

AMPAC APPRENTICE GUIDE

AMPAC HISTORY

AMPAC (Associated Master Plumbers of Allegheny County) was created in June of 1966 by a small group of dedicated licensed plumbers who joined together with the goal of improving the plumbing trade in Allegheny County. They wanted to create an apprentice school that would provide quality training experiences and graduate skilled, well-rounded apprentice plumbers to further the industry. They also believed that as an organization, they could be more effective than any of them could be as individuals in dealing with state and local legislators regarding the establishment of plumbing codes and the setting of standards for licensing of plumbers. They further believed that by working together on shared ideas and concerns, they would be able to exert some control over the industry and therefore their individual livelihoods. Without the strength of this group, the plumbing profession in Allegheny County would not be what it is today. But, thanks to the foresight of those original members and the continuing work of present members, their efforts have set a high standard for the industry and as a result, each of us as well. You, as an apprentice plumber, are now part of the history of the AMPAC. By attending AMPAC's Plumbing Apprenticeship Training Program, a Department of Labor and Industry accredited trade program, you are part of a proud tradition of the plumbing industry.

PROGRAM OVERVIEW

The goal of the AMPAC program is to better the plumbing trade. Our first priority is to produce the finest apprentices we possibly can. We work to achieve this goal by providing our apprentices with the best instructors available who teach the most up-to-date information about our industry.

The Board of Directors, other officers, and general members of AMPAC have a major responsibility in operating this program and they take those responsibilities seriously. 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 of our apprentices--we expect you to cooperate fully in carrying out the mission of this program and ultimately the purpose of this Association.

We will not allow the image of our apprentice program to be tarnished. AMPAC can provide you with a high-quality apprenticeship training experience. You and your classmates have all come here by choice and we expect all of you to take your schoolwork seriously. You will be treated with respect and in a manner consistent with proper teaching and apprentice participation. And we expect you to treat the instructors, staff, and other representatives of AMPAC with respect as well.

AMPAC apprentices are taught to have a positive attitude toward their work with particular emphasis on the importance of SAFETY and their responsibility to the public. Instructors will discuss sanitary plumbing health hazards and their effects on the environment. The apprentice must learn to exhibit pride and workmanship with his installations. He/She must understand the laws pertaining to plumbing, including the administration of those laws.

THE APPRENTICE SYSTEM

THE PLUMBING APPRENTICESHIP PROGRAM :

- Is a four-year apprenticeship program
- Provides at least 576 hours of related information
- Provides classes supervised by an Apprenticeship Review Committee
- Controls plumbing apprenticeships through advisory committees on which Masters and Journeymen are equally represented
- Follows the principle that plumbing work should be done only by properly qualified Journeymen Plumbers who can be assisted by Apprentices, all of whom are employed under the supervision of a Master Plumber
- Establishes a permanent uniform national plan of plumber-apprentice training, under control of the trade
- Apprenticeship assures a high-quality means of passing on skills and knowledge from one generation to another

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 on-the-job training under the supervision of a licensed Master Plumber
- Receiving classroom instruction that includes theory and code requirements for all plumbing procedures; information that is required in order to pass the Journeymen exam
- Acquiring a skill that will enable the plumbing apprentice to compete effectively in the labor market

PROGRAM REQUIREMENTS:

Allegheny County states in *Article XV, Rules and Regulations of the Allegheny County Health Department (The Plumbing Code)* that an apprentice plumber must have documentation to show the accumulation of **576 classroom hours and 8,000 work hours** under a licensed Master Plumber before he or she can apply to take the Journeyman Plumber examination. Successful completion of the Journeyman exam is the only way one can obtain a license to operate as a Journeyman Plumber in Allegheny County.

The AMPAC plumber apprentice program is a four-year program. Each school year consists of two semesters of 72 class hours each. Thus, at the end of four years, assuming the apprentice earns all passing grades, he or she will have accumulated the required 576 classroom hours.

Apprentices must also work for a licensed Master Plumber while attending AMPAC. The apprentice is expected to work with diligence and care at the tasks assigned by the employer, to protect the employer's property and interests; and to obey the employer's rules. The apprentice must realize that much time, money and effort is being expended by the employer to give him or her the opportunity to become a skilled Journeyman plumber.

The student must provide the Allegheny County Health Department with a notarized affidavit that shows his or her accumulated school and work hours when he or she applies for the Journeyman's examination.

