



Construction Industry Training Council of Washington

2012-2013 COURSE CATALOG

PROGRAMS

Carpentry
Electrical
Heavy Equipment
HVAC
Painting
Plumbing
Sheet Metal

All crafts include training in green
and sustainable construction practices

QUARTERLY SCHEDULE

Fall - September 10, 2012 to December 20, 2012
Winter - January 2, 2013 to March 29, 2013
Spring - April 1, 2013 to June 13, 2013

Check class schedules
for specific start dates



Now offering Basic Motors Controls and Advanced Motors Controls Classes
(Continuing Education Course Credit - See Pages 8 and 14 for details)

**An accredited training program can move you
from working a job into developing a career.**

**Does your employer pay for training,
but you don't know where to go for classes?**



**If so, it's time to look at the
Construction Industry Training Council (CITC).**

Whether you are looking to improve your current skills or begin a new career in construction, CITC can help you get there. CITC's statewide accredited apprenticeship and craft training programs can give you comprehensive skills to prepare you for a rewarding career in the construction industry. Our skilled instructors bring their years of experience in the trades into the classroom, giving you the best of practical and studied know-how.

Registering is easy. Just fill out the form in this catalog and mail or fax it to us at the address below. If you are not a sponsored apprentice, payment is required at time of registration.

CITC also offers continuing education classes for electrical trainees and journeymen and plumber trainees and journeymen.

Employers and employees both benefit from the training provided by CITC. Build a better future for yourself, your company and your industry. Call CITC today.

Our Vision: *Building the people who build the Northwest.*

Our Mission: *The Construction Industry Training Council shall recruit, train, develop and retain skilled labor for the Washington State Construction Industry.*

Our Values: *We build relationships first, and then we build your workforce.*

CITC continues to grow to meet the needs of contractors around the state. We are talking with industry associations and contractors throughout Washington regarding expansion in a number of cities. Contractors interested in training in their locations are encouraged to call (877)707-2482.

CITC IS...

Accredited By:

* The National Center for Construction Education and Research (NCCER)

Approved By:

* Washington State Apprenticeship and Training Council (WSATC)

Licensed By:

* Workforce Training and Education Coordinating Board (WTECB)

Lic. #600.598.518

THIS SCHOOL IS LICENSED UNDER CHAPTER 28C.10 RCW; INQUIRIES OR COMPLAINTS REGARDING THIS OR ANY OTHER PRIVATE VOCATIONAL SCHOOL MAY BE MADE TO THE WASHINGTON WORKFORCE TRAINING & EDUCATION COORDINATING BOARD, 128 TENTH AVE. SW, P.O. BOX 43105, OLYMPIA WASHINGTON 98504-3105 (360-753-5673).

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON BOARD OF TRUSTEES

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EXECUTIVE ADMINISTRATION

| | | | |
|----------------|--------------------------|-------|---------------------|
| Halene Sigmund | President | x2324 | (halene@citcwa.org) |
| David Perrin | Executive Vice President | x2322 | (dave@citcwa.org) |

ADMINISTRATIVE STAFF

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| Jeanette Camp | Executive Assistant | x2329 | (jeanette@citcwa.org) |
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| Micah Perrin | Apprenticeship Program Assistant | x2331 | (micah@citcwa.org) |

CONTINUING EDUCATION STAFF

| | | | |
|---------------|----------------------------------|-------|------------------|
| Ana Davenport | Continuing Education Coordinator | x2334 | (ana@citcwa.org) |
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ACCOUNTING STAFF

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| Stacie Meyer | Accounting Manager | x2326 | (stacie@citcwa.org) |
| Ashley Herzog | A/R & A/P Supervisor | x2335 | (ashley@citcwa.org) |

| MAILING ADDRESS AND ADMINISTRATIVE OFFICES | TELEPHONE | ADMINISTRATIVE OFFICE HOURS |
|--|--|--|
| CITC 1930 116th Ave NE Bellevue, WA 98004-3044 | (Main Office) 425-454-2482 Toll Free: 877-707-2482 fax: 425-462-7391 | Monday-Thursday 8:00 a.m.- 6:00 p.m. Friday - 9:00 a.m. - 4:00 p.m. |
| For a list of Continuing Education classes contact the main CITC office or visit our website at www.citcwa.org or www.ccec.us | (Apprenticeship) 425-285-2333 Toll Free: 877-428-0442 fax: 425-289-0085 email: citc@citcwa.org | Summer: M -Th - 8:00 a.m.- 6:00 p.m. F - 9:00 a.m. - 4:00 p.m. Apprenticeship Application hours Call (877) 428-0442 for Times |

| **Curricula & Accreditation** |



NATIONAL CENTER FOR CONSTRUCTION EDUCATION & RESEARCH (NCCER)

CITC students use training manuals which are produced by the National Center for Construction Education & Research (NCCER), affiliated with the University of Florida. The NCCER is a coalition of 34 construction trade associations and training groups. Over 600 training programs and colleges are "accredited" by the NCCER to provide the CONTREN curriculum nationwide.

The NCCER manuals are competency-based and require students to pass both written and performance tests. All CITC Instructors have completed the NCCER Instructor Certification Program. Transcripts showing all completed NCCER coursework are distributed to students at the end of each year. Upon completion of each NCCER manual the student receives a Certificate of Completion. Upon completion of the entire series of manuals for a craft the student receives and NCCER diploma.

Students who use the NCCER curriculum are recognized by training programs and contractors nationwide and are able to transfer between training programs without losing any credit. For more information or to review the NCCER training manuals call the CITC office.

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ENROLLMENT INFORMATION

THE REGISTRATION FORMS (Classroom-pg 16 / Online-pg 20) ***Complete the Enrollment Agreement & Acknowledgment Form***

- Must be turned in 2 weeks before classes start. If you are paying your own tuition or are reimbursed by your employer, fill out both the front and the back of the form, sign and return all forms to CITC with payment.
- You must send your tuition payment in full.
- If your company is paying for you to attend class, fill out the registration form, both front and back, sign and send your registration in with your company's payment.
- If you are a state-registered apprentice with the CITC apprenticeship, fill out the registration form, both front and back, sign and mail back to CITC.

PAYMENT METHODS

IN PERSON

You may come to the CITC Office located at 1930 116th Ave. NE, Suite 201 in Bellevue between the hours of 8:00 a.m.- 6:00 p.m. Monday through Thursday or 9:00 a.m.- 4:00 p.m. on Friday. All registrations must be accompanied with payment.

BY MAIL

Complete the registration form. Mail your registration form with payment to CITC, 1930 116th Ave. NE, Bellevue WA 98004. You will be notified of confirmed registration through the mail. All registrations must be accompanied with payment.

BY FAX

You may register by faxing your registration with credit card information to (425) 462-7391. CITC accepts VISA, MasterCard and Discover. All registrations must be accompanied with payment.

CLASS CANCELLATIONS

A class is cancelled when insufficient enrollment occurs. You will be notified by phone three (3) days prior to the first class meeting if the class is cancelled. Refunds are processed automatically. Occasionally we are not able to reach a student before the first class meeting, in such cases we post signs on the doors of the classroom.

WITHDRAWAL FROM CLASS

Withdrawal from class is a formal procedure which the student must initiate. The withdrawal must be in writing to the CITC office at 1930 116th Ave. NE, Bellevue, WA 98004. Notifying the instructor or calling the office will not withdraw the student from class and a grade of F will be given at the end of the quarter. If you need assistance with this procedure please call the CITC office at (425) 454-2482.

REFUNDS

See page 6 for full refund policies.

INCLEMENT WEATHER POLICY

You may call the CITC office at (425) 454-2482 or listen to KIRO for school closures. If your local community college has cancelled classes, no classes will not be held. All cancelled classes will be rescheduled.

REGISTERED VETERANS

Students who are REGISTERED APPRENTICES may be eligible to draw benefits from the Veterans' Administration under the Education Bill. This is only available to those who qualify. To receive more information call the Apprenticeship Program at (877) 428-0442.

GENERAL INFORMATION

ADMISSIONS POLICY

- CITC classes use textbooks and curriculum that are written for the high school graduate. CITC students are expected to have math and language skills of a high school graduate.
- CITC coursework includes many hands-on activities that need to be practiced on the job. Employment in the trades is essential for the student to get the most benefit from instruction at CITC.
- CITC programs are open enrollment classes. CITC does not discriminate because of age, sex, national origin, color, labor affiliation, or any other reason. Students successfully completing a program will be awarded a certificate of completion. Successful completion of the course does not guarantee employment.
- CITC operates under FERPA Statute 20 USC Section 1232g and regs. 34 CFR Part 99.
- Students must be at least 18 years old at the start of the school year.

DROPS / WITHDRAWALS

Withdrawal notices must be submitted to the CITC office in writing. Refunds will be given according to refund policy on page 13. Amount of refund depends on the last day of attendance. It is not the instructor's responsibility to withdraw you from class. You must notify the office in writing. Please contact the CITC office at (425) 454-2482 so that you can be assisted with the proper procedure. If you stop attending and do not withdraw, you will receive a grade of F.

COMPLETION CERTIFICATE

In order to obtain a certificate of completion from CITC, students will have to successfully complete a minimum of the last nine quarters for a 12 quarter program, the last seven quarters for a nine quarter program. To obtain a certificate of completion from CITC for the heavy equipment operator program, a student must successfully complete all three levels of the NCCER curriculum. Students attending classes that are accredited by the NCCER will receive a certificate of completion for each level of their program. In order for a student to receive an NCCER certificate of completion for a particular program level, the student must successfully complete all modules for that level. Successful completion of a course or full program does not guarantee employment. CITC does not discriminate because of age, sex, national origin, color, labor affiliation, or any other reason.

