CEF Calendar

Summer 2020

May 25 .............................................................. Memorial Day Holiday
May 29 .............................................................. CEF Graduation
June 1 .......................................................... Summer 2020 Begins
June 18 .............................................................. Summer 2020 Begins
July 4 ................................................................. Independence Day Holiday
Jul 16 ........................................................... Last Day to Withdraw with a Grade of “W”
Aug 6 ............................................................... Summer Classes End
Aug 24 ............................................................ Fall 2020 Semester Begins

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.

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.

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.

How To Register

PAYMENT IS DUE IN FULL BY REGISTRATION

In Person: You may come to the CEF office located inside the DFW Education Center at 1401-A Royal Lane, DFW Airport, TX (map on back page) between the hours of 8:00am and 5:00pm, Monday through Thursday.

Mail: Complete a registration form (inside back cover) 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.

Fax: You may register by faxing your registration form to 972.574.3440, unless paying by check, cash or money order.

Internet: This option is available only if you are using the payment options of 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.

Class Confirmation: You will receive confirmation of your registration by mail if you have registered within two weeks prior to start date. You can also log on to our website to confirm your class(es).

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 of 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
- Cash
- Check (see note below)

NOTE: A processing fee will be charged for all returned checks.
Fees
Dallas County Community College District charges the following additional fees that will be charged back to the student or company as a pass through charge:

- $345.00 for students who have lived in the State of Texas for less than one year
- $156.00 for students who live outside of DFW Metroplex
- $144.00 for students who have taken the same DCCCD course number the third time

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 between 8:00 am and 3:00 pm. Testing must be completed before the semester start date.

Credit Course Requirements
Dallas County Community College District (DCCCD) Admissions paperwork is required to be completed by Friday, May 1, 2020. If this paperwork is not completed by the student by the required deadline, the student will be transferred to a continuing education course which will then require the student to pay DCCCD to receive college credit later.

Withdrawal Information & Refunds
Semester Courses:
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 canceled 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 canceled, therefore it is important to have current contact information for you i.e., phone number and/or email address. Refunds are processed automatically. 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 manual. It is your responsibility to familiarize yourself with the guidelines. The student manual is available on our website, www.ntcef.org and paper copies available upon request.

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 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.
<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Day</th>
<th>Tuition</th>
<th>Books w/tax</th>
<th>Total w/books</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
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<td>Applied Construction Math I</td>
<td>Cardenas</td>
<td>T</td>
<td>$504.00</td>
<td>$352.90</td>
<td>$856.90</td>
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<td>Basic Commercial Blueprint Reading</td>
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<td>8/12</td>
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<td>$0.00</td>
<td>$750.00</td>
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<td>6/4</td>
<td>7/8</td>
<td>DFWEC</td>
</tr>
<tr>
<td>Commercial Blueprint Reading and Specifications</td>
<td>Russell</td>
<td>T R</td>
<td>$504.00</td>
<td>$186.19</td>
<td>$690.19</td>
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<td>7:30 PM</td>
<td>6/2</td>
<td>8/6</td>
<td>ONLINE</td>
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<tr>
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<td>Elliott Jr</td>
<td>R</td>
<td>$380.00</td>
<td>$263.05</td>
<td>$643.05</td>
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<td>9:00 PM</td>
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<td>8/6</td>
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<td>English as a Second Language I</td>
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<td>7/22</td>
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<td>6/1</td>
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<tr>
<td>Introduction to Control Circuits</td>
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<td>7/8</td>
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<tr>
<td>STP 4 Contract Documents</td>
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<td>$294.00</td>
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<td>9:30 PM</td>
<td>6/2</td>
<td>6/30</td>
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<td>7/25</td>
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<tr>
<td>STP 2 Communication</td>
<td>Manry</td>
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<tr>
<td>STP 3 Project Scheduling</td>
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<td>Burback</td>
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<td>6/4</td>
<td>7/23</td>
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</table>

**Credit Courses**

**Course** | **Instructor** | **Day** | **Tuition**     | **Books w/tax** | **Total w/books** | **Start Time** | **End Time** | **Start Date** | **End Date** | **Location** |
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<tbody>
<tr>
<td>Commercial Blueprint Reading and Specifications</td>
<td>Russell</td>
<td>T R</td>
<td>$504.00</td>
<td>$186.19</td>
<td>$690.19</td>
<td>5:00 PM</td>
<td>7:30 PM</td>
<td>6/2</td>
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<tr>
<td>Cooperative Education</td>
<td>Bosher</td>
<td>S</td>
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<td>$0.00</td>
<td>$504.00</td>
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<td>6/8</td>
<td>ONLINE</td>
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<tr>
<td>Introduction to Construction Industry</td>
<td>Bosher</td>
<td>MTWR</td>
<td>$504.00</td>
<td>$160.21</td>
<td>$664.21</td>
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<td>8:00 PM</td>
<td>6/4</td>
<td>7/1</td>
<td>ONLINE</td>
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</table>

**Summer Credit Course Registration Begins:**
- Tuesday, April 21: Priority registration starts for returning credit students
- Monday, April 27: Regular registration begins for all students

**Admissions Paperwork for Credit Courses due May 22**

**Abbreviation Key & Notes**

- **M** - Monday
- **T** - Tuesday
- **W** - Wednesday
- **R** - Thursday
- **F** - Friday
- **Sa** - Saturday

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**Extended Hours Testing Week**

August 3-8 & August 15, 2020
Monday - Friday from 8:00am-6:00pm
Saturdays from 8:00am-1:00pm
Take advantage of the late testing hours to meet your Fall requirements
PHCC
www.phcc-tx.org
To register for the following classes or for more information, contact PHCC TEXAS - 800.831.9313 x204

<table>
<thead>
<tr>
<th>Course</th>
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<th>Day</th>
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<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>PHCC HVAC IV-D</td>
<td>Benavides</td>
<td>MTWR</td>
<td>$650.00</td>
<td>$0.00</td>
<td>$650.00</td>
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<td>5:30 PM</td>
<td>5/18</td>
<td>5/21</td>
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<tr>
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<td>Castillo</td>
<td>MTWR</td>
<td>$650.00</td>
<td>$0.00</td>
<td>$650.00</td>
<td>7:00 AM</td>
<td>5:30 PM</td>
<td>5/18</td>
<td>5/21</td>
<td>DFWEC</td>
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<td>$650.00</td>
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<td>5:30 PM</td>
<td>7/6</td>
<td>7/9</td>
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<td>$650.00</td>
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<td>5:30 PM</td>
<td>7/20</td>
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<td>6/15</td>
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<td>$650.00</td>
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<td>6/22</td>
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<td>8/6</td>
<td>DFWEC</td>
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<tr>
<td>PHCC Plumbing IV-C</td>
<td>Porter</td>
<td>MTWR</td>
<td>$650.00</td>
<td>$0.00</td>
<td>$650.00</td>
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<td>$650.00</td>
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<td>5:30 PM</td>
<td>6/8</td>
<td>6/11</td>
<td>DFWEC</td>
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</tbody>
</table>

*Total Amount includes a $50.00 fee for box lunches

Office of Apprenticeship Federal Registration
PHCC is registered with the U.S. Department of Labor, Office of Apprenticeship Training (OA) for the PHCC program. Companies who wish to register federally as well, must have a signed agreement with PHCC. Companies that are interested in becoming a member of the Office of Apprenticeship Federally Registered Program and enrolling employees in a qualified trade may contact PHCC for more information regarding requirements. Companies will be asked to sign an agreement with PHCC to comply with the federally approved standards of the program. Students will be required to fill out paperwork, take prerequisite testing (reading and math test), as well as undergo an interview to evaluate them for the program.

Companies will be charged a set-up fee (contact PHCC) for each apprentice registered with the OA program as well as an annual maintenance fee. If for any reason a student is deregistered and reinstated to the OA program, a fee of $300.00 will be charged to the company for the student. For more information regarding the PHCC Federal Registration program, please contact Patricia Scroggins, Facilitator for PHCC at CEF at 972.574.5200.

Registered Veterans
Craft Apprenticeship Veterans
Veterans who are enrolled in a four-year apprenticeship training program may be eligible to use their VA Benefits while training in the PHCC Program. Applications may be submitted to the VA Department year round. PHCC is authorized to assist you in registering for your benefits. This aid is available to only those that qualify as determined by the VA office in Muskogee, OK. You will also be required to be registered with the Office of Apprenticeship & Training U.S. Department of Labor. Please call Patricia Scroggins, Facilitator for PHCC at CEF between the hours of 8:30am–5:30pm for more information. You may also call 888.442.4551 and speak directly with a VA specialist.

CEF is a NCCER Assessment Testing Center
CEF offers a complete NCCER series of entry, journey and management assessments for the construction industry and a series of academic tests for secondary career and technical education. These assessments evaluate the knowledge of an individual in a specific craft area and provide a prescription for upgrade training when needed. All assessments are based upon the NCCER Curriculum and have been developed in conjunction with Subject Matter Experts from the industry and Prov™, NCCER’s test development partner.
NCCER Performance Verifications (PVs) are designed to assess an individual’s skill level on specific tasks. PVs require a participant to demonstrate their skill level in a controlled, observable, and measurable manner and must be administered by a qualified objective performance evaluator.
Knowledge Verified + Performance Verified = Certified Plus
Applied Construction Math I

Prerequisite: None Required
This course is designed for students who have little math skills (grade school level), or who have not had a math course for several years. Upon completion, this course will provide an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages. Basic math skills are strengthened through applications found in the construction industry. Students are introduced to logical problem solving.

Books/Materials for Applied Construction Math I
1. Introductory to Technical Mathematics 7th Ed $31.00
2. Calculator Scientific TI30 xa $16.00
Add 8.25% tax to your total cost

Basic Commercial Blueprint Reading

Prerequisite: None Required
This course is designed for office, in the field personnel and is recommended for professional support staff for specialty and general contractors. Topics include: Evolution of the Construction Project—The Development of the Drawings & Specifications; Background Principles (Cracking the Code); Drawing Types Used in All Categories of Drawings; Reading Drawings for Information; Overview of Architectural & MEP Drawings; and Specifications.

Books/Materials for Basic Commercial Blueprint Reading - English
1. Print and Specifications Reading for Construction $139.00
2. Specification, North Lake Memory Stick (North Campus) $15.00
3. Blueprints, North Lake (North Campus half size) $18.00
Add 8.25% tax to your total cost

Basic to Advanced Welding Skills

Prerequisite: None Required
This course will consist of all types of welding from basic cutting to advanced welding. The student is allowed to choose what type of welding process he or she wants to learn. The course is designed to be 99% hands on for the beginning hobbyist to the advanced welder.

Books/Materials for Basic to Advanced Welding Skills
None Required

Commercial Blueprint Reading & Specifications

Prerequisite: TSI Test and if you have little or no construction experience, it is strongly recommended that you take the Construction Methods Materials course prior to taking the Blueprint Reading course. This course consists of 48 hours and covers Commercial Blueprint Reading & Specifications with emphasis on the interrelationship between drawings, specifications and the construction project. Topics include: Evolution of a Construction Project; Construction Documents; Plan Views; Elevations and Related Views; Sections, Details, Symbols, Schedules. Emphasis is given to Civil Architectural, Structural, Mechanical, Electrical Drawings and Specifications.

Books/Materials for Commercial Blueprint Reading & Specifications
1. Print & Specifications Reading for Construction $139.00
2. Specification, North Lake Memory Stick (North Campus) $15.00
3. Blueprints, North Lake (North Campus half size) $18.00
Add 8.25% tax to your total cost

Cooperative Education

Prerequisite: None Required
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college and the employer. Classroom learning is combined with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Course is required for Associate and Certificate programs through North Lake College.

Books/Materials for Cooperative Education
None Required

Electrical Journeyman Prep

Prerequisite - All Required: (1) At least three years experience in Electrical Trade and preferably some classroom hours. (2) Basic math skills with ability to solve simple algebraic equations. This class will consist of an intensive NEC review of Services and Service Equipment, Wiring Methods and Installation, Cabinets, Panelboards, Switchboards, Boxes and Conduit Bodies, Conductors, Motors and Generators, Utilization Equipment and Devices, Special Occupancies and Uses, Ambient Temperature and other Conductor Derating Factors, Low Voltage Systems NEC requirements, and Hazardous locations.

Books/Materials for Electrical Journeyman Prep
1. 2020 NEC Code Book $131.00
2. 2020 NEC Code Book Tabs $24.00
3. 2020 Mike Holt Electrical Exam Preparation $88.00
Add 8.25% tax to your total cost

Electrical Master Prep

Prerequisite - All Required: (1) At least three years experience in Electrical Trade and preferably some classroom hours. (2) Basic math skills with ability to solve simple algebraic equations. This class will consist of an intensive NEC review of Services and Service Equipment; Wiring Methods and Installation; Conductors; Special Occupancies and Uses; Ambient Temperature Derating; electrical calculations of single family, multi-family and two family dwellings, electrical calculations of commercial structures, i.e. schools, offices, stores, banks, marinas, etc.

Books/Materials for Electrical Master Prep
1. 2020 NEC Code Book $131.00
2. 2020 NEC Code Book Tabs $24.00
3. 2020 Mike Holt Electrical Exam Preparation $88.00
Add 8.25% tax to your total cost

English as a Second Language I

Prerequisite - None Required
This course prepares students to communicate orally in both public and
work environments. Emphasis is placed on developing language functions, pronunciation, listening skills, and improving social and intercultural skills.

**Books/Materials for English as a Second Language I**

1. Ready to Go Packet Level 1 $40.00
2. Add 8.25% tax to your total cost

16 sessions 48 hours

**Introduction to Control Circuits**

**Prerequisite: None Required**

This course is recommended for those who have had little or no experience with electrical control circuits. This is an introductory course into the understanding of basic control circuits. Installation of control circuits ranging from light switches to more complex systems with relays, start and stop controls, motor starters, safety switch devices of many types, timers, etc. We will review common terms, symbols and methods of various basic control installations.

**Books/Materials for Introduction to Control Circuits**

1. Control Circuits Workbook $39.00
2. Calculator, Scientific TI 30xa $16.00
3. Add 8.25% tax to your total cost

6 sessions, 24 hours

**NCERA Instructor Certification Program**

**Prerequisite: None Required**

This program is mandatory for CEF Craft Apprenticeship Instructors and CEF School-to-Career Instructors to receive national certification through the NCERA. Topics include: Trends in Adult Education, How Learning Occurs, Communication for Learning, Leadership and Group Dynamics, Instructional Aids in the Classroom, Administration and Classroom Management, Evaluation Techniques, NCERA Training Information, Using Contren Learning Series, Teaching Strategies, and Giving a Short Presentation.

**Books/Materials for NCERA Instructor Certification Program**

1. Craft Instructor Kits $101.00
2. Add 8.25% tax to your total cost

3 sessions, 22 hours

**Piping Isometric**

**Prerequisite: None Required**

This class defines an Isometric Drawing, it incorporates commercial drawings, mechanical pipe and plumbing details and shows how to draw in an isometric format. Emphasis is placed on how to utilize isometrics in Construction day to day operations, including planning of material take offs, scheduling manpower, equipment and etc.

**Books/Materials for Piping Isometric**

1. Isometric Pad w/100 $50.00
2. Ruler, Angle 30-60 Degree $9.00
3. Ruler, Architect $14.00
4. Add 8.25% tax to your total cost

1 sessions 8 hours

**Plumbing Journeyman Exam Prep**

**Prerequisite: None Required (However, it is recommended that the student has completed most or all of their required 4000 to 8000 apprenticeship hours, so that they can schedule their Plumbing Journeyman Exam with the State Plumbing Board in Austin shortly after completing this course.)**

This seminar provides instruction on the subjects that are needed to pass the written exam for a plumber’s journeyman license. It also includes hands-on experience for the preparation of the practical sec-
tion of the exam. This seminar will also include a demonstration on our custom designed house, comparable to the 2-story house used in the State of Texas Plumbing Exam in Austin. Lunch is included.

**Books/Materials for Plumbing Journeyman Exam Prep**
Plumbers Examination Preparation Guide 9th Ed $51.00
Add 8.25% tax to your total cost.

**STP Unit 1 Leadership & Motivation**

Prerequisite: None Required
This course will describe the value of effective supervision of workers and improve the construction supervisor’s ability to lead and motivate others. Topics include: The dollars and sense of people in construction; The role of the construction supervisor; Helping people perform better; Motivating and leading others; Positive feedback; Training and orienting crew members; Teams and team building; Leadership skills in action.

**Books/Materials for STP Unit 1 Leadership & Motivation**
STP 1 Leadership and Motivation 2015 Ed $122.00
Add 8.25% tax to your total cost.

**STP Unit 2 Communication**

Prerequisite: None Required
The course presents a body of knowledge and skills that today’s construction supervisors need in order to be effective communicators on their job site. Topics include: Effective communication; Learning to listen; Carrying on conversations; Persuasion, negotiation, and confrontation; Communicating with your crew; Putting it in writing; Meetings that work; Electronic communication; and Improving Communication.

**Books/Materials for STP Unit 2 Communication**
STP 2 Communication 2015 Ed $122.00
Add 8.25% tax to your total cost.

**STP Unit 3 Planning & Scheduling**

Prerequisite: None Required
This course will help construction supervisors understand ways in which planning and scheduling saves time and money while increasing quality in the construction process. Topics include: Preparing the project plan; Communicating the plan; The critical path; Computer use in scheduling; Using the schedule on the jobsite; Updating the construction schedule; The schedule as documentation and Using planning and scheduling.

**Books/Materials for STP Unit 3 Planning & Scheduling**
STP 3 Planning and Scheduling 2015 Ed $122.00
Add 8.25% tax to your total cost.

**STP Unit 5 Improving Productivity & Managing Project Costs**

Prerequisite: None Required
This course covers understanding how project estimates are compiled, how to compare actual project costs with those estimated and how to control costs to meet the estimate. This course also details how productivity is measured, how the supervisor plays a major role in increasing job site productivity and how a small increase in productivity can have a significant impact on the time and cost of a project. Topics include: Construction estimates; Who controls project costs; Reporting and analyzing actual costs; Planning for cost control; Cost control strategies; Labor cost variances; Working with project partners; Managing risk and loss potentials; Cost control strategies; Post-project evaluations; Benchmarking construction productivity; Improving productivity through pre-planning; New skills for effective supervision; Personnel management; Equipment management for productivity improvement; Jobsite productivity, planning and scheduling; Quantifying lost labor productivity; and Record keeping, control, changes, and defect analysis.

**Books/Materials for STP Unit 5 Improving Productivity & Managing Project Costs**
STP 5 Improving Productivity and Managing Project Cost 2015 Ed $122.00
Add 8.25% tax to your total cost.

Fall 2020 Semester will start the week of August 24, 2020. The Fall 2020 Catalog will be online at www.ntcef.org and printed copies available the week of June 1st.

Make sure you get signed up for your Fall classes early to secure your spot.

**Hands on training for the next generations**
Office of Apprentice Federal Registration  
(Reminder for Fall Semester)

Most of our CEF Craft Courses are currently approved by the U.S. Department of Labor, Office of Apprenticeship (OA). The curriculum used in all of these courses is competency based and task oriented. Students who are federally registered apprentices must work for companies that have a signed agreement with CEF. Companies that are interested in becoming part of our Federally Registered Program and enrolling employees in a qualified trade may contact CEF for more information regarding requirements. Companies will be asked to sign an agreement with CEF to comply with the federally approved standards of the program. All Apprentice Training courses start in the fall semester of each year. Companies must be registered with CEF and have a signed agreement prior to August 1st, (before the fall classes commence). This is imperative because students entering into a program are required to fill out paperwork, take prerequisite testing (usually a reading and math test) as well as an interview to evaluate them for the program.

Companies will be charged $300.00 for each apprentice registered with the OA program. If for any reason a student is deregistered and reinstated to the OA program, a fee of $300.00 will be charged to the company. For more information, please contact Patricia Scroggins at CEF at 972.574.5200 x108.

Registered Veterans  
Craft Apprenticeship Veterans

Veterans who are enrolled in a four-year apprenticeship training program may be eligible for VA Benefits while in training at CEF. Applications may be submitted to the VA Department year round. CEF is authorized to assist you in registering for your benefits. This aid is available to only those that qualify as determined by the VA office in Muskogee, OK. You will also be required to be registered with the Office of Apprenticeship & Training U.S. Department of Labor. Please call CEF between the hours of 8:30am–5:30pm for more information. You may also call 888.442.4551 and speak directly with a VA specialist.

CEF sincerely thanks all Veterans, young and old, that have served and are serving our country!

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Congratulations to the Drywall & Acoustical Contractors Association - DACA Workforce Training Program Graduates

CEF Graduation
Westin Hotel
Thursday, June 18, 2020

Contact Lori for more information at 972.574.5200 or email: lori@ntcef.org

Enjoy your Summer
Summer 2020 Course Registration Form

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

This form may be duplicated.

Name: 
Social Security Number: 
Company: 
Company Address: 
Date of Birth: 
Gender: o Male o 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): o White, Non Hispanic o Asian or Pacific Islander o Black, Non Hispanic o American Indian or Alaskan Native o Hispanic or Mexican American o Other (please specify) ____________________________________________
Independent Students (If you’re paying for the course(s) yourself): Please sign here: __________________________________________________
How did you hear about CEF? o Your Company o Fax or Email o Web Site o Friend o Other (specify) ____________________

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<th>Course Title</th>
<th>Instructor</th>
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Method of Payment:
o Company Credit Card (MasterCard, Visa, American Express, Discover)
o Personal Credit Card (MasterCard, Visa, American Express, Discover)
o Deduct from CEF Trust Fund Account
o 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.
o 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 polices and additional fees 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

NOTE: See catalog for our Confidentiality Statement

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
Please contact CEF if you receive duplicate mailings, or would like to be removed from our mailing list.

Specialized Training Available Upon Request

CEF is located inside the DFW Education Center at 1401-A Royal Lane, DFW Airport TX 75261

For online map directions use the following information:
1401 N. Royal Ln
Irving TX 75063

Map courtesy of expedia.com