APPRENTICES FROM OTHER PROGRAMS

An apprentice from another program can attend AMPAC up to 21 hours to supplement the hours he or she is accumulating at the other program. An apprentice who requires make-up hours for another program may transfer to AMPAC to earn those make-up hours but must present a permanent record card on their program letterhead before they can be awarded hours earned at AMPAC. Any apprentice transferring to AMPAC from another program must have their employer pay the current AMPAC tuition for each semester they attend. Any apprentice wanting to transfer to another program from AMPAC will pay a \$25 transcript fee. Check, Cash, or money order accepted. If paying by credit card, a fee will be assessed.

APPRENTICE PROGRESS, EVALUATION, AND RECORDS

Apprentices will remain under the jurisdiction and control of the Apprenticeship Review Committee during their time at AMPAC. 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 AMPAC records, grades, and monitor the quality of the instruction, and to evaluate the progress of the apprentice.

APPRENTICE CARDS

An apprentice can only begin to accumulate the required work hours by getting an apprentice card from the Allegheny County Health Department. AMPAC provides this service for their apprentices by distributing apprentice card applications to their new attendees and then submitting those applications as a group to the Health Department for processing. The Apprenticeship Coordinator will distribute the application cards at the start of each term and then distribute the completed Apprentice Cards to the apprentices when they are received back from the Health Department. Those Apprentice Cards will be valid until the following September. All first-year apprentices, as well as advanced apprentices who have changed their address, must complete an apprentice card application. The applications are available from the Apprenticeship Coordinator at any time during the semester. The fee for a new Apprentice card is included in the tuition. However, Allegheny County charges a fee of \$25 for a replacement card but that amount is subject to change.

The apprentice should print carefully when filling out the application. The form is designed for the apprentice to complete only the top third of the card. The apprentice's employer, a licensed Master Plumber, is to complete the middle section of the card. Once those two sections are complete, the apprentice should give the form to his/her AMPAC instructor. The Apprenticeship Coordinator will gather all the application cards from all the instructors and then submit them as a group to Allegheny County Health Department for processing. Once the actual Apprentice Cards are returned to AMPAC, they will be distributed to the apprentices. The effective date for new apprentices will be the first scheduled day of class. The apprentice should review the completed Apprentice Card carefully to see that the effective starting date has been filled in and that all information on the card is correct.

Apprentices unable to enroll in the class portion of their apprenticeship program in the current program year or those working as apprentices during non-scheduled times should go with their employer to the Allegheny County Health Department, Plumbing Section, and request a temporary Apprentice Card. The Health Department will charge a fee.

AMPAC APPRENTICESHIP INFORMATION

ADMISSION REQUIREMENT

Individuals must be at least eighteen (18) years of age to enroll in AMPAC's Plumbing Apprenticeship Training Program.

TUITION AND REGISTRATION

The cost of tuition for the next semester, along with the dates and procedures for registration, will be made available to all enrolled apprentices before the end of the current semester to relay to their employer. Payment can be made by company check (made payable to AMPAC) or credit card payment (Master Card or Visa only). There will be a \$30 charge for a returned check.

Apprentices are not permitted to attend class until tuition is paid in full. **A \$100.00 late fee will be assessed on any tuition payment made after the final registration date.**

EARLY REGISTRATION

Apprentices who are registered on or before the established **Early Registration Date** will be awarded three (3) additional classroom hours, which will be added to their permanent record card at the end of the semester. The early registration date will be established each semester by the Apprenticeship Review Committee for the following semester. Apprentice's will be notified of the early registration date for the following semester by memorandum during the current semester. They will need to pass this information on to their employer.

REGISTRATION PROCEDURES

- **On-line Registration**

Employers can register on-line and pay tuition via PayPal at the AMPAC website: ampacplumber.org. Our new site no longer requires you to create a username and password. Click "Register for Classes".

- **Mail-in Registration**

Applications are available in the office, can be down-loaded from the website, or obtained by contacting the AMPAC office by phone (412-923-1023). Registration applications can be mailed along with payment to the AMPAC office, 3128 Allendale Street, Pittsburgh, PA 15204.

