AMPAC

(ASSOCIATED MASTER PLUMBERS OF ALLEGHENY COUNTY)

AMPAC

Plumbing

Apprentice

Guide

School Year 2014 - 2015

There will be NO EXCEPTIONS made to the policies and guidelines contained within this guide.
EQUAL OPPORTUNITY PLEDGE

The recruitment, selection, employment, and training of Apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprentice program as required under Title 29 of the Code of Federal Regulations, Part 30, and Title 34, Labor and Industry, Chapter 81, Equal Opportunity in Apprenticeship Programs.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. AMPAC History &amp; Objective</td>
<td>1</td>
</tr>
<tr>
<td>II. The Apprentice System</td>
<td></td>
</tr>
<tr>
<td>a. Overview</td>
<td>2</td>
</tr>
<tr>
<td>b. Apprentice Benefits</td>
<td>2</td>
</tr>
<tr>
<td>c. Program Requirements</td>
<td>2</td>
</tr>
<tr>
<td>d. Apprentice Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>e. Apprenticeship Progress Evaluation &amp; Records</td>
<td>3</td>
</tr>
<tr>
<td>f. Apprentice Cards</td>
<td>3</td>
</tr>
<tr>
<td>g. Advanced Standing</td>
<td>3-4</td>
</tr>
<tr>
<td>h. School Apprentice Hours</td>
<td></td>
</tr>
<tr>
<td>1. Requirements</td>
<td>4</td>
</tr>
<tr>
<td>2. Excused Absences</td>
<td>5</td>
</tr>
<tr>
<td>3. Unexcused Absences</td>
<td>5</td>
</tr>
<tr>
<td>4. Make-Up Hours</td>
<td>5</td>
</tr>
<tr>
<td>5. Accumulated Hours</td>
<td>5</td>
</tr>
<tr>
<td>III. School Information</td>
<td></td>
</tr>
<tr>
<td>a. Location</td>
<td>6</td>
</tr>
<tr>
<td>b. Parking</td>
<td>6</td>
</tr>
<tr>
<td>c. Vehicle Registration</td>
<td>7</td>
</tr>
<tr>
<td>d. Time Schedule</td>
<td>7</td>
</tr>
<tr>
<td>e. Curriculum</td>
<td></td>
</tr>
<tr>
<td>1. Program Schedule</td>
<td>7</td>
</tr>
<tr>
<td>2. Class Assignments</td>
<td>7</td>
</tr>
<tr>
<td>3. Special Events</td>
<td>8</td>
</tr>
<tr>
<td>f. Program Instructors &amp; Room Assignments</td>
<td>8-9</td>
</tr>
<tr>
<td>g. Tuition &amp; Scheduled Registrations</td>
<td>9</td>
</tr>
<tr>
<td>1. Tuition Refund Policy</td>
<td>9</td>
</tr>
<tr>
<td>2. Scheduled Registrations</td>
<td>10</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

h. Students from Other Schools ................................................................. 10
i. VA Training Benefits ............................................................................ 10

IV. Apprentice Program Policies
a. Admittance to Class ............................................................................ 10
b. Grades .................................................................................................. 10
c. Student Tardiness ............................................................................... 11
d. Students Leaving Early ....................................................................... 11
e. Absences ............................................................................................... 11
f. Student Conduct ................................................................................... 11 - 12
g. Student Referrals ................................................................................ 12
h. Appropriate Dress ............................................................................... 12
i. Smoking Policy ..................................................................................... 12
j. Cellular Phones & Beepers ................................................................... 13
k. Fire Drills ............................................................................................. 13
l. School Cancellations ............................................................................ 13 - 14
m. Employment ........................................................................................ 14
n. Scholarships ......................................................................................... 14

V. School Calendars .................................................................................. 15-18
AMPAC HISTORY

This Association had its beginnings over fifty years ago when a small group of dedicated licensed plumbers banded together to improve the plumbing trade. They gave up much of their free time to form this bond, and the keystone of their hopes was and remains an excellent apprenticeship training school to graduate skilled and well-rounded apprentices to further the plumbing industry. By becoming involved in legislation governing plumbing codes and by setting standards for licensing, by sharing ideas and solving shared concerns, they hoped to exert some control over the industry and therefore their individual livelihoods. Without the strength of this group, the plumbing profession would not be what it is today. But, thanks to the foresight of those original members and the continuing work of present members, these united efforts have maintained a very high standard for the industry and as a result, each of us as well.

