Apprentice & Journeymen Training Trust Fund
of the Southern California Plumbing & Piping Industry

JCAD Program – Attendance Procedure

I.   Journey Worker computer aided drafting classes will be held both on designated weeknights online for three (3) hours each week and every other Saturday for eight (8) hours live in-person at designated training facilities.

   a.   Attendance at all classes-both online and in-person is required.

   b.   Each semester runs for eighteen (18) weeks, consisting of three (3) modules.

   c.   Each module is six (6) weeks. A module has six (6) three (3) hour weeknight class sessions held on-line (Microsoft Teams), and three (3) eight (8) hour class sessions on Saturdays. In person attendance is only mandatory for the first 3 modules.

   d.   Each six (6) week module allows only two (2) absences for online weeknight classes.

   e.   Each six (6) week module allows only one (1) absence for in-person Saturday classes.

II.   Absence Recording Procedure (per module):

   1.   Late arrivals, leaving early and absences will be recorded as follows:

   a.   A late arrival is 30 minutes or less after the class session start time.

   b.   Two late arrivals shall be recorded as one (1) absence, each additional tardy shall be equivalent to one (1) absence.

   c.   Any student who arrives 31 minutes or more after the start of class will be recorded as absent for that class.

   d.   Any student who fails to sign in and initial out on the roll sheet for in-person classes, will be recorded as absent.

   e.   Any student who leaves before the end of class will be recorded as absent.

   f.   Any student who exhausts the number of allotted absences will be considered incomplete and ineligible to continue in the program.

III.   Students who go incomplete will be removed from the program and must return all A&J issued equipment within 10 business days of an incomplete status. Incomplete students wishing to reinstate must be endorsed again by their original endorsing contractor or local union.

I, _____, agree to adhere to this attendance procedure for the duration of this program.

Member Signature: _____