- **In-Person Registration**

Any employer, new or returning, can register in-person at the office **before** the start of any semester by making an appointment with the Office Manager. New apprentices only can be registered without penalty on the first night of any semester. But this is strongly discouraged due to space issues. Returning apprentices are expected to be registered for their next semester before the end of their current semester. Current apprentices will be notified of registration dates for their next semester by memorandum during their current semester. Employers who register their apprentice on the first night of any semester will be charged a late fee of \$100.

TUITION REFUND POLICY

Employers **must present their request for a tuition refund in writing.** The written request must be sent to the AMPAC Apprentice Review Board and must explain in detail why the employer feels he or she is entitled to a refund. The letter must be sent (or hand-delivered) to the Apprenticeship Coordinator as soon as possible. The letter will then be submitted to AMPAC's Board of Directors at their next regularly scheduled meeting. The Board will discuss and render a

decision. The amount of tuition to be refunded will depend on the number of nights class had been in session at the date of the written request. Please note ALL refunds will now be given only after the start of each semester after the 6th night of class.

Number of Scheduled Class Nights	% of Refund
1 or 2	100%*
4 or less	75%*
6 or less	50%*
7 or less	0%

*A \$25.00 AMPAC processing/administrative cost fee will be deducted from all tuition refunds in addition to fees that might be charged by the payment organization, i.e., PAYPAL or a credit card company. All refunds will be issued after the 6th night of class.

APPRENTICE HOURS

In order to continuously meet the requirements of the four-year program, apprentices must acquire 144 hours each year; that is 72 hours each semester. Each semester consists of exactly 72 hours of instruction. Therefore, apprentices must attend **every night of class and earn a passing grade** in every class in order to accumulate the required number of hours. The following table shows how the hours accrue to reach the required number at the end of four years.

Hours of Instruction Provided by Year	
Year	Accrual
First	144
Second	288
Third	432
Fourth	576

Apprentices can earn additional classroom hours by participating in the blood drive and by registering early for each upcoming semester. These additional hours will be included **at the end of the semester or school year in which they were earned.**

EXCUSED ABSENCES

The equivalent of one night (3 hours) will be awarded to an apprentice whose absence from class is because of the death of an immediate family member. Immediate family members include the following: mother, father, brother, sister, spouse, child, or grandparent of the apprentice or of the apprentice's spouse. Proper verification such as a newspaper obituary is required.

The equivalent of one night (3 hours) will be awarded to an apprentice whose absence from class is because their spouse gave birth to their child. Delivery must have occurred within 48 hours of the scheduled class. Proper verification such as a copy of the birth certificate or other official documentation is required.

If an apprentice is absent from class because he or she was hospitalized or because a doctor directed the apprentice to not attend class, the apprentice must submit written proof on official hospital or medical stationary with a doctor's signature. This documentation must be presented to the apprenticeship coordinator **during the first night the apprentice attends after the absence** for the night(s) to be considered as excused absence(s).

It is up to the apprentice to make up all missed assignments.

All other absences will be considered unexcused unless awarded after thorough review by the Apprenticeship Review Committee.

UNEXCUSED ABSENCES

The AMPAC Board of Directors established a policy regarding Unexcused Absences that began with the First-Year apprentices in the Fall Semester of the 2019-2020 Year and which continues on to date for all incoming apprentices. That policy is as follows: Apprentices who have more than two (2) Unexcused Absences will fail the semester and not be given credit for any classroom hours for that term. Additionally, the employer will be notified.

When an apprentice reaches two (2) unexcused absences, the Apprenticeship Coordinator will call the apprentice to notify him or her of the number of unexcused absences. When an apprentice reaches two (2) unexcused absences, another call will be made to notify the apprentice that he or she is in jeopardy of failing. **The employer will also be notified.**

MAKE-UP HOURS

To assist apprentices who might not have enough hours to advance to the next semester, a make-up class of 21 hours will be offered in the first semester for 2nd, 3rd and 4th year students. Fourth year students who are more than 21 hours short might have to attend a third semester in their fourth year in order to obtain the 576 hours required to take the Journeyman exam.