FINANCIAL AID & STUDENT LOANS

CITC will provide registered student's with a list of contractors who support the school, upon request. CITC encourages students to apply for apprenticeship where education and job assistance is a benefit. Please call the CITC office or visit our website at www.citcwa.org for more information on available financial aid and scholarship funds.

GRIEVANCE PROCEDURES

Student grievances must be submitted in writing to the Student Services Coordinator within 14 days of the occurrence. Grievances will be decided by an appropriate senior CITC staff person. Appeals may be made to the Board of Trustees. Ultimately the CITC Board has final authority on all issues pertaining to classroom training and administration. After a decision has been rendered, if a student chooses to pursue the grievance further, a complaint may be made to the Workforce Training and Education Coordinating Board, P.O. Box 43105, Olympia WA 98504.

CLASS SIZE

Courses will be offered contingent upon enrollment and/or staffing. The Board of Trustees of CITC reserve the right to amend any course curriculum in order to provide what they consider to be the most up-to-date skills training needed for each trade. A minimum of 15 students must enroll in each course in each location to enable the course to be held. There will be a maximum of 40 students per non-lab class and a maximum of 25 students per lab class unless otherwise noted. (First year electrical class has a maximum of 40).

V.A. BENEFITS

Veterans Administration benefits are available only to state-registered apprentices. Please contact the CITC office for more information at (877) 428-0442. If you are interested in an apprenticeship program which includes attending classes through CITC please call (877) 428-0442.

GRADING SCALE / ATTENDANCE POLICY

Grades: At the beginning of each course the instructor will provide every student with the grading criteria for that course. The quality of a student's performance in a course is recognized by a grade. CITC Instructors use the following grading scale: A = 100 - 90%; B = 89-80%; C = 79-70%; F = below 70%. (Note: The grade will also be influenced by attendance. See Attendance Requirements below.) Students must successfully complete the current quarter with a minimum score of 70% in order to advance to the next quarter. If a student stops attending and does not withdraw from the course a grade of F will be recorded on the student's permanent record. Students who fail to satisfactorily complete the course may re-enroll when the course is offered again.

Incompletes: In the event that a classroom or online student is performing at a passing level but does not complete all requirements of a course during the scheduled quarter a grade of incomplete may be given. A student must complete and submit the missing work, as directed by the Instructor, prior to the end of the second week of the following quarter; otherwise the incomplete reverts to an F. If an incomplete is earned in the spring quarter missing work must be submitted prior to the end of the second week of summer vacation.

Attendance Requirements: CITC believes a student's success depends on regular attendance and students are expected to attend every class meeting (including Saturday lab classes and field trips.) Each absence will cause a percentage deduction on the final quarter grade. **There are no "make-up" classes.** For classes that are 160 hours or less per year and generally meet only once weekly for 4 hours, each absence causes a 1% deduction in the total grade. For classes that are 200 or more hours per year and generally meet twice per week, each absence is 1/2% of the total grade. Additionally, a deduction of 10% (one full letter grade drop) will be imposed when a student has 3 absences per quarter in a 160 hour class, or when the student reaches 5 absences per quarter in a 200 or more hour class. Additionally, 3 tardies is equal to 1 absence. (Note: Grades will not be reduced below 70% based solely on attendance.)

Grade Reports/Transcripts: Students receive a grade report at the end of each quarter. Upon request, CITC will provide transcripts at no cost. Students who use the CONTREN Learning Series manuals will also receive annual transcripts and Certificates of Completion from the National Center for Construction Education & Research (NCCER).

GENERAL INFORMATION

(continued from previous page)

FACILITIES

CITC classes are held in Chelan, Clark, King, Kitsap, Pierce, Spokane, Walla Walla and Whatcom County locations. Bellevue classes are taught in a 21,000 sq. ft. combined lab, classroom and shop area located at 1930 - 116th Ave. NE, in Bellevue. Classroom seating is by tables, chairs and student desks at all locations. Lab classes are equipped with the necessary equipment for the instruction of each class.

CITC Facility Policies

1. Safety is our first concern! There will be no tolerance for unsafe conditions, improper use of hazardous materials or dangerous tools and equipment.
2. All hand tools and power tools shall be maintained in a safe condition and used only for their intended purpose.
3. All students must wear required protective equipment when working with tools or materials where it is required. Anyone not adhering to this policy will be asked to leave the class and will be marked absent from class for that day.
4. At the end of class or lab each student will be expected to allow enough time for clean up of their work space. All tools/materials must be put back in their proper places. All lab areas must be swept clean each evening.
5. ALL CITC locations are NO SMOKING facilities. There will be no smoking inside any buildings or near entrances. No smoking is allowed within 25 feet of any entrance. If your class is on a high school campus there will be no smoking/chewing of tobacco anywhere on the grounds of the high school.
6. Use of alcohol or illegal drugs before or during class hours will result in immediate dismissal from CITC.
7. Possession, consumption and/or sale of controlled substances, alcohol or firearms before or during class hours on or near any of CITC's training facilities which include parking areas will result in immediate dismissal from CITC.
8. Physical/verbal abuse, harassment or insubordination of any type toward CITC staff, fellow classmates and/or the instructor will not be tolerated and will result in immediate dismissal from CITC.

FALL HOLIDAYS

Thanksgiving:November 22 & 23, 2012 All Locations

WINTER HOLIDAYS

President's Day: February 18, 2013 Office Closed/Classes Held

SPRING HOLIDAYS

Memorial Day:May 27, 2013 All Locations

June 21, 2013..... Graduation

CANCELLATION AND REFUND POLICIES

CANCELLATION & REFUND POLICY: YOU MAY CANCEL THIS CONTRACT BY PROVIDING WRITTEN NOTICE OF CANCELLATION TO THE SCHOOL AT ITS ADDRESS SHOWN ON THE CONTRACT. THE NOTICE MUST BE POSTMARKED NO LATER THAN MIDNIGHT OF THE FIFTH DAY (EXCLUDING SUNDAYS AND HOLIDAYS) FOLLOWING YOUR SIGNING THIS CONTRACT **OR** THE WRITTEN NOTICE MAY BE DELIVERED TO THE SCHOOL WITHIN THAT TIME. IN EVENT OF DISPUTE OVER TIMELY NOTICE, THE BURDEN TO PROVE SERVICE RESTS ON THE SENDER.

NSF CHECKS: A service fee of \$35.00 will be added to all NSF checks. Balance must be paid in cash immediately to continue classes.

REFUND BEFORE ENTERING CLASSES:

- (1) You will receive a full refund of all money paid if you are not accepted by the school.
- (2) You will receive a full refund of tuition and fees paid if you withdraw not later than midnight of the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided you have not commenced training.
- (3) After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less. Registration fee refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.

OFFICIAL TERMINATION DATE:

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- (1) When the school receives notice of the student's intention to discontinue the training.
- (2) When the student is terminated for a violation of a published school policy which provides for termination.
- (3) When a student, without notice to the institution, fails to attend classes for 30 calendar days.

REFUND AFTER ENTERING CLASSES:

- (1) If you terminate during the first week or 10 percent of contracted instruction, whichever is less, the school may retain 10 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
- (2) If you terminate after the first week or 10 percent of instruction, whichever is less, but prior to completion of 25 percent of contracted time, the school may retain 25 percent of tuition costs plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
- (3) If you terminate after completion of 25 percent but prior to completion of 50 percent of contracted instructional time, the school may retain 50 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
- (4) If you terminate after completion of more than 50 percent of contracted instructional time, the school may retain the full tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
- (5) If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rated refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the school within 90 calendar days of the discontinuance or relocation and any earned refund must be disbursed by the school within 30 calendar days after receipt of a request.

TERMINATION BY THE SCHOOL:

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other student's work, is boisterous, vulgar or obscene, under the influence of alcohol or drugs, or does not make timely tuition payments is subject to immediate termination.

CANCELLATION OF CLASSES:

The school reserves the right to cancel a class if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the school and the student is entitled to a full refund of all money paid.

CHANGES IN THE AGREEMENT:

Any changes in this agreement shall not be binding on either the student or the school unless such changes have been approved in writing by the chief administrator or an authorized representative of the school and by the student.

UNFAIR BUSINESS PRACTICES:

IT IS UNFAIR BUSINESS PRACTICE FOR THE SCHOOL TO SELL, DISCOUNT OR OTHERWISE TRANSFER THIS CONTRACT WITHOUT THE SIGNED WRITTEN CONSENT OF THE STUDENT OR HIS/HER FINANCIAL SPONSORS AND A WRITTEN STATEMENT NOTIFYING ALL PARTIES THAT THE CANCELLATION AND REFUND POLICY CONTINUES TO APPLY.

EXPLANATION OF PROGRAM:

The school has described in writing, both accurately and completely, the prerequisites and requirements for (i) successfully completing the programs of study in which I am interested and (ii) what is needed to qualify for employment in the fields for which this program is designed. [RCW 28C. 10.050(1)]

Tuition

Tuition for classroom classes is **\$1,014.00 per quarter** if received prior to class start date. Tuition for online classes is **\$1,214.00 per quarter** if received prior to class start date. HEO tuition is **\$7,996.00 per year**.

If payment is received after class start date, tuition will be \$1,039.00 (classroom) or \$1,239.00 (online). Interest of 1.5% will accrue on the 1st of every month on the unpaid balance after 30 days.

FALL Quarter begins the week of September 10, 2012
WINTER Quarter begins the week of January 2, 2013
SPRING Quarter begins the week of April 1, 2013

Registration Schedule

Registration begins 2 weeks prior to each quarter. All registrations must be received with your tuition payment.
Tuition is due and payable before the first class. A student is not considered registered until payment is made in full.