You, as apprentice plumbers, are now part of the history of the Associated Master Plumbers of Allegheny County (AMPAC). By attending this Plumbing Apprenticeship Training Program, sponsored by AMPAC, you are part of a proud tradition of the plumbing industry.

The goal of AMPAC is to better the plumbing trade. Our first priority in this school is to produce the finest apprentices we possibly can. We can only accomplish this goal by providing all of our apprentice students with the best instructors and the most up-to-date information available in our industry.

The Officers, Board of Directors, and members of AMPAC have a serious responsibility in operating this school and they do not hold these responsibilities lightly. We are providing a great opportunity for you to increase your knowledge of plumbing and to build a bright future for you and your family.

But you, as apprentice plumbers, have responsibilities also. We have high expectations for all our students and we expect your full cooperation in carrying out the purpose of this school and ultimately the purpose of this Association.

We will not tolerate any efforts by anyone to tarnish the image of our school. Our school is a fine school and we promise you an excellent, well-tutored apprenticeship. All students come to this school by choice and we expect you to take these classes seriously. That also applies to your attitude towards instructors, school staff, and representatives of AMPAC. You will be treated in a manner consistent with proper teaching and student participation.

Apprentices are taught the proper attitude toward work with particular emphasis on the importance of SAFETY and responsibility to the public. Discussions will be encouraged on sanitary plumbing health hazards and its effects on the environment. The apprentice must learn to exhibit pride and workmanship with his installations. He must understand the laws pertaining to plumbing, including the administration of those laws.

OBJECTIVE
THE APPRENTICE SYSTEM

The Plumbing Apprenticeship Program:
⇒ Provides for a 4-year apprenticeship
⇒ Specifies at least 576 hours of related information;
⇒ Provides supervision of classes by School Review Committee and Joint Apprenticeship Committees;
⇒ Controls plumbing apprenticeship through advisory committees – Masters and Journeymen equally represented;
⇒ Recognizes the fundamental principle that plumbing work should be done only by properly qualified Journeymen Plumbers, assisted by Apprentices, employed under the supervision of a Master Plumber;
⇒ Establishes a permanent uniform national plan of plumber-apprentice training, under control of the trade.

The Plumbing Apprentice Benefits by:
⇒ Earning a living while in training for a plumbing career;
⇒ Receiving regular pay increases as plumbing skills increase;
⇒ Receiving formalized training on-the-job under the supervision of a licensed Master Plumber in all processes necessary to take the Journeyman test;
⇒ Receiving classroom instruction which supplements on-the-job training more effectively in the labor market;
⇒ Acquiring a skill which will enable the plumbing apprentice to compete more effectively in the labor market;
⇒ Apprenticeship assures a means for passing on skills and knowledge from one generation to another.

***Individuals must be sixteen (16) years of age to enroll in the Plumbing Apprenticeship Training Program.***
The Program is a 4-year program. Each year consists of two separate semesters, totaling 72 class hours per semester. The Allegheny County requirement is 576 school hours as stated in Article XV, Rules and Regulations of the Allegheny County Health Department (The Plumbing Code). You must accumulate 576 hours before you can apply to take the Journeyman Plumber examination to gain your license. You must also work for a licensed Master Plumber at the time you are attending school. Your work time for a Master Plumber should total 8,000 hours over four years or more. Your school hours and work hours must be submitted to Allegheny County. Both the application and affidavits from Master Plumber employers must be notarized.
Each apprentice employed under this Program is expected to apply himself/herself with diligence and care to the various tasks assigned to him/her, to protect the property and interests of the Employer, and to obey the rules of the Employer, realizing that much time, money, and effort is being expended in affording him/her the opportunity to become a skilled Journeyman.

