

2022-2023 CRAFT TRAINING COURSE CATALOG

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON
Celebrating 38 Years of Educating to Empower!



11 PROGRAMS

THROUGHOUT EASTERN &
WESTERN WASHINGTON

- Carpentry
- Electrical - Commercial
- Electrical - Low Energy
- Electrical - Residential
- Heavy Equipment Operator
- HVAC
- Laborer
- Painting
- Plumbing
- Scaffold Erector
- Sheet Metal



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Educating to Empower Since 1985

OUR VISION

Building the people who
build the Northwest.

OUR MISSION

The Construction Industry
Training Council shall recruit,
train, develop and retain skilled
labor for the Washington State
construction industry.

OUR VALUES

We build relationships first, and
then we build your workforce.



CITC BOARD OF TRUSTEES

Executive Board Members

Chair: Mike Price, Alegis Construction Inc.
 Vice Chair: Shawn Rhode, RAFN Company
 Secretary: Kathleen Garrity
 Treasurer: Adam Pinsky, BALEY Construction
 Past Chair: David McFerran, Comfort Systems USA (Northwest), Inc.

Our Board Members

Cary Clemenson, Matrix Service Inc.
 Jason Preuit, W.G. Clark Construction Co.
 Keith Stewart, Stewart Mechanical
 Tom Jordan, Sea-Tac Electric
 Dr. Yong-Woo Kim, University of Washington

ACADEMIC CALENDAR & SCHEDULED CLOSURES

FALL quarter begins the week of September 5, 2022

WINTER quarter begins the week of January 2, 2023

SPRING quarter begins the week of April 1, 2023

Total hours vary by program and are listed under each trade.

Business hours by location are listed on page 2.

Labor Day: Monday, September 5, 2022

No classes, CITC offices closed

Veterans Day: November 11, 2022

No classes, CITC offices closed

Thanksgiving Break: November 24 and 25, 2022

No classes, CITC offices closed

Winter Break: December 26, 2022 - January 2, 2023

No classes

Martin Luther King Day: January 16, 2023

No classes, CITC offices open

President's Day: February 20, 2023

CITC offices closed

Memorial Day: May 29, 2023

No classes, CITC offices closed

Graduation Ceremony - Eastern Washington: Friday, June 16, 2023

CITC offices close early

Graduation Ceremony - Western Washington: Friday, June 9, 2023

CITC offices close early

Juneteenth Day: June 17, 2023

No classes. CITC offices closed

TUITION

- Eastern Washington (excluding Laborers, HEO, and Scaffold Erector) tuition is \$1,325 per quarter if received prior to class start date.
- Western Washington (excluding Laborers, HEO, and Scaffold Erector) tuition is \$1,750 per quarter if received prior to class start date.
- Heavy Equipment Operator tuition is \$13,750 per year.
- Laborer and Scaffold tuition is \$4,960 per year.

If payment is received after the class start date, a late fee of \$125 will be added to the cost of your tuition. Interest of 1.5% will accrue on the 1st of every month on any unpaid balance after 30 days.

CITC is Licensed By: Workforce Training and Education Coordinating Board (WTECB) License #600.598.518

CITC is licensed under Chapter 28c.10 RCW; inquiries or complaints regarding this or any other private vocational school in Washington may be made to: Workforce Training & Education Coordinating Board, 128 10th Ave. SW, P.O. Box 43105, Olympia, WA 98504-3105, (360) 753-5673, or via email at wtecb@wtb.wa.gov.

CITC STAFF

Executive Administration

Halene Sigmund, President
 Phone: (425) 285-2324 Email: halene@citcwa.org
 Jack Chapel, Vice President of Education
 Phone: (425) 285-2327 Email: jack@citcwa.org
 Adriana Gamboa, Vice President of Apprenticeship
 Phone: (425) 285-2325 Email: adriana@citcwa.org
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Administrative Staff

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 Phone: (425) 285-5901 Email: morgan@citcwa.org
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Accounting Staff

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 Jenn Middleton, Accounting Assistant
 Phone: (425) 285-5908 Email: jenn@citcwa.org

CITC OFFICES & HOURS OF OPERATION



CITC BELLEVUE



CITC MARYSVILLE



CITC PASCO



CITC SPOKANE



CITC VANCOUVER

CITC BELLEVUE

CORPORATE OFFICE

Administrative Offices & Main Training Facility
1930 116th Avenue NE, Bellevue, WA 98004

Administrative Hours

8:00am - 5:00pm, Monday - Friday

Main (425) 454-2482
Toll-Free (877) 707-2482
Fax (425) 462-7391

Craft Training

Toll-Free (877) 707-2482
Fax (425) 462-7391

Apprenticeship Training

Toll-Free (877) 428-0442
Fax (425) 289-0085

Continuing Education

Toll-Free (877) 238-8646
Fax (425) 462-7391

CITC MARYSVILLE

3506 124th St. NE, Marysville, WA 98271

Administrative Hours

By appointment only. Please call (360) 926-6694 to schedule.

Main (360) 926-6694
Toll-Free (877) 428-0442
Fax (425) 289-0085

CITC PASCO

5804 Road 90, Pasco, WA 99301

Administrative Hours

Main (425) 285-5909
Toll-Free (877) 428-0442
Fax (425) 289-0085

CITC SPOKANE

10428 W. Aero Road, Suite A, Spokane, WA 99224

Administrative Hours

By appointment only. Please call (509) 919-2029 to schedule.

Main (509) 919-2029
Toll-Free (877) 428-0442
Fax (425) 289-0085

CITC VANCOUVER

4510 NE 68th Drive, Suite 110, 112 & 114, Vancouver, WA 98661

Administrative Hours

By appointment only. Please call (360) 624-5001 to schedule.

Main (425) 285-5918
Toll-Free (877) 428-0442
Fax: (425) 289-0085

FACILITIES

CITC classes are held in Clark, Franklin, King, Kitsap, Pierce, Snohomish, Spokane, Whitman, and Whatcom County locations.

- **Clark County** classes are taught in a 15,000 square foot combined classroom and shop facility located in Vancouver. Classes are scheduled on weeknights, Friday/Saturdays, weekdays, and week-long blocks. Students with physical handicaps are accommodated, as necessary.
- **Franklin County** classes are taught in a 10,000 square foot combined classroom and shop facility located in Pasco. Classes are scheduled on weeknights, Friday/Saturdays, weekdays, and week-long blocks. Students with physical handicaps are accommodated, as necessary.
- **King County** classes are taught in a 21,000 square foot combined classroom and shop facility located in Bellevue. Classes are scheduled on weeknights, Friday/Saturdays, weekdays, and week-long blocks. Students with physical handicaps are accommodated, as necessary.
- **Snohomish County** classes are taught in a 26,000 square foot combined classroom and shop facility located in Marysville. Classes are scheduled on weeknights, Friday/Saturdays, weekdays, and week-long blocks. Students with physical handicaps are accommodated, as necessary.
- **Spokane County** classes are taught in a 20,000 square foot combined classroom and shop facility located in Spokane. Classes are scheduled on weeknights, Friday/Saturdays, weekdays, and week-long blocks. Students with physical handicaps are accommodated, as necessary.
- All other classroom locations are taught at local university, community college, and/or employer facilities.

Classroom seating is by tables, chairs and student desks at all locations. Lab classes are equipped with the necessary equipment for the instruction of each class.

CITC FACILITY POLICIES

At CITC we believe that every student has the right to a safe, clean, respectful, and healthy learning environment. Every student and instructor has the responsibility to uphold these policies. Instructors have the authority to send any student home for violating these policies.

1. **Safety:** Safety is our first concern! There will be no tolerance for unsafe conditions, improper use of materials or tools and equipment.
2. **Attire:** CITC classes are conducted in both classroom and lab spaces. All students and instructors must wear clothing suitable for a commercial job site. Sunglasses, flip-flops, sandals, open-toed shoes, sleeveless shirts, and shorts are not considered appropriate attire. Students reporting to class without proper attire may not be admitted to class.
3. **PPE:** All students and instructors must wear required personal protective equipment (PPE) when working with tools or materials where it is required. Anyone not adhering to this policy will be asked to leave and will be counted as absent. The labs should be considered as an active construction environment.
4. **Cleanup:** At the end of class or lab each student will be expected to allow enough time for clean-up of their workspace. All items will be put back in their proper places. All lab areas will be swept clean each evening. All garbage will be emptied.
5. **Tool Use:** All hand tools and power tools shall be maintained in a safe condition and used only for their intended purpose.
6. **Tobacco:** CITC facilities are 100% tobacco free - **NO CHEWING TOBACCO / NO SMOKING / AND NO VAPING.** Students and instructors who smoke or vape should be respectful of the sensitivities and health of others. There is no chewing, smoking, or vaping allowed inside any buildings, bathrooms or within 25 feet of entrances. CITC provides cigarette butt receptacles on the outside of the building. Smokers and chewers should be diligent in properly disposing their used items. For classes held at host facilities, all rules of CITC and host facility will be followed.
7. **Substance Abuse:** The use of or being under the influence of alcohol or illegal drugs (under state or federal law), before or during class hours will result in immediate dismissal from CITC classes.
8. **Prohibited Items:** Possession, consumption or sale of controlled substances, alcohol, or firearms before or during class hours on or near the training facility and parking areas will result in immediate dismissal from CITC classes.
9. **Conduct:**
 - 9.1. Physical/verbal abuse, harassment or insubordination of any type will not be tolerated and will result in immediate dismissal. Disruption in class, which may include electronic devices (cell phones, headphones, laptops, tablets, etc.), will result in discipline up to and including dismissal from CITC classes.
 - 9.2. Behaviors resulting in damage to CITC host facilities, equipment or class furnishings will result in discipline up to and including dismissal from CITC classes.
 - 9.3. CITC students, instructors and staff represent a diverse community. Behaviors that do not support a respectful learning environment are not acceptable and will result in disciplinary action up to and including dismissal from CITC classes.