Each quarter registration must be completed one week before class either by mail or in person at the administrative offices: 1930 - 116th Ave NE, Bellevue, WA 98004. Space is limited and will be filled on a first come, first serve basis. Upon receipt of your application and tuition fee, you will be sent a copy of your registration reserving your space in class. For further information call (425) 454-2482. Note: Students will not be allowed to enter class without a copy of their registration on file at the CITC offices.

CLASS DESCRIPTIONS AND SCHEDULE • 2012/2013

CARPENTRY

MINIMUM 160 HOURS PER YEAR

Carpentry 101

Fall

Students will thoroughly review construction site safety and shop safety and are introduced to trade mathematics, safe use of hand and power tools, blueprint reading, rigging and construction materials. (14 weeks/56 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Fall Dates: September 10 Bellevue Mon. 5:00 p.m.-9:00 p.m.
September 11 Tacoma Tue. 5:00 p.m.-9:00 p.m.

Carpentry 102

Winter

Students will learn to read plans and elevations then safely use carpentry hand and power tools to practice building floor systems and wall & ceiling framing. (12 weeks/ 52 hours)

Winter Dates: January 7 Bellevue Mon. 5:00 p.m.-9:00 p.m.
January 8 Tacoma Tue. 5:00 p.m.-9:00 p.m.

Carpentry 103

Spring

Students will safely use carpentry hand and power tools to practice roof, window & exterior door; and stair framing (12 weeks/52 hours)

Spring Dates: April 1 Bellevue Mon. 5:30 p.m.-9:30 p.m.
April 2 Tacoma Tue. 6:00 p.m.-10:00 p.m.

Carpentry 201

Fall

Students will learn to read commercial drawings then practice roofing with various materials, and install thermal & moisture protection. (14 weeks/56 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Fall Dates: September 11 Tacoma Tue. 5:00 p.m.-9:00 p.m.

Carpentry 202

Winter

Students will practice exterior finishing; steel framing; drywall installation and finishing, and will review green building practices. (12 weeks/52 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Winter Dates: January 8 Tacoma Tue. 5:00 p.m.-9:00 p.m.

Carpentry 203

Spring

Students will practice installing doors and hardware, suspended ceilings, window, door, floor and ceiling trim and cabinet fabrication & installation. (12 weeks/52 hours)

Spring Dates: April 2 Tacoma Tue. 5:00p.m.- 9:00p.m.

Carpentry 301

Fall

Students will begin by reviewing rigging equipment and rigging practices, then learn about properties of concrete and reinforcing concrete(14 weeks/56 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Fall Dates: September 11 Tacoma Tue. 5:00 p.m.-9:00 p.m.

Carpentry 302

Winter

Students will learn to safely and properly place concrete, review proper trenching and excavating, do layout for foundations and slab on grade.

Winter Dates: January 8 Tacoma Tue. 5:00 p.m.-9:00 p.m.

Carpentry 303

Spring

Students will learn to do vertical and horizontal formwork and do tilt-up wall panels. (12 week/52 hours)

Spring Dates: April 2 Tacoma Tue. 5:00 p.m.- 9:00 p.m.

Carpentry 401

Fall

Students will learn to do site layout (distance measurement and leveling as well as angular measurement). (14 weeks/56 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Fall Dates: September 13 Bellevue TH 5:00 p.m.-9:00 p.m.

Carpentry 402

Winter

Students will learn to do advanced roofing systems, advanced wall systems, advanced stair systems and review uses of light equipment. (12 weeks/52 hours)

Winter Dates: January 3 Bellevue TH 5:00 p.m.-9:00 p.m.

Carpentry 403

Spring

Students will practice commercial finish work; will review site preparation; will complete the Introductory Skills for the Crew Leader course. (12 weeks/52 hours)

Spring Dates: April 4 Bellevue TH 5:00 p.m.-9:00 p.m.

Struggling with your Apprenticeship?

If you need a career coach call

1-877-428-0442

.....

Dificultatdes con tu aprendizaje?

Si necesitas un career coach, llamas

1-877-428-0442

CLASS DESCRIPTIONS AND SCHEDULE • 2012/2013

ELECTRICAL

MINIMUM 200 HOURS PER YEAR

Upon registration each applicant must show one year of high school algebra with a C or better, one quarter of college algebra with a C or better, or pass a math assessment with a score of 70% or higher.

Electrical 101

Fall

Students will begin with a review of electrical and jobsite safety, math and tools of the trade for electricians and trade terminology, a review of state laws for electrical certification - review of electrical theory including Ohms Law and an introduction to the NEC. (13 weeks/72 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Fall Dates: September 10 Bellevue M/W 5:00 p.m.-8:00 p.m.
September 10 Tacoma M/W 5:00 p.m.-8:00 p.m.

Electrical 102

Winter

Students will learn about conductor properties; conductor sizing; conduit fill and size; junction box and pull box calculations; wiring methods; conduit bending, continue electrical safety, tools and Ohms Law (combination circuits). (12 weeks/69 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Winter Dates: January 2 Bellevue M/W 5:00 p.m.-8:00 p.m.
January 2 Tacoma M/W 5:00 p.m.-8:00 p.m.

Electrical 103

Spring

Students will review RCW 19.28 and WAC 29-46B; jobsite safety practices & standards; will learn voltage drop calculations; introduced to electrical blueprint reading; NEC 210, 215 and Chapter 3 Wiring Methods. (10 weeks/60 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Spring Dates: April 1 Bellevue M/W 5:00 p.m.-8:00 p.m.
April 1 Tacoma M/W 5:00 p.m.-8:00 p.m.

Electrical 201

Fall

Students will be provided a comprehensive review of 2008 NEC articles and amendments. General topics are: GFCI and AFCI protection for branch circuit receptacles; installation requirements for Feeders and Branch Circuits; restrictions & limitations for selected wiring methods; sizing of boxes and wireways; field applications of branch circuits; elements of wiring and protection for equipment and conductors; calculations of AC & DC circuitry. Reviews algebra and electrical theory for complex electrical circuits. (13 weeks/72 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Fall Dates: September 10 Bellevue M/W 5:00 p.m.-8:00 p.m.
September 10 Tacoma M/W 5:00 p.m.-8:00 p.m.

Electrical 202

Winter

Students will continue code review of 2008 NEC Articles. General topics are: calculating minimum feeder and service demand for residential and multifamily units; requirements for installation for outside branch circuits, feeders and services; grounding and bonding of services, feeders and branch circuits and

will review green building practices. (12 weeks/69 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Winter Dates: January 2 Bellevue M/W 5:00 p.m.-8:00 p.m.
January 2 Tacoma M/W 5:00 p.m.-8:00 p.m.

Electrical 203

Spring

Students will complete code review of 2008 NEC for Articles; 422- appliances; 424- electric space heating; 426 - fixed outdoor de-icing; 427- fixed heating for pipelines; 545- manufactured buildings; 547- agricultural buildings; 550- mobile home services; 551- RV parks and services; 552 - park trailers; 553 - floating buildings; 555 - marinas and boatyards; 590 - temporary installations; 600 - electric signs; 604 - manufactured wiring; 605 - office furnishings; 630 - electric welders; 680 - swimming pools; Plus Crane and Welder calculations. Students are also introduced to heat loss, energy codes, power company requirements and review of OHMs Law for combination circuits. (12 weeks/60 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Spring Dates: April 1 Bellevue M/W 5:00 p.m.-8:00 p.m.
April 1 Tacoma M/W 5:00 p.m.-8:00 p.m.

Electrical 301

Fall

Students begin with a review of series & parallel circuits, electrical theory and associated math skills, then Alternating Current theory including inductance, capacitance and AC wave forms and practical blueprint reading. (13 weeks/72 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Fall Dates: September 11 Bellevue T/Th 5:00 p.m.-8:00 p.m.
September 10 Tacoma M/W 5:00 p.m.-8:00 p.m.

Electrical 302

Winter

Students will continue with blueprint reading – begin studying transformers and generators including power quality and related code. Review NFPA 110 Emergency Systems and review of green building best practices and alternative energy sources. (12 weeks / 69 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Winter Dates: January 3 Bellevue T/Th 5:00 p.m.-8:00 p.m.
January 2 Tacoma M/W 5:00 p.m.-8:00 p.m.

Electrical 303

Spring

Students begin with a review of load calculations followed by motors and transformers and do practical lab projects - then continue with fire alarms and fire pumps, power quality and all related codes topics. (12 weeks/60 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Spring Dates: April 2 Bellevue T/Th 5:00 p.m.-8:00 p.m.
April 1 Tacoma M/W 5:00 p.m.-8:00 p.m.

Basic Motors Controls and Advanced Motors Controls Classes

\$1,014 each class - Bellevue Location Only

Call (425) 454-2482 or (877) 707-2482 to register for the class

Basic Motor Controls

T & Th

October 9th to December 6th

5:00 pm - 8:00 pm

Licensed electricians may receive up to 24 hours of CEU credit. Electrical Trainees may receive up to 32 hours of CEU credits. Students will learn motor control symbols, operation of contractors and relays, drawing and reading motor control diagrams, control wire numberin and color coding, NEC requirements for control circuits and motors and motor circuits. Includes both classroom and lab time. **This class is a pre-requisite for the Advanced Motor Controls Class.**

Advanced Motor Controls

T & Th

January 8th to March 14th

5:00 pm - 8:00 pm

Licensed electricians may receive up to 24 hours of CEU credit. Electrical Trainees may receive up to 32 hours of CEU credits. Students will learn operation of timing relays, drawing and reading advanced motor control diagrams, NEC requirements for motor control centers. Includes both classroom and lab time. **The Basic Motors Controls class is a required pre-requisite for this class.**

CLASS DESCRIPTIONS AND SCHEDULE • 2012/2013

ELECTRICAL (CON'T)

MINIMUM 200 HOURS PER YEAR

Electrical 401

Fall

Students will undertake a detailed study of Article 430, parts 1 through 4 of the NEC, motor theory and associated calculations, and other articles of code pertaining to installations of motors or controllers. Introduction to chapter 5 of the NEC and specialized equipment requirements, (explosion and dust ignition proof types). At the 5th week students begin building live control projects in the motors lab. A total of 35 projects will be built during the year. (13 weeks/72 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Fall Dates: September 11 Bellevue T/TH 5:00 p.m.-8:00 p.m.
September 10 Tacoma M/W 5:00 p.m.-8:00 p.m.

