

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON COURSE CATALOG



2014-2015 PROGRAMS

CARPENTRY

ELECTRICAL

HEO

HVAC

PAINTING

PLUMBING

SHEET METAL

BACK TO SCHOOL

Fall Quarter begins week of September 15

Winter Quarter begins week of January 2

Spring Quarter begins week of March 30

1985 - 2015

30

YEARS OF
EXCELLENCE

Construction Industry
Training Council
of Washington

Lara Siegfried
2014 CITC Graduate
Electrical Program

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Our Vision, Mission & Values

CITC Board of Trustees

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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 Board of Trustees

Executive Board Members

Chair: Dave McFerran, Merit Mechanical
Vice Chair: Mike Price, Alegis Construction, Inc.
Secretary: Dave Cunningham, Cunningham Enterprises
Treasurer: Adam Pinsky, SME Inc. of Seattle
Past Chair: Jason Preuit, WG Clark Construction Co.

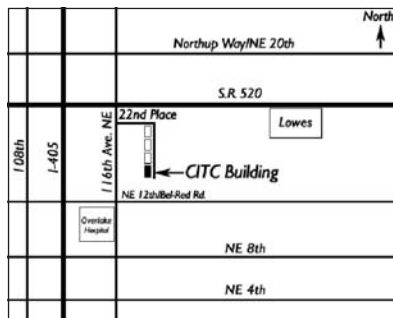
Our Board Members

Tom Hansen, Walker Construction
Giovanni Migliaccio, Ph.D., University of Washington
Shawn Rhode, RAFN Company
Keith Stewart, Stewart Plumbing



CITC of Washington

Administrative Offices & Main Training Facility
1930 116th Ave. N.E
Bellevue, WA 98004



Main(425) 454-2482
 Toll-Free(877) 707-2482
 Fax(425) 462-7391

Classroom Training

Toll-Free(877) 707-2482
 Fax(425) 462-7391

Apprenticeship Training

Toll-Free(877) 428-0442
 Fax(425) 289-0085

Continuing Education

Toll-Free(877) 238-8646
 Fax(425) 462-7391

Vancouver Location

4510 NE 68th Drive Suite 120
 Vancouver WA. 98661
 Toll-Free(877) 428-0442
 Fax(425) 289-0085

Licensing and Accreditation

The Construction Industry Training Council of Washington (CITC) is a non-profit 501 (c) (3) corporation formed under the laws of the State of Washington.

CITC is Accredited By: The National Center for Construction Education and 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 module the student receives a certificate of completion. Upon completion of the entire series of manuals for a craft the student receives an 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.

CITC is Approved By: Washington State Apprenticeship and Training Council (WSATC)

CITC is Licensed By: Workforce Training and Education Coordinating Board (WTECB) License #600.598.518

CITC is licensed under Chapter 28c.10 RCW; inquiries or complaints regarding this or any other private vocational school in Washington may be made to: Workforce Training & Education Coordinating Board, 128 10th Ave. SW, P.O. Box 43105, Olympia, WA 98504-3105, (360) 753-5673.

CITC Staff

Executive Administration

Halene Sigmund, President
 Phone: (425) 285-2324 Email: halene@citcwa.org

Dave Perrin, Executive Vice President
 Phone: (425) 285-2322 Email: dave@citcwa.org

Administrative Staff

Robin Brown, Executive Assistant to Executive Vice President
 Phone: (425) 285-2329 Email: robin@citcwa.org

Dan Nylund, Southwest Washington Shop Development Coordinator
 Phone: (877) 707-2482 Email: dan.nylund@citcwa.org

Mary Zacharias, Student Services Coordinator
 Phone: (425) 285-2328 Email: mary@citcwa.org

Apprenticeship Staff

Nan Bhusawang, Apprenticeship Coordinator
 Phone: (425) 285-2333 Email: nan@citcwa.org

Tom Elliott, Southwest Washington Regional Manager
 Phone: (425) 285-2336 Email: tom@citcwa.org

Adriana Gamboa, Apprenticeship Program Manager
 Phone: (425) 285-2325 Email: adriana@citcwa.org

Blanca Lizaola, Apprenticeship Records Assistant
 Phone: (425) 285-2330 Email: blanca@citcwa.org

Angela Rhymes, Apprenticeship Program Assistant
 Phone: (425) 285-2331 Email: angelar@citcwa.org

Continuing Education Staff

Ana Davenport, Continuing Education Coordinator
 Phone: (425) 285-2334 Email: ana@citcwa.org

Silviu Istrate, Continuing Education Program Assistant
 Phone: (425) 285-2332 Email: silviu@citcwa.org

Accounting Staff

Ashley Knuckey, Accounting
 Phone: (425) 285-2335 Email: ashley@citcwa.org

Stacie Meyer, Payroll/Accountant
 Phone: (425) 285-2326 Email: stacie@citcwa.org

Hours of Operation

Administrative Hours

8:00am - 6:00pm, Monday - Thursday*
 9:00am - 4:00pm, Friday
 *Administrative Office closes at 5:00pm during Summer months

Apprenticeship Application Hours

Application are accepted on Thursdays at the Administrative Offices in Bellevue from 9:00am - 12:00pm. Call (877) 428-0442 for more information.

Scheduled Closures

Thanksgiving - November 27 & 28, 2014
 Administrative Offices Closed, No Classes

President's Day - February 16, 2015
 Administrative Offices Closed, Classes will run as normal

Memorial Day - May 25, 2015
 Administrative Offices Closed, No Classes

Graduation Ceremony - Friday, June 19, 2015
 Administrative Offices Close Early

GENERAL INFORMATION

ADMISSIONS POLICY

- Classes are taught in a manner that assumes the student is working in the field. Employment in the trades is critical for the student to get the most benefit from training at CITC.
- CITC programs are open to the public. CITC does not discriminate because of age, sex, national origin, color, labor affiliation, or any other reason. Students successfully completing a program at CITC will be awarded a certificate of completion to journey-level. Successful completion of the program does not guarantee employment.
- CITC operates under FERPA Statute 20 USC Section 1232g and regulation 34 CFR Part 99.
- CITC students are expected to have the math and language skills of a high school graduate.
- Students must be at least 18 years old upon registration.

WITHDRAWALS/DROPS

To withdraw from class, you must notify the CITC office of your intent to withdraw from class in writing; your instructor cannot withdraw you from class. Refunds are determined by the last date of recorded attendance. If you stop attending and do not withdraw, you will receive a grade of F. Registered CITC students may call (425) 454-2482 for assistance with the proper procedure.

APPRENTICESHIPS AVAILABLE THROUGH CITC

CITC encourages students to apply for apprenticeship where education and job assistance is a benefit. If you are interested in receiving additional information or applying for a CITC apprenticeship program please call (877) 428-0442.

STUDENT AID & JOB ASSISTANCE

Upon request, CITC will provide students who are not registered apprentices with a list of active contractors who support the school. There are a limited number of scholarships and financial aid options available through CITC. Please contact (425) 454-2482 for more information.

INCLEMENT WEATHER POLICY

You may contact the CITC office at (425) 454-2482 or listen to KIRO for school closures. Please note: If your local community college has cancelled classes, CITC classes will not be held in that location. All cancelled classes will be rescheduled.

COMPLETION CERTIFICATE

In order to obtain a certificate of completion from CITC, students must successfully complete a minimum of the last nine quarters of a twelve quarter program or the last seven quarters of a nine quarter program. To obtain a certificate of completion from CITC's Heavy Equipment Operator Program a student must successfully complete all three levels.

GRIEVANCE PROCEDURES

Student grievances must be submitted in writing to the CITC office within 14 days of the occurrence. Grievances will first be addressed by CITC's President or Executive Vice President. Appeals to any decision regarding the grievance may be made to the CITC Board of Trustees. The CITC Board has final authority on all issues pertaining to classroom training and administration. After a decision has been made by the CITC Board, 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. 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.

CLASS CANCELLATIONS

A class may be canceled when insufficient enrollment occurs. You will be notified by phone three (3) days prior to the first class meeting if your class has been canceled. A full refund of all monies paid will be processed automatically. When we are not able to reach a student before the first class meeting we will post signs on the doors of the classroom.

V.A. BENEFITS

Veterans Administration benefits are available only to state-registered apprentices. If you are interested in applying for a CITC apprenticeship program 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. Students who fail to satisfactorily complete the course may re-enroll when the course is offered again.

An incomplete grade: In the event that a classroom or online/blended student is performing at a passing level but does not complete all the 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. If a student fails to complete the work by the deadline the incomplete reverts to a grade of '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. Students are expected to attend every class meeting (including Saturday labs and field trips when applicable). Online attendance is determined by student participation in weekly discussion boards and completion of module work according to course calendar. Each absence will result in a percentage deduction on the final grade each quarter. There are no "make-up" classes unless otherwise arranged by the instructor.

For classes that are 160 hours per year and generally meet only once a week for 4 hours, each absence causes a one (1) percent deduction in the total grade. For classes that are 200 or more hours per year and generally meet twice per week, each absence is one half of one (1/2) percent deduction in the total grade. Additionally, a deduction of 10 percent (one full letter grade drop) will be imposed when a student has three or more absences per quarter in a 160 hour class, or when a student reaches five absences in a 200 or more hour class. Additionally, three (3) tardies is equal to one (1) absence. Note: grades will not be reduced below 70 percent based solely on attendance.

Grade Reports/Transcripts: Students will receive a grade report at the end of each quarter. CITC will issue an official student transcript at no cost upon the student's written request ONLY. Request forms are available online at www.citcwa.org, or by contacting CITC's main office. Transcript requests must be submitted in writing and can be submitted in person, or by email, fax or mail. Transcript requests will not be approved if the student has not fulfilled all financial obligations, such as outstanding tuition and/or fees. For assistance with requesting a transcript, please call (425) 454-2482. Please allow up-to two weeks to issue a transcript.