LICENSING AND ACCREDITATION

The Construction Industry Training Council of Washington (CITC) is a non-profit 501 (c)(3) corporation formed under the laws of the State of Washington.



CITC is accredited by: The National Center for Construction Education and Research (NCCER)

CITC students use training manuals which are produced by the National Center for Construction Education & Research (NCCER), affiliated with the University of Florida. The NCCER is a coalition of 34 construction trade associations and training groups. Over 600 training programs and colleges are “accredited” by the NCCER to provide the CONTREN curriculum nationwide.

The NCCER manuals are competency-based and require students to pass both written and performance tests. All CITC Instructors have completed the NCCER Instructor Certification Program. Transcripts showing all completed NCCER coursework are distributed to students at the end of each year. Upon completion of each NCCER module the student receives a certificate of completion. Upon completion of the entire series of manuals for a craft the student receives an NCCER diploma.

Students who use the NCCER curriculum are recognized by training programs and contractors nationwide and have the ability to transfer between training programs without losing any credit. For more information or to review the NCCER training manuals call the CITC office.

CITC is approved by: Washington State Apprenticeship and Training Council (WSATC)

CITC is licensed by: Workforce Training and Education Coordinating Board (WTECB) License #600.598.518

CITC is licensed under Chapter 28c.10 RCW; inquiries or complaints regarding this or any other private vocational school in Washington may be made to: Workforce Training & Education Coordinating Board, 128 10th Avenue SW, PO Box 43105, Olympia, WA 98504-3105, (360) 753-5673, or via email at wtecb@wtb.wa.gov.

APPRENTICESHIP APPLICATION INFO

To apply for the CITC apprenticeship program, please apply online at <https://citcwa.org/apprenticeship/online-apprenticeship-application/>.

Call CITC at **(877) 428-0422** for more information.



APPLY FOR APPRENTICESHIP

The purpose of the Construction Industry Training Council of Washington (CITC) is to provide apprenticeship training that will produce a skilled work force for the construction industry. CITC accepts applications for state approved apprenticeship programs in the following 11 trades: plumbing, sheet metal, HVAC, carpentry, scaffold erector, laborers, electrical - commercial, electrical – residential, electrical – low energy, painting, and heavy equipment operators. **For more information on the application process and requirements please visit <https://citcwa.org/apprenticeship/online-apprenticeship-application/> or call CITC at (877) 428-0422.**

CITC ENCOURAGES WOMEN AND MINORITIES TO APPLY

GENERAL INFORMATION

ADMISSIONS POLICY

- Students must be at least 18 years old upon registration.
- Classes are taught in a manner that assumes the student is working in the field. Employment in the trades is critical for the student to get the most benefit from training at CITC.
- CITC operates under FERPA Statute 20 USC Section 1232g and regulation 34 CFR Part 99.
- CITC students are expected to have the math and language skills of a high school graduate.
- For students in CITC programs that receive Bellingham Technical College, Lake Washington Institute of Technology, Renton Technical College, or South Seattle Community College credit – proof of a GED or high school graduation may be required by the college.

EEO STATEMENT

CITC programs are open to the public. CITC encourages diversity and accepts applications from all minority populations. CITC does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability. CITC acknowledges that information pertaining to an applicant's disability is personal and confidential. If the information is presented, CITC will reasonably attempt to provide accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the Lead Office Administrator/Registrar upon registration into the program. Some programs may require medical documentation due to the rigors of the program. CITC operates under FERPA Statute 20 USC Section 1232 and regulation 34 CFR Part 99.

EDUCATION CREDENTIALS

- Students who use and pass the NCCER training curriculum will receive a Certificate of Completion at the end of each level.
- Students successfully completing a program at CITC will be awarded a Certificate of Completion to Journey-Level status. Successful completion of the program does not guarantee employment.

WITHDRAWALS/DROPS

To withdraw from class, you must notify the CITC office of your intent to withdraw in writing. Your instructor cannot withdraw you from class. Refunds are determined by the last date of recorded attendance. If you stop attending and do not withdraw, you will receive a grade of F. Registered CITC students may call (425) 454-2482 for assistance with the proper procedure.

APPRENTICESHIPS AVAILABLE THROUGH CITC

CITC encourages students to apply for apprenticeship where education and job assistance is a benefit. If you are interested in receiving additional information or applying for a CITC apprenticeship program, please call (877) 428-0442.

JOB ASSISTANCE

Upon request, CITC will provide students who are not registered apprentices with a list of active contractors who support the school.

FINANCIAL AID

There are a limited number of scholarships and financial aid options available through CITC. Please contact (425) 454-2482 for more information. CITC does not and will not provide any commission, bonus or other incentive payment, based directly or indirectly on success of procuring enrollment or financial aid to any persons or entities engaged in student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

VA BENEFITS

Veterans Administration benefits are available only to state-registered apprentices. If you are interested in applying for a CITC apprenticeship program, please call (877) 428-0442.

INCLEMENT WEATHER POLICY

All classes cancelled due to inclement weather will be rescheduled and will be required to attend.

CITC instructors and students should first access the CITC webpage: www.citcwa.org, for current weather related announcements.

When there is inclement weather, CITC follows the lead of School Districts or Colleges in the same area as CITC classes. Students should listen to the radio, watch the news or contact the schools listed below:

- Bellevue facility classes are cancelled if Bellevue Community College cancels classes: <http://bellevuecollege.edu>, phone: (425) 564-1000.
- Bellingham area classes are cancelled when Bellingham Tech cancels classes: <http://www.btc.ctc.edu>, phone: (360) 752-7000.
- Pasco facility classes are cancelled when Central Washington University cancels classes: <http://www.ksd.org/>, phone: (509) 222-5000.
- Marysville facility classes are cancelled when the Marysville School District cancels classes. Please check the website or call to see if evening activities have been cancelled: <http://www.msd25.org/>, phone: (360) 965-0000.
- Spokane facility classes are cancelled when Eastern WA University cancels classes: www.ewu.edu, phone: (509) 359-SNOW. **NOTE: For CITC students travelling over passes to eastern Washington classes – if the pass is closed or too dangerous, students should contact Ken Hill (509) 919-2029. All assignments; including assigned projects, homework, and make-up work will need to be completed prior to the next class meeting.**
- Tacoma area classes are cancelled when Pacific Lutheran University cancels classes: <http://www.plu.edu>, phone: (253) 531-6900.
- Vancouver facility classes are cancelled when Battle Ground School District is cancels classes. Please check the website or call to see if evening activities have been cancelled: <http://www.bgsd.k12.wa.us>, phone: (360) 885-5300.

CITC will contact students regarding closures via text message and will post closures on our website www.citcwa.org. CITC will not call individual students to tell them classes are cancelled. It is the student's responsibility to obtain cancellation information. If the student would face danger getting to school (icy roads, closed bridges, fallen trees) they can receive an excused absence - but must make up the work. Any cancelled classes must be rescheduled and made

COMPLETION CERTIFICATE

In order to obtain a Certificate of Completion from CITC, students must successfully complete a minimum of the last nine quarters of a twelve quarter program; last seven quarters of a nine quarter program; or last 5 quarters of a 6 quarter program. To obtain a Certificate of Completion from CITC's Heavy Equipment Operator or Construction Craft Laborer Program, a student must successfully complete all three levels.

GRIEVANCE AND COMPLAINT PROCEDURES

Student grievances and complaints must be submitted in writing to the CITC office within 14 days of the occurrence. Grievances or complaints will first be addressed by CITC's President or Vice President of Education. Appeals to any decision regarding the grievance may be made to the CITC Board of Trustees. The CITC Board has final authority on all issues pertaining to classroom training and administration. After a decision has been made by the CITC Board, if a student chooses to pursue the grievance further, a complaint may be made to the Workforce Training and Education Coordinating Board via mail at PO Box 43105, Olympia WA 98504; via phone at (360) 709-4600; or via email at pusa@wtb.wa.gov.

CLASS SIZE

Courses will be offered contingent upon enrollment and/or staffing. A minimum of 15 students must enroll in each course in each location to enable the course to be held. There will be a maximum of 40 students per non-lab class and a maximum of 25 students per lab class unless otherwise noted.

CLASS CANCELLATIONS

A class may be canceled when insufficient enrollment occurs. You will be notified by phone three (3) days prior to the first class meeting if your class has been canceled. A full refund of all monies paid will be processed automatically. When we are not able to reach a student before the first class meeting we will post signs on the doors of the classroom.

Under certain extenuating circumstances (inclement weather, instructor sick, etc.) classes may need to be rescheduled. These classes will be made up prior to the end of the quarter. Make-up class dates may occur on weeknights and Saturdays. CITC instructors will schedule make-up class times with students and inform CITC staff. CITC staff will inform students verbally, by email, and via text message blasts regarding any schedule make-up classes.

GRADING SCALE / ATTENDANCE POLICY

Grades

Students will receive a grade report at the end of each quarter. At the beginning of each course the instructor will provide every student with the grading criteria for that course. The quality of a student's performance in a course is recognized by a grade. CITC Instructors use the following grading scale: A = 100-90%; B = 89-80%; C = 79-70%; F = below 70%. (Note: The grade will also be influenced by attendance – see Attendance Requirements below.) Students must successfully complete the current quarter with a minimum score of 70% in order to advance to the next quarter. Students who fail to satisfactorily complete the course may re-enroll when the course is offered again.

An Incomplete Grade

In the event that a student is performing at a passing level but does not complete all the requirements of a course during the scheduled quarter, a grade of Incomplete may be given. A student must complete and submit the missing work, as directed by the instructor, prior to the end of the second week of the following quarter. If a student fails to complete the work by the deadline the Incomplete reverts to a grade of 'F'. If an Incomplete is earned in the spring quarter, missing work must be submitted prior to the end of the second week of summer vacation.