Apprentices will remain under the jurisdiction and control of the School Review Committee during their school time. The Committee shall exercise general authority over all aspects of the Apprenticeship Program and shall act to protect the apprentice’s welfare. The Committee shall also have authority to instruct and discipline apprentices, periodically review school records, grades, and monitor the quality of the instruction, and to evaluate the progress of the apprentice.

Apprentice Cards are issued through the school as part of your tuition. New cards are given in October and are valid until the following September. First year students, along with students having a change of address, must complete the application form which will be available on the first night of school or from the School Administrator.

When filling out the application card, be sure all information is printed clearly. The applicant should complete only the top third of the card. The Registered Master Plumber you are working for must complete the middle section of the card. Be sure the effective starting date is completed and accurate. The effective school date for new apprentices will be 09/02/14. Leave the bottom section of the card blank. This card should be returned to your instructor on the 2nd night of class. Apprentices unable to enroll in the current school year along with those working during non-school time should go with their employer to the Allegheny County Health Department (Plumbing Section) and request a temporary Apprentice Card. There is a $20.00 fee required for a temporary Apprentice Card. This is the only way the apprentice can begin to accumulate the required job work hours.

This applies to ONLY BEGINNING FIRST-YEAR STUDENTS who qualify to take the test under the Allegheny County Guidelines. They are as follows:

1. Successful completion of a related training program consisting of at least one school year of instruction.
2. Successful completion of related training provided by the military during active service.
3. College credits received toward a major in a related field.
4. Other comparable training/college credits that would meet the requirements of 1, 2, or 3.
5. Bachelor’s Degree from an accredited institution.

Applications are available in the School Office.

The County does require a fee for taking the exam. Individuals who qualify must apply with the County by calling 412-578-8380 BEFORE THE THIRD NIGHT OF CLASS. Students interested in applying to take the exam must inform the School Coordinator NO LATER THAN THE SECOND SCHEDULED CLASS, so they can be assigned to take the Introduction to Code class during their first semester. Students who pass the exam according to county standards will receive 144 classroom hours along with 2000 work hours. The letter from the county verifying the test results must be given to the School Coordinator so a copy can be made for the school files. Scheduling adjustments will be made starting in the second semester, placing the individual in a second year class.

Requirements:
In order to be current with the four year program, students must acquire 144 hours per year or 72 hours per semester. Each semester consists of exactly 72 hours of instruction. Therefore, students must attend every night of school in order to acquire the number of hours required. The list below indicates the accumulated hours needed at the end of each school year in order to be current:

<table>
<thead>
<tr>
<th>Year</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>144 Hours</td>
</tr>
<tr>
<td>Second Year</td>
<td>288 Hours</td>
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<tr>
<td>Third Year</td>
<td>432 Hours</td>
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<tr>
<td>Fourth Year</td>
<td>576 Hours</td>
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</table>

Students will have the opportunity to obtain additional school hours by participating in the Trench Shoring Certification Program, Blood Drive and Scheduled Registrations. These additional hours will only be included at the end of the semester or school year.

One night (3 hours) for the death of an immediate family member with proper verification – immediate family members include mother, father, brother, sister, spouse, and child or grandparent of the student or their spouse. A newspaper obituary will provide the required verification.

One night (3 hours) will be given to an individual whose spouse gives birth to their child. Delivery must occur within 48 hours of a scheduled class. Copy of the birth certificate or other official documentation must be presented to the School Administrator.
Hospitalization or doctor’s directive for student not to attend class. Student must submit written proof on official stationary with doctor’s signature. This documentation must **BE PRESENTED TO THE SCHOOL COORDINATOR DURING THE NEXT NIGHT OF ATTENDANCE IN ORDER FOR THE NIGHTS(S) TO BE CONSIDERED AN EXCUSED ABSENCE**

During an excused absence it will be the student’s responsibility to make up assignments missed.