****THE BEST POLICY IS TO ATTEND EVERY CLASS AND USE THE
MAKE-UP HOURS ONLY FOR ABSENCES CAUSED BY EMERGENCIES****

Number of Hours Needed to Advance to the Next Year

<u>Hours Needed to Advance to Next Semester</u>				
Apprentice Year	Semester	Accumulated Instruction Hours Provided	Accumulated Hours Required to Move	Make-up Class Offered
1	1	72		
1	2	144	132	
2	1	216	198	21
2	2	288	282	
3	1	360	348	21
3	2	432	426	
4	1	504	504	21
4	2	576	576	

****THERE WILL BE NO EXCEPTIONS TO THESE HOURS REQUIREMENTS****

PERMANENT RECORD CARDS

The Permanent Record Card is vitally important. Apprentice's contact information is kept there along with the full record of their time at AMPAC. Thus, apprentices need to report all contact information changes (address, phone, email address, etc.) to the Apprenticeship Coordinator.

Apprentice's attendance and hours earned are documented on Daily Attendance Sheets and in summary on their Permanent Record Cards. Recorded on the Permanent record cards are the following: grade earned and number of hours attended for each class as well as any extra hours earned through blood donation and early registration. The Permanent Record Cards are updated at the end of each semester and are kept in the office. Additional hours obtained during the semester through early registration and blood donation are added at the end of the semester.

PROGRAM SCHEDULE

First and third year classes are offered on Tuesdays and Thursdays; second- and fourth-year classes on Mondays and Wednesdays. Class start and stop times are staggered between 6 pm and 6:30 pm with each class having a 10-minute break. All classes and apprentices must adhere to this schedule in order to eliminate noise and congestion in the hallways during class time.

CLASS ASSIGNMENTS

Apprentices in their **first** and **second** years will rotate through the four classes offered for each year.

1st YEAR: 1A Introduction to Code; 1B Shop, 1C Job Safety, and 1D Ethics/Math. Most of these classes run for 12 nights then the apprentices move to another first-year class. Class 1D, however, runs for six nights for each segment; that is, six nights of Math then six nights of Ethics.

Certifications on First Aid, Trench Shoring, Confined Space, and OSHA 10 are offered as part of class 1C, Job Safety. However, **perfect attendance** is required in order to earn these certifications. If an apprentice fails to earn these certifications from AMPAC he or she must earn them elsewhere before he or she can move on.

2nd YEAR: 2A Blue Print Reading, 2B Transit/Math, 2C Drain Cleaning, and 2D Shop. Each class will run for 12 nights then the apprentices will move to another second-year class.

Apprentices in their **third and fourth years** will remain in the **same** class for the entire year. It is required that apprentices start their **third and fourth years** during the fall semester. Mastery of the first semester content of each of those years is essential to understanding the material and being successful in the second semester.

3rd YEAR: Drainage/Drawing/Math/Code

4th YEAR: Code/Drawing and preparation for Journeyman's License Exam

Optional 5th YEAR: Backflow Certification (This is not part of the 4-year curriculum)

REQUIRED TEXT and EQUIPMENT

All code-related classes use the Article XV, Allegheny County Health Department Plumbing Code, 2017 edition, as their text. Allegheny County Health Department can update their codes and publish a new edition at any time. AMPAC will always require the most recent edition as their required textbook.

A construction calculator model #4050 is required for the 2nd year Transit Class. The construction calculator app **will not** be allowed in class.

CURRICULUM

- **1st YEAR (6- and 12-night Classes) ***
 - 1A Introduction to Code
 - 1B Shop
 - 1C Job Safety
 - 1D Ethics/Math

- **2nd YEAR (12 Night Classes) ***
 - 2A Blue Print
 - 2B Transit/ Math (2B)
 - 2C Drain Cleaning/Locating/Pressing
 - 2D Shop

- **3rd YEAR (Same Class for 48 Nights) ***
 - 3A Drainage/Drawing/Math/Code
 - 3B Drainage/Drawing/Math/Code
 - 3C Drainage/Drawing/Math/Code

- **4th YEAR (Same Class for 48 Nights) ***
 - 4A Code/Drawing
 - 4B Code/Drawing
 - 4C Code/Drawing

- **5th YEAR (Elective) This is not part of the apprentice curriculum**
 - ASSE Backflow Certification –Scheduled as needed for 14 nights
 - ASSE Backflow Re-certification –Scheduled as needed on a Saturday at AMPAC.
 - ASSE Backflow Conversion –2 consecutive Saturdays

- **Master’s Refresher Class**
 - This class will be held on seven Thursday nights for a total of 21 hours, meeting mid-January through mid-March (dates subject to change), from 7:00 – 9:50 PM at school. A fall class will be added if warranted. A fourth-year instructor will conduct the class. Cost is \$500 (subject to change).

