUMBER	COURSE NAME	INTERNSHIP HOURS	CLASS HOURS
		Core Curriculum	40	120
SFT250	DRY3000 DRY3001 DRY3002	Health and Safety Awareness for the Drywall Finisher	240	24
PAT110	DRY3100 DRY3101	Fundamentals of the Drywall Finishing Trade Glossary of Terms	120	8

	DRY3102	Pre-Job Inspection	40	8
	DRY3103	Job Economics	40	8
	DRY3105	Special Topics - Drywall	40	32
PAT111	DRY3200	Materials of the Drywall Finishing Trade	240	24
PAT112	DRY3300	Tools of the Drywall Finishing Trade	240	24
	DRY3400	Filling Compounds	160	24
PAT113	DRY3401	Hand Embedding Wiping Tapes	160	24
	DRY3402	Filling by Hand	160	32
	DRY3403	Wiping Angle Tapes	160	16
PAT210	DRY3500	Automatic Taping Tools	2200	24
PAT211	DRY3501	Finishing Boxes	400	24
	DRY3404	Specialties of the Drywall Trade I	160	8
	DRY3502	Specialties of the Drywall Trade II	400	32
	DRY3600	Repairs and Corrections	400	16
	DRY3700	Texturing	400	16
	DRY3800	EIFS	400	16
			6000	480

Glazing Diploma

CIP Code 47-2121.00

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 Glazing Program takes 3 years to complete with a total 480 hours of class time and 6000 hours internship time as follows:

COURSE NUMBER	MODULE NUMBER	COURSE NAME	INTERNSHIP HOURS	CLASS HOURS
		Core Curriculum	40	120

MAT299	GLZ5100	Math for the Glazing Trade	400	8
PAT140	GLZ5101	Hand Tools for the Glazier	32	4
	GLZ5102	Glass Cutting and Fabrication	240	12
	GLZ5001	Safety Glazing Codes	36	4
	GLZ5103	Anodized and Painted Surfaces	24	4
	GLZ5104	Transits and Leveling Instruments	80	4
	GLZ5108	Glazier Special Topics	80	8
PAT141	GLZ5200	Sealants and Compatibility	160	12
	GLZ5201	Sealant Application Testing and Failure	120	8
ARCH 143	GLZ5300	Plans and Drawings	120	4
	GLZ5301	Scales and Dimensions	40	4
	GLZ5302	Basics of Sketching	56	4
	GLZ5303	Blueprint Reading: Perimeter Sheets	56	4
	GLZ5304	Blueprint Readings: Shop Drawings	280	12
	GLZ5305	Blueprint Reading: Architectural	280	12
	GLZ5306	Perimeter Sheets Navigation	56	4
	GLZ5307	Contract Documents and Specifications	56	4
PAT142	GLZ5400	Entrances and Related Hardware	180	8
	GLZ5401	Mirrors Job Layout	80	8
	GLZ5402	Setting Blocks, Spacers, Tapes, Gaskets	24	4
	GLZ5403	Curtainwall Systems	280	24
	GLZ5404	Security Glazing	280	12
PAT241	GLZ5405	Structural Glazing	80	8
	GLZ5406	Introduction to Storefronts	80	8
	GLZ5407	Spandrel and Architectural Panel Systems	40	4
	GLZ5408	Brake Metal	80	4
	GLZ5409	Insulated and High Performance Glass	80	4

	GLZ5410	Plastics	80	4
PAT243	GLZ5411	Aquariums, Shower Doors, Tub Enclosures & Showcases	120	8
	GLZ5412	Aluminum Entrances	120	8
	GLZ5413	Locks and Bolts	80	8
	GLZ5414	Revolving Doors	40	4
	GLZ5415	Panic Hardware	120	8
	GLZ5416	Student Ribbon Window Systems	80	8
	GLZ5417	Pressure Wall	120	8
	GLZ5500	Glass Replacement and Putty Glazing	120	8
	GLZ5501	Weatherization	80	4
	GLZ5600	Skylights and Sloped Glazing	400	8
	GLZ5700	Intro to Photovoltaics	80	8
PAT249	GLZ5800	Construction Shielded Metal Arc Welding	1200	80
			6000	480

Course Descriptions

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.

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.

ORT001 Orientation - Overview of the program requirements, intro to the union and benefits. Provides a basic History of the Labor Movement, review of Math and an intro to basic construction skills areas. Also provides information on substance abuse, drug testing and help for addiction.

PAT110 Introduction 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.

PAT111 Materials of Drywall - A Drywall tradesperson 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.

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.

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.

PAT120 Introduction 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.

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.

PAT122 Introduction to Wall Covering - 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.

PAT130 Introduction 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.

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.

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.

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.

PAT140 Introduction 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.

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.

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.

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.

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.

PAT220 Techniques and Applications of Spray Painting - 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 heat. Students will also learn the potential hazards involved with spray equipment and how to use spray equipment safely.

PAT221 Decorative Finishes - This course emphasizes high end finishes such as faux effects, wood graining and other special paint materials.

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.

PAT241 Installation, Layout and Building Control - 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.

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.

PAT 249 Welding - 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.

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 OSHA30 and basic First Aid/CPR certifications.

SFT214 Safety for the Industrial Applicator - 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.

SFT250 Safety in the Drywall Trade - 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.

SOCS113 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 work place to effectively form and lead highly motivated teams and to foster a safe and productive work environment.

Administration and Faculty

Eric Redding	Director of Training
Wayne Cummings	Director of Industrial Coatings
Thomas Falter	Director of Glass & Glazing
Michael Moreschi	Director of H&S / Drywall Finish
James Sullivan	Director of Commercial Painting

Ann Flynn Dickinson Office Manager
Cherilyn MacPherson Administrative assistant

Part Time Instructors -

Nicholas Cortina
Ramona Diaz
Paul Hunnefeld
Debra Gilcoine
Steve Gerbutavich
Sean Love
Jeremey Allen
Donald Verville
Russel Detore
Danial Petty
Richard Cabral
Brian Montgomery
Timothy Yost