



2022-2023

# APPRENTICE HANDBOOK



Education & Training Affiliate of ABC Massachusetts

[GWGCI.ORG](http://GWGCI.ORG)

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## WELCOME GCI APPRENTICES!

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Welcome back! I hope that each of you had a wonderful break and enjoyed time with family and friends.

The start of a new school year provides the ideal time to reflect on where we have been and where we are heading. We have spent the last couple of years facing the challenges of a worldwide pandemic, a shortage of teachers and adapting to the restrictions and limitations within the schools that we currently partner with to hold our classes.

We recognize that we need to be proactive and be prepared so that we can continue educating our students. Collectively, ABC MA and GCI have identified three major initiatives as part of our strategic plan that will help us get to where we need to be in the next 5 years.

- New Training Model - consisting of hands-on training, daytime block schedule and full-time teachers
- Facility Needs – our own brick and mortar school that will allow us to create a branded school culture
- Funding –support the move to our own school location

It is imperative that the training model begin to evolve ASAP. The part-time instructor model has rapidly begun to implode. Between COVID changing behaviors and competitors promoting day training, more of our students are frustrated with the current model of school after work twice a week. As we move to a new daytime training model, with full-time instructors, we anticipate better results for both students and member firms. It has become clearer that we need to start with a phased approach that incorporates both short-term and long-term strategies.

Starting this fall, we are launching an Electrical pilot program with a day training schedule of two-day blocks that includes a hybrid of in person classroom education and a hands-on shop /lab component.

The pilot will allow us time to review the impacts and modifications to the changes in the current model. We anticipate launching a similar pilot in Year 2 (Fall 2023) for Sheet Metal and for the remainder of the trades we teach (Fall 2024). Three years of evolution of the training models would provide adequate time to develop the long-term vision for the facility needs to accommodate day training with hands-on experience for all trades and the financial model needed.

We are excited to begin on this new journey and we appreciate your continued support as we work diligently to make the changes needed to keep our apprenticeship training program strong.

Again, thank you for your support and we look forward to another successful school year and exciting developments ahead!



@GWGCI



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/GouldConstructionInstitute



Gould Construction Institute



Student Resource Page

## ATTENDANCE

### IN-PERSON CLASSES

All students are expected to be present and **ready** to begin class promptly at the designated start time. In order for the instructor to keep the class on schedule, it is expected that each student make a serious effort to attend every class. In order for you to receive full credit for each class, you must be present for the entire class.

**Please note:** Students enrolled in training programs of 120 hours or more, will be given credit for **ONLY** the number of hours they actually attend class. It is the **student's responsibility** to make certain **their name is on the attendance sheet for each class they attend in order for credit to be given.**

#### Class Attendance

Attendance should be taken at the beginning of each class and before dismissing the class.

### VIRTUAL CLASSES

#### Expectations: Before the Course Starts

1. Students are highly encouraged to use a laptop, computer, or tablet with a keyboard and should have a stable internet connection. Cellphones are the least preferable choice of devices.
2. Select a distraction-free area for the class and notify others around you, that class will be in session, and you are unavailable during class time. Instructors should ensure that others, especially children, do not “photobomb” the class session. Think of the space as a “virtual classroom.”
3. Other considerations include:
  - a. Turn off any other devices, including cellphones, during the class.
  - b. Check equipment in advance to troubleshoot possible issues.
  - c. Have all materials, textbooks, notebook, scratch paper, and pen or pencil handy.
  - d. Have all class aides, PowerPoint ready to be shared.

Expectations: During and After Class

1. All students **MUST** arrive to class on time.
2. Missing more than a total of 15 minutes of class time, on any day, will be considered an absence. The student will then be required to repeat the entire class session.
3. The instructors determine when and for how long breaks are.
4. Students must wear proper clothing (pants, shirts) for each class meeting:
  - a. Dress Code: All students must attend all class meetings, including make-up days, in approved clothes. Pants/shorts and shirts are required. Inappropriate or offensive writings or graphics on clothing will not be tolerated. Failure to adhere to the dress code will cause the instructor (s) to dismiss the student(s) and notify the GCI Staff.
5. Students are not allowed to make or receive cell phone calls during scheduled class times. If a student has an emergency or other family problem, they must inform their instructor at the beginning of class. Should an emergency occur during instruction, the student will notify the instructor through the chat.
6. Students are not permitted to sleep during scheduled class time. Sleeping during class is counted as a tardy and could result in removal from class, resulting in the need to repeat the session.
7. Eating during the class session is not allowed. However, non-alcohol drinks are permitted.
8. Instructor has discretion to remove student from class.