**Instructor assignments will be based on need according to the total number of apprentices enrolled in a program during a semester.*

SPECIAL EVENTS

- **Blood Donation for Extra Hours**

Vitalant Blood Bank Drive: Three (3) additional hours will be awarded to apprentices who donate blood or have blood donated on his or her behalf during September through February. Specific instructions will be given through a memorandum. AMPAC’s code

number, **TS010056**, must be given to the Vitalant Blood Bank at the time of the blood donation in order for the apprentice to receive credit.

- **2nd, 3rd, and 4th Year Apprentices Only**

21-Hour Make-up Class (for those who qualify) *

Instruction will be held during the second semester on seven (7) Tuesday or Wednesday evenings, depending on which would be an off-night for the apprentices from mid-January through mid-March (dates subject to change).

*Classes will only be scheduled if enough apprentices sign up.

VA TRAINING BENEFITS (GI BILL)

If you have questions about GI Bill eligibility, call 1-888-442-4551 or complete an Application for Benefits online at www.benefits.va.gov/gibill. VA approval is necessary for an apprentice to collect GI Bill benefits through his or her employer. Benefits are not obtained through AMPAC. Call Veterans/Military Education at 412-565-5364 or e-mail RA-VetEd@pa.gov to see if an employer is approved by the VA.

APPRENTICE PROGRAM POLICIES

ADMITTANCE TO CLASS AND GRADING

Apprentices must be listed on their instructors' roll sheets in order to be allowed in class. If an apprentice's name is not on a roll sheet, he or she must obtain a class admission slip from the Apprenticeship Coordinator and give it to the instructor in order to gain admission to the class.

If an apprentice receives an "F" in any class, he or she will **not** be given credit for the hours he or she attended that class. First and 2nd year apprentices who fail any 12-night class will automatically fail the entire semester. AMPAC does not have a grade such as "I" or incomplete.

Grading Scale	
Grade	% Correct
A =	93 – 100
B =	85 – 92
C =	75 – 84
D =	65 – 74
F =	below 65

APPRENTICE TARDINESS

A warning bell will ring 10 minutes prior to class start time to let apprentices know that classes are about to begin. However, if a bell rings or not, it is the apprentice's responsibility to be in class by the scheduled start time.

Instructors will begin taking roll promptly at the start of class each night. Apprentices not present when the roll is taken, will be considered absent or late. Apprentices will be permitted to enter their classroom late three (3) times during a semester without penalty. After the third time, the apprentice will not be allowed to enter the class. He or she will be sent to the Apprenticeship Coordinator, the only person authorized to give the apprentice a signed note allowing the teacher to re-admit the apprentice. However, the apprentice will lose one and a half (1½) hours of classroom time each time such a late entrance is allowed. For example, an apprentice who arrived late six (6) times will be docked 4½ hours for the 4th, 5th, and 6th times they were late.

APPRENTICES LEAVING EARLY

Instructors will take a second roll 15 minutes before the end of class each night. Apprentices are expected to return to class following the break and stay until the end of class. Apprentices not present for the second roll call will be docked three (3) classroom hours.

REPORT CARDS

Report cards are distributed on the last scheduled class of each semester. Report cards are NOT mailed out. If you are not in attendance on the last night of class, you must make plans to pick it up during regular school hours or wait until the next semester to retrieve it.

APPROPRIATE DRESS

AMPAC expects apprentices to dress appropriately when attending class. Apprentices should dress as if they were in their usual work environment.

- **Proper work shoes must be worn.**
 - Safety shoes must be worn in shop class.

- o Tennis shoes and sandals are not safe work shoes and are not permitted.
- o **Apprentices are expected to enter the building with mud-free feet.**
- o Apprentices often come to class straight from work which might have been in muddy conditions. In order to keep our floors clean, AMPAC requires that apprentices carry an extra pair of shoes in their vehicle so that they can change out of muddy shoes before entering the building. If the apprentice forgets their 2nd pair of shoes, they will be required to wear booties over their muddy shoes.
- o Shoe covers (booties) will be available just inside the school's main entrance. Apprentices are expected to put on booties if their shoes are dirty before going any further into the building.
- o Any apprentice found tracking in mud or dirt will get one warning. If found tracking in dirt or mud a second time, they will lose 3 hours.
- o Violators will be required to clean up any mud they might have tracked into the building.
- **Proper work clothing must be worn.**
 - o A shirt or covering must be worn.
 - o Shorts may be worn as long as they are knee-length.
 - o 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.**
 - o Sunglasses are not permitted.