Attendance Requirements

CITC believes a student's success depends on regular attendance. Students are expected to attend every class meeting (including Saturday labs and field trips when applicable). Each absence will result in a percentage deduction on the final grade each quarter.

- For classes that are 160 hours per year and generally meet only once a week for 4 hours, each absence causes a one (1) percent deduction in the total grade, and a deduction of 10 percent (one full letter grade drop) will be imposed when a student has three or more absences per quarter.
- For classes that are 200 or more hours per year and generally meet twice per week, each absence is one half of one (1/2) percent deduction in the total grade, and a deduction of 10 percent (one full letter grade drop) will be imposed when a student has 5 or more absences.
- For classes that meet on Friday/Saturdays, weekly or monthly blocks, each day missed is equal to two (2) absences.
- In addition, for all classes, two (2) tardies is equal to one (1) absence.

Grade Reports/Transcripts

Students will receive a grade report at the end of each quarter. CITC will issue an official student transcript at no cost upon the student's written request ONLY. Request forms are available online at www.citcwa.org, or by contacting CITC's main office. Transcript requests must be submitted in writing and can be submitted in person, or by email, fax or mail. Transcript requests will not be approved if the student has not fulfilled all financial obligations, such as outstanding tuition and/or fees. For assistance with requesting a transcript, please call (425) 454-2482. Please allow up to two weeks to issue a transcript.

COVID-19 NOTICE

CITC will be delivering classes in person this fall, however, we must realize there may be COVID-19 requirements reinstated at a future date. Future state or federal COVID-19 mandates may affect students access to CITC and non-CITC facilities. Students must prepare for, at a minimum, classes to resume with a mask requirement in place, if required. Additionally, CITC students must prepare for classes to revert to a distance learning format in the event of a COVID-19 variant leading to another quarantine and school closure.

CITC will be requiring all students to have access to a computer or tablet device, with a working camera and microphone, and access to reliable internet source. CITC has taken company-wide measures to help ensure classes run as scheduled with the fewest interruptions possible, while ensuring the health and safety of staff and students.

The following guidelines apply to all personnel including staff, instructor staff, students, vendors, and visitors entering the facilities. CITC hopes that thorough careful planning classes will not be interrupted.

SAFETY

Safety is our first concern! CITC has developed a comprehensive plan for our facilities to ensure compliance with CDC, WA State, and local health guidelines. CITC will expect all staff, faculty, students, and visitors who enter a CITC facility to abide by these guidelines. All CITC staff and faculty have a responsibility to perform their work assignments with safe work practices and following all safety rules and procedures. CITC students have a responsibility to attend their classes, perform all hands-on labs and activities, and following all safety rules and procedures.

FACILITY CLEANING

CITC is taking precautions to help mitigate the spread of this virus. We have requested that our janitorial vendors spend additional time disinfecting and wiping down high touch surfaces in all of our training facilities. Surfaces such as: administration surfaces, keyboards, classroom tables, restrooms, doorknobs, etc. The student lounge areas will be closed until further notice.

COVID SCREENING

CITC is opening its physical locations in compliance with CDC and WA State recommended public health guidelines. Those authorized to enter CITC facilities may be required to complete CITC's screening process which includes an online questionnaire.

CLASS FORMAT

CITC is preparing for all classes to resume in person this fall. COVID-19 issues that arise during the school year may require classes to change instructional format to comply with CDC, state, and Washington State Higher Education Guidelines. CITC is prepared to transition classroom-based instruction, for all students, to a hybrid format; with theory classes being online and small in person labs scheduled at our facilities throughout the year if necessary. This transition to a hybrid format will ensure CITC is able to maintain state and federal requirements for social distancing protocols for all labs and performance testing and ensure classes continue as scheduled in the event of mandated school closures.

ONLINE REMOTE TESTING

CITC will be utilizing NCCER's online testing platform for all NCCER module exams. Students will be required to pass all NCCER module exams to be eligible for NCCER certification. CITC will follow all NCCER Remote Test Session Guidelines to ensure compliance. Students must have a computer or tablet with built-in camera/web cam and appropriate audio (through device or phone). No cell phones may be used for testing.

ONLINE CLASSROOM POLICIES AND EXPECTATIONS

CITC is dedicated to ensuring a productive, safe virtual classroom for all students and instructors. CITC students, instructors and staff represent a diverse community. Behaviors that do not support a respectful learning environment are not acceptable and will result in disciplinary action up to and including dismissal from CITC. As a reminder, the CITC Facility Policies still applies to all students regardless of their physical location.

Online Behavioral Expectations:

- Awareness of intended audience (e.g., classes are meant for students currently enrolled in the course, and you must not enter or share a class meeting with someone unauthorized)
- General etiquette (e.g., mute microphones when not speaking, raise hand virtually to ask a question, turn off camera if you're stepping away)
- Discussions (e.g., you can disagree with others but should do so respectfully and constructively)
- Privacy (e.g., students should consult with the instructor to receive permission to record the class)
- Communicate instances of disruptive behaviors to the proper instructor, faculty member, or escalate the complaint when necessary

Examples of Unacceptable Behavior:

- Offensive/inappropriate discussion posts or submissions
- Harassment of others, either inside or outside of the course space
- Inappropriate or concerning behavior in a synchronous session
- Inappropriate or confrontational email, classroom, group or telephone communications

STUDENT ROLE IN HYBRID COURSES

CITC's hybrid courses are designed to provide students with a safe and convenient way to learn and complete their theory portion of the course. However, CITC's online and blended courses maintain the same quality and rigor that can be found in our traditional classroom setting. These courses will challenge and help prepare you moving forward as a craft professional. To complete your course you will need to be motivated, dedicated, organized, and determined.

COMPUTER SKILLS

Students will need to have basic computer skills. Students are expected to be able to:

- Attend virtual class meetings
- Open files in standard formats (e.g., MS Office documents, PDFs, and images)
- Create, save, organize, and maintain digital files
- Interact with learning management systems (LMS)
- Communicate electronically, and
- Knowledge of web browsing and searching

COMMUNICATION AND PARTICIPATION

CITC students are expected to be an active participant in the course. Even though you may not see your classmates and instructor, courses are designed to include discussion and other forms of collaboration and communication. Students must be willing and ready to regularly communicate with classmates and instructors online and are expected to participate in weekly course activities. Students are expected to log into their scheduled course meetings weekly. Doing so will allow you participate in class activities, assignments, online discussions, and complete assessments. You are expected to complete all assignments, quizzes, tests, and any other activities by the due date.

Do not hesitate to ask questions. You are strongly encouraged to contact your instructor if you have course related questions regarding course concepts, assignments, and feedback provided to you. It is recommended that you contact your instructor well in advance of the due date. Also, your instructors have set aside specific times to be available for phone conferences or chat sessions if you need additional course-related support. When emailing questions to your instructor, refer to the course syllabus to review their policy on response time. Please note they may not be able to respond to every email immediately.

TIME MANAGEMENT

Managing your time is essential in any courses. Successful students are very organized in the studies and take ownership of their own learning. A best approach is to set aside specific time each day to focus on your coursework and studies. Ideally, set that time to be the same time each day.

STUDY ENVIRONMENT

Setting a consistent, familiar study environment is just as essential as managing your time. If possible, find a well-lit setting that is free of distraction. Schedule your course studies around those times you have access to your distraction-free environment. You may find that you'll make better use of your time.

STUDENT COURSE MATERIALS

Students are responsible for maintaining course files, which includes any files (papers, projects, assessments, presentations, etc.) that you create.

In addition to keeping a digital copy of your file on your own personal computer, tablet, or external storage device, you should also make use of a cloud-based storage solution (e.g., Dropbox, box.net, OneDrive). If you lose or cannot locate a file, contact your course instructor to see if s/he is able to provide the file to you. Once a course is completed, neither CITC nor your instructor is responsible for providing you with lost course-related digital files, resources, or materials.

Classes held at non-CITC facilities may be required to comply with addition COVID-19 requirements such as proof of vaccination. CITC will work to keep students updated of these changing dynamics.

ELECTRONIC DEVICE POLICY

The use of personal electronic devices (PED's) will become a central component of most classes at CITC. It is a requirement of CITC students to own a laptop or tablet computer with video, audio, camera, microphone, and wireless network access. A laptop or tablet computer is required as it allows students to use their device while they are on campus, between and during classes.

Students are required to have their own laptop or tablet computer on the first day of their schedule class.

Students' laptop or tablet computer should be used for e-texts, assignment completion, or taking notes during lecture; however, PED privileges will be revoked if students are using them for non-course-related reasons (e.g., news, social media, shopping). Cell phones may be used with the approval of the instructor. If there is an emergency and your phone must be on/visible, please inform the instructor of this at the beginning of class.

Cell phones and texting are distractions, and potentially unsafe, during class and lab time. Ringtones should be set to silent mode. If a student is told more than once to stop using a cell phone, he or she may be removed from class and considered an unexcused absence, which is subject to discipline

CONSTRUCTION INDUSTRY TRAINING COUNCIL
& UNIVERSITY OF WASHINGTON

SCHOLARSHIP PROGRAM

FOR A CERTIFICATE IN
CONSTRUCTION MANAGEMENT



**Move Your
Construction
Career to the
Next Level!**

THIS \$6,000 SCHOLARSHIP IS AWARDED TO A CITC GRADUATE TO PARTIALLY COVER TUITION FOR THE CERTIFICATE IN CONSTRUCTION MANAGEMENT PROGRAM AT THE UNIVERSITY OF WASHINGTON.

FOR MORE INFORMATION ON THIS SCHOLARSHIP, INCLUDING APPLICATION REQUIREMENTS, CONTACT HALENE SIGMUND AT (425) 285-2324.

CONSTRUCTION INDUSTRY TRAINING COUNCIL &
INLAND PACIFIC CHAPTER OF ASSOCIATED
BUILDERS & CONTRACTORS, INC.