FACILITIES

CITC classes are held in Clark, King, Kitsap, Pierce, Whitman, and Whatcom county locations. Generally, classes meet 1-2 times per week in the evenings. King county classes are taught in a 21,000 sq. ft. combined lab, classroom and shop area located in Bellevue. Clark county classes are taught at a 4,000 sq. ft. combined classroom and shop area located in Vancouver. 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. All other classroom location are taught through local community colleges and/or employer facilities.

CITC FACILITY POLICIES

- Safety is our first concern! There will be no tolerance for unsafe conditions, improper use of hazardous materials or dangerous tools and equipment.
- All hand tools and power tools shall be maintained in a safe condition and used only for their intended purpose.
- 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.
- 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.
- All CITC locations are NON-SMOKING facilities. There will be no smoking allowed inside any buildings, or within 25 feet of any entrance of CITC's training facilities. 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.
- Use of alcohol or illegal drugs before or during class hours will result in immediate dismissal from CITC.
- 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.
- 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.



CITC Training Programs

Training is what we do...Success is what we deliver

The Construction Industry Training Council of Washington (CITC) is a state-licensed, vocational trade school for the construction industry. We offer nine state approved construction apprenticeship programs, nine construction craft training programs, many state approved continuing education courses for license renewal; as well as skills assessments, performance verifications, and targeted task training for field construction professionals.

Through hands-on training you learn real-world "Know-How"

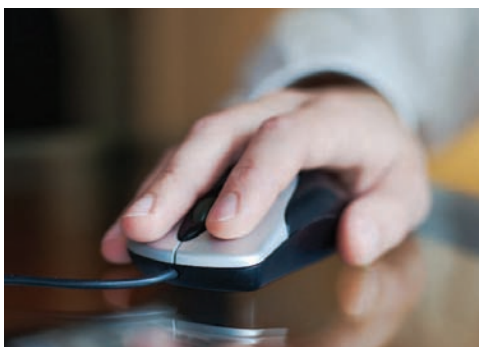
Whether you are looking to improve your current skills or begin a new career in construction, CITC can help you get there. CITC's statewide approved apprenticeship and accredited craft training programs give you comprehensive skills to prepare you for a rewarding career in the construction industry. Our skilled instructors bring their years of construction experience and expertise into the classroom, giving you the best of practical and studied know-how. Employers and employees both benefit from the training provided by CITC. You can build a better future for yourself, your company and your industry!

Training Program Overview

Our 3 to 5 year construction training programs are competency based; a combination of lab and theory. With this method of recognized training you will learn the "how" and "why" of your trade. You will be able to apply what you learn in class to the real-world scenarios you will experience on the job.


Our classes are available in a traditional classroom setting as well as in a blended learning format. The blended learning format consists of online learning for the theoretical aspects of the trade along with a competency component which includes written and hands-on proctored testing as a student moves through the curricula. All 1st year classes include OSHA 10 for construction.

The CITC Board of Trustees reserve the right to amend any course curriculum in order to provide what they consider to be the most up-to-date skills based training needed for each trade.



Online/Blended Training Overview

Online/blended classes are available only to students residing over 50 miles from the nearest classroom location, and require pre-approval. Students who are approved to take CITC's online/blended classes **must have access to a computer with internet access, a valid email address, and purchase the required textbooks for their trade.** Students who are enrolled in an online/blended class for the first time must attend a **mandatory orientation** which covers policies, procedures and instructions for navigating their online classroom. Once registered, students will receive via email, the information needed to access their online course.

If you are interested in taking our online/blended classes, please call (425) 454-2482 to see if you qualify. Class locations and online availability are listed beneath each of the course descriptions in this catalog. Courses which are available online will be marked with a  icon.



Carpentry

Carpenters make up the largest building trade occupation in the industry. Well trained carpenters with all-around skills are in high demand. Carpenters are involved in many different kinds of construction activities, from building highways and bridges to building schools to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood, metal, concrete and other materials. The CITC four-year program prepares carpenters for residential and commercial work.

Carpentry Level 1

Minimum: 160 hours per year

Carpentry 101 (Fall Quarter - 14 Weeks/56 Hours)

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; jobsite communication; construction materials & handling. *Schedule for lab dates will be handed out the first night of class each quarter.*

Bellevue	September 15 - December 15	Mon	5-9pm
Tacoma	September 18 - Dec. 11 + 1 Sat	Thu	5-9pm
Vancouver	September 16 - December 16	Tue	5-9pm
Online	September 15 - December 19		See page 3

Carpentry 102 (Winter Quarter - 13 Weeks/52 Hours)

Students will learn to read plans and elevations, then safely use hand and power tools to practice building floor systems and wall & ceiling framing.

Bellevue	January 5 - March 23 + 1 Sat	Mon	5-9pm
Tacoma	January 8 - April 2	Thu	5-9pm
Vancouver	January 6 - March 31	Tue	5-9pm
Online	January 5 - March 27		See page 3

Carpentry 103 (Spring Quarter - 13 Weeks/52 Hours)

Students will safely use carpentry hand and power tools to practice roof, window & exterior door; and stair framing. Includes OSHA 10 Training.

Bellevue	March 30 - June 22	Mon	5-9pm
Tacoma	April 9 - June 18 + 1 Sat	Thu	5-9pm
Vancouver	April 7 - June 16 + 1 Sat	Tue	5-9pm
Online	March 30 - June 19		See page 3

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:	
NCCER Carpentry Fundamentals, 5th Edition	ISBN: 978-0-13-340237-7
NCCER Core Curriculum, 4th Edition	ISBN: 978-0-13-608637-6
Carpentry by Koel, 6th Edition	ISBN: 978-0-8269-0809-4
Carpentry by Koel, 6th Edition Workbook	ISBN: 978-0-8269-0810-0

Online:	
NCCER Carpentry Fundamentals Level 1 Trainee Guide, 4th Edition	ISBN: 978-0-13-228591-9
NCCER Core Curriculum, 4th Edition	ISBN: 978-0-13-608637-6

Tuition

Classroom.....	\$1,140 per quarter
Online.....	\$1,340 per quarter

Carpentry Level 2

Minimum: 160 hours per year

Carpentry 201 (Fall Quarter - 14 Weeks/56 Hours)

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

Bellevue	September 16 - December 16	Tue	5-9pm
Tacoma	September 16 - December 16	Tue	5-9pm
Vancouver	September 16 - December 16	Tue	5-9pm
Online	September 15 - December 19		See page 3

Carpentry 202 (Winter Quarter - 13 Weeks/52 Hours)

Students will practice exterior finishing; steel framing; drywall installation and finishing, and will review green building practices.

Bellevue	January 6 - March 31	Tue	5-9pm
Tacoma	January 6 - March 31	Tue	5-9pm
Vancouver	January 6 - March 31	Tue	5-9pm
Online	January 5 - March 27		See page 3

Carpentry 203 (Spring Quarter - 13 Weeks/52 Hours)

Students will practice installing doors and hardware, suspended ceilings, window, door, floor and ceiling trim and cabinet fabrication & installation.

Bellevue	April 7 - June 16 + 1 Sat	Tue	5-9pm
Tacoma	April 7 - June 16 + 1 Sat	Tue	5-9pm
Vancouver	April 7 - June 16 + 1 Sat	Tue	5-9pm
Online	March 30 - June 19		See page 3

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:	
NCCER Carpentry Framing & Finishing, 5th Ed.	ISBN: 978-0-13-340430-2
NCCER Your Role in the Green Environment, LEED v. 4	ISBN: 978-0-13-294863-0
Carpentry by Koel, 6th Edition	ISBN: 978-0-8269-0809-4
Carpentry by Koel, 6th Edition Workbook	ISBN: 978-0-8269-0810-0

Online:	
NCCER Carpentry Framing & Finishing Level 2 Trainee Guide, 4th Edition	ISBN: 978-0-13-228596-4
NCCER Your Role in the Green Environment, LEED v. 4	ISBN: 978-0-13-294863-0

Tuition

Classroom.....	\$1,140 per quarter
Online.....	\$1,340 per quarter



Carpentry Level 3

Minimum: 160 hours per year

Carpentry 301 (Fall Quarter - 14 Weeks/56 Hours)

Students will begin learning about properties of concrete, followed by a review of rigging equipment & rigging practices and then learn about trenching & excavating. *Schedule for lab dates will be handed out the first night of class each quarter.*

Bellevue	September 17 - December 17	Wed	5-9pm
Online	September 15 - December 19		See page 3

Carpentry 302 (Winter Quarter - 13 Weeks/52 Hours)

Students will learn to safely and properly reinforce concrete, perform layout for various foundations and slab-on-grade and various forms of vertical work.

Bellevue	January 7 - April 1	Wed	5-9pm
Online	January 5 - March 27		See page 3

Carpentry 303 (Spring Quarter - 12 Weeks/52 Hours)

Students will learn to do horizontal formwork, handle and place concrete and do tilt-up wall panels.

Bellevue	April 8 - June 17 + 1 Sat	Wed	5-9pm
Online	March 30 - June 19		See page 3

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:	
NCCER Carpentry Forms, 5th Edition	ISBN: 978-0-13-382305-9
Carpentry by Koel, 6th Edition	ISBN: 978-0-8269-0809-4
Carpentry by Koel, 6th Edition Workbook	ISBN: 978-0-8269-0810-0

Online:	
NCCER Carpentry Forms Level 3 Trainee Guide, 4th Edition	ISBN: 978-0-13-228600-8

Tuition

Classroom.....	\$1,140 per quarter
Online.....	\$1,340 per quarter

Carpentry Level 4

Minimum: 160 hours per year

Carpentry 401 (Fall Quarter - 14 Weeks/56 Hours)

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

Bellevue	September 18 - Dec. 11 + 1 Sat	Thu	5-9pm
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Carpentry 402 (Winter Quarter - 13 Weeks/52 Hours)

Students will learn to do advanced roofing systems, advanced wall systems, advanced stair systems and review uses of light equipment.