Electrical 402

Winter

Students will continue study of Article 430, parts 5 through 7, continue study articles 501 through 503 and continue building lab projects and will review green building practices. (12 weeks/69 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Winter Dates: January 3 Bellevue T/TH 5:00 p.m.-8:00 p.m.
January 2 Tacoma M/W 5:00 p.m.-8:00 p.m.

Electrical 403

Spring

Students will continue study of Article 430, parts 7 through 12, continue study of Chapter 5 of the NEC including Articles 511 (Commercial Garages), 513 (Aircraft Hangars), 514 (Gas Stations), and extensive study of Article 517 (Health Care Facilities). Students complete building control projects in motors lab. If time permits there will be a comprehensive review of 2008 NEC code changes. (12 weeks/60 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Spring Dates: April 2 Bellevue T/TH 5:00 p.m.-8:00 p.m.
April 1 Tacoma M/W 5:00 p.m.-8:00 p.m.

HEAVY EQUIPMENT

MINIMUM 160 HOURS PER YEAR

Heavy Equipment Level I

Cost: \$7,996.00

In the first year students will thoroughly review construction site safety and equipment safety; are introduced to trade mathematics, blueprint reading and rigging. Students are then introduced to most types of equipment including equipment identification, maintenance and basic operational techniques, operation of utility tractors, and an introduction to grades. Course also includes First Aid / CPR. Practical projects are assigned to practice skills and will review green building practices. (4 weeks/160 hours)

Dates: Jan. 14 - Feb. 7, 2013 Port Orchard
Monday - Thursday 7:30 am - 5:30 pm

HEAVY EQUIPMENT (CON'T)

Heavy Equipment Level II

Cost: \$7,996.00

Students will review operator safety and equipment safety and maintenance; then students are introduced to earthmoving processes, and practice proper and safe use of dump trucks, rollers, scrapers, loaders and forklifts. Students also review excavation math, advanced grades and learn to read civil blueprints. Students are assigned practical assignments to demonstrate their skills. (4 weeks/160 hours)

Dates: Jan. 28 - Feb 21, 2013 Bellingham
Monday - Thursday 7:30 am - 5:30 pm

Heavy Equipment Level III

Cost: \$7,996.00

Students will practice advanced operation techniques on dozers, backhoes, excavators and motor graders. Students will practice finishing and grading and will review techniques for working with various soil types. The course also introduces students to crew leader skills. (4 weeks/160 hours)

Dates: Feb. 11 - Mar. 7, 2013 Pullman
Monday - Thursday 7:30 am - 5:30 pm

HVAC

MINIMUM 200 HOURS PER YEAR
NOTE: SOME CLASS HOURS MAY BE PROVIDED BY
COMMUNITY OR TECHNICAL COLLEGES

HVAC 101

Fall

Students will thoroughly review construction site safety and shop safety and are introduced to trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging and HVAC tools. (13 weeks/72 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Fall Dates: September 12 Bellevue Wed. 6:00 p.m.-10:00 p.m.

HVAC 102

Winter

Students will learn HVAC related trade math skills; copper and plastic piping practices; soldering & brazing; and ferrous metal (iron and steel) piping practices. (12 weeks/64 hours)

Winter Dates: January 2 Bellevue Wed. 6:00 p.m.-10:00 p.m.

HVAC 103

Spring

Students will learn about basic electricity for HVAC and are introduced to cooling and heating principles, air distribution systems, and will review related 2008 NEC Code Sections and WA Amendments. (12 weeks/64 hours)

Spring Dates: April 3 Bellevue Wed. 6:00 p.m.-10:00 p.m.

CLASS DESCRIPTIONS AND SCHEDULE • 2012/2013

HVAC (CON'T)

MINIMUM 200 HOURS PER YEAR
NOTE: SOME CLASS HOURS MAY BE PROVIDED BY
COMMUNITY OR TECHNICAL COLLEGES

HVAC 201

Fall

Students will learn about commercial airside systems; chimneys, vents & flues; an introduction to hydronic systems; air quality equipment; leak detection, evacuation, recovery & charging; alternating current for HVAC. (13 weeks/ 72 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

NOT OFFERED THIS YEAR

HVAC 202

Winter

Students will learn about alternating basic electronics for HVAC; control circuit troubleshooting; gas heating troubleshooting and related 2008 NEC Code and WA Amendments; review of green building practices (12 weeks/64 hours)

NOT OFFERED THIS YEAR

HVAC 203

Spring

Students will learn about cooling troubleshooting; heat pumps; basic installation and maintenance practices; sheet metal duct systems; and fiberglass flexible duct systems. (12 weeks/64 hours)

NOT OFFERED THIS YEAR

HVAC 301

Fall

Students will learn about refrigerants & oils; compressors; metering devices; and retail refrigeration systems. (13 weeks/72 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Fall Dates: September 12 Kent Wed. 6:00 p.m. - 10:00 p.m.

HVAC 302

Winter

Students will learn about commercial hydronic systems; steam systems; planned maintenance; and water treatment practices. (12 weeks/64 hours)

Winter Dates: January 2 Kent Wed. 6:00 p.m. - 10:00 p.m.

HVAC 303

Spring

Students will learn about troubleshooting electrical controls; troubleshooting oil heating; troubleshooting heat pumps; and troubleshooting accessories. (12 weeks/64 hours)

Spring Dates: April 3 Kent Wed. 6:00 p.m. - 10:00 p.m.

HVAC 401

Fall

Students will learn about construction drawings and specifications; air system balancing, indoor air quality; energy conservation equipment, and related 2008 NEC Code and WA Amendments. (13 weeks/72 hours)

NOT OFFERED THIS YEAR

HVAC 402

Winter

Students will learn about building management systems; advanced controls; water treatment; systems start-up and shut down. (12 weeks/64 hours)

NOT OFFERED THIS YEAR

HVAC 403

Spring

Students will learn about heating & cooling system design; commercial and industrial refrigeration (12 weeks/64 hours)

NOT OFFERED THIS YEAR

PAINTING

MINIMUM 160 HOURS PER YEAR

Painting 101

Fall

Students will thoroughly review construction site safety and shop safety and are introduced to trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging and an overview of careers in painting. (14 weeks/56 hours)

Fall Dates: September 13 Bellevue Th. 5:00 p.m.-9:00 p.m.

Painting 102

Winter

Students will learn about painting safety; ladders, scaffolds, lifts and fall protection; identifying surface/substrate materials and conditions; protecting adjacent surfaces; basic surface preparation and will review green building practices. (12 weeks/52)

Winter Dates: January 10 Bellevue Th. 5:00 p.m.-9:00 p.m.

Painting 103

Spring

Students will learn about repair using sealants and fillers; be introduced to paints and coatings; and practice brushing & rolling paints and coatings. (12 weeks/52 hours)

Spring Dates: April 4 Bellevue Th. 5:00 p.m.-9:00 p.m.
One Saturday lab

Painting 201

Fall

Students will learn about painting failures & remedies; job planning and completion; chemical cleaning and stripping; low pressure water cleaning; abrasive blasting. (14 weeks/56 hours)

Fall Dates: September 12 Bellevue Wed. 5:00 p.m. - 9:00 p.m.

Painting 202

Winter

Students will learn about drywall finishing & patching; stains; clear finishes; wood finishing; and will review green building practices. (12 weeks/52 hours)

Winter Dates: January 9 Bellevue Wed. 5:00 p.m. - 9:00 p.m.

Painting 203

Spring

Students will learn about high performance coatings; conventional, airless and HVLP spray painting. (12 weeks/52 hours)

Spring Dates: April 3 Bellevue Wed. 5:00 p.m. - 9:00 p.m.
One Saturday Lab

Painting 301

Fall

Students will learn about painting failures & remedies; job supervision, planning and completion; coatings, color, and finishes. (14 weeks/56 hours)

Fall Dates: September 10 Bellevue Mon. 5:00 p.m.-9:00 p.m.

Painting 302

Winter

Students will learn about color and tinting, decorative (faux) finishes and wallcovering. (12 weeks/52 hours)

Winter Dates: January 7 Bellevue Mon. 5:00 p.m.-9:00 p.m.

Painting 303

Spring

Students will learn about graphics, texturing and spraying with special devices. (12 weeks/52 hours)

Spring Dates: April 1 Bellevue Mon. 5:00 p.m.-9:00 p.m.