APPRENTICE CONDUCT

Apprentices are expected to conduct themselves with professionalism and maturity. Apprentices not adhering to the following guidelines are subject to expulsion:

- An apprentice who causes a disturbance or shows disrespect either verbally or in writing towards an instructor, staff member, or fellow student will be expelled.
- An apprentice who is under the influence of drugs or alcohol, or is caught using them on school property, will be expelled from the program immediately.
- Violence and threats of violence against instructors, staff and fellow apprentices will not be tolerated and are grounds for expulsion.
- No firearms are permitted in the building at any time. This includes off-site locations where a training-related event might be conducted. There will be no exceptions to this policy and any violations will result in immediate expulsion from the program.

In addition to the violations listed above that warrant immediate expulsion, an AMPAC staff member who finds an apprentice in violation of any other rule could instruct the apprentice to leave and allow his or her return only when in compliance with that rule. Repeat offenses will be presented to the AMPAC Review Board Committee for possible suspension or expulsion.

AMPAC reserves the right to admit or deny admittance to any individual.

CELL PHONES

The use of cellular phones is not permitted in the classrooms. Please leave all cell phones in your vehicles or turn them off before entering the classroom. 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.

APPRENTICE REFERRALS

The “Apprenticeship Coordinator Referral Form” will be used whenever a teacher sends an apprentice to the Apprenticeship Coordinator. Instructors will indicate the type of referral, the time sent, and the reason. The referral can be identified as: “Immediate” or “Appointment Requested.” “Immediate” will be used when an apprentice is sick or causing a disruption. All others will be noted as “Appointment Requested” and sent to the Apprenticeship Coordinator along with the daily attendance sheet. The Apprenticeship Coordinator will arrange to meet with the apprentice.

SMOKING, DRUG AND ALCOHOL POLICY

AMPAC is a smoke-free building. There is a designated smoking area outside the building. Any apprentice found smoking inside the building will be subject to disciplinary action. The smoking rule includes electrical smoking devices as well as traditional cigarettes. In addition, the use of alcohol or other drugs of any kind are absolutely not permitted in the building or on AMPAC property. If anyone is caught using such drugs including in the parking areas, he or she will be expelled immediately.

APPRENTICE SOCIAL MEDIA POLICY

1. STATEMENT: Apprentices shall be respectful, careful, responsible, and accountable for their use of social media. An apprentice’s right to make a statement does not mean that the speech has no consequences in terms of impact on others, judgments made about the speaker by third parties, or the impact on future employers.

2. POLICY: AMPAC may, but does not regularly monitor the language and/or actions of students on public social media platforms, including Facebook, LinkedIn, Twitter, etc. However, while AMPAC will defer to the user policies of the individual social medium, it will hold students accountable for violations of AMPAC’s policy as further defined below. Apprentices may not use social media to:

- a) Post messages to commit discriminatory harassment

- b) Post messages that threaten another, or are otherwise unlawful harassment, are defamatory or otherwise unlawful.
- c) Claim or imply that they are speaking on behalf of AMPAC.
- d) Intentionally inflict emotional distress on others.
- e) Post messages that may negatively impact or cause harm to the reputation of AMPAC, its instructors, its employees, its vendors, or other third parties affiliated with AMPAC.

3. VIOLATION: Violations of this policy will result in a review of the incident by the Apprenticeship Review Board Committee and may include disciplinary action including, but not limited to, a verbal or written warning, suspension, dismissal and/or expulsion as an apprentice of AMPAC.

