



Spring 2021 Course Registration Form

All information is required. You may also register online at www.ntcef.org

This form may be duplicated.

Name:	Company:
Social Security Number:	Company Address:
Date of Birth: Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Company City/State/Zip:
Home Address:	Work Phone:
Home City/State/Zip:	Work Fax:
Home Phone:	Cell Phone:
Email:	Date Today:

Ethnicity (check one): White, Non Hispanic Asian or Pacific Islander Black, Non Hispanic American Indian or Alaskan Native
 Hispanic or Mexican American Other (please specify) _____

Independent Students (If you're paying for the course(s) yourself): Please sign here: _____

How did you hear about CEF? Your Company Fax or Email Web Site Friend Other (specify) _____

Course Title	Instructor	Day	Start Date	Course Tuition	Books & Materials (Add 8.25% tax)	Total Cost
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$

Method of Payment:

- Company Credit Card** (MasterCard, Visa, American Express, Discover)
- Personal Credit Card** (MasterCard, Visa, American Express, Discover)
- Deduct from **CEF Trust Fund Account**
- Check (or Money Order)** enclosed for \$ _____ Driver's License # _____ State _____
 (required to be processed) Please mail or deliver your check with the registration form and note a processing fee will be charged for all returned checks.
- Invoice** Sponsoring Association Members Only **ASA TEXO**

By signing this form, you acknowledge that you have read and understand the [Important Information](#) below:

 Company Authorized Name (please print) Title

 Company Authorized Signature (Mandatory for invoicing & Trust deductions) Date

 Card Number Expiration Date

 Cardholder Address: Street Address City State Zip

 Cardholder Name (please print) Cardholder Signature

By signing this registration form, you agree to the registration, payment, book/materials returns, and course drop policies as they are stated in the current CEF Catalog. If you have any questions please don't hesitate to contact our office, 972.574.5200

Send completed registration form along with payment to:
 Construction Education Foundation (CEF), Inc
 PO Box 612107 • DFW Airport TX 75261-2107 • Fax 972.574.3440
 Register online at www.ntcef.org or in person at the
 DFW Education Center, 1401-A Royal Lane, DFW Airport TX 75261

For Office Use Only:

<input type="checkbox"/> CC Registration	<input type="checkbox"/> CC Rollover
<input type="checkbox"/> CC Acting	<input type="checkbox"/> CC Scholarship
<input type="checkbox"/> Entered _____	
<input type="checkbox"/> Pending _____	
<input type="checkbox"/> Un-pended _____	

Table of Contents

CEF Calendar	6	PHCC	28
Commercial Carpentry	15	Pipefitting	29
Commercial Carpentry I-General	15	Pipefitting Double Time I-A & I-B	29
Commercial Carpentry II-Form Work	15	Pipefitting I-B	29
Commercial Carpentry III-Framing	15	Pipefitting II-B	29
Commercial Carpentry IV-Advanced General	15	Pipefitting III-B	29
		Pipefitting IV-B	29
Commercial Field Engineering	16	Plumbing	31
Commercial Field Engineering I	16	Backflow Awareness (16 CEU hours)	31
Commercial Field Engineering II	16	Backflow Practical Skills Refresher (8 CEU hours)	31
Commercial Field Engineering III	16	Backflow Prevention Assembly Tester Certificate	32
Commercial Field Engineering IV	16	Piping Isometric	32
Commercial Field Engineering V	17	Plumbing Double Time I-A & I-B	32
Commercial Field Engineering VI	17	Plumbing I-B English/Spanish	32
		Plumbing II-B	32
Construction Management/Technology	18	Plumbing III-B	33
Commercial Blueprint Reading & Specifications	18	Plumbing IV-B	33
Introduction to Construction Industry	18	Plumbing Journeyman Exam Prep	33
Project Scheduling	18	Water Treatment Specialist (8 CEU hours)	33
STP Unit 6: Risk Management & Problem Solving	18		
Drawing & Blueprint Reading	19	Registered Veterans	9
Basic Commercial Blueprint Reading	19	Registration Form	3
Commercial Blueprint Reading & Specifications	19	Scholarship	10
Intermediate Building Systems Design using AutoCAD	19		
Piping Isometric	19	Safety Training	34
Electrical	20	OSHA 30-Hour Construction Industry	34
Electrical I-B	20	Sheet Metal	35
Electrical II-B	20	Sheet Metal I-B	35
Electrical III-B	21	Sheet Metal II-B	35
Electrical IV-B	21	Sheet Metal III-B	35
Electrical Journeymen Prep	21		
Electrical Master Prep	21	Supervisory Training	36
Heating Ventilation Air Conditioning	22	Construction Site Leadership I	36
Commercial HVAC Service I-B	22	Construction Site Leadership II	36
Commercial HVAC Service II-B	22	STP Unit 1: Leadership & Motivation	36
Commercial HVAC Service III-B	22	STP Unit 2: Communication	36
Commercial HVAC Service IV-B	23	STP Unit 3: Planning and Scheduling	37
EPA Refrigerant Recovery Certification Review & Exam	23	STP Unit 4: Contract Documents	37
		STP Unit 5: Improving Productivity and Managing Project Costs	37
Language	24	Prerequisite: None Required	37
English as a Second Language I	24	STP Unit 6: Risk Management and Problem Solving	37
Inglés Como Segundo Idioma - Nivel I	24		
English as a Second Language II	24	Testing Information	12
Inglés Como Segundo Idioma - Nivel II	24	Craft Apprenticeship Tests & Pre-requisites	13
English as a Second Language III	24	Career Development Tests & Pre-requisites	13
English as a Second Language IV	24		
Mathematics	27	Trade Councils	39
Applied Construction Math I	27	Welding	38
Office of Apprentices Federal Registration	9	Welding Construction I	38
		Welding Construction II	38