All other excused absences must be approved by the School Review Committee.

**Students exceeding four (4) Unexcused Absences will fail the semester and receive no classroom hours.**

Make-Up Hours:
Fourth-year students can make up 21 hours during their final semester in order to take the Journeyman exam. Cost of the class will be determined by how many students will be in the class. The instructors’ salary and facility costs will be divided equally among all students regardless of how many hours they have to make up. Classes will be held on Monday or Wednesday nights at school. A fourth-year teacher will teach the class.

*THE BEST POLICY IS TO ATTEND EVERY CLASS AND USE THE MAKE-UP HOURS FOR EMERGENCIES.*

Number of Hours Needed to Advance to the Next School Year:
- First Year: 0-125 Hours
- Second Year: 126-252 Hours
- Third Year: 253-386 Hours
- Fourth Year: 387-576 Hours

**THESE HOURS WILL BE STRICTLY ADHERED TO WITH NO EXCEPTIONS.**

Students on the lower end of the scale might have to attend a third semester in the fourth year in order to obtain the required hours.

Accumulated Hours:
Students will have hours accumulated in school on their permanent record card and on the daily attendance sheets. Additional hours obtained during the school year will only be added at the end of the semester.
SCHOOL INFORMATION

The AMPAC Plumbing Apprenticeship Training Program is located at St. John of God School at 3 Desiderio Avenue, McKees Rocks, PA 15136.

Student Parking is available in four separate areas. Refer to the map and instructions listed below.

AMPAC STUDENT PARKING AREAS

- Students are permitted to park in the designated areas only. **NO STREET PARKING.**
- Larger vehicles should park in back of social hall.
- Entering the social hall area is one way down, leaving from the opposite end.
- All vehicles using lot directly across from school should enter at the top and park in the designated rows heading down. Start parking from bottom up. Make sure parking brake is on and car is in park.
- When using the designated lots, park close to the vehicle in front of you and form as many rows as possible so the entire lot can be utilized.
- No student parking directly in front of school. These spaces are reserved for instructors.
- Remember, be patient and take your turn when leaving the parking area.
- Please keep your vehicle locked at all times since AMPAC is not responsible for lost or stolen items. In addition, the only doors that will be unlocked for entry into the building will be the doors at the upper level of the building.
- If for any reason you think that you might be leaving school early, do not park in an area where you will be blocked in. You can park on the left side on Shaw Avenue coming up from McCoy or use the lot across from the Social Hall lot.
- Students parking in an area not designated for student parking will be docked three (3) classroom hours. Violators must move their vehicle immediately when contacted by a school official. Second time offenders will incur a more severe penalty.
VEHICLE REGISTRATION

All student vehicles driven to school must be registered in the school office. The vehicle make, model, color and license plate number must be listed on the student registration form. All vehicles being used by the student must be registered. Students driving a vehicle not registered must provide the required information to the school official when entering the building.

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TIME SCHEDULE

All classes will begin promptly at 7:00 PM each evening. A 6:50 PM warning bell will signal that students are to be in their classrooms. There will be a break from 8:20 - 8:30 PM with dismissal at 9:50 PM. All classes and students must adhere to this schedule in order to eliminate noise in the hallways during class time. Vehicles will not be permitted to leave the parking lot until after the 9:50 PM bell.

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CURRICULUM


2nd YEAR – Print Reading/Code, Math/Transit and Related Math

3rd YEAR – Drainage/Drawing/Math/Code


5th YEAR – Backflow Certification as an elective.

Residential Sprinkler Certification for Master Plumbers

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CLASS ASSIGNMENTS

Students in the first year Introduction to Code and second year classes will spend the entire semester in the same class. Shop and Job Safety classes will meet one night a week in separate classrooms. At the end of the first semester, students will switch classes.

Students in the third and fourth year will remain in the same class for the entire year.

