



PLUMBING & GAS FITTING PROGRAM

Student Handbook

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Purpose:

To give individuals with a current Alabama Plumbers Apprentice Card the educational resources to pass the state journeyman exam and to reduce the required apprenticeship from two years to one year.

Expectations:

We want all of our students to be successful. If you are making an effort to complete the program, we will work with you as much as possible.

As with any job, one main key to success is **communication.**

It is expected that students will inform the instructor when circumstances arise that impact participation in classes. With proper notice, arrangements can be made to accommodate the student. Students should call and/or email in these instances.

Portions of this class will involve hands on training in the shop area of the North Alabama Homebuilding Academy. Students will be expected to use and wear Personal Protection Equipment (PPE).

Attendance:

Students should call, text, or email **at least 1/2 hour** in advance of being late or missing class. ***No excuse is necessary, we just need to be notified.***

Because of the limited number of class meetings and the amount of information covered in each class, there is a strict absentee limit of 4 classes. **Students who miss more than 4 classes will not receive a certification of completion and therefore will be unable to participate early in the Journeyman exam. Additionally, no refund will be given to students who fail to meet required attendance standards.**

Safety:

The Plumbing and Gas Fitters Program will use the North Alabama Homebuilding Academy facility for all classes. As an agreement, Students will be expected to comply with all the North Alabama Homebuilding Academy Health and safety Procedures.

*As a matter of safety, **CELL PHONES & ELECTRONIC DEVICES are not allowed during class time or lab time.** Students will be asked to leave their electronics in assigned storage space during class/lab time.*

Personal Protection Equipment (PPE) is required at all times in the lab:

- Safety Glasses
- Gloves, as needed

Students should wear **appropriate clothing**:

- Closed-toe shoes
- Pants
- T-shirt or long sleeve shirt

*Students who are suspected of being under the influence of drugs or alcohol will be subject to an immediate drug screening at their expense. Being under the influence is a danger to yourself and to others on the worksite. **Students found to be under the influence of drugs or alcohol will be immediately dismissed from the program.***

*Students who are taking or begin taking **prescribed medications** that advise against operating machinery should inform the Instructor.*

Student Signature

Date

Employer Signature

Date