**MAKE-UP CLASSES**

1. All of the GCI trade classes have been extended to more hours than what is required for each trade by year. These additional hours will provide you with built-in make up hours. Should you exceed the number of absences allowed in a school year, call the GCI office to schedule a make-up class. The fee for these additional make-up classes is \$50 per class.

| <u>Trade</u>                                      | <u>Hours Offered</u>       |
|---|----------------------------|
| Electrical ( Canton, Medford)                     | 159 (3 additional classes) |
| Electrical (Springfield, Westfield)               | 168 (6 additional classes) |
| HVAC, Pipefitting, Sprinkler Fitting, Sheet Metal | 159 (3 additional classes) |
| Gas Fitting, Plumbing                             | 120 (3 additional classes) |
| HVAC Contractor                                   | 109 (3 additional classes) |

2. If you need to make up hours at the end of the school year, GCI does conduct programs during late Spring and Summer that may be used for additional classroom hours. These courses include OSHA-10 hour, Plan Reading, Confined Space Entry, etc. Please be advised that there are additional fees for these make-up hours.

## **ABSENCES**

Should a student, for any reason, miss a scheduled class, it should be reported to GCI at 781.270.9990, as soon as possible. Ideally, notification should be given prior to the class, but if this is not possible, the morning after is acceptable. Please make note to whom you gave the message for verification purposes should there be any questions of your reported absences at a later date.

## **MISSED ASSIGNMENTS/TESTS**

All students missing a scheduled class(es) are responsible for completing any assignments, tests, and quizzes administered in their absence. Students should make arrangements with their instructor for any make-up work that cannot be completed at home, such as a test. All missed tests and assignments must be made up prior to the last class. MAKE-UP ASSIGNMENTS ARE IN NO WAY TO BE CREDITED AS CLASSROOM HOURS. YOU MUST BE PRESENT IN THE CLASSROOM TO BE GIVEN CREDIT FOR HOURS.

## **GRADING POLICY/CERTIFICATE**

Students will be graded in the following categories: attendance, test/quiz grades, and class performance. Students will be issued a percentage grade at the end of the school year. This grade will be provided to the student or their employer. A student must obtain a minimum grade of 70% to pass and advance. In addition to the final grade notification, at the end of the school year students will receive a certificate including the number of hours completed. If your employer is paying for your classes, then your certificate will be sent to them. Please call the school if you would like verification of your hours.

**Note: Certificates will NOT be sent until tuition has been paid in full by the student or their employer.**

## **PROGRESS REPORTS**

GCI is required to have annual progress reports signed by each student at the beginning of the 2nd semester.

## **SUSPENSION/TERMINATION**

A student may be suspended or terminated at the discretion of GCI prior to completion of the course for one of, but not limited to, the following reasons:

- Unsatisfactory academic progress
- Excessive absences
- Non-payment of tuition
- Failure to adhere to the rules of the school where class is conducted
- Substance abuse

**Students are expected to conduct themselves in a manner befitting a serious and interested course participant. A student may appeal any suspension or termination with the President of GCI for final action.**

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### **GRIEVANCE POLICY**

All student complaints are to be in writing and sent to the school's President. Per 230 CMR 15.07(2) a school shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school. A written record of the student's complaint will be maintained by the school for one year following their completion date or withdrawal. At any time, any and all students may contact the Division of Occupational Licensure's Office of Private Occupational School Education regarding a complaint or grievance:

1000 Washington Street, Suite 710, Boston, MA 02118-6100;  
Phone: 617-701-8719; Email: [Occupational.Schools@mass.gov](mailto:Occupational.Schools@mass.gov);  
Website: [www.mass.gov/dpl/schools](http://www.mass.gov/dpl/schools).