It is highly recommended that students start the fourth year during the fall semester. Mastering the first semester content is required in order to understand and be successful during the second semester.
SPECIAL EVENTS

✓ All Students
  o Central Blood Bank Drive – (September through March 16th)
    Three (3) additional hours will be given to any student who
    donates blood or has someone donate on his or her behalf.
    Specific instructions to be given through a student memorandum.
    AMPAC’s code number TS010056 must be given to the Blood
    Bank in order to receive credit.

✓ 1st Year Students
  o First Aid Training – Conducted During the Job Safety class.
  o Trench Shoring Certification – Three (3) additional hours will be
    given to students who complete a four-hour session scheduled
    through AMPAC on a Tuesday night. Specific instructions to be
    given through a student memorandum. **Students must acquire
certification before advancing to the second year.**
  o Pex Tubing Training – Conducted for all first year students in the
    Shop Class.
  o Gastite Flexible Gas Pipe Certification – Conducted for all first
    year students during the first year.

✓ 4th Year Students
  o 21-Hour Make-up Class (for those who qualify)
    ▪ During second semester and will be held on Monday
      nights from January 26th through March 9th, 2015.
  **Classes will ONLY be scheduled if enough students sign up.**

✓ 3rd and 4th Year Students
  o If the AMPAC Board of Directors have an educational event
    planned at their monthly meeting, third and fourth year students
    will have the opportunity to attend up to three meetings a
    semester. Students will receive three (3) hours per meeting by
    participating in the entire event. Signing IN and OUT will be
    required. Students must sign-up in advance so the necessary
    arrangements can be made.

PROGRAM INSTRUCTORS & ROOM ASSIGNMENTS

1st YEAR (Semester Classes)
  ➢ Introduction to Code (1A) – Mr. Lowman – Room 204
  ➢ Shop – Mr. Rothaar – Room 103
  ➢ Job Safety – Mr. Schmitt – Room 101

2nd YEAR (Semester Classes)
  ➢ Print Reading/Code/Math/Transit (2A) – Mr. Nannini – Room 201
  ➢ Related Math (2B) – Mr. Margolis – Room 202
3rd YEAR (Same Class for 48 Nights)
- Drainage/Drawing/Math/Code (3A) – Mr. Cecere – Room 301
- Drainage/Drawing/Math/Code (3B) – Mr. Pearson – Room 300

4th YEAR (Same Class for 48 Nights)
- Code/Drawing (4A) – Mr. Mahoney – Room 302
- Code/Drawing (4B) – Mr. Winklmann – Room 303

5th YEAR (Elective)
- ASSE Backflow Certification – Mr. Schmitt
- ASSE Backflow Re- Certification – Mr. Schmitt, Mr. Kurz and Mr. Bakke – Scheduled in Spring and Fall on a Saturday morning at Montour Industrial Supply Company.
- ICC Residential Sprinkler Certification – Mr. Marburger

Master’s Refresher Class:
- This class consists of 21 hours, meeting seven nights on Monday or Wednesday nights from 7:00 – 10:00 P.M. at school. A fourth-year instructor will instruct the class. Cost will be determined by the number of individuals enrolled.

The cost of tuition for the next semester along with the dates for scheduled registration will be made available to all students before the end of each semester. Mail-in packets will be handed out during the last night of class for the second semester. First semester mail-in packets will be mailed in July to all students who attended the previous semester. Address changes that occur during the second semester should be given to the School Administrator.

Cash, Money Orders, Company Checks, Personal Checks (all made payable to AMPAC), and credit cards (Master Card or Visa) will be accepted. There will be an additional $30 charge for returned checks. Students are not permitted to enter school until tuition is paid in full.

TUITION REFUND POLICY
Any student who wants a refund of tuition must write a letter to the AMPAC School Review Board detailing why they are requesting a refund. The letter must be submitted to the School Administrator by the indicated school night listed below. The letter will be submitted at the next Board Meeting at which time the Board will render a decision.