CLASS DESCRIPTIONS AND SCHEDULE • 2012/2013

PLUMBING

MINIMUM 216 HOURS PER YEAR
NOTE: SOME CLASS HOURS MAY BE PROVIDED BY COMMUNITY OR TECHNICAL COLLEGES

Plumbing 101

Fall

Students will thoroughly review construction site safety and shop safety and are introduced to trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging and are provided with an overview of plumbing careers, plumbing safety and plumbing math. (13 weeks/72 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

| | | | | |
|-------------|--------------|-----------|----|-------------------|
| Fall Dates: | September 13 | Bellevue | TH | 5:00p.m.-9:00p.m. |
| | September 13 | Tacoma | TH | 5:00p.m.-9:00p.m. |
| | September 13 | Vancouver | TH | 5:00p.m.-9:00p.m. |

Plumbing 102

Winter

Students are introduced to plumbing drawings; and learn about plastic pipe & fittings; copper pipe & fittings; cast iron pipe & fittings and related 2009 Plumbing Code & WA Amendments. (12 weeks/72 hours)

| | | | | |
|---------------|-----------|-----------|----|-------------------|
| Winter Dates: | January 3 | Bellevue | TH | 5:00p.m.-9:00p.m. |
| | January 3 | Tacoma | TH | 5:00p.m.-9:00p.m. |
| | January 3 | Vancouver | TH | 5:00p.m.-9:00p.m. |

Plumbing 103

Spring

Students will learn about carbon steel pipe & fittings; corrugated stainless steel tubing; fixtures & faucets; are introduced to drain, waste and venting (DWV) systems; and introduced to water distribution systems and related 2009 Plumbing Code & WA Amendments. (12 weeks/72 hours)

| | | | | |
|---------------|---------|-----------|----|-------------------|
| Spring Dates: | April 4 | Bellevue | TH | 5:00p.m.-9:00p.m. |
| | April 4 | Tacoma | TH | 5:00p.m.-9:00p.m. |
| | April 4 | Vancouver | TH | 5:00p.m.-9:00p.m. |

Plumbing 201

Fall

Students will learn advanced plumbing math; reading commercial drawings; hangers, supports, structural penetrations and fire stopping; installing and testing of DWV piping and related 2009 Plumbing Code & WA Amendments. (13 weeks/72 hours)

AVAILABLE ONLINE ONLY TO ELIGIBLE STUDENTS

Plumbing 202

Winter

Students will continue learning about installing and testing DWV piping; installing roof, floor and area drains; types of valves; installing and testing water supply piping and related 2009 Plumbing Code & WA Amendments and will review green building practices. (12 weeks/72 hours)

AVAILABLE ONLINE ONLY TO ELIGIBLE STUDENTS

Plumbing 203

Spring

Students will learn about installing fixtures, valves and faucets; installing water heaters; fuel gas systems; servicing fixtures, valves and faucets; basic electricity for plumbing and related 2009 Plumbing Code & WA Amendments. (12 weeks/72 hours)

AVAILABLE ONLINE ONLY TO ELIGIBLE STUDENTS

Plumbing 301

Fall

Students will learn applied plumbing math; sizing water supply piping; potable water treatment and related 2009 Plumbing Code & WA Amendments. (13 weeks/72 hours)

AVAILABLE ONLINE ONLY TO ELIGIBLE STUDENTS

Plumbing 302

Winter

Students will learn about backflow preventers; types of venting; sizing DWV and storm systems and related 2009 Plumbing Code & WA Amendments. (12 weeks/72 hours)

AVAILABLE ONLINE ONLY TO ELIGIBLE STUDENTS

Plumbing 303

Spring

Students will learn about sewage pumps and sump pumps; corrosive-resistant waste piping; compressed air and related 2009 Plumbing Code & WA Amendments. (12 weeks/72 hours)

AVAILABLE ONLINE ONLY TO ELIGIBLE STUDENTS

Plumbing 401

Fall

Students will learn about business principles; skills for crew leaders; water pressure booster and recirculation systems and related 2009 Plumbing Code & WA Amendments. (13 weeks/72 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

| | | | | |
|-------------|--------------|-----------|------|-------------------|
| Fall Dates: | September 12 | Bellevue | Wed. | 5:00p.m.-9:00p.m. |
| | September 13 | Vancouver | TH | 5:00p.m.-9:00p.m. |

Plumbing 402

Winter

Students will learn about indirect and special waste installation procedures; hydronic and solar heating systems; various local, state and international; codes; servicing piping systems, fixtures and appliances and related 2009 Plumbing Code & WA Amendments. (12 weeks/72 hours)

| | | | | |
|---------------|-----------|-----------|------|-------------------|
| Winter Dates: | January 2 | Bellevue | Wed. | 5:00p.m.-9:00p.m. |
| | January 3 | Vancouver | TH | 5:00p.m.-9:00p.m. |

Plumbing 403

Spring

Students will learn about private water supply well systems; private waste disposal systems; swimming pools & hot tubs; plumbing for mobile homes & mobile home parks and related 2009 Plumbing Code & WA Amendments. (12 weeks/72 hours)

| | | | | |
|---------------|---------|-----------|------|-------------------|
| Spring Dates: | April 3 | Bellevue | Wed. | 5:00p.m.-9:00p.m. |
| | April 4 | Vancouver | TH | 5:00p.m.-9:00p.m. |

For 5th Year state-registered plumbing apprentices taking classes through CITC, contact your apprenticeship coordinator at 877.428.0442 for a list of classes.

CLASS DESCRIPTIONS AND SCHEDULE • 2012/2013

SHEET METAL

MINIMUM 200 HOURS PER YEAR
NOTE: SOME CLASS HOURS MAY BE PROVIDED BY COMMUNITY OR TECHNICAL COLLEGES

Sheet Metal 101

Fall

Students will thoroughly review construction site safety and shop safety and are introduced to trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging and an overview of sheet metal careers. (14 wks/ 72 hrs) **Schedule for lab dates will be handed out the first night of class each quarter.**

Winter Dates September 13 Bellingham TH 5:00 p.m.-9:00 p.m.
 September 12 Mtl. Terr. Wed.5:00 p.m.-9:00 p.m.
 September 11 Tacoma Tue. 5:00 p.m.-9:00 p.m.

Sheet Metal 102

Winter

Students will learn about sheet metal tools of the trade; an introduction to sheet metal layout and processes; sheet metal mathematics; fabrication—parallel line development. (12 wks/64 hrs) **Schedule for lab dates will be handed out the first night of class each quarter.**

Winter Dates January 3 Bellingham TH 5:00 p.m.-9:00 p.m.
 January 2 Mtl. Terr. Wed.5:00 p.m.-9:00 p.m.
 January 8 Tacoma Tue. 5:00 p.m.-9:00 p.m.

Sheet Metal 103

Spring

Students will learn about installation of ductwork; installation of air distribution accessories; insulation; and architectural sheet metal. (12 wks/ 64 hrs) **Schedule for lab dates will be handed out the first night of class each quarter.**

Spring Dates: April 4 Bellingham TH 5:00 p.m.-9:00 p.m.
 April 3 Mtl. Terr. Wed.5:00 p.m.-9:00 p.m.
 April 2 Tacoma Tue. 5:00 p.m.-9:00 p.m.

Sheet Metal 201

Fall

Students will learn intermediate sheet metal trade mathematics, learn to read plans and specifications and learn layout and fabrication using radial line development. (14 wks/72 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

AVAILABLE AS A CORRESPONDENCE COURSE ONLY TO ELIGIBLE STUDENTS

Sheet Metal 202

Winter

Students will continue with radial line development then learn about sheet metal duct fabrication, air properties and distribution; and proper bend allowances and will review green building practices. (12 wks /64 hrs) **Schedule for lab dates will be handed out the first night of class each quarter.**

AVAILABLE AS A CORRESPONDENCE COURSE ONLY TO ELIGIBLE STUDENTS

Sheet Metal 203

Spring

Students will learn a wide range of soldering tasks and techniques, basic piping practices and layout & fabrication of fiberglass duct. (12 wks /64 hrs) **Schedule for lab dates will be handed out the first night of class each quarter.**

AVAILABLE AS A CORRESPONDENCE COURSE ONLY TO ELIGIBLE STUDENTS

Sheet Metal 301

Fall

Students will learn advanced sheet metal trade mathematics for field measuring and fitting; air systems; and principles of airflow. (14 weeks/ 72 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Fall Dates: September 13 Bellingham TH 5:00 p.m.-9:00 p.m.

Sheet Metal 302

Winter

Students will learn about louvers, dampers and access doors; will do a comprehensive review of blueprint reading and specifications. (12 weeks /64 hrs) **Schedule for lab dates will be handed out the first night of class each quarter.**

Winter Dates January 3 Bellingham TH 5:00 p.m.-9:00 p.m.

Sheet Metal 303

Spring

Students will learn about fabrication techniques using triangulation; advanced architectural sheet metal. (12 weeks /64 hours) **Schedule for lab dates will be handed out the first night of class each quarter.**

Spring Dates: April 4 Bellingham TH 5:00 p.m.-9:00 p.m.

Sheet Metal 401

Fall

Students will learn about shop production & organization; air testing and air balancing. (14 wks/72 hrs) **Schedule for lab dates will be handed out the first night of class each quarter.**

NOT OFFERED THIS YEAR

Sheet Metal 402

Winter

Students will learn about welding, brazing & cutting, fume & exhaust system design . (12 wks/64 hrs) **Schedule for lab dates will be handed out the first night of class each quarter.**

NOT OFFERED THIS YEAR

Sheet Metal 403

Spring

Students will complete a comprehensive review of fabrication and will participate in crew leader training. (12 wks/64 hrs) **Schedule for lab dates will be handed out the first night of class each quarter.**

NOT OFFERED THIS YEAR

INSTRUCTORS

All CITC instructors have been certified or are pursuing certification by the National Center for Construction Education and Research.

CARPENTRY

Rogie Apodaca: Started in the trade in 1999; Foreman. CITC faculty member since 2008. NCCER Certified Instructor.

Timothy Beecher: Started in the trade in 1994; Lead Carpenter. Graduated from CITC. Student of the Year in 2003. CITC faculty member since 2007. NCCER Certified Instructor.