### **NO SOLICITATION POLICY**

Solicitation for any purpose may **NOT** take place on the school premises by any individual. This includes, without limitation, the solicitation of employment from one student to another, solicitation of employment from a student to an instructor, solicitation of employment from an instructor to a student, and the selling of items or the distribution of materials and literature. Should any of the above occur, the individual may be asked to leave the class.

## REFUND/WITHDRAWAL POLICY

Refunds will be given in accordance to the Office of Private Occupational School Education enrollment agreement. Please see this form in the Diamond Document management system for a breakdown.

Should a student, for any reason, decide not to continue with the program in which they are registered, they must formally withdraw by contacting Diane Craven to complete the withdrawal form. It is the responsibility of the student who has withdrawn from a program to notify their employer of this decision. The employer may also notify the school of the student's withdrawal in writing.

Per 230 CMR 15.04(7) and (8)

(7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:

- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
- (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination

(8) If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:

- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
- (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
- (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).



## CONDUCT

Conduct of all GCI students is of utmost importance. The conduct of students reflects directly on the school, your employer, and the construction industry. Courtesy and mutual respect is expected to be extended by **ALL** participants to individuals and the host facilities.

The use of electronic devices for non - School activities (such as phones, laptops, tablets, headphones), although frequent in society, significantly disrupts learning. They are a distraction to those using them, those around them, and disrespectful to the instructor. Do not bring these electronic devices into the classroom because use of such an electronic device is so distracting to the learning process. If the student uses one of these electronic device during class, or uses any other electronic device for non-class purposes, the student shall be **EXPELLED** from the class that day and shall not receive any credit for attendance. Further, if the student's electronic device sounds, even if the student is not using it, he/she must give it to the instructor until the class is over, or be expelled and receive no credit for class attendance that day.

If a student desires to record a class, they must obtain the instructor's permission **BEFORE** the class begins.

## SUBSTANCE ABUSE

The use, possession, concealment or sale of drugs, controlled substances, alcohol, or drug paraphernalia on the premises or its designated training sites is strictly prohibited. Intoxication or other improper conduct arising from the use of drugs, controlled substances, alcohol, or drug paraphernalia off the premises or its designated training sites also is strictly prohibited. Any person found to be in violation of the above will be immediately terminated from the training program.

Should a student be using a legally prescribed drug that could impair his/her performance or cause a safety problem, they must make this information known to the instructor.

## CLASS CANCELLATION

In the event of inclement weather, GCI will broadcast cancellation announcements on the GCI website, [www.gwgci.org](http://www.gwgci.org), by 3:00 p.m. on that day. Students should also be advised that if the school where they attend GCI classes has cancelled their day sessions, then GCI will not be conducting classes there that evening.

**Example:** If day classes have been cancelled at Greater Lawrence Technical School, then we will not be holding classes at that facility that evening. Students may email any staff member or visit GCI's Facebook Page, or [www.gwgci.org](http://www.gwgci.org) to confirm if classes have been cancelled.

## SCHOOL HOLIDAYS/VACATIONS

|  |                                 |   |
|--|---------------------------------|---|
| FIRST SEMESTER BEGINS                          | TUESDAY<br>WEDNESDAY            | SEPTEMBER 6, 2022<br>SEPTEMBER 7, 2022                      |
| COLUMBUS DAY- NO CLASS                         | MONDAY                          | OCTOBER 10, 2022  |
| VETERANS DAY- NO CLASS                         | FRIDAY                          | NOVEMBER 11, 2022   |
| THANKSGIVING RECESS-<br>NO CLASSES             | WEDNESDAY<br>THURSDAY<br>FRIDAY | NOVEMBER 23, 2022<br>NOVEMBER 24, 2022<br>NOVEMBER 25, 2022 |
| FIRST SEMESTER ENDS                            | FRIDAY                          | DECEMBER 16, 2022   |
| SECOND SEMESTER BEGINS                         | MONDAY<br>TUESDAY               | JANUARY 2, 2023<br>JANUARY 3, 2023                          |
| MLK JR DAY                                     | MONDAY                          | JANUARY 16, 2023  |
| FEBRUARY BREAK (HIGH<br>SCHOOL LOCATIONS ONLY) | MONDAY-<br>FRIDAY               | FEBRUARY 20-24, 2023  |
| APRIL BREAK (HIGH SCHOOL<br>LOCATIONS ONLY)    | MONDAY-<br>FRIDAY               | APRIL 17-21, 2023   |