Bellevue	January 8 - April 2	Thu	5-9pm
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Carpentry 403 (Spring Quarter - 12 Weeks/52 Hours)

Students will practice commercial finish work; review site preparation; and complete the Introductory Skills for the Crew Leader course.

Bellevue	April 9 - June 18 + 1 Sat	Thu	5-9pm
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Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:	
NCCER Carpentry Advanced, 4th Edition	ISBN: 978-0-13-614411-3
Carpentry by Koel, 6th Edition	ISBN: 978-0-8269-0809-4
Carpentry by Koel, 6th Edition Workbook	ISBN: 978-0-8269-0810-0

Tuition

Classroom.....	\$1,140 per quarter
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Carpentry Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Steve Bean started in the trade in 1993. CITC graduate. CITC faculty member since 2010.

Matt Beecher started in the trade in 1993. CITC graduate. CITC faculty member since 2006.

Timothy Beecher started in the trade in 1994. CITC graduate and Student of the Year in 2002, and became a CITC faculty member in 2007.

Lynel Bortles started in the trade in 1974 and became a CITC faculty member in 1990. He received ATA in Project Management with OTE completed in 2000. Received CITC Instructor of the Year in 2007.

Mark Knudson started in the trade in 1975 and became a CITC faculty member in 1998. NCCER Subject Matter Expert. Received CITC Instructor of the Year in 1999 and 2008. 2007 AGC National Instructor of the Year.

Kevin Ormsby started in the trade in 1985. CITC graduate and Student of the Year in 1999, and became a CITC faculty member in 2007.

Bob Rasmussen started in the trade in 1990. CITC faculty member since 2010.



Electrical

Electricians install, maintain and repair systems for electrical power, communication, lighting and controls in homes, businesses and factories. Electricians read and follow blueprints or technical diagrams to install and maintain wiring, controls, lighting systems, transformers, circuit breakers and many other electrical components. Common tasks on the jobsite include identifying electrical problems with testing devices; repairing or replacing wiring, equipment, or fixtures. Electricians also learn to effectively follow state and local building regulations based on the National Electric Code in order to install, maintain, or repair electrical wiring or equipment. CITC electrical graduates are highly proficient in electrical codes and rules, are highly sought in the industry - and quickly move into leadership roles in their companies.

CITC offers three Electrical Programs, including:

- Commercial Inside Wireman (01)
- Low Energy/Sound & Communication Technician (06)
- Residential Wireman (02)

Commercial Inside Wireman Program

Electricians install electrical systems in structures. They install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures by following blueprints, the National Electrical Code® and state and local codes. CITC provides a comprehensive, four-year Electrical curriculum that prepares workers for their "01" journeyman exam which allows them to perform all types of electrical work.

Commercial Inside Wireman Level 1

Minimum: 201 hours per year

Commercial Inside Wireman 101 (Fall Quarter - 13 Weeks/72 Hours)

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 2014 NEC. *Schedule for lab dates will be handed out the first night of class each quarter.*

Bellevue	September 15 - December 3	Mon/Wed	6-9pm
Tacoma	September 15 - December 3	Mon/Wed	6-9pm
Vancouver	September 15 - December 3	Mon/Wed	6-9pm
Online	September 15 - December 19	See page 3	

Commercial Inside Wireman 102 (Winter Quarter - 12 Weeks/69 Hours)

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).

Bellevue	January 5 - March 23	Mon/Wed	6-9pm
Tacoma	January 5 - March 23	Mon/Wed	6-9pm
Vancouver	January 5 - March 23	Mon/Wed	6-9pm
Online	January 5 - March 27	See page 3	

Commercial Inside Wireman 103 (Spring Quarter - 10 Weeks/60 Hours)

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. Includes OSHA 10 Training.

Bellevue	March 30 - June 10	Mon/Wed	6-9pm
Tacoma	March 30 - June 10	Mon/Wed	6-9pm
Vancouver	March 30 - June 10	Mon/Wed	6-9pm
Online	March 30 - June 19	See page 3	

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

Delmar's Standard Textbook of Electricity by
Herman, 5th Edition ISBN: 978-1-111-53915-3
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)

Online:

NCCER Electrical Level 1 Trainee Guide,
2008 NEC revision ISBN: 978-0-13-604460-4
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)

Tuition

Classroom.....\$1,140 per quarter
Online.....\$1,340 per quarter

Commercial Inside Wireman Level 2

Minimum: 201 hours per year

Commercial Inside Wireman 201 (Fall Quarter - 13 Weeks/72 Hours)

Students will be provided a comprehensive review of 2014 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. *Schedule for lab dates will be handed out the first night of class each quarter.*

Bellevue	September 15 - December 3	Mon/Wed	6-9pm
Tacoma	September 15 - December 3	Mon/Wed	6-9pm
Vancouver	September 15 - December 3	Mon/Wed	6-9pm
Online	September 15 - December 19	See page 3	

Commercial Inside Wireman 202 (Winter Quarter - 12 Weeks/69 Hours)

Students will continue code review of 2014 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.

Bellevue	January 5 - March 23	Mon/Wed	6-9pm
Tacoma	January 5 - March 23	Mon/Wed	6-9pm
Vancouver	January 5 - March 23	Mon/Wed	6-9pm
Online	January 5 - March 27	See page 3	

Commercial Inside Wireman 203 (Spring Quarter - 12 Weeks/60 Hours)

Students will complete code review of 2014 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.

Bellevue	March 30 - June 10	Mon/Wed	6-9pm
Tacoma	March 30 - June 10	Mon/Wed	6-9pm
Vancouver	March 30 - June 10	Mon/Wed	6-9pm
 Online	March 30 - June 19	See page 3	

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

Delmar's Standard Textbook of Electricity by
Herman, 5th Edition ISBN: 978-1-111-53915-3
NCCER Your Role in the Green Environment, LEED v. 4 ISBN: 978-0-13-294863-0
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)
RECOMMENDED: 2014 Grounding by Soares, current edition

Online:

NCCER Electrical Level 2 Trainee Guide,
2008 NEC revision ISBN: 978-0-13-604466-6
NCCER Your Role in the Green Environment, LEED v. 4 ISBN: 978-0-13-294863-0
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)
RECOMMENDED: 2014 Grounding by Soares, current edition

Tuition


Classroom.....\$1,140 per quarter
Online.....\$1,340 per quarter

Commercial Inside Wireman Level 3

Minimum: 201 hours per year


Commercial Inside Wireman 301 (Fall Quarter - 13 Weeks/72 Hours)

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. *Schedule for lab dates will be handed out the first night of class each quarter.*

Bellevue	September 16 - December 4	Tue/Thu	6-9pm
Tacoma	September 15 - December 3	Mon/Wed	6-9pm
 Online	September 15 - December 19	See page 3	


Commercial Inside Wireman 302 (Winter Quarter - 12 Weeks/69 Hours)

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.

Bellevue	January 6 - March 24	Tue/Thu	6-9pm
Tacoma	January 5 - March 23	Mon/Wed	6-9pm
 Online	January 5 - March 27	See page 3	

Commercial Inside Wireman 303 (Spring Quarter - 12 Weeks/60 Hours)

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.

Bellevue	March 31 - June 11	Tue/Thu	6-9pm
Tacoma	March 30 - June 10	Mon/Wed	6-9pm
 Online	March 30 - June 19	See page 3	

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

Delmar's Standard Textbook of Electricity by
Herman, 5th Edition ISBN: 978-1-111-53915-3
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)

Online:

NCCER Electrical Level 3 Trainee Guide, 2008 NEC rev. ISBN: 978-0-13-604471-0
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)

Tuition

Classroom.....\$1,140 per quarter
Online.....\$1,340 per quarter

Commercial Inside Wireman Level 4

Minimum: 201 hours per year


Commercial Inside Wireman 401 (Fall Quarter - 13 Weeks/72 Hours)

Students will embark on a detailed study of 2014 NEC Article 430, motor theory & associated calculations, and other articles throughout the code pertaining to the installation of motors, controls and their circuits & feeders. Students will also be using NCCER modules concerning Motor controls, Motor Calculations, Health Care Facilities, Practical Applications of Lighting, Commercial Electrical Services, Fire Alarm Systems, Heat Tracing and Freeze Protection and HVAC controls. Students will begin building live motor control projects. *Schedule for lab dates will be handed out the first night of class each quarter.*

Bellevue	September 16 - December 4	Tue/Thu	6-9pm
Tacoma	September 15 - December 3	Mon/Wed	6-9pm
 Online	September 15 - December 19	See page 3	


Commercial Inside Wireman 402 (Winter Quarter - 12 Weeks/69 Hours)

Students will continue building live motor control projects using motor control drawings in order to understand applications to different industries. Students will complete approximately 25 Lab projects and a group motor control project.

Bellevue	January 6 - March 24	Tue/Thu	6-9pm
Tacoma	January 5 - March 23	Mon/Wed	6-9pm
 Online	January 5 - March 27	See page 3	

Commercial Inside Wireman 403 (Spring Quarter - 10 Weeks/60 Hours)

Students will undertake a detailed study of 2014 NEC Articles 500, 501, 502, 503 and the introduction to the Definitions of Classified Areas/Hazardous Locations. An extensive, comprehensive review prepares students for their journeyman exam.

Bellevue	March 31 - June 11	Tue/Thu	6-9pm
Tacoma	March 30 - June 10	Mon/Wed	6-9pm
 Online	March 30 - June 19	See page 3	

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

CITC Customized NCCER Electrical Level 4 Trainee
Guide AVAILABLE THRU CITC
Delmar's Standard Textbook of Electricity by
Herman, 5th Edition ISBN: 978-1-111-53915-3
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)
RECOMMENDED: 2014 Electrical Exam Prep by Holt ISBN: 978-1-932685-67-1

Online:

NCCER Electrical Level 4 Trainee Guide, 2008 NEC rev. ISBN: 978-0-13-604475-8
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)
RECOMMENDED: 2014 Electrical Exam Prep by Holt ISBN: 978-1-932685-67-1

Tuition

Classroom.....\$1,140 per quarter
Online.....\$1,340 per quarter

Low Energy/Sound & Communication Technician Program

The low voltage/sound and communication technician tasks include: construction and installation, servicing and maintaining sound, pro-audio/video, fire/burglar, security/CCTV, access control, fiber optics, telephone/data and computer systems integration. Their work generally focuses on the distribution of low-voltage signals among microprocessor-based devices and controls. Their duties generally include installing, connecting, calibrating, and servicing products that move voice, video, audio, and data signals, and products that control mechanical and electrical apparatuses. CITC provides a comprehensive, three year Electrical curriculum that prepares workers for their "06" electrical journeyman exam.

