Skilled Trades Student Handbook
Rev. 10/2024
Classes Include:
Construction Project Management
Electrical Levels 1-4
HVAC Levels 1-4
Heavy Equipment Operator Level 1
Plumbing Levels 1-4

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Program Introduction

Welcome to the Skilled Trades classes at Laurel Ridge Community College Workforce Solutions!

These classes are ideal for students new to the field or those currently employed who would like to enhance their skills and/or work toward a journeyman/master license.

Our programs use the National Center for Construction Education and Research (NCCER) curriculum. This curriculum prepares students to earn credentials in each of the four levels and, combined with four years of full-time employment, enables them to apply for the journeyman license.

These Skilled Trades programs satisfy the formal vocational training hours required before an individual can sit for licensing exams. These classes also meet classroom training requirements for students in a state registered apprenticeship, however Laurel Ridge WSCE does not place students into a state-registered apprenticeship.

Enrollment Requirements

1. Must complete registration for the class including payment to Laurel Ridge Community College. This can be done online or in person.
2. For more information on registration please contact workforce@laurelridge.edu or (540) 868-7021.

Books and Supplies

General Supplies
All books and instructional materials are included in the cost of tuition. Students are expected to bring notebooks and pens for class. Highlighters are optional.

Personal Protection Equipment (PPE)
Students are provided PPE (Laurel Ridge owned) throughout the class. If you feel more comfortable buying and bringing your own, you are welcome to do so.

Computer/Laptop
Chromebooks are provided for classroom use, but students can bring their own device if preferred.

Attendance Policy

Students are expected to attend all classes. Students who miss more than 30% of a class will receive an "U" (Unsatisfactory/fail) for the class.

<u>Fast Forward Funded Students Only</u>
Failure to meet attendance requirements results in your responsibility to pay an additional 1/3 of the total course cost (tuition) to Laurel Ridge as agreed upon when you signed the WCG Fast Forward Open Enrollment Agreement.

Cancelled Classes

If for any reason the instructor needs to cancel class, each student will be contacted before the start of the class. Laurel Ridge Community College uses Laurel Ridge Alert to immediately contact you during any crisis or emergency. All weather-related cancellations will also be relayed through Laurel Ridge Alert. Please register at:
https://laurelridge.edu/emergency-alerts/
Please be sure to pay attention to the specific campus that might be closing or impacted.

Class Curriculum & Expectations

Skilled Trades classes use the **NCCER Curriculum** for <u>both online and classroom instruction</u>. Students are expected to complete online modules as well as learn and demonstrate the necessary skills for this level of the profession.

> **Testing**:
> - 70% passing score or higher on all module online quizzes and classroom exams
> - Mandatory retest period between each attempt is 2 days
> - Students are responsible to schedule time with their instructor for retakes
> - 3 attempt limit for each test (initial attempt and two retakes)
> - Module tests are closed book (no handouts, no notes)
> - Tests cannot be taken at home
>
> **Class Completion and Credential Attainment:**
> - **To successfully complete this class**, students must:
>   - Maintain 70% Attendance
>   - Receive 70% or higher grade on all online work and classroom exams
> - **To obtain the credential for this class**, students must:
>   - <u>Pass all Module Tests</u> with a 70% or better; and
>   - <u>Successfully demonstrate proficiency in all Performance Profiles</u>

Transcripts

To view your unofficial transcript, use this link: https://identity.my.vccs.edu/
If you need your Laurelridge.edu login information call 540-868-7021.

- Go to Laurelridge.edu and log into your myLaurelRidge.edu account at the top of the page in the dark blue bar
- Click on SIS and then click on Academic Records
- Click View Unofficial Transcript

Workforce Solutions can also provide you with a copy of your unofficial transcript (Workforce Solutions classes only). Contact 540-868-7021 or workforce@laurelridge.edu to obtain a copy of your Workforce Solutions only unofficial transcript.

There are no fees for an unofficial transcript.

Cell Phone/Electronics Policy

Cell phones may not be used during class for texting, talking, or internet. All cell phones should be turned to silent while in class. The instructor must approve other uses of electronic devices during class as needed. **Cell phones are not permitted during exams.**

Dress Code

Safety is our priority, and we require the following dress code to be observed.

What to Wear

- Long pants free of rips or holes
- 100% cotton shirt, long sleeve or t-shirt depending on weather
- Shoes should be leather and extend over the ankle, steel toe preferred
- Hair tie if necessary

*** Everything you wear could be potentially damaged by the nature of the class. Please do not wear anything you do not want to be damaged.*

What NOT to Wear

- Shorts
- Ripped, frayed, or cuffed pants
- Sleeveless shirts such as tank tops
- Open toed shoes or heels
- Anything flammable or that melts easily (such as nylon, flannel, or synthetic materials)
- Loose clothing
- Loose or dangling strings or jewelry

Lab Guidelines

To keep our labs up to standard for all classes and guests to our campus, everyone is expected to do their part in keeping the lab clean and readying it for the next class.

- Students should wear personal protection equipment relevant to the task they are performing when working in the lab - **no exceptions ever**
- No horseplay and ACT RIGHT!
- Clean workbenches/tables
- Clean floor of any trip hazards, sweep if needed
- All equipment should be stored and organized
- Trash thrown away or put in recycling

Reasons for Dismissal from Program

Guidelines for dismissal from the program include, but are not limited to:

- Disrupting the class
    - Only one warning will be provided before a student is removed from the class
- Significant absences/tardiness (over 30% of classes)
- Damaging or incorrectly using equipment after being instructed on proper use
- Stealing
- Cheating on exams

No refunds will be given upon dismissal from the program. Students may follow the college's grievance process if they wish to have the decision reviewed.

*This handbook should be used in conjunction with the complete Laurel Ridge Student Handbook for comprehensive guidance on all policies. This can be found at
https://catalog.laurelridge.edu/