The amount of the tuition refund depends upon the number of nights school has been in session. Beginning with the first night of school:
- 2 or less scheduled class nights………………100% refund
- 4 or less scheduled class nights………………75% refund
- 6 or less scheduled class nights………………50% refund
- 7 or more scheduled class nights……………0% refund
**SCHEDULED REGISTRATIONS**
Scheduled Registration will be announced through an addendum or on AMPAC’s web site.

Students from other schools are permitted to attend AMPAC in order to supplement hours accumulated at any other school, up to 21 hours. Students who require make-up hours from other schools may transfer to AMPAC but must present a permanent record card on school letterhead before credit is given. Tuition will be a minimum of $150.00.

If you have any questions concerning your eligibility for benefits, contact Veterans Affairs Toll Free at 1-888-442-4551. Once you know that you are eligible, you should contact:

Jim Wolfe  
Veterans/Military Education  
State Approving Agency  
Room 1202 State Office Building  
(412) 565-5364

**APPRENTICE PROGRAM POLICIES**

Students must be listed on the instructors’ roll sheet or present to their instructor the last sheet (pink) of their registration form to gain admittance to class. This copy should also be kept for your records as proof of registration.

If you receive an “F” in any of your classes, you will not receive credit for any hours you have accumulated for that class. There is no such grade as an “I” or incomplete.

**Grading Scale**
A = 93 – 100  
B = 85 – 92  
C = 75 – 84  
D = 65 – 74  
F = Below 65
There will be a bell at 6:50 PM as a warning to students that classes are about to begin. However, we cannot always rely on the bells, so it each student’s responsibility to be in class by 7:00 PM, with or without the bells.

Teachers will take roll promptly at 7:00 PM each night. If a student is not present when roll is taken, he or she will be considered late. Students will be permitted to enter their classroom late three (3) times during a semester. After the third time, students will not be admitted to class. They will be sent to the School Administrator to receive a signed note to be admitted to class. Each time that this occurs, the student will lose one and a half (1½) hours of classroom time. For example, a student late 6 times will be docked 4½ hours of classroom time.

Students not in class for the 9:45 PM roll call will be docked for three (3) classroom hours.

If a student is absent two (2) nights, one phone call will be made to their home to see why they have been absent, or the School Administrator will meet with them. After three (3) absences, a formal letter will be sent to their employer, if the employer has paid the students’ tuition.

Students exceeding four (4) unexcused absences will fail the semester and receive no classroom hours.

Students are expected to conduct themselves with professionalism and maturity. Any students who do not adhere to the following guidelines are subject to expulsion:

- Any student causing disturbances or showing disrespect either verbally or in writing towards instructors, staff members and/or church staff will warrant expulsion.
- Any student who is under the influence of drugs or alcohol, or is caught using them on school property will be expelled from the school immediately.
- Violence and threats of violence against instructors, school personnel and fellow students will not be tolerated and are grounds for expulsion.
- No firearms are permitted in the school building at any time. This includes any off-site location where a school related event is being sponsored. There will be no exceptions to this policy and any violations will result in immediate expulsion from the program.
With the exception of those violations that warrant immediate expulsion, an AMPAC staff member who finds a student in violation of any rules may instruct the student to leave and return only when in compliance. Repeat offenses will be taken in front of the School Review Board Committee for possible suspension or expulsion.

AMPAC reserves the right to admit or not to admit any individual to attend their school.

The use of the “School Administrator Referral Form” will be used whenever a student is sent to the School Administrator. Instructors will indicate the type of referral, the time sent, and the reason.

There are two types of referrals – “Immediate” and “Appointment Requested”. “Immediate” will only be used when a student is sick or causing a disruption. All others will be checked “appointment requested” and sent to the School Administrator with the attendance sheet. The School Administrator will then arrange to meet with the student.

AMPAC expects students to dress appropriately when attending class. Students should dress as if in a work environment.

- **Proper work shoes must be worn.**
  - Safety shoes must be worn in shop class.
  - Tennis shoes and sandals are unsafe work shoes and are not permitted.
  - **Students are expected to enter the building with mud-free feet.**
    - Shoe covers (booties) are available outside the school office. Violators will be required to clean up any mud they may track inside the building.