Low Energy/Sound & Communication Technician Level 1

Minimum: 201 hours per year

Low Energy/Sound & Communication Technician 101 (Fall Quarter - 12 Weeks/72 Hours)

Students will receive an overview of the electrical trade and will learn; electrical safety; trade math for electricians; will be introduced to electrical drawings; electrical pathways & spaces; hand bending of conduit. Includes a 1st Aid / CPR course.

Bellevue	September 15 - December 3	Mon/Wed	6-9pm
Tacoma	September 15 - December 3	Mon/Wed	6-9pm
Vancouver	September 15 - December 3	Mon/Wed	6-9pm
 Online	September 15 - December 19	See page 3	


Low Energy/Sound & Communication Technician 102 (Winter Quarter - 12 Weeks/69 Hours)

Students will be introduced to the 2014 NEC and will learn; low voltage cabling; DC circuits; AC circuits; and switching devices & timers.

Bellevue	January 5 - March 23	Mon/Wed	6-9pm
Tacoma	January 5 - March 23	Mon/Wed	6-9pm
Vancouver	January 5 - March 23	Mon/Wed	6-9pm
 Online	January 5 - March 27	See page 3	

Low Energy/Sound & Communication Technician 103 (Spring Quarter - 12 Weeks/60 Hours)

Students will learn about semiconductors and integrated circuits; codes & standards and WISHA rules related to telecommunications; wire & cable terminations; and electrical test equipment. Includes OSHA 10 training.

Bellevue	March 30 - June 10	Mon/Wed	6-9pm
Tacoma	March 30 - June 10	Mon/Wed	6-9pm
Vancouver	March 30 - June 10	Mon/Wed	6-9pm
 Online	March 30 - June 19	See page 3	

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

Delmar's Standard Textbook of Electricity by
Herman, 5th Edition ISBN: 978-1-111-53915-3
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)

Online:

NCCER Electrical Level 1 Trainee Guide,
2008 NEC revision ISBN: 978-0-13-604460-4
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)

Tuition

Classroom.....\$1,140 per quarter
Online.....\$1,340 per quarter

Low Energy/Sound & Communication Technician Level 2

Minimum: 201 hours per year

Low Energy/Sound & Communication Technician 201 (Fall Quarter - Not Offered)

Students will learn about; power quality and grounding; buses & networks; fiber optics; and wireless communication.

Low Energy/Sound & Communication Technician 202 (Winter Quarter - Not Offered)

Students will learn about; rack assemblies; maintenance & repair of low voltage systems; and will begin learning about audio and video systems. Includes an introduction to green building practices.

Low Energy/Sound & Communication Technician 203 (Spring Quarter - Not Offered)

Students will finish learning about audio & video systems; will learn about broadband systems; and telecommunications systems.

Low Energy/Sound & Communication Technician Level 3

Minimum: 201 hours per year

Low Energy/Sound & Communication Technician 301 (Fall Quarter - Not Offered)

Include a brief description here. Include a brief description here. Include a brief description here. Include a brief description here. Include a brief description here.

Low Energy/Sound & Communication Technician 302 (Winter Quarter - Not Offered)

Include a brief description here. Include a brief description here. Include a brief description here. Include a brief description here. Include a brief description here.

Low Energy/Sound & Communication Technician 303 (Spring Quarter - Not Offered)

Include a brief description here. Include a brief description here. Include a brief description here. Include a brief description here. Include a brief description here.

Residential Wireman Program

Residential wiremen perform many of the same tasks as inside wiremen, but in residential environments such as single-family dwellings, apartment complexes and condominiums. The difference between an Inside Wireman and a Residential Wireman is that, while the Inside Wireman is performing electrical work in commercial and industrial facilities, the Residential Wireman is performing and maintaining the electrical systems in homes and other types of residential installations. CITC provides a comprehensive, two-year Electrical curriculum that prepares workers for their "02" electrical journeyman exam.

Residential Wireman Level 1

Minimum: 201 hours per year

Residential Wireman 101 (Fall Quarter - 12 Weeks/72 Hours)

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; jobsite communication. Includes a 1st Aid / CPR course.

Bellevue	September 15 - December 3	Mon/Wed	6-9pm
Tacoma	September 15 - December 3	Mon/Wed	6-9pm
Vancouver	September 15 - December 3	Mon/Wed	6-9pm
 Online	September 15 - December 19	See page 3	

Residential Wireman 102 (Winter Quarter - 12 Weeks/69 Hours)

Students will be oriented to the electrical trade & electrical safety and will be introduced to; electrical circuits; electrical theory 2014 NEC; device boxes; raceways & fittings; conductors & cables; and will be introduced to green building practices.

Bellevue	January 5 - March 23	Mon/Wed	6-9pm
Tacoma	January 5 - March 23	Mon/Wed	6-9pm
Vancouver	January 5 - March 23	Mon/Wed	6-9pm
 Online	January 5 - March 27	See page 3	

Residential Wireman 103 (Spring Quarter - 10 Weeks/60 Hours)

Students will learn about basic electrical construction drawings; residential electrical services; electrical test equipment; and solar photovoltaic systems. Includes OSHA 10 training.

Bellevue	March 30 - June 10	Mon/Wed	6-9pm
Tacoma	March 30 - June 10	Mon/Wed	6-9pm
Vancouver	March 30 - June 10	Mon/Wed	6-9pm
 Online	March 30 - June 19	See page 3	

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

Delmar's Standard Textbook of Electricity by
Herman, 5th Edition ISBN: 978-1-111-53915-3
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)

Online:

NCCER Electrical Level 1 Trainee Guide,
2008 NEC revision ISBN: 978-0-13-604460-4
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)

Tuition

Classroom.....\$1,140 per quarter
Online.....\$1,340 per quarter

Residential Wireman Level 2

Minimum: 201 hours per year


Residential Wireman 201 (Fall Quarter - 14 Weeks/72 Hours)

Students will learn about; alternating current; motors theory & application; electric lighting; pull & junction boxes; conductor installations; conductor terminations & splices; and grounding & bonding.

Bellevue	September 15 - December 3	Mon/Wed	6-9pm
Tacoma	September 15 - December 3	Mon/Wed	6-9pm
Vancouver	September 15 - December 3	Mon/Wed	6-9pm
 Online	September 15 - December 19	See page 3	


Residential Wireman 202 (Winter Quarter - 12 Weeks/69 Hours)

Students will learn about; circuit breakers & fuses; control systems & applications; load calculations for branch & feeder circuits; conductor selection & calculations; overcurrent protection; and distribution equipment.

Bellevue	January 5 - March 23	Mon/Wed	6-9pm
Tacoma	January 5 - March 23	Mon/Wed	6-9pm
Vancouver	January 5 - March 23	Mon/Wed	6-9pm
 Online	January 5 - March 27	See page 3	

Residential Wireman 203 (Spring Quarter - 12 Weeks/60 Hours)

Students will learn about; voice, data & video systems; load calculations for feeders & services; standby emergency systems; and fire alarm systems. Includes a crew leader course.

Bellevue	March 30 - June 10	Mon/Wed	6-9pm
Tacoma	March 30 - June 10	Mon/Wed	6-9pm
Vancouver	March 30 - June 10	Mon/Wed	6-9pm
 Online	March 30 - June 19	See page 3	

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

Delmar's Standard Textbook of Electricity by
Herman, 5th Edition ISBN: 978-1-111-53915-3
NCCER Your Role in the Green Environment, LEED v. 4 ISBN: 978-0-13-294863-0
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)
RECOMMENDED: 2014 Grounding by Soares, current edition

Online:

NCCER Electrical Level 2 Trainee Guide,
2008 NEC revision ISBN: 978-0-13-604466-6
NCCER Your Role in the Green Environment, LEED v. 4 ISBN: 978-0-13-294863-0
2014 National Electric Code (NEC) book
Current Electrical WAC Rules & Regulations (free L&I download)
RECOMMENDED: 2014 Grounding by Soares, current edition

Tuition

Classroom.....\$1,140 per quarter
Online.....\$1,340 per quarter

Electrical Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified certification by the National Center for Construction Education and Research.

Gary Bartelheimer started in the trade 1985 and became a CITC faculty member in 2009.

Paul Dalton started in the trade in 1993 and became a CITC faculty member in 2014.

Robert Grigoryan started in the trade 1979 and became a CITC faculty member in 2013.

John Harder started in the trade in 1979 and became a CITC faculty member in 2000. He was nominated for ABC National Instructor of the Year in 2009.

Ken Hill started in the trade in 1989. CITC graduate. CITC faculty since 2013

Tim Hingtgen started in the trade in 1973. Graduated from WSECA in 1980. Became a CITC faculty member in 2003. CITC Instructor of the Year in 2011.

Greg McNaught started in the trade in 1987. Master Electrician. CITC faculty since 2013.

Rick St. Vincent started in the trade in 2001. Graduated from FAEC Apprenticeship Program in 2005 and became a CITC faculty member in 2006. Received CITC Instructor of the Year award in 2012.

Chuck Williams started in the trade in 1991 and became a CITC faculty member in 2007.