Lynel Bortles: Started in the trade in 1974; Project Foreman. Received ATA in Project Management. OTE completed in 2000. CITC faculty member since 1990. CITC Instructor of the Year in 2007. NCCER Certified Instructor

Mark Knudson: Started in the trade in 1975; Construction Superintendent for new construction and renovations. CITC faculty member since 1998. CITC Instructor of the Year in 1999-2000 and 2007-2008. AGC National Instructor of the Year 2007. NCCER Certified Instructor.

Kevin Ormsby: Started in the trade in 1985. Student of the year in 1999. 1999 CITC graduate. CITC faculty member since 2007. NCCER Certified Instructor. Online Instructor.

ELECTRICAL

John Harder: Started in the trade in 1979; Electrical Superintendent. Nominated for ABC National Instructor of the year in 2009. CITC faculty member since 2000. NCCER Certified Instructor.

Tim Hingtgen: Started in the trade in 1973; Inspector; Master electrician. WSECA Electrical graduate 1980. WAC rule Technical Advisory Committee member. CITC faculty member since 2003. 2011 CITC Instructor of the Year. NCCER Certified Instructor.

Clell Mason: Started in the trade in 1976; Certified Electrician, Inspector. CITC faculty member since 2009. NCCER Certified Instructor.

Jack Oxford: Started in the trade in 1977; L & I Lead Inspector/Supervisor. United States Navy Electronics A School. Washington State Master Electrician. CITC faculty member since 2007. NCCER Certified Instructor.

Tom Reynolds: Started in the trade in 1968; Washington State Electrical Inspector. Electrical Apprenticeship Graduate. Washington State Journeyman License. CITC faculty member since 2002. NCCER Certified Instructor.

Rick St. Vincent: Started in the trade in 2001; Lead Position, Washington State Journeyman. 2005 Graduate FAEC Apprenticeship Program. CITC faculty member since 2006. NCCER Certified Instructor. 2012 Instructor of the Year.

James Tumelson: Started in the trade in 2001. CITC graduate in 2008. CITC faculty member since 2008. NCCER Certified Instructor.

Mel Urbanozo: Started in the trade in 1997; Foreman. CITC graduate 2001. CITC faculty member since 2010. NCCER Certified Instructor.

Chuck Williams: Started in the trade in 1991; Master Electrician. CITC faculty member since 2007. NCCER Certified Instructor.

HEAVY EQUIPMENT

Kenneth Ailor: Started in the trade in 1983. CITC faculty member since 2011. NCCER Certified Instructor.

John Brunson: Started in the trade in 1999; Project Foreman. CITC Faculty member since 2008. NCCER Certified Instructor.

Kirt Chatterton: Started in the trade in 1984. CITC faculty member since 2011. NCCER Certified Instructor.

Dave Clark: Started in the trade in 1997; Superintendent. CITC faculty member since 2011. NCCER Certified Instructor.

AJ Emerson: Started in the trade in 1992; Project Superintendent. CITC faculty member since 2011. NCCER Certified Instructor.

Matt Jones: CITC faculty member since 2011. Superintendent. NCCER Certified Instructor.

Sam Kloes: CITC faculty member since 2011. NCCER Certified Instructor.

Paul Kramer: CITC faculty member since 2011. NCCER Certified Instructor.

Bill Motley: Started in the trade in 1977. CITC faculty member since 2011. NCCER Certified Instructor.

Frank Motley: Started in the trade in 1982. CITC faculty member since 2011. NCCER Certified Instructor.

Doug Palmer: Started in the trade in 1976; Project Superintendent. CITC Faculty member since 2008. NCCER Certified Instructor.

Tom Pike: Started in the trade in 1978; Safety Officer. CITC Faculty member since 2008. NCCER Certified Instructor.

Dan Pickett: CITC faculty member since 2011. NCCER Certified Instructor.

Gary Rouse: CITC faculty member since 2011. NCCER Certified Instructor.

Buck Varney: CITC faculty member since 2011. NCCER Certified Instructor.

INSTRUCTORS

All CITC instructors have been certified or are pursuing certification by the National Center for Construction Education and Research.

HVAC

Dave Norman: Started in the trade in 1979. 1989 CITC Sheet Metal Student of the Year. CITC faculty member since 1991. CITC Instructor of the Year 1998. NCCER Certified Instructor.

Bill Tappin: Started in the trade in 1974; Senior Field Technician. Journeyman Refrigeration Mechanic. CITC faculty member since 2007. NCCER Certified Instructor.

PAINTING

Erik Pearson: CITC faculty member since 2010. NCCER Certified Instructor. 1996 CITC graduate.

Ron Robke: Started in the trade in 1971; Project Manager. CITC faculty member since 1998. NCCER Certified Instructor.

Jose Salinas: Painting Journeyman. CITC Teaching Assistant since 2011.

PLUMBING

Mark Aloisio: Started in the trade in 1985. Graduate of Seattle O.I.C. in 1986 - Journeyman Plumber since 1989 - Business Owner since 1991 - CITC Faculty Member Since 2006. NCCER Certified Instructor.

Nick Aloisio: Started in the trade in 2000; Vice President / Project Manager. CITC faculty member since 2007. NCCER Certified Instructor.

Terry Deems: Started in the trade in 1976; Instructor/Owner. CITC faculty member since 2007. NCCER Certified Instructor.

Jason Luna: Started in the trade in 1999; Journeyman Plumber. Business Owner. CITC faculty member since 2007. NCCER Certified Instructor.

Steve Sullivan: Started in the trade in 1991; Journeyman Plumber. CITC Faculty member since 2006. NCCER Certified Instructor.

Aaron Workman: Started in the trade in 1997. Washington and Oregon State licensed plumber. 2001 graduate Clackamas College Apprenticeship Program. CITC Faculty member since 2004. NCCER Certified Instructor.

Travis Zea: Started in the trade in 2003; Business Owner. CITC faculty member since 2007. NCCER Certified Instructor. CITC student of the year 2006, CITC graduate 2007.

SHEET METAL

Tom Bajema: Started in the trade 1987. Project Coordinator. CITC faculty member since 1998. NCCER Certified Instructor.

Brent Brown: Started in the trade in 2004. HVAC service technician. CITC graduate 2008. CITC faculty member since 2008. Certified NCCER instructor.

David Price: Started in the trade 1977. Field Supervisor. NCCER Subject Matter Expert. CITC faculty member since 1989. CITC Instructor of the Year 2009. NCCER Certified Instructor.

Derrick Yancey: Started in the trade 1996. Former CITC student. CITC Faculty member since 2006. NCCER Certified Instructor.

FUTURE INSTRUCTORS

Have you thought about sharing your knowledge to help mold the next generation of craft workers?

If so, contact Dave Perrin
(425) 285-2322
dave@citcwa.org



Basic Motors Controls and Advanced Motors Controls Classes

\$1,014 each class - Bellevue Location Only

Call (425) 454-2482 or (877) 707-2482 to register for the class

Basic Motor Controls

T & Th

October 9th to December 6th

5:00 pm - 8:00 pm

Licensed electricians may receive up to 24 hours of CEU credit. Electrical Trainees may receive up to 32 hours of CEU credits. Students will learn motor control symbols, operation of contractors and relays, drawing and reading motor control diagrams, control wire numberin and color coding, NEC requirements for control circuits and motors and motor circuits. Includes both classroom and lab time. **This class is a pre-requisite for the Advanced Motor Controls Class.**

Advanced Motor Controls

T & Th

January 8th to March 14th

5:00 pm - 8:00 pm

Licensed electricians may receive up to 24 hours of CEU credit. Electrical Trainees may receive up to 32 hours of CEU credits. Students will learn operation of timing relays, drawing and reading advanced motor control diagrams, NEC requirements for motor control centers. Includes both classroom and lab time. **The Basic Motors Controls class is a required pre-requisite for this class.**

REQUIRED CLASSROOM TEXTBOOKS (Online Requirements - Page 22)

NOTE: IT IS THE RESPONSIBILITY OF EACH STUDENT TO HAVE BOOKS ON THE FIRST NIGHT OF CLASS

Please call CITC at (425) 454-2482 for locations at which you may purchase your textbooks.

CARPENTRY Level 1:

- NCCER Core Curriculum
- NCCER Carpentry Level 1
- "Carpentry" by Koel (most recent edition) and accompanying workbook.

CARPENTRY Level 2:

- NCCER Carpentry Level 2
- NCCER "Your Role in the Green Environment" (level 2 only)
- "Carpentry" by Koel (most recent edition) and accompanying workbook.