GENE HARDER SCHOLARSHIP FOR NEED BASED ASSISTANCE



The CITC IPC-ABC GENE HARDER SCHOLARSHIP FOR NEEDS BASED ASSISTANCE will be awarded to students working to improve the quality of their life through professional and community growth.

Active CITC students in good standing may apply for this needs based scholarship, intended to help students supplement the financial needs of attending school while working on the job.

Scholarships are awarded to applicants who are able to submit a statement of need, and are currently registered as a craft training student attending classes with CITC.



UP TO \$1,000 VALUE!



CONSTRUCTION INDUSTRY TRAINING COUNCIL &
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
SPOKANE, WASHINGTON CHAPTER NO. 143

NAWIC SCHOLARSHIP

In recognition of CITC's continued effort to find, educate, and train men and women for the construction industry, the **Spokane Chapter of the National Association of Women in Construction** is pleased to award one apprentice with a **\$1,000 scholarship**.

Scholarship will be awarded based on the following criteria:

- Must be enrolled in the Apprenticeship Program
- Must be a good student, have a great interest in your program, and be likely to stay in the program for the duration.
- The funds must be used for required parts of the program, such as tools, books, tuition fees, etc.
- The recipient must be located in Spokane or the surrounding area.

FOR MORE INFORMATION ON THIS SCHOLARSHIP, INCLUDING APPLICATION REQUIREMENTS, CONTACT HALENE SIGMUND AT (425) 285-2324.

CONSTRUCTION INDUSTRY TRAINING COUNCIL &
INLAND PACIFIC CHAPTER OF ASSOCIATED
BUILDERS & CONTRACTORS, INC.

GENE HARDER SCHOLARSHIP FOR COLLEGE TUITION ASSISTANCE



The CITC IPC-ABC GENE HARDER SCHOLARSHIP FOR COLLEGE TUITION ASSISTANCE will be awarded to students working to improve the quality of their life through professional and community growth.

Individuals may apply for the college tuition assistance scholarship, intended to support students with a desire to further their construction career with a related four year college degree.

Scholarships are awarded on the basis of the following criteria:

- Academic Performance
- Course of Study
- Essay Questions
- Extra-Curricular/Community Service Activities
- Employment and Internship Experiences



\$2,500 VALUE!

CRAFT TRAINING PROGRAMS



Training is what we do...Success is what we deliver

Through hands-on training you learn real-world “Know-How”

The Construction Industry Training Council of Washington (CITC) is a state-licensed, vocational trade school for the construction industry. We offer 11 state approved construction apprenticeship programs, 11 construction craft training programs, many state approved continuing education courses for license renewal; as well as skills assessments, performance verifications, and targeted task training for field construction professionals.

Whether you are looking to improve your current skills or begin a new career in construction, CITC can help you get there. CITC’s statewide approved apprenticeship and accredited craft training programs give you comprehensive skills to prepare you for a rewarding career in the construction industry. Our skilled instructors bring their years of construction experience and expertise into the classroom, giving you the best of practical and studied know-how. Employers and employees both benefit from the training provided by CITC. You can build a better future for yourself, your company, and your industry!



TRAINING PROGRAM OVERVIEW

Our two to five year construction training programs are competency based; a combination of lab and theory. With this method of recognized training you will learn the “how” and “why” of your trade. You will be able to apply what you learn in class to the real-world scenarios you will experience on the job.

Our classes are available in a traditional classroom and shop setting providing in-depth technical and theoretical instruction along with hands-on practice. Classes are competency-based requiring a student to pass both a written test of technical knowledge, code and theory – along with a performance test demonstrating each task learned. All first year classes include OSHA 10 training for construction.

The CITC Board of Trustees reserve the right to amend any course curriculum in order to provide what they consider to be the most up-to-date skills based training needed for each trade.

CARPENTRY

Carpenters make up the largest building trade occupation in the industry. Well-trained carpenters with all-around skills are in high demand. Carpenters are involved in many different kinds of construction activities, from building highways and bridges to building schools to installing kitchen cabinets.

Carpenters construct, erect, install, and repair structures and fixtures made from wood, metal, concrete and other materials. The CITC four-year program prepares carpenters for residential and commercial work.

Note: CITC is transitioning from requiring paper NCCER Carpentry textbooks and NCCERConnect. Carpentry students are now required to purchase NCCERConnect only. NCCERConnect, which includes access to an e-text, will become the primary text materials for class and will be utilized for class and homework assignments. Students will be required to purchase an access code to NCCERConnect on the 1st day of class.

It is a requirement of CITC students to own or have access to a laptop or tablet computer with video, audio, camera, microphone, and wireless network access. Personal student laptop or tablet computer devices will be required in class each day. Additionally, all students will need to have access to a reliable internet source when classes begin in the fall. For additional information on the technical requirements for please contact the CITC office at (425) 454-2482.



APPRENTICESHIP MONTHLY WORK LOGS

Apprenticeship monthly work logs can be submitted to the apprenticeship department via email: worklogs@citcwa.org; fax: **(425) 289-0085** (this fax number does not receive texts); mail to the CITC main office: **1930 116th Ave NE Bellevue, WA 98004.**

NCCERCONNECT 2.0 WITH PEARSON eTEXT ACCESS CARD

NCCERConnect 2.0 is an online training program that enhances student learning with a range of visual, auditory, and interactive elements. Your Pearson eText Access Card will give you access to an eBook version of the textbook included in the package.

<https://registration.mypearson.com>



NCCER BOOKSTORE

20% OFF

Enter code **NCCER20** to receive 20% off your NCCER books

Includes free shipping on your first order

www.nccer.org/bookstore

CARPENTRY LEVEL 1

Minimum: 160 hours per year

CARPENTRY 101: FALL QUARTER

Students will thoroughly review construction site and shop safety; introduced to trade mathematics, safe use of hand and power tools, blueprint reading, rigging; job site communication, and construction materials and handling. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion. Includes OSHA 10 Training.

CARPENTRY 102: WINTER QUARTER

Students will learn to read plans and elevations, then safely use hand and power tools to practice building floor systems and wall and ceiling framing. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

CARPENTRY 103: SPRING QUARTER

Students will be introduced to roof framing procedures then safely use carpentry hand and power tools to practice roof framing. Student will be introduced to building envelope systems including window and exterior door opening preparation; Students will finish the quarter with an introduction to basic stair layout and framing. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion

BOOKS - CARPENTRY LEVEL 1

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Carpentry Level 1, 5th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.mypearson.com/	
NCCER Core Curriculum Trainee Guide, 6th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.mypearson.com/	
OPTIONAL TEXT		
NCCER Core Curriculum Trainee Guide, 6th Edition	9780137483341	9780137483358
NCCER Carpentry Level 1 Trainee Guide, 5th Edition	978-0-13-340237-7	9780133403800

*Purchase NCCERConnect through <https://registration.mypearson.com/>

CARPENTRY LEVEL 2

Minimum: 160 hours per year

CARPENTRY 201: FALL QUARTER

Students will learn to read commercial drawings then practice cold-formed steel framing; students will discuss thermal and moisture protection including insulating materials, vapor barriers, and waterproofing materials. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

CARPENTRY 202: WINTER QUARTER

Students will discuss various types of exterior finish materials and installation procedures, then practice exterior finishing. Students will review drywall properties and proper installation and finishing procedures. Students will be introduced to suspended ceiling components and installation procedures. The class will discuss green building practices and their importance and impact on the construction industry. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

CARPENTRY 203: SPRING QUARTER

Students will begin with an introduction to roofing applications for commercial and residential buildings; discuss residential and commercial door components and installation; practice installing doors and hardware; window, door, floor and ceiling trim and cabinet fabrication and installation. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - CARPENTRY LEVEL 2

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT

NCCER Carpentry Level 2, 5th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
OPTIONAL TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Carpentry Framing & Finish Level 2 Trainee Guide	978-0-13-340430-2	978-0-13-340465-4

*Purchase NCCERConnect through <https://registration.myperson.com/>

CARPENTRY LEVEL 3

Minimum: 160 hours per year

CARPENTRY 301: FALL QUARTER

Students will begin learning about properties of concrete followed by an introduction to trenching and excavating; foundations and slabs-on-grade; horizontal and vertical forming and procedures. The impact of green building procedures on foundations and forming will also be discussed. An emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

CARPENTRY 302: WINTER QUARTER

Students will learn to safely handle and place concrete and discuss the selection and uses of different types of reinforcing materials in concrete. An emphasis will be placed on following safe working procedures with concrete and reinforcing materials. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

CARPENTRY 303: SPRING QUARTER

Students will focus on various forms of rigging equipment and proper rigging practices and procedures. Students will then be introduced to tilt-up wall panels. An emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - CARPENTRY LEVEL 3

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Carpentry Level 3, 5th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
OPTIONAL TEXT		
NCCER Carpentry Forms Level 3 Trainee Guide, 5th Edition	978-0-13-382305-9	

*Purchase NCCERConnect through <https://registration.myperson.com/>

CARPENTRY LEVEL 4

Minimum: 160 hours per year

CARPENTRY 401: FALL QUARTER

Students will learn to do site layout (differential leveling; angular and distance measurement). Schedule for lab dates will be handed out the first night of class each quarter. An emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

CARPENTRY 402: WINTER QUARTER

Students will learn to do advanced roofing systems, advanced wall systems, advanced stair systems and review uses of light equipment. An emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

CARPENTRY 403: SPRING QUARTER

Students will practice commercial finish work; review site preparation; and complete the Introductory Skills for the Crew Leader course. An emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - CARPENTRY LEVEL 4

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Carpentry Level 4, 5th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
OPTIONAL TEXT		
NCCER Carpentry Advanced Level 4 Trainee Guide, 5th Edition	978-013-382314-1	

*Purchase NCCERConnect through <https://registration.myperson.com/>

Carpentry Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Mark Anderson started in the trade in 1967, completed his apprenticeship in 1974. Joined the CITC faculty in 2016.