Heavy Equipment Operator (HEO)

Heavy Equipment Operators (HEO) not only work on regular construction building jobs, but also on infrastructure projects (roads, bridges, and ports, otherwise called non-building construction), and in mining and timber operations. A trained and experienced equipment operator provides necessary skills for any project that requires moving and transporting heavy materials or that demands any kind of earthmoving. The CITC three-year curriculum prepares workers for a wide range of careers using a curriculum and hands-on training that covers each major piece of heavy equipment, as well as topics such as Civil Blueprint Reading, Soils, and Paving.

HEO Level 1

Minimum: 160 hours per year (4 Weeks/160 Hours)

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. Includes OSHA 10 and First Aid/CPR Training.

SPC.....January 12 - February 6 Mon-Fri 8am-6pm

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

NCCER Heavy Equipment Operations Level 1
Trainee Guide, 3rd Edition ISBN: 978-013-292142-8
NCCER Core Curriculum, 4th Edition ISBN: 978-0-13-608637-6
NCCER Your Role in the Green Environment, LEED v. 4 ISBN: 978-0-13-294863-0

Tuition

Classroom.....\$8,985 per quarter

HEO Level 2

Minimum: 160 hours per year (4 Weeks/160 Hours)

Students will review safe operations and practice of on-road dump trucks, scrapers, loaders, rough terrain forklifts and skid steers. Students will also review excavation math, interpret civil drawings, perform site work and learn about techniques for working in various soil classifications.

IMCO.....January 26 - February 20 Mon-Fri 8am-6pm

Required Books

It is the responsibility of each student to have the following book on the first night of class:

Classroom:

NCCER Heavy Equipment Operations Level 2
Trainee Guide, 3rd Edition ISBN: 978-0-13-340251-3

Tuition

Classroom.....\$8,985 per quarter

HEO Level 3

Minimum: 160 hours per year (4 Weeks/160 Hours)

Students will practice finishing and grading, use compaction equipment, and practice advanced operation techniques on dozers, backhoes, excavators and motor graders. Students will also review safe operations and practice on off-road dump trucks. The course also introduces students to crew leader skills.

M&M.....February 9 - March 6 Mon-Fri 8am-6pm

Required Books

It is the responsibility of each student to have the following book on the first night of class:

Classroom:

NCCER Heavy Equipment Operations Level 3
Trainee Guide, 3rd Edition ISBN: 978-0-13-340256-8

Tuition

Classroom.....\$8,985 per quarter

HEO Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified certification by the National Center for Construction Education and Research.

John Brunson started in the trade in 1999 and became a CITC faculty member in 2008.

Sam Kloes started in the trade in 2004 and became a CITC faculty member in 2011.

Kirt Chatterton started in the trade in 1984 and became a CITC faculty member in 2008.

Paul Kramer started in the trade in 1991 and became a CITC faculty member in 2011.

Dave Clark started in the trade in 1997 and became a CITC faculty member in 2011.

Bill Motley started in the trade in 1977 and became a CITC faculty member in 2011.

AJ Emerson started in the trade in 1992 and became a CITC faculty member in 2011.

Doug Palmer started in the trade in 1976 and became a CITC faculty member in 2008.

Matt Jones started in the trade in 1996 and became a CITC faculty member in 2011.

Tom Pike started in the trade in 1978 and became a CITC faculty member in 2008.



HVAC

HVAC (Heating, Ventilation and Air-Conditioning) systems technicians work on residential and commercial buildings installing and maintaining electrical, gas and oil heating and air-conditioning systems. The increasing technology in HVAC work requires employers to seek well trained employees from technical school training or apprenticeship programs. CITC's four-year program has been designed by highly qualified subject matter experts with this in mind. CITC classes present theoretical and practical skills essential to your success as an HVAC installer or technician.

HVAC Level 1

Minimum: 201 hours per year

HVAC 101 (Fall Quarter - 13 Weeks/72 Hours)

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.

Bellevue September 15 - December 3 Mon/Wed 6-9pm
Online September 15 - December 19 See page 3

HVAC 102 (Winter Quarter - 12 Weeks/69 Hours)

Students will learn HVAC related trade math; basic electricity for HVAC and are introduced to cooling and heating principles, air distribution systems skills.

Bellevue January 5 - March 23 Mon/Wed 6-9pm
Online January 5 - March 27 See page 3

HVAC 103 (Spring Quarter - 12 Weeks/60 Hours)

Students will be introduced to basic copper and plastic piping practices; and basic carbon steel piping practices; soldering & brazing; and will review related 2014 NEC Code Sections and WA Amendments. Includes OSHA 10 training.

Bellevue April 6 - June 15 Mon/Wed 6-9pm
Online March 30 - June 19 See page 3

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:
 NCCER HVAC Level 1 Trainee Guide, 4th Edition ISBN: 978-0-13-340253-7
 NCCER Core Curriculum, 4th Edition ISBN: 978-0-13-608637-6
RECOMMENDED: Modern Refrigeration & Air Conditioning, 18th Edition ISBN: 978-1-59070-280-2

Online:
 NCCER HVAC Level 1 Trainee Guide, 3rd Edition ISBN: 978-0-13-614416-8
 NCCER Core Curriculum, 4th Edition ISBN: 978-0-13-608637-6
RECOMMENDED: Modern Refrigeration & Air Conditioning, 18th Edition ISBN: 978-1-59070-280-2

Tuition

Classroom \$1,140 per quarter
 Online \$1,340 per quarter

HVAC Level 2

Minimum: 201 hours per year

HVAC 201 (Fall Quarter - 13 Weeks/72 Hours):

Students will learn about alternating current, transformers and motors used in HVAC; compressors, refrigerants & oils; leak detection, evacuation, recovery & charging.

Bellevue September 16 - December 9 Tue/Thu 6-9pm
Online September 15 - December 19 See page 3

HVAC 202 (Winter Quarter - 12 Weeks/69 Hours)

Students will learn about metering devices, heat pumps, basic maintenance. Students will also learn components of 2014 NEC and WAC rules related to HVAC; review green building practices; and will complete a review to prepare for the EPA exam.

Bellevue January 6 - March 24 Tue/Thu 6-9pm
Online January 5 - March 27 See page 3

HVAC 203 (Spring Quarter - 12 Weeks/60 Hours)

Students will learn about chimneys, vents & flues; sheet metal duct systems; fiberglass and fabric duct systems; commercial airside systems; air quality equipment and will be introduced to hydronic systems.

Bellevue April 7 - June 11 Tue/Thu 6-9pm
Online March 30 - June 19 See page 3

Required Books

It is the responsibility of each student to have the following book on the first night of class:

Classroom:
 NCCER HVAC Level 2 Trainee Guide, 4th Edition ISBN: 978-0-13-340427-2
 NCCER Your Role in the Green Environment, LEED v. 4 ISBN: 978-0-13-294863-0
RECOMMENDED: Modern Refrigeration & Air Conditioning, 18th Edition ISBN: 978-1-59070-280-2

Online:
 NCCER HVAC Level 2 Trainee Guide, 3rd Edition ISBN: 978-0-13-614385-7
 NCCER Your Role in the Green Environment, LEED v. 4 ISBN: 978-0-13-294863-0
RECOMMENDED: Modern Refrigeration & Air Conditioning, 18th Edition ISBN: 978-1-59070-280-2

Tuition

Classroom \$1,140 per quarter
 Online \$1,340 per quarter

HVAC Level 3

Minimum: 201 hours per year

HVAC 301 (Fall Quarter - 13 Weeks/72 Hours)

Students will learn about refrigerants & oils; compressors; metering devices; and retail refrigeration systems.

Bellevue September 15 - December 3 Mon/Wed 6-9pm
Online September 15 - December 19 See page 3

HVAC 302 (Winter Quarter - 12 Weeks/69 Hours)

Students will learn about commercial hydronic systems; steam systems; planned maintenance; and water treatment practices.

Bellevue January 5 - March 23 Mon/Wed 6-9pm
Online January 5 - March 27 See page 3

HVAC 303 (Spring Quarter - 12 Weeks/60 Hours)

Students will learn about troubleshooting electronic controls; troubleshooting oil heating; troubleshooting heat pumps; and troubleshooting accessories.

Bellevue April 6 - June 15 Mon/Wed 6-9pm
Online March 30 - June 19 See page 3

Required Books

It is the responsibility of each student to have the following book on the first night of class:

Classroom:
 NCCER HVAC Level 3 Trainee Guide, 4th Edition ISBN: 978-0-13-375083-6
RECOMMENDED: Modern Refrigeration & Air
 Conditioning, 18th Edition ISBN: 978-1-59070-280-2

Online:
 NCCER HVAC Level 3 Trainee Guide, 3rd Edition ISBN: 978-0-13-604492-5
RECOMMENDED: Modern Refrigeration & Air
 Conditioning, 18th Edition ISBN: 978-1-59070-280-2

Tuition

Classroom \$1,140 per quarter
 Online \$1,340 per quarter

HVAC Level 4

Minimum: 201 hours per year

HVAC 401 (Fall Quarter - Not Offered)

Students will learn about; water treatment; indoor air quality; energy conservation equipment and related 2014 NEC Code and WA Amendments related to HVAC.

HVAC 402 (Winter Quarter - Not Offered)

Students will learn about building management systems; system air balancing; systems start-up and shut down; construction drawings and specifications

HVAC 403 (Spring Quarter - Not Offered)

Students will learn about; heating & cooling system design; commercial and industrial refrigeration systems; alternative heating & cooling systems and are introduced to supervisory skills.

HVAC Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Steve Benson started in the trade in 1980. CITC Instructor of the Year in 2001 and 2006. CITC faculty member since 1993.

Shawn Ridge started in the trade in 2001. CITC faculty member since 2013.

Bill Brockway started in the trade in 1964. CITC faculty member since 2013.



*Struggling with your Apprenticeship?
 If you need a career coach call (877) 428-0442*

*¿Tiene dificultades con su aprendizaje? Para
 ayuda de un mentor, marque (877) 428-0442*



Painting

A career in the painting trade can include painting houses, commercial buildings, bridges and industrial sites. A well trained painter works safely, quickly, efficiently and is proud to complete projects that please their customers. CITC's three-year painting program prepares workers for a wide range of rewarding painting careers with technical and hands-on training. Training topics range from Surface Preparation, Wood Finishing, Painting with Rollers & Brushes, Painting with Sprayers on various surfaces and Texturing.