## IMPORTANT SCHEDULE INFORMATION

All end dates are **estimated**. Since GCI conducts its classes in other school facilities, when school is closed for a holiday, snow day or school vacations, GCI will not conduct their classes either.

**YOU DO NOT RECEIVE CREDIT FOR SNOW DAYS!**

Some classes may be cancelled on an evening when the school you're attending is conducting parent/teacher conferences. In the case of such a cancellation, students attending classes at the facility will be notified in advance by their instructor.

## GUIDANCE AND COUNSELING POLICY

GCI does not offer any guidance or counseling to our students.

## JOB PLACEMENT POLICY

GCI does not offer any job placement assistance to our students and does not guarantee employment upon completion of any of its courses or programs.

**JULIE DESTEFANO**

**PRESIDENT**

julie@gwgci.org

**DIANE CRAVEN**

**EDUCATION DIRECTOR**

diane@gwgci.org

**MIKE MALONEY**

**INSTRUCTOR LIAISON DIRECTOR**

mike@gwgci.org

**ALLISON JACKSON**

**MARKETING & CONTENT MANAGER**

allison@gwgci.org

**KEYLA RODRIGUEZ-SANTIAGO**

**PROJECT COORDINATOR**

keyla@gwgci.org

**JILL HASENWINKLE**

**FINANCE/BOOKKEEPING**

jill@gwgci.org

**GCI OFFICE**

**PHONE: 781.270.9990**

**ADDRESS: 100 UNICORN PARK DRIVE,  
SUITE 2 | WOBURN, MA 01801**

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**STUDENT REMINDERS**

- Be sure to update your contact information with GCI whenever it may change in order to receive important notifications regarding your course(s).
- Do not unsubscribe or opt-out of emails from GCI.
- You, the student, are responsible for checking licensing requirements with the state of Massachusetts for your trade.
- Create your account within the Diamond management system. There will be important paperwork that, if not completed, will delay your certificate of hours from being sent to you.
- Sign your teacher's attendance sheet each class.
- Keep track of your absences, if any. There are three absences built into your school year. Any absences thereafter will cost \$50 per makeup class.

## **MASSACHUSETTS ELECTRICAL APPRENTICE**

### **Electrical Journeyman License Requirements**

- 600 classroom hours from courses relating to Electrical Theory
- 8,000 field hours obtained on the job

### **Master's Electrical License Requirements**

- Must hold an Electrical Journeyman License in the state of Massachusetts
- Additional 150 classroom hours
- Additional 2,000 field hours

## **BOARD OF STATE EXAMINERS OF ELECTRICIANS**

Address: 1000 Washington Street, Suite 710  
Boston, MA 02118  
Phone: (617) 727-9931  
Fax: (617) 727-9932  
[electricians.board@mass.gov](mailto:electricians.board@mass.gov)

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## **MASSACHUSETTS GAS FITTING APPRENTICE**

### **Gas Fitting Journeyman License Requirements**

- 330 classroom hours
- 5,100 field hours
- Apprentices MUST apply for an apprentice license through the Board of State Examiners of Plumbers & Gas Fitters.

## **BOARD OF STATE EXAMINERS OF PLUMBERS & GAS FITTERS**

Address: 1000 Washington Street, Suite 710  
Boston, MA 02118-6100  
Phone: (617) 701-8727  
[dplplumbingexam.gov](http://dplplumbingexam.gov)

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## **MASSACHUSETTS HVAC APPRENTICE**

### **Refrigeration/Air Technician License Requirements**

- 100 Refrigeration Theory classroom hours
- 150 Electrical Code classroom hours
- 6,000 field hours
- Apprentices MUST apply for an apprentice license through the Bureau of Pipefitters, Refrigeration Technicians, and Sprinklerfitters AND register as an apprentice through the Division of Apprenticeship Standards.