Timothy Beecher started in the trade in 1994. CITC graduate and Student of the Year in 2002, and became a CITC faculty member in 2007.

Chris Green started in the trade in 1986. Joined the CITC faculty in 2019.

Keith Love started in the trade in 1996. Eastern WA University Graduate in Business Management 1980. Became a CITC faculty member in 2015.

Michael Powell started the trade in 1998. Completed his apprenticeship in 1994. Joined the CITC faculty in 2016.

Scott Sigmund started in construction in 1976 and joined the CITC faculty in 2016.

Scott Johnson started in construction in 1985 and joined the CITC faculty in 2019.

Carpentry Schedule & Tuition

Eastern Washington Region

CARPENTRY LEVEL 1										
Spokane	101	Fall	13 weeks	64 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments			Tuition: \$1,325
Spokane	102	Wtr	8 weeks	48 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments			Tuition: \$1,325
Spokane	103	Spr	9 weeks	48 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments			Tuition: \$1,325

Western Washington Region

CARPENTRY LEVEL 1										
Bellevue	101	Fall	13 weeks	64 hours	Fri/Sat	8a-5p	September 23 – December 17			Tuition: \$1,750
Bellevue	102	Wtr	10 weeks	48 hours	Fri/Sat	8a-5p	January 27 – March 25			Tuition: \$1,750
Bellevue	103	Spr	10 weeks	48 hours	Fri/Sat	8a-5p	April 28 – June 17			Tuition: \$1,750
Marysville	101	Fall	13 weeks	64 hours	Tue	5p-9p	September 13 – December 20 + 1 Saturday			Tuition: \$1,750
Marysville	102	Wtr	10 weeks	48 hours	Tue	5p-9p	January 10 – March 14 + 1 Saturday			Tuition: \$1,750
Marysville	103	Spr	9 weeks	48 hours	Tue	5p-9p	April 11 – June 6 + 2 Saturdays			Tuition: \$1,750
CARPENTRY LEVEL 2										
Bellevue	201	Fall	13 weeks	64 hours	Fri/Sat	8a-5p	September 16 – December 10 + Assignments			Tuition: \$1,750
Bellevue	202	Wtr	10 weeks	48 hours	Fri/Sat	8a-5p	January 13 – March 11			Tuition: \$1,750
Bellevue	203	Spr	9 weeks	48 hours	Fri/Sat	8a-5p	April 14 – June 10			Tuition: \$1,750
CARPENTRY LEVEL 3										
Bellevue	301	Fall	13 weeks	64 hours	Fri/Sat	8a-5p	September 23 – December 17			Tuition: \$1,750
Bellevue	302	Wtr	10 weeks	48 hours	Fri/Sat	8a-5p	January 27 – March 25			Tuition: \$1,750
Bellevue	303	Spr	9 weeks	48 hours	Fri/Sat	8a-5p	April 28 – June 17			Tuition: \$1,750
CARPENTRY LEVEL 4										
Bellevue	401	Fall	15 weeks	64 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments			Tuition: \$1,750
Bellevue	402	Wtr	9 weeks	48 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments			Tuition: \$1,750
Bellevue	403	Spr	9 weeks	48 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments			Tuition: \$1,750



All first year classes include
OSHA 10 for Construction



ELECTRICAL: COMMERCIAL INSIDE WIREMAN

Electricians install, maintain and repair electrical systems in and around structures. They install wiring and other electrical components such as motors, transformers, circuit breaker panels, switches and lighting by following blueprints, the National Electrical Code® and state and local codes. CITC provides a comprehensive, four-year, commercial inside wireman electrical curriculum that prepares workers for their “01” journeyman exam which allows them to perform all types of electrical work.

Note: CITC is transitioning from requiring paper NCCER Carpentry textbooks and NCCERConnect. Carpentry students are now required to purchase NCCERConnect only. NCCERConnect, which includes access to an e-text, will become the primary text materials for class and will be utilized for class and homework assignments. Students will be required to purchase an access code to NCCERConnect on the 1st day of class.

It is a requirement of CITC students to own or have access to a laptop or tablet computer with video, audio, camera, microphone, and wireless network access. Personal student laptop or tablet computer devices will be required in class each day. Additionally, all students will need to have access to a reliable internet source when classes begin in the fall. For additional information on the technical requirements for please contact the CITC office at (425) 454-2482.



APPRENTICESHIP MONTHLY WORK LOGS



Apprenticeship monthly work logs can be submitted to the apprenticeship department via email: worklogs@citcwa.org; fax: **(425) 289-0085** (this fax number does not receive texts); mail to the CITC main office: **1930 116th Ave NE Bellevue, WA 98004.**

NCCERCONNECT 2.0 WITH PEARSON eTEXT ACCESS CARD

NCCERConnect 2.0 is an online training program that enhances student learning with a range of visual, auditory, and interactive elements. Your Pearson eText Access Card will give you access to an eBook version of the textbook included in the package.

<https://registration.mypearson.com>



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COMMERCIAL INSIDE WIREMAN LEVEL 1

Minimum: 201 hours per year

COMMERCIAL INSIDE WIREMAN 101: FALL QUARTER

Students will begin with an orientation for the electrical trade, job site safety. Students will review RCW 19.28 and WAC 29-46B; job site safety practices and standards. Includes OSHA 10 Training. Students will review electrical mathematics, an introduction to electrical circuits, basic electrical theory (Ohms and Kirchoff's Law), various circuits, and will begin using the National Electrical Code and Washington State rules (RCW/WAC). Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

COMMERCIAL INSIDE WIREMAN 102: WINTER QUARTER

Students continue extensive use of the National Electrical Code and Washington State rules (RCW/WAC), learn how to install various device boxes, how to hand bend small diameter conduit, and types & uses of raceways & fittings. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

COMMERCIAL INSIDE WIREMAN 103: SPRING QUARTER

Students learn about the NEC requirements for conductors and cables, begin using basic electrical drawings, review code and installation requirements for residential electrical service, and learn to use multiple pieces of electrical test equipment. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - COMMERCIAL INSIDE WIREMAN LEVEL 1		
It is the student's responsibility to have the following book(s) on the first night of class:		
REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Core Curriculum Trainee Guide, 6th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
Electrical Level 1 Trainee Guide, 10th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
2020 National Electric Code (NEC)	978-1-4559-2297-0	
Delmar's Standard Textbook of Electricity, 7th Edition		9781337900348
Washington State Electrical RCW/WACs	Free download available through L&I	
OPTIONAL TEXT		
NCCER Core Curriculum Trainee Guide, 6th Edition	9780137483341	9780137483358
NCCER Electrical Level 1 Trainee Guide, 10th Edition	9780136908531	9780136908654

*Purchase NCCERConnect through <https://registration.myperson.com/>



All first year classes include
OSHA 10 for Construction



COMMERCIAL INSIDE WIREMAN LEVEL 2

Minimum: 201 hours per year

COMMERCIAL INSIDE WIREMAN 201: FALL QUARTER

Students will complete a review of math concepts and code from the previous year; then discuss alternating current and how to apply Ohm’s law; AC and DC motors through theory & application; electric lighting, and related NEC articles and RCW/WAC rules. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

COMMERCIAL INSIDE WIREMAN 202: WINTER QUARTER

Students will discuss and perform conduit bending; sizing and installing pull and junction boxes; conductor installations; cable trays, and related NEC articles and RCW/WAC rules. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

COMMERCIAL INSIDE WIREMAN 203: SPRING QUARTER

Students will learn about conductor terminations & splices; will discuss and perform grounding & bonding; principles, selection and installation of circuit breakers & fuses; control systems and fundamental concepts; and related NEC articles and RCW/WAC rules. Review of green building best practices and alternative energy sources will also be included. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

BOOKS - COMMERCIAL INSIDE WIREMAN LEVEL 2		
It is the student’s responsibility to have the following book(s) on the first night of class:		
REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
Electrical Level 2 Trainee Guide, 10th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
Delmar’s Standard Textbook of Electricity, 7th Edition		9781337900348
2020 National Electric Code (NEC)	978-1-4559-2297-0	
Soares Book on Grounding and Bonding, 14th Edition (NEC 2020)		9781890659851
Washington State Electrical RCW/WACs	Free download available through L&I	
OPTIONAL TEXT		
NCCER Electrical Level 2 Trainee Guide, 10th Edition	9780136897828	9780136897743

*Purchase NCCERConnect through <https://registration.myperson.com/>



COMMERCIAL INSIDE WIREMAN LEVEL 3

Minimum: 201 hours per year

COMMERCIAL INSIDE WIREMAN 301: FALL QUARTER

Students will heavily discuss and load calcs-branch and feeders circuits; conductor selection and sizing and voltage drop calculations; overcurrent protection; load calcs-feeders and services; and discuss distribution equipment commercial electrical services including commercial load calcs; and related NEC articles and RCW/WAC rules and all related code topics for all content. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

COMMERCIAL INSIDE WIREMAN 302: WINTER QUARTER

Students will continue with distribution equipment and commercial electrical services then discuss basic electronic theory and electrical transformers including single phase, 3 phase, and specialty transformers. Students will then begin discussing Healthcare Facilities. All related NEC articles and RCW/WAC rules and all related code topics will be thoroughly reviewed. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

COMMERCIAL INSIDE WIREMAN 303: SPRING QUARTER

Students begin with a review of Healthcare Facilities then discuss practical applications of lighting. Students will then discuss and perform communication cabling including voice, data & video; and related NEC articles and RCW/WAC rules and all related code topics; heat tracing and freeze protection and; medium voltage terminations. All related NEC articles and RCW/WAC rules and all related code topics will be thoroughly reviewed. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