Painting Level 1

Minimum: 160 hours per year

Painting 101 (Fall Quarter - 14 Weeks/56 Hours)

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. Schedule for lab dates will be handed out the first night of class each quarter.

Bellevue.....September 16 - December 16 Tue 5-9pm

Painting 102 (Winter Quarter - 13 Weeks/52 Hours)

Students will learn about painting safety; ladders, scaffolds, lifts and fall protection; identifying surface/substrate materials and conditions; protecting adjacent surfaces; basic surface preparation.

Bellevue.....January 6 - March 31 Tue 5-9pm

Painting 103 (Spring Quarter - 12 Weeks/52 Hours)

Students will learn about repair using sealants and fillers; be introduced to paints and coatings; and practice brushing & rolling paints and coatings. Includes OSHA 10 training.

Bellevue.....April 7 - June 16 + 1 Sat Tue 5-9pm

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

NCCER Painting - Commercial & Residential Level 1
Trainee Guide, 2nd Edition ISBN: 978-0-13-771239-7
NCCER Core Curriculum, 4th Edition ISBN: 978-0-13-608637-6

Tuition

Classroom.....\$1,140 per quarter

Painting Level 2

Minimum: 160 hours per year

Painting 201 (Fall Quarter - 14 Weeks/56 Hours)

Students will learn about painting failures & remedies; job planning and completion; chemical cleaning and stripping; low pressure water cleaning; abrasive blasting.

Bellevue.....September 16 - December 16 Tue 5-9pm

Painting 202 (Winter Quarter - 13 Weeks/52 Hours)

Students will learn about drywall finishing & patching; stains; clear finishes; wood finishing; and will review green building practices.

Bellevue.....January 6 - March 31 Tue 5-9pm

Painting 203 (Spring Quarter - 12 Weeks/52 Hours)

Students will learn about high performance coatings; conventional, airless and HVLP spray painting.

Bellevue.....April 7 - June 16 + 1 Sat Tue 5-9pm

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

NCCER Painting - Commercial & Residential Level 2
Trainee Guide, 2nd Edition ISBN: 978-0-13-771296-0
NCCER Your Role in the Green Environment, LEED v. 4 ISBN: 978-0-13-294863-0

Tuition

Classroom.....\$1,140 per quarter

Painting Level 3

Minimum: 160 hours per year

Painting 301 (Fall Quarter - Not Offered)

Students will learn about painting failures & remedies; job supervision, planning & control; coatings, color & tinting. Schedule for lab dates will be handed out the first night of class each quarter.

Painting 302 (Winter Quarter - Not Offered)

Students will learn about decorative (faux) finishes; and wall-coverings.

Painting 303 (Spring Quarter - Not Offered)

Students will learn about graphics, texturing and spraying with special devices.

Painting Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Erik Pearson started in the trade in 2003. CITC graduate and Student of the Year in 2006, and became a CITC faculty member in 2010.

Ron Robke started in the trade in 1971 and became a CITC faculty member in 1998. CITC Instructor of the Year in 2002.



Plumbing

Plumbers install, maintain, and repair many different types of pipe systems. For example, some systems move water to a municipal water treatment plant and then to residential, commercial, and public buildings. Other systems dispose of waste, provide gas to stoves and furnaces, or supply air conditioning. Pipe systems in power plants carry the steam that powers huge turbines. Pipes also are used in manufacturing plants, such as wineries, to move material through production processes. CITC's four-year training program prepares plumbers to do new construction as well as maintenance work safely and following code. Major topics include installing and servicing Potable Water Systems; Drain, Waste & Vent Systems; Basic Electricity; Medical Gas Piping; and Piping for Fuel Gas and Fuel Oil Systems.

Plumbing Level 1

Minimum: 216 hours per year

Plumbing 101 (Fall Quarter - 14 Weeks/72 Hours)

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.

Bellevue	September 15 - December 17	Mon/Wed	6-9pm
Tacoma	September 16 - December 18	Tue/Thu	6-9pm
Vancouver	September 18 - Dec. 11 + 3 Sat	Thu	5-9pm
Online	September 15 - December 19		See page 3

Plumbing 102 (Winter Quarter - 14 Weeks/72 Hours)

Students are introduced to plumbing drawings; and learn about plastic pipe & fittings; copper pipe & fittings; cast iron pipe & fittings and related 2012 Plumbing Code & WA Amendments. Includes OSHA 10 and First Aid/CPR Training.

Bellevue	January 5 - March 30	Mon/Wed	6-9pm
Tacoma	January 6 - March 31	Tue/Thu	6-9pm
Vancouver	January 8 - March 26 + 3 Sat	Thu	5-9pm
Online	January 5 - March 27		See page 3

Plumbing 103 (Spring Quarter - 14 Weeks/72 Hours)

Students will learn about carbon steel pipe & fittings; plumbing fixtures; are introduced to drain, waste and venting (DWV) systems; and are introduced to water distribution systems and related 2012 Plumbing Code & WA Amendments.

Bellevue	April 6 - June 10	Mon/Wed	6-9pm
Tacoma	April 7 - June 11	Tue/Thu	6-9pm
Vancouver	April 2 - June 18 + 3 Sat	Thu	5-9pm
Online	March 30 - June 19		See page 3

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

NCCER Plumbing Level 1 Trainee Guide, 4th Edition ISBN: 978-0-13-292143-5
NCCER Core Curriculum, 4th Edition ISBN: 978-0-13-608637-6
2012 Uniform Plumbing Code Book (UPC)

Online:

NCCER Plumbing Level 1 Trainee Guide, 2005 Revision, 3rd Edition ISBN: 978-0-13-109178-8
NCCER Core Curriculum, 4th Edition ISBN: 978-0-13-608637-6
2012 Uniform Plumbing Code Book(UPC)

Tuition

Classroom.....\$1,140 per quarter
Online.....\$1,340 per quarter

Plumbing Level 2

Minimum: 216 hours per year

Plumbing 201 (Fall Quarter - 14 Weeks/72 Hours)

Students will learn advanced plumbing math; reading commercial drawings; structural penetrations, insulation and fire stopping; installing and testing of DWV piping and related 2012 Plumbing Code & WA Amendments. *Schedule for lab dates will be handed out the first night of class each quarter.*

Vancouver	September 18 - Dec. 11 + 3 Sat	Thu	5-9pm
Online	September 15 - December 19		See page 3

Plumbing 202 (Winter Quarter - 14 Weeks/72 Hours)

Students will continue learning about installing and testing DWV piping; installing roof, floor and area drains; installing and testing water supply piping; types of valves; and related 2012 Plumbing Code & WA Amendments and will review green building practices.

Vancouver	January 8 - March 26 + 3 Sat	Thu	5-9pm
Online	January 5 - March 27		See page 3

Plumbing 203 (Spring Quarter - 14 Weeks/72 Hours)

Students will learn about installing fixtures & valves; installing water heaters; basic electricity for plumbing; fuel gas and fuel oil systems; and related 2012 Plumbing Code & WA Amendments.

Vancouver	April 2 - June 18 + 3 Sat	Thu	5-9pm
Online	March 30 - June 19		See page 3

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:

NCCER Plumbing Level 2 Trainee Guide, 4th Edition ISBN: 978-0-13-314850-3
NCCER Your Role in the Green Environment, LEED v. 4 ISBN: 978-0-13-294863-0
2012 Uniform Plumbing Code Book (UPC)

Online:

NCCER Plumbing Level 2 Trainee Guide, 3rd Edition ISBN: 978-0-13-109183-2
NCCER Your Role in the Green Environment, LEED v. 4 ISBN: 978-0-13-294863-0
2012 Uniform Plumbing Code Book (UPC)

Tuition

Classroom.....\$1,140 per quarter
Online.....\$1,340 per quarter

For 5th Year State-Registered plumbing apprentices taking classes through CITC, contact your apprenticeship coordinator at (877) 428-0442 for a list of classes.



Plumbing Level 4

Minimum: 216 hours per year

Plumbing 401 (Fall Quarter - 14 Weeks/72 Hours)

Students will learn about business principles; skills for crew leaders; water pressure booster and recirculation systems and related 2012 Plumbing Code & WA Amendments.

Vancouver.....September 18 - Dec. 11 + 3 Sat Thu 5-9pm
Online.....September 15 - December 19 See page 3

Plumbing 402 (Winter Quarter - 14 Weeks/72 Hours)

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 2012 Plumbing Code & WA Amendments.

Vancouver.....January 8 - March 26 + 3 Sat Thu 5-9pm
Online.....January 5 - March 27 See page 3

Plumbing 403 (Spring Quarter - 14 Weeks/72 Hours)

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 2012 Plumbing Code & WA Amendments.

Vancouver.....April 2 - June 18 + 3 Sat Thu 5-9pm
Online.....March 30 - June 19 See page 3

Plumbing Level 3

Minimum: 216 hours per year

Plumbing 301 (Fall Quarter - 14 Weeks/72 Hours)

Students will learn applied plumbing math; sizing & protecting water supply piping; potable water treatment and related 2012 Plumbing Code & WA Amendments. *Schedule for lab dates will be handed out the first night of class each quarter.*

Vancouver.....September 18 - Dec. 11 + 3 Sat Thu 5-9pm
Online.....September 15 - December 19 See page 3

Plumbing 302 (Winter Quarter - 14 Weeks/72 Hours)

Students will learn types of venting; sizing DWV and storm systems; sewage pumps and sump pumps; and related 2012 Plumbing Code & WA Amendments.

Vancouver.....January 8 - March 26 + 3 Sat Thu 5-9pm
Online.....January 5 - March 27 See page 3

Plumbing 303 (Spring Quarter - 14 Weeks/72 Hours)

Students will learn about; corrosive-resistant waste piping; compressed air systems; service plumbing; and related 2012 Plumbing Code & WA Amendments.

