

Apprentice & Journeymen Training Trust Fund of the Southern California Plumbing & Piping Industry

Block Training Policy

Block training will be scheduled in one week blocks. Related and supplemental instructional (RSI) classes will consist of five (5) school years with a minimum of two-hundred and sixteen (216) hours. Class schedules, including weeks, days, hours, and location are subject to change at any time.

- Six (6) class sessions will be conducted each year.
- Each class session will be held for one (1) week, consisting of either four (4) consecutive days (6:30am – 4:00pm) or five (5) consecutive days (6:30am – 2:30pm).
- For each apprenticeship year, there will be multiple weeks of blocked training sessions.

Attendance

Absences will be recorded in the manner below. In the case of a prolonged absence, the apprentice should contact his/her Local Union's Joint Apprenticeship and Training Committee (JATC) for a leave of absence.

- Attendance will be taken daily.
- There are NO excused absences.
- Two (2) tardies (arrival within the first 30 minutes of class) will be equivalent to an absence, and the absence must be made up.
- Two (2) late returns (of 5 minutes or more) from any break, including lunch, will be equivalent to an absence, and the absence must be made up.
- An apprentice who arrives 30 minutes after the start of class or from any break will be considered absent for that class, and the absence must be made up.
- If an apprentice fails to sign in and/or initial out on the sign-in sheet, he/she will be absent, and the absence must be made up.
- Leaving class prior to dismissal shall be equivalent to one (1) absence, and the absence must be made up.
- If a student has gone incomplete or failed, the apprentice will be rescheduled upon notification from the local Joint Apprenticeship and Training Committee (JATC) to A&J.

Make-up Classes

- One (1) absence will be allowed to be made up for each block class.
- The absence(s) must be made up prior to the next block session.
- Makeup is subject to availability and may require attendance at a training center different from the original class location.
- Missed day(s) must be made up on the corresponding day. (i.e., class missed on Monday, must be made up on Monday)
- If a Friday class is missed, certification exams will not be available in the Friday makeup class. If available, it is the apprentice's responsibility to schedule a certification exam on their own time with the appropriate testing entity. Some certification exams may not be able to be made up.

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JATC Responsibilities

- Take applications and accept eligible apprentices into the program.
- Notify the A&J of new apprentices to schedule for classes.
- Discipline and advance apprentices.
- Schedule their own Local Union JATC meeting.

Student Responsibilities

- Check class schedule on <http://www.ajtraining.edu>
- Must provide Contractor/Employer with class schedule.

Failed or Incomplete

If a student has gone “incomplete” or “failed”, the apprentice will be rescheduled upon notification from the local Joint Apprenticeship and Training Committee (JATC) to A&J.

Each apprentice will be required to sign an agreement to comply with A&J policies which includes a clause releasing class records to his or her Joint Apprenticeship and Training Committee and appropriate City, State and Federal agencies.