BOOKS - COMMERCIAL INSIDE WIREMAN LEVEL 3		
It is the student’s responsibility to have the following book(s) on the first night of class:		
REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
Electrical Level 3 Trainee Guide, 10th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
Electrical Level 4 Trainee Guide, 10th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
2020 National Electric Code (NEC)	978-1-4559-2297-0	
Delmar’s Standard Textbook of Electricity, 6th Edition		978-1-285-85270-6
Washington State Electrical RCW/WACs	Free download available through L&I	
OPTIONAL TEXT		
NCCER Electrical Level 3 Trainee Guide, 10th Edition	9780136904809	
NCCER Electrical Level 4 Trainee Guide, 10th Edition	9780136910787	

*Purchase NCCERConnect through <https://registration.myperson.com/>



COMMERCIAL INSIDE WIREMAN LEVEL 4

Minimum: 201 hours per year

COMMERCIAL INSIDE WIREMAN 401: FALL QUARTER

Students will begin study standby and emergency systems, control panels and notifications, HVAC controls, and related NEC articles and RCW/WAC rules and all related code topics. Students will then embark on a detailed study of NEC Article 430, motor theory & associated calculations, and other articles throughout the code pertaining to the installation of motors, controls and their circuits & feeders. Students will undertake a detailed study of NEC Articles 500,501,502,503 and the introduction to the Definitions of Classified Areas/Hazardous Locations. Students will begin building live motor control projects. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

COMMERCIAL INSIDE WIREMAN 402: WINTER QUARTER

Students will continue building live motor control projects using motor control drawings in order to understand applications to different industries. Students will also study motor operation and maintenance. Students will complete approximately 25 Lab projects and a group motor control project.

COMMERCIAL INSIDE WIREMAN 403: SPRING QUARTER

Students will focus on a review of skills learned including NEC & RCW/WAC rules and related code topics to prepare students for their journeyman exam. The course will finish with a discussion on the fundamentals of crew leadership to prepare students for the expectations of potential management.

BOOKS - COMMERCIAL INSIDE WIREMAN LEVEL 4		
It is the student’s responsibility to have the following book(s) on the first night of class:		
REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
Electrical Level 3 Trainee Guide, 9th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
Electrical Level 4 Trainee Guide, 9th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
2020 National Electric Code (NEC)	978-1-4559-2297-0	
Delmar’s Standard Textbook of Electricity, 6th Edition		978-1-285-85270-6
Washington State Electrical RCW/WACs	Free download available through L&I	
Mike Holt’s 2020 Guide to Electrical Exam Prep	978-0-9992038-7-3	
OPTIONAL TEXT		
NCCER Electrical Level 3 Trainee Guide, 9th Edition	978-013-473823-9	
NCCER Electrical Level 4 Trainee Guide, 9th Edition	978-013-473822-2	
2020 Key Word Index by Tom Henry	9781733462143	

*Purchase NCCERConnect through <https://registration.myperson.com/>

Electrical: Commercial Inside Wireman Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified certification by the National Center for Construction Education and Research.

Jeffrey Ault started in the trade in 1996 and joined the CITC faculty in 2016.

Fred Bedell started in the trade in 1984 and became a CITC faculty member in 2015.

Derek Beresford started in the trade in 1999. Joined the CITC faculty in 2014.

Joseph Harrison started in the trade in 1999 and joined the CITC faculty in 2018. CITC Instructor of the Year in 2021-2022.

Jerry Katona started in the trade in 1965. Graduate from North Seattle Community College in 1976 with degree in electrical theory. Admin license in 1981 and master electrician license in 2003. Joined the CITC faculty in 2017.

Allan Kush started in the trade in 1982 and joined the CITC faculty in 2018.

Brandon Konold started in the trade in 2007. Graduated from CITC in 2011. Joined CITC the faculty 2015.

Steve King started in the trade in 1996. Technical College graduate 2001. Joined the CITC faculty in 2017.

Darick Lopez started in the trade in 1994. Master electrician license in 2015. Joined the CITC faculty in 2020.

Gerald Morman started in the trade in 1984. Electrical Engineering graduate, 2014. Joined the CITC faculty in 2020.

Jeff Shaw started in the trade in 2004 and joined the CITC faculty in 2017.

Lara Siegfried started in the trade in 2010. CITC graduate in 2014. CITC faculty since 2017. CITC Instructor of the Year in 2018-2019.

Shane Taylor started in the trade in 2003. Joined the CITC faculty in 2017.

Jai Briar started in the trade in 2012. Joined the CITC faculty in 2021.

Jason Nelson started in the trade in 2006. Joined the CITC faculty in 2021.

Quincy Ross started in the trade in 2013. Joined the CITC faculty in 2022.

Alex Johnson started in the trade in 2002. Joined the CITC faculty in 2022.

Brad McVey started in the trade in 1998. Joined the CITC faculty in 2021.

Tom Spisak started in the trade in 2000. Joined the CITC faculty in 2021.

Rick St. Vincent started in the trade in 2001. Graduated from FAEC Apprenticeship Program in 2005 and became a CITC faculty member in 2006. Received CITC Instructor of the Year award in 2012.

Commercial Inside Wireman Schedule & Tuition

Eastern Washington Region

COMMERCIAL INSIDE WIREMAN LEVEL 1										
Pasco 1A	101	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 16 – December 10 + Assignments			Tuition: \$1,325
Pasco 1A	102	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments			Tuition: \$1,325
Pasco 1A	103	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 14 – June 10 + Assignments			Tuition: \$1,325
Pasco 1B	401	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments			Tuition: \$1,325
Pasco 1B	402	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments			Tuition: \$1,325
Pasco 1B	403	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments			Tuition: \$1,325
Spokane 1A	101	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments			Tuition: \$1,325
Spokane 1A	102	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments			Tuition: \$1,325
Spokane 1A	103	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 14 – June 3 + Assignments			Tuition: \$1,325
Spokane 1B	101	Fall	12 weeks	81 hours	Fri/Sat	8a-5p	September 23 – December 17 + Assignments			Tuition: \$1,325
Spokane 1B	102	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 27 – March 25 + Assignments			Tuition: \$1,325
Spokane 1B	103	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 28 – June 17 + Assignments			Tuition: \$1,325
Spokane 1C	101	Fall	12 weeks	81 hours	Fri/Sat	8a-5p	September 16 – December 10 + Assignments			Tuition: \$1,325
Spokane 1C	102	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments			Tuition: \$1,325
Spokane 1C	103	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 21 – June 10 + Assignments			Tuition: \$1,325
COMMERCIAL INSIDE WIREMAN LEVEL 2										
Pasco	201	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 23 – December 17 + Assignments			Tuition: \$1,325
Pasco	202	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 27 – March 25 + Assignments			Tuition: \$1,325
Pasco	203	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 28 – June 17 + Assignments			Tuition: \$1,325
Spokane 2A	201	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments			Tuition: \$1,325
Spokane 2A	202	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments			Tuition: \$1,325
Spokane 2A	203	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments			Tuition: \$1,325
Spokane 2B	201	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 23 – December 17 + Assignments			Tuition: \$1,325
Spokane 2B	202	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments			Tuition: \$1,325
Spokane 2B	203	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 21 – June 17 + Assignments			Tuition: \$1,325
COMMERCIAL INSIDE WIREMAN LEVEL 3										
Pasco 3A	301	Fall	13 weeks	81 hours	Fri/Sat	7a-4p	September 16 – December 10 + Assignments			Tuition: \$1,325
Pasco 3A	302	Wtr	8 weeks	60 hours	Fri/Sat	7a-4p	January 13 – March 11 + Assignments			Tuition: \$1,325
Pasco 3A	303	Spr	9 weeks	60 hours	Fri/Sat	7a-4p	April 14 – June 10 + Assignments			Tuition: \$1,325
Pasco 3B	301	Fall	13 weeks	81 hours	Fri/Sat	7a-4p	September 23 – December 17 + Assignments			Tuition: \$1,325
Pasco 3B	302	Wtr	8 weeks	60 hours	Fri/Sat	7a-4p	January 27 – March 25 + Assignments			Tuition: \$1,325
Pasco 3B	303	Spr	9 weeks	60 hours	Fri/Sat	7a-4p	April 28 – June 17 + Assignments			Tuition: \$1,325
Spokane 3A	301	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 16 – December 10 + Assignments			Tuition: \$1,325
Spokane 3A	302	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments			Tuition: \$1,325
Spokane 3A	303	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 14 – June 10 + Assignments			Tuition: \$1,325
Spokane 3B	301	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 23 – December 17 + Assignments			Tuition: \$1,325
Spokane 3B	302	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments			Tuition: \$1,325
Spokane 3B	303	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 21 – June 17 + Assignments			Tuition: \$1,325

Commercial Inside Wireman Schedule & Tuition *continued*

Easter Washington Region *continued*

COMMERCIAL INSIDE WIREMAN LEVEL 4								
Pasco 4A	401	Fall	13 weeks	81 hours	Fri/Sat	7a-4p	September 9 – December 3 + Assignments	Tuition: \$1,325
Pasco 4A	402	Wtr	8 weeks	60 hours	Fri/Sat	7a-4p	January 6 – March 4 + Assignments	Tuition: \$1,325
Pasco 4A	403	Spr	9 weeks	60 hours	Fri/Sat	7a-4p	April 7 – June 3 + Assignments	Tuition: \$1,325
Pasco 4B	401	Fall	13 weeks	81 hours	Fri/Sat	7a-4p	September 16 – December 10 + Assignments	Tuition: \$1,325
Pasco 4B	403	Wtr	8 weeks	60 hours	Fri/Sat	7a-4p	January 13– March 11 + Assignments	Tuition: \$1,325
Pasco 4B	403	Spr	9 weeks	60 hours	Fri/Sat	7a-4p	April 14– June 10 + Assignments	Tuition: \$1,325
Spokane 4A	401	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments	Tuition: \$1,325
Spokane 4A	402	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,325
Spokane 4A	403	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments	Tuition: \$1,325
Spokane 4B	401	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 16 – December 10 + Assignments	Tuition: \$1,325
Spokane 4B	402	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments	Tuition: \$1,325
Spokane 4B	403	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 14 – June 10 + Assignments	Tuition: \$1,325