FIRE DRILLS

When there is a fire drill:

- At the sound of the alarm, five short rings of the bell, apprentices should follow their instructors to the designated meeting area for that class. Designated areas are posted in each classroom.
- There should be no talking while leaving the building so that other directions can be given if necessary.
- Each class should stay together when leaving the building and remain together at the designated meeting area so that the instructor can verify that everyone is safely out of the building.
- When the “all-clear” signal is given, everyone is to report back to their classrooms.
- **Apprentices who do not return to their classroom after a fire drill will be docked three (3) classroom hours.**

CLASS CANCELLATIONS

In times of inclement weather or emergencies, AMPAC will decide by 3:00 PM that day if classes are to be cancelled. In times of bad weather, AMPAC might decide to hold classes based on the conditions in the area of the school. But, as weather conditions vary greatly, each apprentice must decide whether it is safe to travel to the AMPAC from their location. If an apprentice is not able to make it to class due to bad weather, he or she will have other opportunities to make-up the required hours

PLEASE DO NOT CALL THE OFFICE TO FIND OUT IF AMPAC IS CLOSED.

Instead, check for cancellation notices on media or AMPAC’s website. The notice will say:

“AMPAC Apprenticeship – Closed Monday” or whichever day the closure occurs

All cancellation will be reported through the following media:

- **KDKA Storm Center**
 - **KDKA TV – The message will scroll across the screen every half-hour**
 - **Pittsburgh’s CW**
 - **Websites: www.kdkaradio.com & www.kdka.com**
 - **Students can also sign up to receive text alerts of school closings to their cell phones by visiting the KDKA website: (<http://pittsburgh.cbslocal.com/school-closings/>)**

- **WPXI Closings**
 - **WPXI TV**
 - **PCNC**
 - **Website: www.wpxi.com**

All cancellations will also be posted on AMPAC’s website ampacplumber.org. The notice will appear on the first page. Non-weather-related closures will also be noted on the website as well as on KDKA and WPXI.

DEFIBRILLATORS

AMPAC has AEDs on both floors of the building. Please familiarize yourselves with the locations in the event of an emergency. We ask that you treat these with respect.