CARPENTRY Level 3:

- NCCER Carpentry Level 3
- "Carpentry" by Koel (most recent edition) and accompanying workbook

CARPENTRY Level 4:

- NCCER Carpentry Level 4
- "Carpentry" by Koel (most recent edition) and accompanying workbook

ELECTRICAL Level 1:

- A customized NCCER manual will be available at the University Bookstore
- Delmar's Standard textbook of Electricity (current edition), Herman
- 2008 NEC Current Electrical WAC Rules & Regulations (may be downloaded from L&I website)

ELECTRICAL Level 2:

- A customized NCCER manual will be available at the University Bookstore
- 2008 NEC
- *Grounding, most current edition, by Soares (recommended - not required)*
- NCCER "Your Role in the Green Environment" (level 2 only)

ELECTRICAL Level 3:

- A customized NCCER manual will be available at the University Bookstore
- Delmar's Standard textbook of Electricity (current edition), Herman
- 2008 NEC Current Electrical WAC Rules & Regulations (may be downloaded from L&I website)

ELECTRICAL Level 4:

- A customized NCCER manual will be available at the University Bookstore
- 2008 NEC
- *2008 Electrical NEC Exam Prep - Holt (recommended-not required)*

HEAVY EQUIPMENT OPERATOR Level 1:

- NCCER Core Curriculum
- NCCER Heavy Equipment Operator Level One
- NCCER "Your Role in the Green Environment" (level 1 only)

HEAVY EQUIPMENT OPERATOR Level 2:

- NCCER Heavy Equipment Operator Level 2

HEAVY EQUIPMENT OPERATOR Level 3:

- NCCER Heavy Equipment Operator Level 3

HVAC Level 1:

- NCCER Core Curriculum
- NCCER HVAC Level One
- *Modern Refrigeration & Air Conditioning by Althouse (recommended)*

HVAC Level 2:

- NCCER HVAC Level 2
- NCCER "Your Role in the Green Environment" (level 2 only)
- *Modern Refrigeration & Air Conditioning by Althouse (recommended)*

HVAC Level 3:

- NCCER HVAC Level 3
- *Modern Refrigeration & Air Conditioning by Althouse (recommended)*

HVAC Level 4:

- NCCER HVAC Level 4
- *Modern Refrigeration & Air Conditioning by Althouse (recommended)*

PAINTING Level 1:

- NCCER Core Curriculum
- NCCER Painting Level 1

PAINTING Level 2:

- NCCER Painting Level 2
- NCCER "Your Role in the Green Environment" (level 2 only)

PAINTING Level 3:

- NCCER Painting Level 3

PLUMBING Level 1:

- NCCER Core Curriculum
- NCCER Plumbing Level 1
- Most recent edition of the Uniform Plumbing Code

PLUMBING Level 2:

- NCCER Plumbing Level 2
- NCCER "Your Role in the Green Environment" (level 2 only)
- Most recent edition of the Uniform Plumbing Code

PLUMBING Level 3:

- NCCER Plumbing Level 3
- Most recent edition of the Uniform Plumbing Code

PLUMBING Level 4:

- NCCER Plumbing Level 4
- Most recent edition of the Uniform Plumbing Code

SHEET METAL Level 1:

- NCCER Core Curriculum
- NCCER Sheet Metal Level 1

SHEET METAL Level 2:

- NCCER Sheet Metal Level 2
- NCCER "Your Role in the Green Environment" (level 2 only)

SHEET METAL Level 3:

- NCCER Sheet Metal Level 3

SHEET METAL Level 4:

- NCCER Sheet Metal Level 4

For questions regarding ordering textbooks, please contact the CITC main office at 425.454.2482 OR visit our website at www.citcwa.org

Para preguntas sobre los libros de clase por favor comunicarte con CITC a 425.454.2482 o ve al sitio web www.citcwa.org

CITC CLASSROOM ENROLLMENT AGREEMENT

MUST also sign and return Page 18

(For Online Classes - Complete Page 20)

Construction Industry Training Council - 1930 116th Ave. NE, Bellevue, Washington 98004 425-454-2482 FAX 425-462-7391
SIGN FRONT & BACK - You will receive a copy of this agreement as confirmation

This ENROLLMENT AGREEMENT is between the above-named school and:

1. Student Name: _____ Telephone/Cell Phone: _____
2. Address: _____ City: _____ State: _____ Zip: _____
3. Email Address: _____ VETERAN? Yes No
4. Sex: Male Female Birth Date: _____ Social Security Number: _____
5. Ethnic Origin: Your response will not affect admission to CITC. Information is for statistical purposes only.
1. Asian 2. Black / African American 3. Native American 4. Hispanic 5. Caucasian 6. Other / Not Elsewhere Classified
6. Employer: _____ Address: _____
7. City: _____ Zip: _____ Supervisor: _____ Phone: _____
8. In case of emergency contact: _____ Phone: _____
9. I was referred by: Employer Other Students Mailing Other - Specify: _____

The school agrees to provide the following training: (Check One)

| Minimum Hours | Class | Level | Location |
|---------------|--|------------------------------|-------------------------------------|
| 12 WKS/52 HR | <input type="checkbox"/> Carpentry | <input type="checkbox"/> 1st | <input type="checkbox"/> Bellevue |
| 12 WKS/69 HR | <input type="checkbox"/> Electrical | <input type="checkbox"/> 2nd | <input type="checkbox"/> Bellingham |
| 4 WKS/160 HR | <input type="checkbox"/> Heavy Equipment | <input type="checkbox"/> 3rd | <input type="checkbox"/> Tacoma |
| 12 WKS/64 HR | <input type="checkbox"/> HVAC | <input type="checkbox"/> 4th | <input type="checkbox"/> Vancouver |
| 12 WKS/52 HR | <input type="checkbox"/> Painting | <input type="checkbox"/> 5th | |
| 12 WKS/72 HR | <input type="checkbox"/> Plumbing | | |
| 12 WKS/64 HR | <input type="checkbox"/> Sheet Metal | | |

- * Tuition- \$1,014.00 for 12 week classes \$ _____
 - * Tuition- \$7,996.00 for Heavy Equipment classes \$ _____
 - Fall Quarter = 09/10/12 - 12/20/12
 - Winter Quarter = 01/02/13 - 03/29/13
 - Spring Quarter = 04/01/13 - 06/13/13
 - ** Late fees and interest per page 6** \$ _____
- Total cost for the quarter: \$ _____**

OFFICE USE ONLY

QUARTER: _____

Location _____ Room _____

Date Begin _____

Instructor _____

REGISTERED INVOICE _____

CONFIRM TO STUDENT CREDIT _____

PERSONAL PAID TRUST PAID

PAID IN FULL COMPANY PAID

AMT. REC'D \$ _____

PAYMENT METHOD _____

NOTE: Book(s) listed in the catalog on page 15 are required for class

VISA MasterCard Discover Number: _____ 3 Digits _____ Exp. Date: _____
(from back of card)

Name as it Appears on Card: _____

Signature Required to Validate Charge: _____

NOTICE TO THE BUYER: DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. THIS IS A LEGAL INSTRUMENT. THIS CONTRACT IS BINDING. READ ENTIRE FRONT AND BACK OF PAGE AS WELL AS CANCELLATION POLICY BEFORE SIGNING.

Agreement is Binding:

This agreement will be binding only when officially accepted and the agreement is fully completed, signed and dated by the student and chief administrative officer or authorized representative of the school prior to the time instruction begins.

EFFECTIVE DATE OF ACCEPTANCE: I certify that (1) I have read and understood the cancellation and refund policy, and the complaints procedure; (2) that I have received a copy of the school catalog or brochure; and (3) that I am entitled to an exact copy of this ENROLLMENT AGREEMENT, SCHOOL CATALOG AND ANY OTHER PAPERS I MAY SIGN. I hereby agree to abide by the conditions set forth herein.

Student Signature: _____

Print Name: _____

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Authorized School Representative: _____ **Date:** _____

Title: _____

OFFICE USE ONLY

Date: _____

Application Received-Date Stamp

CONSTRUCTION INDUSTRY TRAINING COUNCIL

1930 116TH AVE NE
BELLEVUE, WA 98004

This form must accompany all registrations

NOTICE

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as an addenda to that individual's enrollment agreement and/or training contract and a facsimile thereof or a second signed copy must be provided to the enrollee by the school together with his/her copy of that contract/agreement.

ACKNOWLEDGMENT BY STUDENT

1. I understand and accept that any contract for training I enter into with the above-named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that the enrollment contract I enter into shall not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and myself, provided that I have not entered classes sooner.

Signed: _____

Dated this _____ day of _____, 20 _____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears below has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Signed: _____

Title: _____

Dated this _____ day of _____, 20 _____





CONSTRUCTION INDUSTRY TRAINING COUNCIL

STUDENT EDUCATION RECORD RELEASE FORM

EFFECTIVE JANUARY 1, 2012

Subject to certain exceptions set forth in the Federal Family Educations Rights and Privacy Act (FERPA) of 1974, the Construction Industry Training Council of Washington (CITC) will not provide a student's education information, such as grades, attendance and financial information to any third party without student consent.

By signing this form, you are authorizing CITC to release such information to the parties listed below.

I, _____ give CITC permission to release information regarding:
(circle all that apply) Grades Financial Status Attendance

to: _____. I understand that this authorization remains in effect until I submit written notification to revoke it and that it will automatically expire upon my graduation.

Student Signature

Date

STUDENT PHOTO RELEASE FORM

I hereby grant the Construction Industry Training Council of Washington permission to use my likeness in a photograph in any and all of its publications, including website entries, without payment or any other consideration. I hereby irrevocably authorize CITC to edit, alter, copy exhibit, publish or distribute this photo for purposes of publicizing CITC's programs or for any other lawful purpose. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph.

Student Signature

Date

ONLINE CRAFT TRAINING POLICIES

CITC's online classes are offered only to students who do not have classrooms available within 50 miles of their place of residence.

ONLINE STUDENT RESPONSIBILITIES

Student Must Have:

- Access to a computer (library is an option)
- Internet Access
- An email address
- All required books before the beginning class date. (CITC will provide access code, but student must purchase books.)

Student must also:

- Attend mandatory orientation meeting.
- Answer assigned online EBook questions - not just purchase the book.
- Complete a CITC registration form each quarter (3 times a year)
- Respond to 'Instructor Welcome Letter' email within 2 days
- Contact Instructor weekly (if no contact, will count as an absence)
- Submit online weekly assignments before deadline
- Complete reading and concept checks according to schedule provided by the Instructor.
- Complete written and performance tests with Proctor as Scheduled

Online Student Attendance Policy:

- You must email your instructor once a week to be counted "in class"
- Sending in completed assignments DOES NOT COUNT - YOU MUST EMAIL SAYING YOU ARE "CHECKING IN"
- Include your FULL NAME in the body of the email (if you send from a different computer, your instructor will not know who you are.)

Online Log-In Procedures:

- Log-in instructions will be emailed to the online students when registration is received.