- **Proper work clothing must be worn.**
  - A shirt or covering must be worn.
  - Shorts may be worn as long as they are knee-length.
  - Net and muscle shirts, halters and other strapless/sleeveless tops are not proper work clothing and are not permitted.

- **Safety glasses are to be worn in shop class.**
  - Sunglasses are not permitted.

St. John of God School is a smoke-free building. Designated smoking areas are located outside the building. Any student found smoking inside the school will be subject to disciplinary action.
The use of cellular phones or beepers is not permitted in the classrooms. Please leave all cell phones and pagers in your vehicles or turn them off before coming into the classrooms. The use of a cell phone as a calculator is NOT permitted. Texting during classroom time is not permitted. Anyone in violation of this rule will be asked to leave and return to class only when in compliance.

**In the case of a Fire Drill:**

⇒ At the sound of the alarm (five short rings of the bell), students should follow their instructors to the area designated on the posted sign in the classroom.
⇒ There should be no talking while leaving the building so that other directions can be given if necessary.
⇒ Try to stay together as a group when leaving the building and remain together when outside so that the instructor can make sure everyone is out of the building.
⇒ When the “all-clear” signal is given, everyone is to report back to their classrooms.
⇒ **Students not returning will be docked three (3) classroom hours**

If AMPAC decides to cancel classes, the decision will be made by 3:00 p.m. The cancellation notice will say:

“AMPAC Apprenticeship – No P.M. or Evening Classes”

This will be reported through the following media:

- **KDKA Storm Center**
  - KDKA TV – Scrolled across the screen every half-hour
  - Pittsburgh’s CW
  - Websites: [www.kdkaradio.com](http://www.kdkaradio.com) & [www.kdka.com](http://www.kdka.com)
  - Students can also sign up for text alerts – If you want to sign up to receive text alerts when there’s a closing, KDKA has a website. The address is: [http://pittsburgh.cbslocal.com/school-closings/](http://pittsburgh.cbslocal.com/school-closings/). There you can register your phone number, and search for your school or organization to receive text alerts.

- **WPXI Closings**
  - WPXI TV
  - PCNC
  - Website: [www.wpxi.com](http://www.wpxi.com)
**SCHOOL CANCELLATIONS (Continued)**

As a last resort AFTER 3:00 PM: Call the AMPAC office @ 412-923-1023. If school is cancelled, you will hear a cancellation message. **DO NOT CALL BEFORE 3:00 PM.**

Remember all Cancellation notices, must say “AMPAC APPRENTICESHIP – NO PM or EVENING CLASSES.” If AMPAC classes are in session you must decide whether it is safe to travel from your location. Weather conditions vary, so your safety must come first. You do have other opportunities to make-up the required hours.

The ‘Employment Needed List’ is not intended for students who are interested in leaving one job for another.

If a student does not have work with a Master Plumber, they can give their name to the School Administrator, who will put their name and phone number on the ‘Employment Needed List’ that is provided to all AMPAC Master Plumbers who contact AMPAC for apprentices. Once employment is secured, students are asked to inform the School Administrator so their name can be removed from the list.

Students can also have their resume typed by the School Administrator, as long as they provide all the information needed and it is in Resume format.

**SCHOLARSHIPS**

**PHCC:**

There are a number of Scholarships available yearly by the Plumbing-Heating-Cooling Contractors National Association (PHCC). One of the requirements is that your employer is a member of PHCC. The amount of the Scholarships range from $2,500 to $3,000. The deadline for submitting applications and requested materials is **May 1, 2015**. Anyone who qualifies and is interested should see the AMPAC School Administrator.

**Nexstar Legacy Foundation:**

Nexstar Foundation funds scholarships available to students enrolled in an approved Apprentice Program and working full-time for a licensed plumber.

Please visit [www.nexstarfoundation.org](http://www.nexstarfoundation.org) for more information. Application deadline is tentatively **February 1, 2015**.
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**DECEMBER**

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