Vancouver.....April 2 - June 18 + 3 Sat Thu 5-9pm
Online.....March 30 - June 19 See page 3

Required Books

It is the responsibility of each student to have the following book on the first night of class:

Classroom:
 NCCER Plumbing Level 3 Trainee Guide, 4th Edition ISBN: 978-0-13-340424-1
 2012 Uniform Plumbing Code Book (UPC)

Online:
 NCCER Plumbing Level 3 Trainee Guide, 3rd Edition ISBN: 978-0-13-227301-5
 2012 Uniform Plumbing Code Book (UPC)

Tuition

Classroom.....\$1,140 per quarter
 Online.....\$1,340 per quarter

Required Books

It is the responsibility of each student to have the following book on the first night of class:

Classroom:
 NCCER Plumbing Level 4 Trainee Guide, 3rd Edition ISBN: 978-0-13-227305-3
 2012 Uniform Plumbing Code Book (UPC)

Online:
 NCCER Plumbing Level 4 Trainee Guide, 3rd Edition ISBN: 978-0-13-227305-3
 2012 Uniform Plumbing Code Book (UPC)

Tuition

Classroom.....\$1,140 per quarter
 Online.....\$1,340 per quarter

Plumbing Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Mark Aloisio started in the trade in 1985. Graduate of Seattle OIC in 1986. CITC faculty member since 2006.

Terry Deems started in the trade in 1976 and became a CITC faculty member in 2007.

Nick Aloisio started in the trade in 2000. CITC faculty member since 2007.

Dan Nylund started in the trade in 1994. CITC faculty member since 2005.

Clint Brade started in the trade in 2002. CITC faculty member since 2013.

Robbie Stewart started in the trade 1995. Completed plumbing apprenticeship program in 1999, and became a CITC faculty member in 2013.

Josh Cameron started in the trade in 2002. Graduated from CITC in 2011 and became a CITC faculty member in 2012.

Steve Sullivan started in the trade in 1991 and became a CITC faculty member in 2004.



Sheet Metal

Sheet metal workers mainly work in heating, ventilation, air conditioning, and refrigeration (HVACR), but there are many other opportunities. Sheet metal craftsmen might install metal roofing and gutters, decorative "Architectural Metals," install hoods and vents for restaurants or build grain silos for farmers. Some sheet metal workers specialize in fabricating ducts, hoods and gutters – others specialize in installation or service work. CITC's four-year program is designed to prepare the trainee for a large range of possibilities, covering topics such as Fabrication & Installation of Various Types of Ductwork, Reading Blue Prints and Specifications and Advanced Architectural Sheet Metal.

Sheet Metal Level 1

Minimum: 200 hours per year

Sheet Metal 101 (Fall Quarter - 14 Weeks/72 Hours)

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. Schedule for lab dates will be handed out the first night of class each quarter.

Bellingham	September 18 - Dec.11 + 3 Sat	Thu	5-9pm
Tacoma	September 16 - December 11	Tue/Thu	6-9pm

Sheet Metal 102 (Winter Quarter - 12 Weeks/64 Hours)

Students will learn about sheet metal tools; are introduced to sheet metal layout & processes; sheet metal math; and fabrication - parallel line development.

Bellingham	January 8 - March 26 + 2 Sat	Thu	5-9pm
Tacoma	January 6 - March 24	Tue/Thu	6-9pm

Sheet Metal 103 (Spring Quarter - 12 Weeks/64 Hours)

Students will learn about installation of ductwork; installation of air distribution accessories; insulation; and architectural sheet metal. Includes OSHA 10 training.

Bellingham	April 2 - June 18 + 3 Sat	Thu	5-9pm
Tacoma	April 7 - June 16	Tue/Thu	6-9pm

Required Books

It is the responsibility of each student to have the following books on the first night of class:

Classroom:	
NCCER Sheet Metal Level 1 Trainee Guide, 3rd Edition	ISBN: 978-0-13-604482-6
NCCER Core Curriculum, 4th Edition	ISBN: 978-0-13-608637-6

Tuition

Classroom.....\$1,140 per quarter

Sheet Metal Level 2

Minimum: 200 hours per year

Sheet Metal 201 (Fall Quarter - Not Offered)

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

Sheet Metal 202 (Winter Quarter - Not Offered)

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.

Sheet Metal 203 (Spring Quarter - Not Offered)

Students will learn a wide range of soldering tasks and techniques, basic piping practices and layout & fabrication of fiberglass duct.

Sheet Metal Level 3

Minimum: 200 hours per year

Sheet Metal 301 (Fall Quarter - 14 Weeks/72 Hours)

Students will learn advanced sheet metal trade mathematics for field measuring and fitting; air systems; and principles of airflow.

Bellingham	September 18 - Dec.11 + 3 Sat	Thu	5-9pm
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Sheet Metal 302 (Winter Quarter - 12 Weeks/64 Hours)

Students will learn about louvers, dampers and access doors; will do a comprehensive review of blueprint reading and specifications.

Bellingham	January 8 - March 26 + 2 Sat	Thu	5-9pm
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Sheet Metal 303 (Spring Quarter - 12 Weeks/64 Hours)

Students will learn about fabrication techniques using triangulation; advanced architectural sheet metal.

Bellingham	April 2 - June 18 + 3 Sat	Thu	5-9pm
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Required Books

It is the responsibility of each student to have the following book on the first night of class:

Classroom:	
NCCER Sheet Metal Level 3 Trainee Guide, 3rd Edition	ISBN: 978-0-13-609962-8

Tuition

Classroom.....\$1,140 per quarter

*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 acerca de los libros necesarios
para cursos, comuníquese con CITC al
(425) 454-2482 o visite www.citcwa.org.*



FUTURE INSTRUCTORS

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

Sheet Metal Level 4

Minimum: 200 hours per year

Sheet Metal 401 (Fall Quarter - Not Offered)

Students will learn about shop production & organization; air testing and air balancing. Schedule for lab dates will be handed out the first night of class each quarter.

Sheet Metal 402 (Winter Quarter - Not Offered)

Students will learn about welding, brazing & cutting, fume & exhaust system design.

Sheet Metal 403 (Spring Quarter - Not Offered)

Students will complete a comprehensive review of fabrication and will participate in crew leader training.



Sheet Metal Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Tom Bajema started in the trade 1987 and became a CITC faculty member in 1998.

Brent Brown started in the trade in 2002. CITC graduate, and became a CITC faculty member in 2008.

David Price started in the trade 1977 and became a CITC faculty member in 1989. Received CITC Instructor of the Year in 2008. NCCER Subject Matter Expert.

Ken Weed started in the trade in 1984. CITC graduate in 1991 and two time CITC student of the year. CITC faculty member since 1994.

For more information or to apply, contact Dave Perrin via email at dave@citicwa.org or toll-free at (877) 707-2482

REFUND AND CANCELLATION POLICY

CANCELLATION OF ENROLLMENT

If you have not started training, you may cancel your enrollment with CITC by submitting written notice of cancellation to the address shown on the enrollment agreement no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract, or the written notice may be personally or otherwise delivered to the school within that time. In the event of dispute over timely notice, the burden to prove service rests on the sender.

CITC's refund policy offers the maximum refund amount allowed by law. The refund amount will be based on the last date of recorded attendance. Some fees, such as NSF fees and/or interest charges are non-refundable.

Official date of termination:

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

- (1). When CITC receives notice of the student's cancellation of enrollment, or his/her intent to withdrawal from class.
- (2). When the student is terminated for a violation of a published school policy which provides for termination.
- (3). When the student, without notice to CITC, fails to attend classes for 30 calendar days.

REFUND BEFORE ENTERING CLASS:

- (1). You will receive a full refund of all monies paid if you're enrollment is not accepted by CITC.
- (2). You will receive a full refund of all monies paid if you cancel your enrollment with CITC by submitting a written notice of cancellation no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract. The written notice may be personally or otherwise delivered to the school within that time.
- (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.

REFUND AFTER ENTERING CLASS:

- (1). If a student terminates during the first week or 10 percent of contracted instruction, whichever is less, the school may retain 10 percent of the tuition cost plus a registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
- (2). If a student terminates 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 a student terminates 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 a student terminates 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 a student enters training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a prorated 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 payment(s), is subject to immediate termination. CITC 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 monies paid.

ENROLLMENT INFORMATION

ENROLLMENT AGREEMENT (Pages 19 & 20)

Complete the Enrollment Agreement (front and back) on pages 19 & 20.

- 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.
- If your employer is paying for your tuition, fill out the Enrollment Agreement (front and back), sign and return to CITC with your company's payment.
- If you are a state-registered apprentice in a CITC apprenticeship program, fill out the registration form, both front and back, sign and return to CITC.

PAYMENT METHODS

CITC accepts payment via VISA, MasterCard, Discover, Cash, Check or Money Order. All registrations must be accompanied with payment.

To register, complete the Enrollment Agreement (front and back) and return to CITC:

In Person: CITC, 1930 116th Ave NE, Bellevue, WA 98004

Mail: CITC, 1930 116th Ave NE, Bellevue, WA 98004

Fax: (425) 462-7391

ENROLLMENT SCHEDULE

Enrollment begins 2 weeks prior to each quarter. Tuition is due before the first class. A student is not considered registered until payment is made in full.

Each quarter enrollment must be completed one week before the following quarter 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 attend class without a copy of their enrollment form on file at the CITC offices.

TUITION

Tuition for classroom training is \$1,140 per quarter if received prior to class start date. Tuition for online/blended training is \$1,340 per quarter if received prior to class start date. Heavy Equipment Operators tuition is \$8,985 per year.

If payment is received after the class start date, classroom tuition will increase to \$1,290. For online/blended classes, tuition will increase to \$1,490 if payment is received after the first week of class. Interest of 1.5% will accrue on the 1st of every month on any unpaid balance after 30 days.