Western Washington Region

COMMERCIAL INSIDE WIREMAN LEVEL 1 Tuition: \$1,750								
Bellevue 1A	101	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14	Tuition: \$1,750
Bellevue 1A	102	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22	Tuition: \$1,750
Bellevue 1A	103	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24	Tuition: \$1,750
Bellevue 1B	101	Fall	14 weeks	87 hours	Tue/Thu	5:30p-9p	September 13 – December 13	Tuition: \$1,750
Bellevue 1B	102	Wtr	8 weeks	63 hours	Tue/Thu	5:30p-9p	January 10 – March 13	Tuition: \$1,750
Bellevue 1B	103	Spr	7 weeks	51 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays	Tuition: \$1,750
Bellevue 1C	101	Fall	14 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments	Tuition: \$1,750
Bellevue 1C	102	Wtr	9 weeks	60 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,750
Bellevue 1C	103	Spr	8 weeks	60 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments	Tuition: \$1,750
Bellingham	101	Fall	13 weeks	86 hours	Mon/Wed	5:30p-9p	September 19 – December 5 + 2 Saturdays	Tuition: \$1,750
Bellingham	102	Wtr	9 weeks	65 hours	Mon/Wed	5:30p-9p	January 9 – March 1 + 2 Saturdays	Tuition: \$1,750
Bellingham	103	Spr	6 weeks	50 hours	Mon/Wed	5:30p-9p	April 17 – May 17 + 2 Saturdays	Tuition: \$1,750
Marysville 1A	101	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14	Tuition: \$1,750
Marysville 1A	102	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22	Tuition: \$1,750
Marysville 1A	103	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24	Tuition: \$1,750
Marysville 1B	101	Fall	12 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments	Tuition: \$1,750
Marysville 1B	102	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,750
Marysville 1B	103	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments	Tuition: \$1,750
Tacoma 1A	101	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14	Tuition: \$1,750
Tacoma 1A	102	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22	Tuition: \$1,750
Tacoma 1A	103	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24	Tuition: \$1,750
Tacoma 1B	101	Fall	14 weeks	87 hours	Tue/Thu	5:30p-9p	September 13 – December 13	Tuition: \$1,750
Tacoma 1B	102	Wtr	9 weeks	63 hours	Tue/Thu	5:30p-9p	January 10 – March 13	Tuition: \$1,750
Tacoma 1B	103	Spr	8 weeks	51 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays	Tuition: \$1,750
Vancouver	101	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14	Tuition: \$1,750
Vancouver	102	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22	Tuition: \$1,750
Vancouver	103	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24	Tuition: \$1,750

Commercial Inside Wireman Schedule & Tuition *continued*

Western Washington Region *continued*

COMMERCIAL INSIDE WIREMAN LEVEL 2									
Bellevue 2A	201	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14		Tuition: \$1,750
Bellevue 2A	202	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22		Tuition: \$1,750
Bellevue 2A	203	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24		Tuition: \$1,750
Bellevue 2B	201	Fall	14 weeks	87 hours	Tue/Thu	5:30p-9p	September 13 – December 13		Tuition: \$1,750
Bellevue 2B	202	Wtr	9 weeks	63 hours	Tue/Thu	5:30p-9p	January 10 – March 13		Tuition: \$1,750
Bellevue 2B	203	Spr	8 weeks	51 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays		Tuition: \$1,750
Bellingham	201	Fall	12 weeks	86 hours	Tue/Thu	5:30p-9p	September 20 – December 6 + 2 Saturdays		Tuition: \$1,750
Bellingham	202	Wtr	7 weeks	65 hours	Tue/Thu	5:30p-9p	January 10 – February 28 + 2 Saturdays		Tuition: \$1,750
Bellingham	203	Spr	6 weeks	50 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays		Tuition: \$1,750
Marysville	201	Fall	14 weeks	81 hours	Fri/Sat	8a-5p	September 16 – December 10 + Assignments		Tuition: \$1,750
Marysville	202	Wtr	9 weeks	60 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments		Tuition: \$1,750
Marysville	203	Spr	8 weeks	60 hours	Fri/Sat	8a-5p	April 14 – June 10 + Assignments		Tuition: \$1,750
Tacoma 2A	201	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14		Tuition: \$1,750
Tacoma 2A	202	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22		Tuition: \$1,750
Tacoma 2A	203	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24		Tuition: \$1,750
Tacoma 2B	201	Fall	14 weeks	87 hours	Tue/Thu	5:30p-9p	September 13 – December 13		Tuition: \$1,750
Tacoma 2B	202	Wtr	9 weeks	63 hours	Tue/Thu	5:30p-9p	January 10 – March 13		Tuition: \$1,750
Tacoma 2B	203	Spr	8 weeks	51 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays		Tuition: \$1,750
Vancouver	201	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14		Tuition: \$1,750
Vancouver	202	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22		Tuition: \$1,750
Vancouver	203	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24		Tuition: \$1,750
COMMERCIAL INSIDE WIREMAN LEVEL 3									
Bellevue 3A	301	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14		Tuition: \$1,750
Bellevue 3A	302	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22		Tuition: \$1,750
Bellevue 3A	303	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 18 – May 18 + 2 Saturdays		Tuition: \$1,750
Bellevue 3B	301	Fall	14 weeks	87 hours	Tue/Thu	5:30p-9p	September 13 – December 13		Tuition: \$1,750
Bellevue 3B	302	Wtr	9 weeks	63 hours	Tue/Thu	5:30p-9p	January 10 – March 13		Tuition: \$1,750
Bellevue 3B	303	Spr	8 weeks	51 hours	Tue/Thu	5:30p-9p	April 10 – May 24 + 2 Saturdays		Tuition: \$1,750
Marysville	301	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 23 – December 17 + Assignments		Tuition: \$1,750
Marysville	302	Wtr	8 weeks	630hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments		Tuition: \$1,750
Marysville	303	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 21 – June 17 + Assignments		Tuition: \$1,750
Tacoma	301	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14		Tuition: \$1,750
Tacoma	302	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22		Tuition: \$1,750
Tacoma	303	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24		Tuition: \$1,750



All first year classes include
OSHA 10 for Construction



Commercial Inside Wireman Schedule & Tuition *continued*

Western Washington Region continued

COMMERCIAL INSIDE WIREMAN LEVEL 4									
Bellevue 4A	401	Fall	14 weeks	87 hours	Tue/Thu	5:30p-9p	September 12 – December 14		Tuition: \$1,750
Bellevue 4A	402	Wtr	9 weeks	63 hours	Tue/Thu	5:30p-9p	January 9 – March 22		Tuition: \$1,750
Bellevue 4A	403	Spr	8 weeks	51 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays		Tuition: \$1,750
Bellevue 4B	401	Fall	14 weeks	87 hours	Tue/Thu	5:30p-9p	September 13 – December 13		Tuition: \$1,750
Bellevue 4B	402	Wtr	9 weeks	63 hours	Tue/Thu	5:30p-9p	January 10 – March 13		Tuition: \$1,750
Bellevue 4B	403	Spr	8 weeks	51 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays		Tuition: \$1,750
Marysville 4A	401	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14		Tuition: \$1,750
Marysville 4A	402	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22		Tuition: \$1,750
Marysville 4A	403	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24		Tuition: \$1,750
Marysville 4B	401	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments		Tuition: \$1,750
Marysville 4B	402	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments		Tuition: \$1,750
Marysville 4B	403	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments		Tuition: \$1,750
Tacoma	401	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14		Tuition: \$1,750
Tacoma	402	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22		Tuition: \$1,750
Tacoma	403	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24		Tuition: \$1,750
Vancouver	401	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14		Tuition: \$1,750
Vancouver	402	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22		Tuition: \$1,750
Vancouver	403	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24		Tuition: \$1,750



All first year classes include
OSHA 10 for Construction



ELECTRICAL: LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN

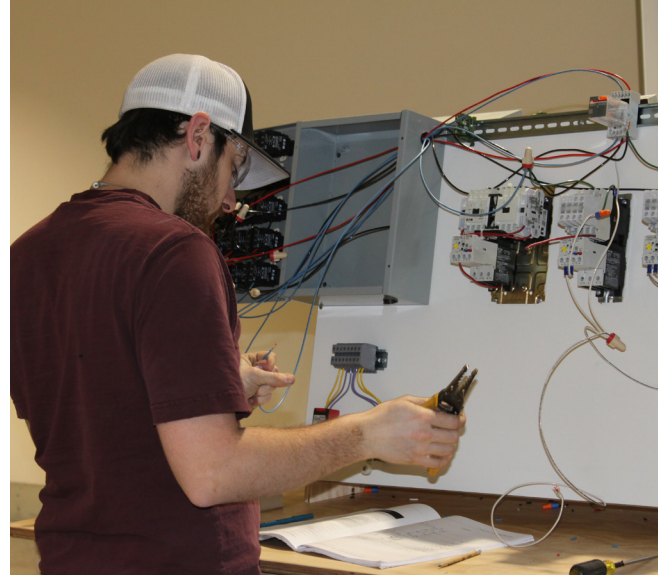
The low energy/sound and communication technician tasks include the installing, servicing and maintaining of systems for sound, audio, video, fire & burglar alarm systems, CCTV security, access control, fiber optics, telephone/data and computer systems integration.

Their work generally focuses on the distribution of low-voltage signals among microprocessor-based devices and controls. The technician's duties generally include installing, connecting, calibrating, and servicing products that move voice, video, audio, and data signals, and products that control mechanical and electrical apparatuses. CITC provides a comprehensive, three year Electrical curriculum that prepares workers for their "06" electrical journeyman exam.