Table of Contents

Welding Construction III	38
Welding Construction IV	38



CEF Calendar

Spring 2020

January 17	Books & Materials Refund Cutoff
January 20	Martin Luther King Jr Holiday
January 21	Spring 2020 Semester Begins
January 31	Withdrawal Refund Cutoff
March 16-20	Spring Break
April 16	Last Day to Withdraw with a Grade of "W"
May 11-14	Career Development Courses Final Week
May 18-21	Craft Apprenticeship Courses Final Week
May 25	Memorial Day

Departments: 972.574.5200

8:00am-5:00pm

Accounting Department	Denise
Books & Materials	James
Scholarships	Raelee
Enrollment	Brooke
Grades, Certificates	Beth
Facilities - Room Rental, Property Tour	Lori
Federal Registration, Davis Bacon & VA	Patty
In-House/Customized Training	Jonna
Instructor Contact	Lori
NCCER Liaison	Jonna
Assessment Testing	Lily
Testing	Lori

North Lake

North Lake DFWEK Office	972.860.7873
Student Counsel for Degree Programs	972.860.7873

Our Training Environment

CEF promotes a safe environment for both the employee and the employer. Every effort is made to ensure that the employee/trainee abides by the safety guidelines in the classroom and shop areas. CEF also takes every precaution to protect employers from losing their employees/students to other companies. One such policy states that should a CEF instructor participate in any activities to recruit student(s) for his company and or another company, this is grounds for immediate termination. More information is available in both the Student and Instructor Manuals which are available online.

Equal Education Opportunity Policy

Construction Education Foundation, Inc. (CEF) is committed to providing equal educational opportunities regardless of gender, race, color, religion, age, national origin or disability. CEF provides equal opportunity in accordance with federal and state laws.

Confidentiality Statement

All student and class data hard copies are kept in a locked filing cabinet located in the CEF offices. The student data is kept on a secured server and is protected by a monitored security and firewall system. All reports containing confidential data are shredded prior to their disposal. Companies who sponsor their employees' training, can access their employees' training history, attendance, and grades via the CEF website. In order to access this feature, a company must first complete an application and assign a designated contact from their company. Once the application is approved by CEF, the designated contact is given a personalized access code, which allows them to view only their employees' records from the website.

Students requesting a copy of their transcripts must provide their social security number and other pertinent information to verify that they are that student. Transcripts and other data will not be released to anyone other than the student without a signed authorization form, except if the requesting person is the designated company contact.

Disclaimer

This catalog contains policies, regulations, procedures, prices and course information (classes, books & materials and instructors) in existence at the time the publication went to press. CEF reserves the right to change or alter the statements and procedures in this catalog to reflect current Board policies, administrative regulations and procedures, as well as applicable state and federal laws and regulations. The changes may include, but are not limited to, the days and times courses are offered, instructors who teach the courses, books, fees, tuition, and the cancellation of courses. This catalog is for informational purposes only. It is not a contract and is subject to change.

Inclement Weather Policy

Please tune to one of the following local news weather reports for inclement weather notification and school closings for the Dallas County Community College District (DCCCD):

Channel 4 (KDFW)	Channel 5 (KXAS)
Channel 8 (WFAA)	Channel 11 (KTVT)

You may also call the CEF Office at 972.574.5200 or visit our website at www.ntcef.org

How To Register

PAYMENT IS DUE IN FULL AT TIME OF REGISTRATION

In Person: You may come to the to the CEF office located inside the DFW Education Center at 1401-A Royal Lane, DFW Airport, TX Monday-Thursday from 8:00am-5:00pm, and Friday from 8:00am-12:00pm.

Mail: Complete a registration form (inside front) for the course desired and indicate your preferred payment method. Mail your registration form with your payment to the CEF Office at PO Box 612107, DFW Airport, TX 75261-2107. You will receive

confirmation of your registration by mail if you have registered within two weeks prior to start date.

Fax: You may register by faxing your registration form to 972.574.3440, unless paying by check, cash or money order. You will receive confirmation of your registration by mail if you have registered within two weeks prior to start date.