FALL Quarter begins the week of September 15, 2014

WINTER Quarter begins the week of January 2, 2015

SPRING Quarter begins the week of March 30, 2015

TUITION AND FEES

- For all programs except the Heavy Equipment Operator program, students are required to pay tuition on a quarterly basis. Each school year consists of three quarters: Fall, Winter, and Spring. Tuition for each quarter must be paid in full by the first night of each class. Students with an unpaid balance at the end of the quarter will not be permitted to register for the next quarter. A Student Payment Plan is available to returning students who have established a good payment history with CITC. Additional fees may apply to late payments and overdue balances.
- In the event that a student's past due balance is sent to collections, the student is responsible for any and all costs incurred by CITC, including but not limited to: collection agency fees, reasonable attorney's fees, court costs, in an attempt to collect the bad debt.
- NSF CHECKS: A service fee of \$35.00 will be added to all NSF checks. If a balance is owed, the balance must be paid immediately in cash or by credit card in order for the student to continue class.

CITC ENROLLMENT AGREEMENT

Construction Industry Training Council 1930 116th Ave. NE Bellevue, Washington 98004
Phone (425) 454-2482 Fax (425) 462-7391

COMPLETE FRONT & BACK - You will receive a copy of this agreement as confirmation
This ENROLLMENT AGREEMENT is between the above-named school and:

STUDENT INFORMATION

Student Name _____
Date of Birth _____ Social Security Number _____
Address _____
City _____ State _____ Zip _____
Email Address _____ Phone _____
Gender (check one) ☐ Male ☐ Female _____ Are you a military veteran? (check one) ☐ Yes ☐ No

Ethnic Background - Your response will not affect admission to CITC, this information is for statistical purposes only (check more than one, if applicable)

☐ Asian ☐ Black or African-American
☐ Hispanic ☐ American Indian or Alaska Native
☐ White ☐ Native Hawaiian Pacific Islander
☐ Other / Not Elsewhere Classified _____

I was referred by (check one)

☐ Employer
☐ Other Students
☐ Mailing
☐ Other/Specify: _____

Employer _____
Address _____
City _____ State _____ Zip _____
Supervisor _____ Phone _____

Emergency Contact

In case of emergency contact _____ Phone _____

PROGRAM INFORMATION: The school agrees to provide the following training (check one in each column)

Quarter	Program	Level	Location	Tuition
<input type="checkbox"/> Fall Quarter (9/16-12/16)	<input type="checkbox"/> Carpentry (13 WKS/52 HR)	<input type="checkbox"/> 1	<input type="checkbox"/> Bellevue	Classroom Course \$1,140 \$ _____
<input type="checkbox"/> Winter (1/2 - 3/29)	<input type="checkbox"/> Heavy Equipment (4 WKS/160 HR)	<input type="checkbox"/> 2	<input type="checkbox"/> Bellingham	Online/Blended Course \$1,340 \$ _____
<input type="checkbox"/> Spring (3/31 - 6/19)	<input type="checkbox"/> HVAC (13 WKS/72 HR)	<input type="checkbox"/> 3	<input type="checkbox"/> Port Orchard	Heavy Equipment Program \$8,985 \$ _____
	<input type="checkbox"/> Inside Wireman (13 WKS/72 HR)	<input type="checkbox"/> 4	<input type="checkbox"/> Pullman	Tuition for this quarter: \$ _____
	<input type="checkbox"/> Low Energy/Sound (13 WKS/52 HR)	<input type="checkbox"/> 5	<input type="checkbox"/> Tacoma	* Late fees if not paid by 1st day of class \$ _____
	<input type="checkbox"/> Painting (13 WKS/52 HR)		<input type="checkbox"/> Vancouver	
	<input type="checkbox"/> Plumbing (14 WKS/72 HR)		<input type="checkbox"/> Online/Blended	*See page 18 for Late Fees and Interest
	<input type="checkbox"/> Residential Wireman (13 WKS/72 HR)			Required books are listed below course descriptions in
	<input type="checkbox"/> Sheet Metal (13 WKS/72 HR)			Catalog. CITC does not sell books.

Agreement is Binding: This agreement will be binding only when it has been fully completed, signed and dated by the student and an authorized representative of the school prior to the time instruction begins.

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.

Effective Date of Acceptance: I certify that I have read and understand the cancellation and refund policy and complain procedure; I have received a copy of the school catalog or brochure; and I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any other papers I sign.

DEBT ACKNOWLEDGEMENT NOTICE: Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of the contract are binding. You are entitled to an exact copy of the agreement, school catalog and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

If you have not started training, you may cancel this contract by submitting written notice of cancellation to the school at its address shown on the contract no later than midnight of the fifth day (excluding Sundays and holidays) following your signing this contract, or the written notice may be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.

It is unfair business practice for the school to sell, discount or otherwise transfer this contract or promissory note without the signed written consent of the student or student's parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

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 _____

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 10th Ave SW, PO Box 43105, Olympia, WA 98504-3104, Web: wtb.wa.gov, Phone: (360) 753-5662, Email: wtecb@wtb.wa.gov

OFFICE USE ONLY

Quarter _____ Date Begin _____

Location _____ Room _____

Instructor _____

☐ Registered ☐ Invoice _____

☐ Confirm to Student ☐ Credit _____

☐ Personal Paid ☐ Company Paid

Trust Auth/Date _____

Payment Auth/Amount _____

Application Received - Date Stamp

CITC ENROLLMENT AGREEMENT (continued)

Construction Industry Training Council 1930 116th Ave. NE Bellevue, Washington 98004
Phone (425) 454-2482 Fax (425) 462-7391

NOTICE

This form must accompany all registrations

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

I understand and accept that any contract for training I enter into with the above-named school contains legally binding obligations and responsibilities.

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.

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 _____

Printed _____

Dated this _____ day of _____, 20 _____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears above 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 _____

Printed _____

Dated this _____ day of _____, 20 _____

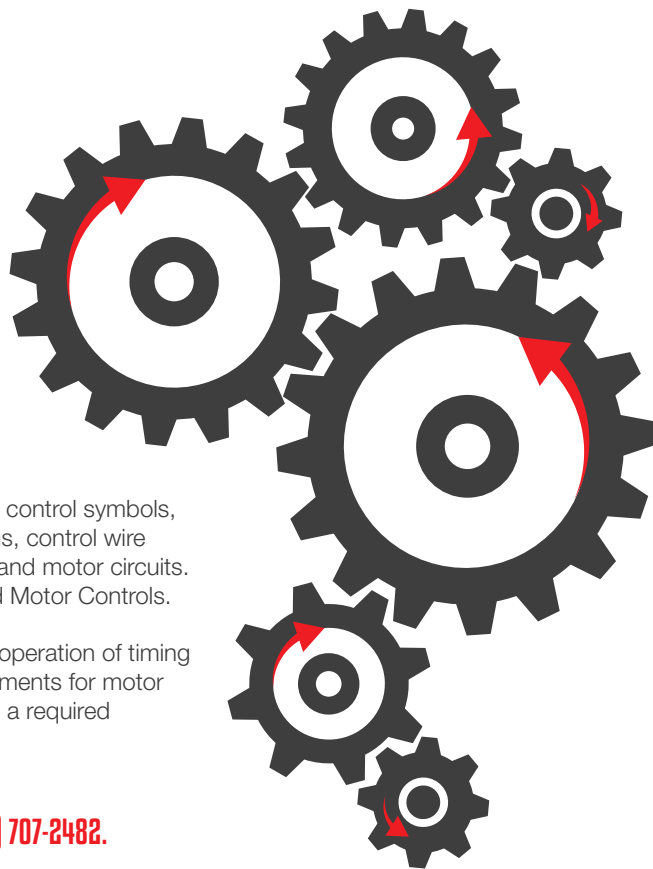
Basic & Advanced MOTOR CONTROLS

These specialty courses, led by 4th year Electrical Instructor Rick St. Vincent, will guide students through nearly 120 hours of classroom and lab time, with a focus on motor controls and their related NEC requirements. In addition, Electrical Trainees and Journey-level Electricians will receive up to 48 hours of continuing education.

BASIC MOTOR CONTROLS: In this 51-hour course, students will learn motor control symbols, operation of contractors and relays, drawing and reading motor control diagrams, control wire numbering 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 Advanced Motor Controls.

ADVANCED MOTOR CONTROLS: In this 66-hour course, students will learn operation of timing relays, drawing and reading advanced motor control diagrams and NEC requirements for motor control centers. Includes both classroom and lab time. Basic Motors Controls is a required pre-requisite for this class.

FOR COMPLETE DETAILS ON THESE SPECIALTY COURSES, CONTACT CITC TOLL-FREE AT (877) 707-2482.



PROJECT SUPERVISION



The Project Supervision course is intended for both new and veteran journeymen and frontline managers who directly supervise other workers. A good supervisor provides the leadership and improves efficiency which largely determines whether a project is built on time and within budget. The 60 hour course covers the following topics:

- Orientation to the Job
- Human Relations & Problem Solving
- Safety
- Quality Control
- Contract and Construction Documents
- Document Control and Estimating
- Planning and Scheduling
- Resource Control and Cost Awareness

60
HOURS

Contact CITC at (877) 707-2482 for more information.

ASSESSMENTS



This program evaluates the existing knowledge and skill-level of experienced journey-level workers to identify skill-gaps where more training is recommended.

*Identify & target
the training
needs of your
workforce.*

CITC offers Skills Assessments and Performance Verifications in the following sectors of the construction industry:

- Commercial
- Gas & Oil Pipeline
- Industrial
- Supervisory Level

For more information or to schedule an assessment, contact CITC toll-free at (877) 707-2482

Assessments are used by employers to:

- » Evaluate the knowledge and skills of their workforce
- » Receive a training prescription for their workforce
- » Target workforce training to fill specific skill gaps
- » Meet DOT pipeline requirements



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CITC'S PARTNERS IN TRAINING:

