



**Student Handbook  
&  
Safety Policies and  
Procedures**

# **Table of Contents**

---

Student Handbook .....Section 1

Safety Policies and Procedures and Emergency  
Action Plan .....Section 2

Forms .....Section 3



# Student Handbook

# Student Handbook

## Table of Contents

|  |    |
|--|----|
| Mission/Vision Statements.....                         | 3  |
| Sexual Harassment Policy.....                          | 4  |
| Statement on the Americans with Disabilities Act ..... | 4  |
| Equal Opportunity Statement.....                       | 4  |
| Introduction.....                                      | 5  |
| History of CEF.....                                    | 5  |
| Councils .....   | 5  |
| Types of Training Offered .....                        | 6  |
| Credit and Non-Credit Classes.....                     | 6  |
| Pre-Requisite Policy.....                              | 6  |
| Program Operations .....                               | 7  |
| Reasons for Disciplinary Action.....                   | 8  |
| Dress Code .....                                       | 9  |
| Grading .....  | 9  |
| Certificates/Grades.....                               | 9  |
| Attendance Policy .....                                | 9  |
| Graduation Program.....                                | 11 |
| Appeals Process .....                                  | 11 |
| DFW Education Center Parking .....                     | 11 |
| Student Change of Information.....                     | 12 |



## **Mission Statement**

---

---

The purpose of the Construction Education Foundation, Inc. is to provide the construction industry the most qualified, technically trained people at all levels.

To provide the entire construction community a funding mechanism to meet the specific needs of contractors and owners. Our target is construction excellence.

## **Vision Statement**

---

---

The Construction Education Foundation, Inc. is a self-supporting foundation with widespread participation, providing the finest in construction industry training.

## **CEF Sexual Harassment Policy**

---

No student or instructor shall engage in sexual harassment, which is a form of discrimination on the basis of sex. For general policy and procedures purposes, sexual harassment may be described, but not limited to, as unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature where:

- a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or education; or
- b) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
- c) such conduct has the (purpose or) effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or demeaning employment or education environment.

**Note:** Please refer to the Suggestion/Comment/Grievance Form in the forms Section.

## **CEF Equal Opportunity Statement**

---

It is the policy of the Construction Education Foundation, Inc. to implement affirmatively equal opportunity to all trainees without regard to race, religion, creed, color, sex, age, national origin, disability or marital status.

## **Statement on American Disabilities Act**

---

It is the policy of the Construction Education Foundation, Inc. to comply with Title 111, Section 312 and 504 of the ADA law regarding the accessibility of the facilities and manner in which courses to individuals with disabilities are offered. Any student who feels that he or she may need any special assistance or accommodation because of impairment or disabling condition needs to contact one of the following:

- For North Lake College, please contact Special Services Office in Room A413 or call at (972) 273-3165.
- For CEF Classes, please contact CEF at (972) 574-5200.

## **I. INTRODUCTION**

The purpose of this handbook is to provide clear guidelines for working with the Construction Education Foundation, Inc., (CEF) the training arm for the following sponsoring associations: TEXO (Formerly ABC of North Texas and Quoin chapter of AGC), and American Subcontractors Association of North Texas (ASA). The following are participating associations: National Association of Women in Construction Dallas and Fort Worth Chapters, and Plumbing Heating Cooling Contractors Texas.

CEF has adopted The National Center for Construction Education and Research's (NCCER) Policies and Procedures for the Administration and Accreditation of the Standardized Craft Training Process in their entirety.

## **II. HISTORY**

The CEF of North Texas Training Program began under the auspices of Associated Builders and Contractors (ABC) and has been in existence since 1981. In 1989, CEF successfully negotiated with North Lake College for college level accreditation of several courses and programs. Obtaining college credit not only enhances the professional image of the courses, but also provides a professional career path for our students.

In 1995, The National Associated Builders and Contractors partnered their craft training with other national associations and began the transition to a new umbrella organization, the National Center for Construction Education and Research (NCCER). In 1996, NCCER became the official national organization to accredit and standardize craft training for the construction industry. CEF was patterned after NCCER.

CEF realized in the summer of 1999 that the facilities at North Lake College, and its other ten training locations throughout the Dallas/Fort Worth metroplex, were not in line with the quality of training our industry wanted to offer its workforce and participating companies. It was decided, through the partnership between North Lake College and CEF, that a Construction Training Facility was needed in order to keep up with the industry's demand for training in the DFW and North Texas area. A building on DFW Airport property was located and deemed suitable for the needs of CEF and North Lake College. The construction industry committed to finish out the 60,000 square foot training center with classrooms, labs and office space.

## **III. COUNCILS**

Councils govern CEF's programs and courses. The councils are made up of subject matter experts (SME) for that particular craft or field:

|                          |                         |                           |
|--------------------------|-------------------------|---------------------------|
| <i>Instructors</i>       | <i>Project Managers</i> | <i>Owners</i>             |
| <i>Supervisors</i>       | <i>Superintendents</i>  | <i>Company Executives</i> |
| <i>Vendors/Suppliers</i> | <i>Students</i>         |                           |

#### IV. TYPES OF TRAINING OFFERED

- A. **Career Development Training** is primarily classroom instruction developed to enhance knowledge needed to move up the ladder for one's career. Instruction may include lecture, audio visual presentations, field trips, and guest speakers.
- B. **Craft Training** utilizes the Contren Learning Series (exception: Commercial HVAC Service & Field Engineering Programs). This is a competency based training program designed to prepare individuals for occupations in skilled crafts. This training is a combination of classroom and lab, with a structured course outline. Trainees successfully completing the required training are recognized as skilled workers.
- a. **Accelerated** programs have been developed for some of our Craft programs. This type of training usually only covers only the technical part of the training, with very little hands on, allowing the students to complete the program in a shorter period of time. A minimum of 4 years experience is usually required for the Accelerated classes.
  - b. **Double Time** training allows the students to attend class two nights per week, enabling the student to complete the semester in half the time.
  - c. **Short Term** craft training is designed to be fast paced training or for a specific task.
- C. **Craft Apprenticeship Training** (for all Federally Registered Apprentices) is the apprenticeship program established to promote the orderly, systematic and effective training of apprentices in their trades. It utilizes the same classroom and lab as the craft training but also includes the documentation of the on-the-job training (OJT), performed under the guidance of a journeyman, for those students Federally Registered with the U.S. Department of Labor, Office of Apprenticeship & Training.

#### V. CREDIT AND NON-CREDIT COURSES

All training is set up as either college credit or college continuing education. There is complete record keeping on each course in case a trainee is seeking college credit for continuing education classes. In this case, CEF should be notified in order to work with that individual in getting the information transferred.

#### VI. PRE-REQUISITE POLICY

Some courses have prerequisites to enroll into the course. Please refer to current semester training catalog for course prerequisites. For prerequisite testing please contact the CEF office for scheduling. Students must wait 48 hours to retest. **ONLY ONE RETEST IS ALLOWED.**

## VII. PROGRAM OPERATIONS

### A. Scheduled Length of Class

All classes will meet for the full scheduled time, minus breaks (10 minutes for every hour).

### B. Curriculum

All classes will use course appropriate curriculum that has been approved by the council/committee for that course.

### C. Testing

Tests are used to evaluate the student/trainee's knowledge of the reviewed curriculum. Tests will be given in every course. A copy of each test will be kept on file at CEF for council and/or committee review and approval.

#### 1. Craft/Apprenticeship Module Testing - Testing of every task module consists of a written test and a performance test.

- a. Students must achieve a score of 70% or higher on the written test in order to pass. NOTE: The trade council can choose to raise the passing score.
- b. Students must successfully complete the module performance test to the satisfaction of the instructor. Each student must participate in the performance test and get hands-on experience as required by the syllabus.

#### 2. Retesting:

- a. **Written** – Retesting may be allowed at the discretion of the instructor. The original grade was within 10 points of the required minimum passing percentage for that test. The highest grade a student may receive on a retest is 70%. **Retest must be done between 14-21 days of the original test but not before 48 hours. ONLY ONE RETEST IS ALLOWED.**
- b. **Performance** - Performance re-tests will be given at the discretion of the craft instructor.

#### D. Testing Out of Craft Apprenticeship or Career Development Courses – If you have been in the trade for at least three years you may be eligible to test out of a course and/or level prior to the start of the semester. Failure to pass the entire required test out exams on first attempt will require the individual to attend full instruction for that level.

#### E. Make-up test (Does not include Final Exams): You are required to call the instructor to decide a plan of action for make-up test(s) within two weeks. The highest grade you can receive is 90% maximum on the test(s). The instructor will contact CEF with the plan of action.

- F. **Final Exam make-up** Make-up for Final Exams may be given only in the event of weather closings or if student has a valid emergency. You are required to call the instructor to decide a plan of action for the make-up final within one week.

### VIII. REASONS FOR DISCIPLINARY ACTION

Please refer to the following list, which reflects some of the possible reasons for disciplinary action, which could lead to dismissal.

- A. **You must behave in a professional manner at all times, both in the classroom and around the parameters of the CEF Training Facility, or any other host facility where you are participating in a CEF class. Failure to do so will result in disciplinary action and possible dismissal.**
- B. **Recruiting from CEF classes for your company or another company is grounds for immediate dismissal.**
- C. **Discussing company benefits, policies, pay, job openings, or voicing comments/opinions regarding a specific company or company employee is grounds for immediate dismissal.**
- D. Failure to comply with rules of safety as outlined in the *CEF Safety Handbook*.
- E. Acts of dishonesty, including falsifying official documents
- F. Cheating on tests
- G. Physical/verbal assault, abuse, or harassment of any type
- H. Theft, misuse, or willful damage to property
- I. Fraudulent claims
- J. Disorderly, lewd or indecent conduct
- K. Smoking, dipping or chewing in any class room or prohibited areas
- L. Frequent unexcused absences or tardiness
- M. The use, possession, concealment, or sale of drugs, controlled substances, alcohol or alcoholic beverages, firearms, being under the influence of look-alike drugs, or drug paraphernalia on the premises or its designated training sites, shall be strictly prohibited. Any person found to be in violation of the above will be terminated immediately from the training program. Should a student be using a legal drug that could impair their performance or cause a safety problem, the trainee must make this information known to the instructor. (*Refer to Safety Handbook Drug/Alcohol Policy*)
- N. Failure to keep classroom, shop area and restroom clean and free of hazards.
- O. Using the facility telephones to make long distance calls.
- P. Bringing children, family members or pets to class or in the classroom. (Except when allowed on designated occasions)
- Q. The severity of the offense, and the situation in which the offense occurs could be factors considered prior to probation or dismissal. If there are any questions as to the viability of the issue, the governing Council/Committee, along with a CEF management and North Lake College management, will review the facts and make the final decision.

## **IX. DRESS CODE**

Proper attire must be worn at all times in the lab areas. For craft classes this includes a shirt with at least three (3) inches of sleeve or long sleeves, long pants or jeans and closed toe shoes. There are no sandals or flip flops allowed. If possible, please bring an extra pair of shoes to change into if you know you will be working in mud on your jobsite.

## **X. GRADING**

- A.** Refer to your course syllabus for grade method.
- B.** Every student must complete both the written and performance test with a 70% or higher in order to pass the module and/or chapter.
- C.** You must have a final minimum grade of 70% for all courses. CEF will not distribute a certificate of completion for a grade of a D. Example: If it is a 2-semester course and they do not receive a 70% or higher in the 1st semester, that student would not be allowed to continue into the 2nd semester of the course.

## **XI. CERTIFICATES/GRADES**

A certificate of completion, if applicable, will be mailed to you and your final grade can be viewed online at [www.ntcef.org](http://www.ntcef.org) at the end of each course. It is your responsibility to keep CEF informed of changes to your home address. Grades will be emailed to your company's training contact.

## **XII. ATTENDANCE POLICY**

**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. Also, a CEF staff member will make every attempt to contact you. It is your responsibility to provide CEF with a correct address, telephone number or other contact information.

- A.** Arriving for class late and/or leaving early will be documented as an absence by the instructor. Please review your syllabus for information regarding absences.
- B.** No Excused Absences: Please be aware that there are no "excused absences". Each absence, no matter what the reason, applies to the attendance policy and will be permanently documented. However, the reasons given for each absence will also be documented and will be a considering factor by the council when reviewing your application for reinstatement. Each time you miss a class it is extremely important that you notify the CEF office and give the reason for your absence.

- C. Drops are determined by the number of absences based on your course hours. Refer to the table below.

| Course Hours Range | Drop Warning Letter occurs... | Drop occurs... |
|--------------------|-------------------------------|----------------|
| 1-19               | 0 absence                     | 1 absence      |
| 20-29              | 1 absence                     | 2 absences     |
| 30-40              | 2 absences                    | 3 absences     |
| 41-120             | 3 absences                    | 4 absences     |
| 121-160            | 4 absences                    | 5 absences     |

NOTE: Refer to your class syllabus for drop policy as there could be an exception to the standard attendance policy.

- D. DROPS: When you are dropped, your company will be notified by email or fax. The student will receive a “Drop Notification Letter” in the mail. Attached to the letter will be a **“Reinstatement Form”**. If you feel that you have extenuating circumstances and wish to be considered for reinstatement you will need to complete the form. You should continue to attend class and inform your instructor that you have applied for reinstatement. You will receive notification from CEF as to whether or not your reinstatement request has been approved. (**Please note** that if you have been dropped and continue attending class while your reinstatement is in review, it does not mean that the student will be reinstated.) All requests for reinstatements will be considered and reviewed by the governing council and it will be at their sole discretion as to whether you will be reinstated. The student and company will be notified immediately upon decision of the council. No additional absences will be allowed for the semester, once a student has requested reinstatement.
- E. There are no absences allowed in certification classes. Such as; Backflow, OSHA, and CPR/First Aid.
- F. It is your responsibility as the student to approach your instructor to schedule any make-up work or tests. **Make-up work will not void an absence.** An absence from class will still apply to the attendance policy. No class make-ups will be allowed after the 13th week of class.

**Note:** Please take the time to review the syllabus for your class for other important information not listed here. Should you have any questions, please contact your instructor or the CEF Office.

### **XIII. GRADUATION PROGRAM**

The Graduation Program is an event held every summer to honor the graduates of Craft Training, Construction Management and the Advanced Supervisory Training Program.

#### **A. Top Craft Graduate Awards**

A top graduate from each trade will be recognized at the Graduation Program. Each top graduate will be given a gift. From these candidates an overall top graduate will be selected, recognized and be given an additional gift.

1. Student will be judged over the entire length of their participation in the craft program. This will include documentation kept by CEF on their attendance and grades.

- Must be a role model, based on the recommendation of the instructor.
- Must display extra effort
- Must show a willingness to help others
- Must have excellent participation and attitude

### **XIII. APPEAL PROCESS**

Should you have a grievance about any adverse decisions, curriculum, location, equipment or materials, the situation should be brought to the attention of the CEF Craft/Apprenticeship Trade Council. This appeal must be in writing to the committee within 30 days of the decision. The committees shall have a right to ask you to appear in person.

The Suggestion/Comment/Grievance Form is used as a method of feedback that will enable an individual to voice opinions, comments, suggestions, and complaints to CEF. In the pursuit of continuous improvement, CEF encourages and appreciates your input. The appropriate council/committee/CEF staff will review this form and a response will be sent to you in a sealed envelope. All information will be kept confidential. This form needs to be delivered to the CEF office located at 1401-A Royal Lane, DFW Airport, TX 75261 or P.O. Box 612107, DFW Airport, TX 75261. Then it will be forwarded to the appropriate committee.

### **XIV. DFW EDUCATION CENTER PARKING**

**Faculty/Staff, Visitor and Handicap Parking** is located on the North side of 14th Street. The parking lot in front of the DFW Education Center building is for faculty and staff parking only and requires a parking permit to be displayed at all times when parked on this lot. Parking for disabled individuals is available in designated marked areas. Vehicles parked in the handicap spaces must clearly display the appropriate place card, decal or license plate.

**Student Parking** is located on the South side of 14th street in the student parking lot. City of Irving court citations will be issued for parking violations. Violations include, but are not limited to: parking in loading zones, fire lanes, and restricted areas, on the grass, in stripped zones, in walkways or roadways, double parking, and parking in reserved areas without having a decal. Officers at the North Lake College Police Department are duly sworn peace officers under section 51.203 of the Texas Educational Code. The officers possess the same authority under the law as municipal officers. Campus Police Officers enforce the City of Irving laws, investigate criminal offenses, investigate traffic accidents, and provide services to the college community. For your safety, both parking lots are equipped with security cameras that record parking lot activity 24 hours a day, 7 days a week. Please report any suspicious activity, theft, or vandalism immediately to the campus police officer.

**XV. Student Change Information:**

It is your responsibility to immediately notify CEF if there is any change in your employer and/or any change of your home address and phone numbers.