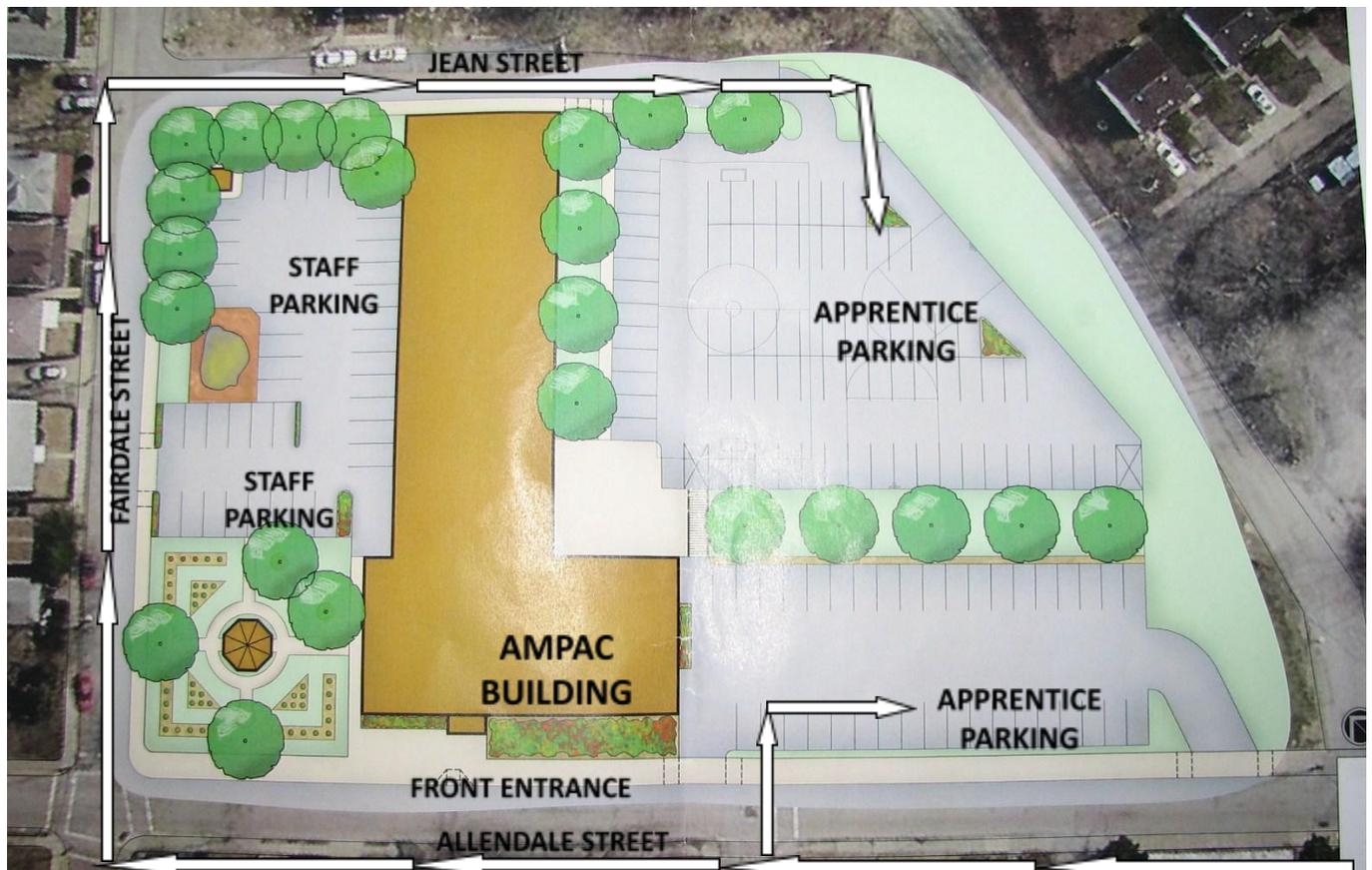
BREAK ROOM

We have a breakroom for apprentice and staff use. For your convenience we offer sodas, coffee, snacks as well as microwaves. Please treat this room with respect and clean up after yourself. If there is a major spill, notify staff immediately.

AMPAC BUILDING INFORMATION

LOCATION

The AMPAC Plumbing Apprenticeship Training Program is located at 3128 Allendale Street, Pittsburgh, PA 15204. This address is in the Sheraden neighborhood of the City of Pittsburgh.



PARKING

The AMPAC building has three parking lots: two for use by apprentices and one for faculty and staff. **The apprentice lots are on Allendale Street and Jean Street.**

- The **Allendale Street** lot is for large trucks only. That is, box trucks, trucks with trailers, over-sized trucks, and large work vans.

- The **Jean Street** lot is for all other apprentice vehicles. That is, cars, pick-up trucks, and vans.
- The **Fairdale Street** lot is for faculty and staff only.

The **Allendale Street lot** is accessed directly from Allendale Street. The **Jean Street lot** can be reached by traveling on Allendale Street to Fairdale Street then to Jean Street.

If you plan to drive to AMPAC, you must register with the Apprenticeship Coordinator. You will be given a tag to hang from your rearview mirror so that we can determine the driver of each vehicle in the lot. It is essential that you have that tag displayed every time you park in an AMPAC lot.

- The Apprenticeship Coordinator has had to have cars moved due to an emergency that came up during class time. It is essential that the driver of each vehicle can be easily identified.
- If you lose your tag, you will have to buy a replacement tag from the Apprenticeship Coordinator at cost of \$5.00.

If you drive to AMPAC, **you must park in one of the two apprentice lots**. If you are found parking on the grass in or around the building, blocking a driveway, walkway or building exit, or in the faculty lot, you can be penalized with the loss of classroom hours and/or sent home for the night of class without a warning or notice.

If you are found parking **on the street or in the lot of a neighboring business**, you will not only be penalized by AMPAC but the neighbor whose property you blocked could have your vehicle towed. If such an event occurs, you will be responsible for recovering the vehicle from the tow yard and paying any fees associated with the towing. **NO STREET PARKING!**

Apprentices are allowed to park only in the designated areas. Apprentices parking in an area not designated for apprentice parking will be docked three (3) classroom hours and that will count as an unexcused absence. Violators must move their vehicle immediately when contacted by an AMPAC official.

Please keep your vehicle **locked at all times** since AMPAC is not responsible for lost or stolen items. Also, the doors at the front of the school, the Allendale Street entrance, are the only ones that will be unlocked for entry into or exit from the building.

Apprentices are expected to keep the building and parking areas clear of litter including cigarette butts. Maintenance or repairs to apprentice vehicles are not to be done in our parking lots unless the vehicles cannot be started.

Apprentices are expected to obey all traffic laws including the speed limit of 25 mph around the building. Please be patient and take your turn when leaving the parking lot. AMPAC staff will direct traffic and get everyone out in a short amount of time.

Remember, you are on camera at all times—in the parking lots as well as inside the building!