### **Refrigeration Contractor License Requirements**

- 100 Refrigeration Theory classroom hours
- 2,000 field hours

## **BUREAU OF PIPEFITTERS, REFRIGERATION TECHNICIANS, AND SPRINKLERFITTERS**

Address: 1000 Washington Street, Suite 710  
Boston, MA 02118-6100  
Phone: (617) 727-3200  
[OPSI-info@mass.gov](mailto:OPSI-info@mass.gov)

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## MASSACHUSETTS PIPEFITTING APPRENTICE

### Unrestricted Pipefitting Journeyman License Requirements

- 350 classroom hours (ASME)
- 6,000 field hours obtained on the job
- Apprentices MUST apply for an apprentice license through the Bureau of Pipefitters, Refrigeration Technicians, and Sprinklerfitters AND register as an apprentice through the Division of Apprenticeship Standards.

### Pipefitter Master's License Requirements

- Additional 100 classroom hours (ASME)
- Additional 2,000 field hours
- The ASME Correspondence Course = 350 hours and is only available for those who have been in the field for 6+ years

## BUREAU OF PIPEFITTERS, REFRIGERATION TECHNICIANS, AND SPRINKLERFITTERS

Address: 1000 Washington Street, Suite 710  
Boston, MA 02118-6100  
Phone: (617) 727-3200  
OPSI-info@mass.gov

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## MASSACHUSETTS PLUMBING APPRENTICE

### Plumbing Journeyman License Requirements

- 550 classroom hours
- 5,100 field hours under the supervision of a licensed Journeyman or Master
- Apprentices MUST apply for an apprentice license from the Board of State Examiners of Plumbers & Gas Fitters.

### Plumbing Master's License Requirements

- MUST hold a Journeyman License for 1 year
- Additional 110 Tier V classroom hours
- Additional 1,700 field hours

## THE BOARD OF STATE EXAMINERS OF PLUMBERS AND GAS FITTERS

Address: 1000 Washington Street, Suite 710  
Boston, MA 02118-6100  
Phone: (617) 701-8727  
dplplumbingexam.gov

## IMPORTANT UPDATE

**248 CMR 11.00:** A reduction of the experience requirements for journeyman licenses down to 4 years, and the elimination of age-based continuing education exemptions.

**WHAT THIS MEANS:** You can now enroll in Plumbing Tiers 1 and 2 in the same year to complete your education hours in four years instead of five.

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## MASSACHUSETTS SHEET METAL APPRENTICE

### Sheet Metal Journeyman License Requirements

- Unrestricted License
  - 750 classroom hours
  - 8,000 field hours
- Restricted License
  - 450 classroom hours
  - 4,800 field hours
- **All Sheet Metal apprentices MUST apply for an apprentice license through the Board of Examiners of Sheet Metal Workers.**

## BOARD OF EXAMINERS OF SHEET METAL WORKERS

Address: 1000 Washington Street, Suite 710  
Boston, MA 02118  
Phone: (617) 727-3022  
[sheetmetalboard@mass.gov](mailto:sheetmetalboard@mass.gov)

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## MASSACHUSETTS SPRINKLERFITTER APPRENTICE

### Sprinklerfitter Journeyman License Requirements

- 576 classroom hours
- 8,000 field hours
- Apprentices MUST apply for an apprentice license through the Bureau of Pipefitters, Refrigeration Technicians, and Sprinklerfitters

## BUREAU OF PIPEFITTERS, REFRIGERATION TECHNICIANS, AND SPRINKLERFITTERS

Address: 1000 Washington Street, Suite 710  
Boston, MA 02118-6100  
Phone: (617) 727-3200  
[OPSI-info@mass.gov](mailto:OPSI-info@mass.gov)

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