Internet: This option is available only if you are using the payment options of Credit Card or for those companies who have filled out the proper paperwork and have online access with CEF can use Credit Card, Trust or Invoice Payment. Visit our website at www.ntcef.org to register on-line. You will receive an e-mail confirmation of your registration.

Methods of Payment

Payment is required before or at the time of registration. If your company is a Sponsoring Association Member, your company can be invoiced upon approval by an authorized company representative. In addition, a company's CEF Trust Account can be debited upon signed approval by an authorized company representative.

Invoice: Sponsoring Association Members Only (ASA, TEXO) Signature from an authorized representative of your company is required on the Registration Form. Please indicate the name of your company's Sponsoring Association in the slot provided on the registration form. Due upon receipt. Accounts delinquent over 60 days may have future credit suspended until balance becomes current.

CEF Trust Account Debit: CEF Trust Account Holders Only Requires signature from an authorized representative of your company on the Registration Form. Deductions cannot exceed the required minimum balance of \$50.00.

Other Methods of Payment

- **Money Order**
- **Credit Card** (We accept American Express, MasterCard, Visa, and Discover Credit Cards.)
- **Cash**
- **Check** (A processing fee will be charged for all returned checks.)

Out-of-State & Out-of-County Fees

North Lake College charges an additional \$345.00 fee for students who have lived in the State of Texas for less than one year.

North Lake College charges an additional \$156.00 fee for students who live outside of DFW Metroplex. If either of these conditions apply, additional charges will be invoiced.

Books and Materials

Most courses require the purchase of books and/or materials. This information is noted in the course description pages of this catalog in alphabetical order by class. A shipping and handling charge is included in all quoted costs. If there is no book listed, none is required for that class. Book prices listed on the schedule pages refer to books you would need for that level only. It does

not reflect materials or books you may have received in a previous level. Be sure to indicate on your registration form the exact cost (add 8.25% tax) of your required books and materials for accurate billing purposes.

All advertised books and materials are subject to change.

NOTE: Replacement book costs are the responsibility of the student. Companies will not be invoiced for replacement books without prior authorization.

Testing Information

To meet course pre-requisites or to test out of various courses you must set an appointment by calling 972.574.5200. Testing is done Monday-Thursday from 8:00am-3:00pm, and Friday from 8:00am-12:00pm. **Testing must be completed before the semester start date.**

Credit Course Requirements

Admissions paperwork is required to be completed by [January 10, 2020](#). If this paperwork is not completed by the student by the required deadline, the student will be transferred to a continuing education course.

Withdrawal Information & Refunds

Semester Courses:

Semester Courses refer to courses 48 hours or more in length. Students who drop a course two (2) working days before the course start date will be issued a full tuition credit, minus the cost of books and materials. After this time, a \$100.00 administrative fee will be charged, plus any applicable book and/or material fees. Books and materials are non-refundable unless course is dropped prior to [January 17, 2020](#). Students who drop after [January 31, 2020](#), will be billed in full for course tuition and books and materials.

IMPORTANT NOTE: You must call the CEF office by the above dates in order to be credited for any part of your tuition, materials and/or books.

All Other Courses:

"All Other Courses" refers to all courses and seminars that are less than 48 hours in length. Students who drop a course two (2) working days before the course start date will be issued a full tuition credit, minus the cost of books and materials. After that, no part of the tuition will be credited.

NOTE: Non-refunded books/materials will be available to the student or an authorized company representative by request only, and must be picked up within 30 days following the course start date. CEF will not ship or mail non-refunded books/materials. Non-refunded books/materials will not be distributed after the 30 days.

Course Cancellations

A course is cancelled if an insufficient number of registrations have been received two (2) days prior to the first course meeting. You will be notified if the course is cancelled, therefore it is important to have current contact information for you, including phone number and/or email address. Refunds are processed automatically. Occasionally, we are not able to reach a student

before the first course meeting, signs will be posted. We encourage you to register early to ensure a place in the course and to prevent the cancellation of a course due to insufficient enrollment.

Student Handbook

As a student of CEF, you are bound by the policies and procedures in the student handbook. It is your responsibility to familiarize yourself with the guidelines. The student handbook is available at www.ntcef.org and paper copies are available.

Attendance Policy

Companies receive weekly employee attendance reports.

There are **NO** "EXCUSED ABSENCES". However, if the following steps are taken, the governing council will take all reasons for absences into consideration if a reinstatement review is requested by the student or company:

Good attendance is important for the success of any training

program. Absences could affect your grade. If you must be absent, it is your responsibility to contact your instructor and/or a staff member in the CEF office before the start of class to let them know you are going to be absent and the reason for your absence. An excuse must be given for each absence.

As a courtesy, during the first two weeks of registration, you and your company will receive a call from CEF, in addition to an email or fax, reporting any absences. It is your responsibility to provide CEF with a correct address, telephone number or other contact information.

Drops are determined by the number of absences based on your course hours.