In order to graduate and obtain a certificate of completion, students will have to successfully complete a minimum of the last nine consecutive quarters. Successful completion of a course or full program does not guarantee employment. CITC does not discriminate because of age, sex, national origin, color, labor affiliation, or any other reason.

Online Tuition

Tuition is \$ 1,214.00 per quarter if received prior to class start date. **If payment is received after class start date, tuition will be \$1,239.00. Interest of 1.5% will accrue on the 1st of every month on the unpaid balance after 30 days.**

FALL Quarter begins the week of September 10, 2012
WINTER Quarter begins the week of January 2, 2013
SPRING Quarter begins the week of April 1, 2013

Registration Schedule

Registration begins 2 weeks prior to each quarter. All registrations must be received with your tuition payment.

Tuition is due and payable before the first class. A student is not considered registered until payment is made in full.

Each quarter registration must be completed one week before class either by mail or in person at the administrative offices: 1930 - 116th Ave NE, Suite 201, Bellevue, WA 98004. Space is limited and will be filled on a first come, first serve basis. Upon receipt of your application and tuition fee, you will be sent a copy of your registration reserving your space in class. For further information call (425) 454-2482. Note: Students will not be allowed to enter class without a copy of their registration.



CITC ON-LINE ENROLLMENT AGREEMENT

**MUST also sign and return Page 18
(For Classroom Classes - Complete Page 16)**

Construction Industry Training Council - 1930 116th Ave. NE, Bellevue, Washington 98004 425-454-2482 FAX 425-462-7391
SIGN FRONT & BACK - You will receive a copy of this agreement as confirmation

This ENROLLMENT AGREEMENT is between the above-named school and:

1. Student Name: _____ Telephone/Cell Phone: _____
2. Address: _____ City: _____ State: _____ Zip: _____
3. Email Address: _____ VETERAN? Yes No
4. Sex: Male Female Birth Date: _____ Social Security Number: _____
5. Ethnic Origin: Your response will not affect admission to CITC. Information is for statistical purposes only.
 1. Asian 2. Black / African American 3. Native American 4. Hispanic 5. Caucasian 6. Other / Not Elsewhere Classified
6. Employer: _____ Address: _____
7. City: _____ Zip: _____ Supervisor: _____ Phone: _____
8. In case of emergency contact: _____ Phone: _____
9. I was referred by: Employer Other Students Mailing Other - Specify: _____

The school agrees to provide the following training: (Check One)

| Minimum Hours | Class | Level | Region/Area |
|---------------|-------------------------------------|------------------------------|-------------------------------------|
| 12 WKS/52 HR | <input type="checkbox"/> Carpentry | <input type="checkbox"/> 1st | <input type="checkbox"/> Bellevue |
| 12 WKS/69 HR | <input type="checkbox"/> Electrical | <input type="checkbox"/> 2nd | <input type="checkbox"/> Spokane |
| 12 WKS/64 HR | <input type="checkbox"/> HVAC | <input type="checkbox"/> 3rd | <input type="checkbox"/> Tri-Cities |
| 12 WKS/72 HR | <input type="checkbox"/> Plumbing | <input type="checkbox"/> 4th | <input type="checkbox"/> Vancouver |
| | | <input type="checkbox"/> 5th | <input type="checkbox"/> Wenatchee |

* Tuition if paid before first night of class: \$ 1,214.00
 Fall Quarter = 09/10/12- 12/20/12
 Winter Quarter = 01/02/13 - 03/29/13
 Spring Quarter = 04/01/13 - 06/13/13
 ** Late fees and interest per page 6** \$ _____

Total cost for the quarter: \$ _____

| OFFICE USE ONLY | |
|---|--|
| QUARTER: | _____ |
| Location _____ | Room _____ |
| Date Begin _____ | |
| Instructor _____ | |
| <input type="checkbox"/> REGISTERED | <input type="checkbox"/> INVOICE _____ |
| <input type="checkbox"/> CONFIRM TO STUDENT | <input type="checkbox"/> CREDIT _____ |
| <input type="checkbox"/> PERSONAL PAID | <input type="checkbox"/> TRUST PAID |
| <input type="checkbox"/> PAID IN FULL | <input type="checkbox"/> COMPANY PAID |
| AMT. REC'D \$ _____ | |
| PAYMENT METHOD _____ | |

NOTE: Book(s) listed in the catalog on page 22 are required for class

VISA MasterCard Discover Number: _____ 3 Digits _____ Exp. Date: _____
(from back of card)

Name as it Appears on Card: _____

Signature Required to Validate Charge: _____

NOTICE TO THE BUYER: DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. THIS IS A LEGAL INSTRUMENT. THIS CONTRACT IS BINDING. READ ENTIRE FRONT AND BACK OF PAGE AS WELL AS CANCELLATION POLICY BEFORE SIGNING.

Agreement is Binding:

This agreement will be binding only when officially accepted and the agreement is fully completed, signed and dated by the student and chief administrative officer or authorized representative of the school prior to the time instruction begins.
EFFECTIVE DATE OF ACCEPTANCE: I certify that (1) I have read and understood the cancellation and refund policy, and the complaints procedure; (2) that I have received a copy of the school catalog or brochure; and (3) that I am entitled to an exact copy of this ENROLLMENT AGREEMENT, SCHOOL CATALOG AND ANY OTHER PAPERS I MAY SIGN. I hereby agree to abide by the conditions set forth herein.

Student Signature: _____

Print Name: _____

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Authorized School Representative: _____ **Date:** _____

Title: _____

| OFFICE USE ONLY |
|---------------------------------|
| Date: _____ |
| Application Received-Date Stamp |

CONSTRUCTION INDUSTRY TRAINING COUNCIL

1930 116TH AVE NE
BELLEVUE, WA 98004

This form must accompany all registrations

NOTICE

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as an addenda to that individual's enrollment agreement and/or training contract and a facsimile thereof or a second signed copy must be provided to the enrollee by the school together with his/her copy of that contract/agreement.

ACKNOWLEDGMENT BY STUDENT

1. I understand and accept that any contract for training I enter into with the above-named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that the enrollment contract I enter into shall not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and myself, provided that I have not entered classes sooner.

Signed: _____

Dated this _____ day of _____, 20 _____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears below has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Signed: _____

Title: _____

Dated this _____ day of _____, 20 _____



ONLINE CLASSES

CITC's online classes are offered only to students who do not have classrooms available within 50 miles of their place of residence

REQUIRED BOOKS FOR ONLINE CLASSES

NOTE: IT IS THE RESPONSIBILITY OF EACH STUDENT TO HAVE BOOKS ON THE FIRST NIGHT OF CLASS

Please call CITC at (425)454-2482 for locations where you can purchase your books

Access codes for the online platform will be provided during Orientation meetings.

CARPENTRY Level 1:

- NCCER Core Curriculum
- NCCER Carpentry Level 1
- Carpentry by Koel (most recent edition) and accompanying workbook

CARPENTRY Level 2:

- NCCER Carpentry Level 2
- Carpentry by Koel (most recent edition) and accompanying workbook
- NCCER Your Role in the Green Environment (level 2 only)

CARPENTRY Level 3:

- NCCER Carpentry Level 3
- Carpentry by Koel (most recent edition) and accompanying workbook

CARPENTRY Level 4:

- NCCER Carpentry Level 4
- Carpentry by Koel (most recent edition) and accompanying workbook

ELECTRICAL Level 1:

- NCCER Electrical Level One
- Delmars Standard textbook of Electricity (current edition), Herman
- 2008 NEC - optional
- Current Electrical WAC Rules & Regulations (may be downloaded from L&I website)

ELECTRICAL Level 2:

- NCCER Electrical Level Two
- 2008 NEC
- *Grounding, most current edition, by Soares (recommended)*
- Current Electrical WAC Rules & Regulations (may be downloaded from L&I website)
- NCCER Your Role in the Green Environment (level 2 only)

ELECTRICAL Level 3:

- NCCER Electrical Level Three
- Delmars Standard textbook of Electricity (current edition), Herman
- *2008 NEC - optional*
- Current Electrical WAC Rules & Regulations (may be downloaded from L&I website)

ELECTRICAL Level 4:

- NCCER Electrical Level Four
- 2008 NEC
- *2008 Electrical NEC Exam Prep - Holt (recommended)*

HVAC Level 1:

- NCCER Core Curriculum
- NCCER HVAC Level One
- *Modern Refrigeration & Air Conditioning (recommended)*

HVAC Level 2:

- NCCER HVAC Level Two
- *Modern Refrigeration & Air Conditioning (recommended)*
- NCCER Your Role in the Green Environment" (level 2 only)

HVAC Level 3:

- NCCER HVAC Level Three

HVAC Level 4:

- NCCER HVAC Level Four

PLUMBING Level 1:

- NCCER Core Curriculum
- NCCER Plumbing Level One
- Most recent edition of the Uniform Plumbing Code

PLUMBING Level 2:

- NCCER Plumbing Level Two
- Most recent edition of the Uniform Plumbing Code
- NCCER Your Role in the Green Environment" (level 2 only)

PLUMBING Level 3:

- NCCER Plumbing Level Three
- Most recent edition of the Uniform Plumbing Code

PLUMBING Level 4:

- NCCER Plumbing Level Four
- Most recent edition of the Uniform Plumbing Code

For questions regarding ordering textbooks, please contact the CITC main office at 425.454.2482 OR visit our website at www.citcwa.org

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**CONSTRUCTION INDUSTRY
TRAINING COUNCIL OF WASHINGTON**

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Bellevue, WA 98004
425-454-CITC (2482)
Fax 425- 462-7391
Toll Free (877) 707-2482
email: citc@citcwa.org
www.citcwa.org

CITC's Partners in Training:



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PLUMBING-HEATING-COOLING CONTRACTORS

PHCC



UCAW