Students will be required to have access to a computer or tablet device with a working camera and microphone. Additionally, all students will need to have access to a reliable internet source when classes begin in the fall. For additional information on the technical requirements for this program please contact the CITC office at (425) 454-2482.

Note: It is crucial that students have the required personal laptop or tablet computer on the 1st day of class. Students who do not have an appropriate laptop or tablet may be dismissed from class and charged with an absence.

CITC strives to offer a variety of class schedules and locations for students to select from. To ensure your place in a class of your choice CITC encourages your registration as soon as registration opens. Registration is on a first come, first serve basis. If the class you have selected is full, you will be transferred into the next available class at the CITC facility nearest your home zip code.



APPRENTICESHIP MONTHLY WORK LOGS



Apprenticeship monthly work logs can be submitted to the apprenticeship department via email: worklogs@citcwa.org; fax: **(425) 289-0085** (this fax number does not receive texts); mail to the CITC main office: **1930 116th Ave NE Bellevue, WA 98004**.

NCCERCONNECT 2.0 WITH PEARSON eTEXT ACCESS CARD

NCCERConnect 2.0 is an online training program that enhances student learning with a range of visual, auditory, and interactive elements. Your Pearson eText Access Card will give you access to an eBook version of the textbook included in the package.

<https://registration.mypearson.com>

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LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN LEVEL 1

Minimum: 201 hours per year

LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN 101: FALL QUARTER

Students will begin with an orientation for the electrical trade, job site safety. Students will review RCW 19.28 and WAC 29-46B; job site safety practices and standards. Course includes OSHA 10 and 1st Aid / CPR training. Students will receive an overview of the electrical trade and will learn; electrical safety; review electrical mathematics; an introduction to electrical circuits, basic electrical theory (Ohms and Kirchoff’s Law), various circuits; will be introduced to electrical drawings; electrical pathways and spaces; hand bending of conduit.

LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN 102: WINTER QUARTER

Students will be introduced to the 2020 NEC and Washington State rules (RCW/WAC) and will learn; low voltage cabling; DC circuits; AC circuits; and switching devices and timers. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

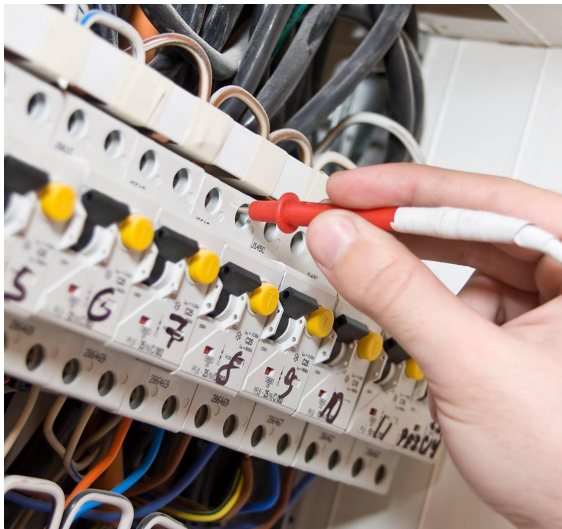
LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN 103: SPRING QUARTER

Students will learn about semiconductors and integrated circuits; codes and standards and ana; wire and cable terminations; and electrical test equipment. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

BOOKS - LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN LEVEL 1

It is the student’s responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Electrical Level 1 Trainee Guide, 10th Edition	9780136908531	9780136908654
NCCER Electronic Systems Technician Level 3 Trainee Guide, 4th Edition	9780136844518	
2020 National Electric Code (NEC)	9781455922970	
NFPA 72: National Fire Alarm and Signaling Code Handbook	9781455920563	
Washington State Electrical RCW/WACs	Free download available through L&I	



LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN LEVEL 2

Minimum: 201 hours per year

LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN 201: FALL QUARTER

Students will learn about; power quality and grounding; buses and networks; fiber optics; and wireless communication Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN 202: WINTER QUARTER

Students will learn about; rack assemblies; maintenance and repair of low voltage systems; and will begin learning about audio and video systems. Includes an introduction to green building practices. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN 203: SPRING QUARTER

Students will finish learning about audio and video systems; will learn about broadband systems; and telecommunications systems. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN LEVEL 2

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Electrical Level 2 Trainee Guide, 10th Edition	9780136897828	9780136897743
NCCER Electronic Systems Technician Level 4 Trainee Guide, 4th Edition	9780136844150	
2020 National Electric Code (NEC)	978-1-4559-2297-0	
NFPA 72: National Fire Alarm and Signaling Code Handbook	978-1-4559-2056-3	

LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN LEVEL 3

Minimum: 201 hours per year

LOW ENERGY SOUND & COMMUNICATION TECHNICIAN 301: FALL QUARTER

This quarter covers the design, installation guidelines and troubleshooting of intrusion detection systems; also the design, installation and troubleshooting of residential and commercial fire alarms. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN 302: WINTER QUARTER

Students will study the system requirements, installation requirements and code specifications of nurse call and signaling systems found in health care facilities; review the installation and configuration, testing and troubleshooting of closed circuit TV systems in various sized facilities; learn about the installation practices and electrical codes related to various access control systems. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN 303: SPRING QUARTER

Students will learn about the design and installation best practices for building networks in smart houses and businesses; participate in a comprehensive review of all related NEC code and associated Oregon and Washington state rules in preparation for licensing exams. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.



All first year classes include
OSHA 10 for Construction



BOOKS - LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN LEVEL 3

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Electrical Level 1 Trainee Guide, 10th Edition	9780136908531	9780136908654
NCCER Electrical Level 2 Trainee Guide, 10th Edition	9780136897828	9780136897743
NCCER Electronic Systems Technician Level 3 Trainee Guide, 4th Edition	9780136844518	
NCCER Electronic Systems Technician Level 4 Trainee Guide, 4th Edition	9780136844150	
2020 National Electric Code (NEC)	978-1-4559-2297-0	
NFPA 72: National Fire Alarm and Signaling Code Handbook	978-1-4559-2056-3	

Low Energy/Sound & Communication Technician Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified certification by the National Center for Construction Education and Research.

Lloyd Hawes started in the trade in 1989. Became CITC Faculty member in 2020.

Tom Brown started in the trade in 1979. Owner operator of a limited energy / sound & communication business since 1989. EL-06 Master Electrician. Joined the CITC faculty in 2019.

Mike Patterson has over 30 years in the electrical industry. Became CITC Faculty member in 2022

Low Energy/Sound & Communication Technician Schedule & Tuition

Eastern Washington Region

LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN LEVEL 1								
Spokane	101	Fall	13 weeks	87 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments	Tuition: \$1,325
Spokane	102	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,325
Spokane	103	Spr	9 weeks	51 hours	Fri/Sat	8a-5p	March 31 – June 3 + Assignments	Tuition: \$1,325

Western Washington Region

LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN LEVEL 1								
Marysville	101	Fall	13 weeks	87 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments	Tuition: \$1,750
Marysville	102	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,750
Marysville	103	Spr	9 weeks	51 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments	Tuition: \$1,750
LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN LEVEL 2								
Marysville	201	Fall	13 weeks	87 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments	Tuition: \$1,750
Marysville	202	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,750
Marysville	203	Spr	9 weeks	51 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments	Tuition: \$1,750
LOW ENERGY/SOUND & COMMUNICATION TECHNICIAN LEVEL 3								
Marysville	301	Fall	13 weeks	87 hours	Fri/Sat	8a-5p	September 9 – December 10 + Assignments	Tuition: \$1,750
Marysville	302	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,750
Marysville	303	Spr	9 weeks	51 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments	Tuition: \$1,750

ELECTRICAL: RESIDENTIAL WIREMAN

Residential wiremen perform many of the same tasks as inside wiremen, but limited to residential environments such as single-family dwellings, apartment complexes and condominiums. The Residential Wireman installs, maintains and repairs the electrical systems in homes and other types of residential installations. CITC provides a comprehensive, two-year Electrical curriculum that prepares workers for their “02” electrical journeyman exam.

Note: CITC is transitioning from requiring paper NCCER Carpentry textbooks and NCCERConnect. Carpentry students are now required to purchase NCCERConnect only. NCCERConnect, which includes access to an e-text, will become the primary text materials for class and will be utilized for class and homework assignments. Students will be required to purchase an access code to NCCERConnect on the 1st day of class.

It is a requirement of CITC students to own or have access to a laptop or tablet computer with video, audio, camera, microphone, and wireless network access. Personal student laptop or tablet computer devices will be required in class each day. Additionally, all students will need to have access to a reliable internet source when classes begin in the fall. For additional information on the technical requirements for please contact the CITC office at (425) 454-2482.



APPRENTICESHIP MONTHLY WORK LOGS

Apprenticeship monthly work logs can be submitted to the apprenticeship department via email: worklogs@citcwa.org; fax: **(425) 289-0085** (this fax number does not receive texts); mail to the CITC main office: **1930 116th Ave NE Bellevue, WA 98004**.

NCCERCONNECT 2.0 WITH PEARSON eTEXT ACCESS CARD

NCCERConnect 2.0 is an online training program that enhances student learning with a range of visual, auditory, and interactive elements. Your Pearson eText Access Card will give you access to an eBook version of the textbook included in the package.

<https://registration.mypearson.com>



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www.nccer.org/bookstore

RESIDENTIAL WIREMAN LEVEL 1

Minimum: 201 hours per year

RESIDENTIAL WIREMAN 101: FALL QUARTER

Students will begin with an orientation for the electrical trade, job site safety. Students will review RCW 19.28 and WAC 29-46B; job site safety practices and standards. Includes OSHA 10 Training. Students will review electrical mathematics, an introduction to electrical circuits, basic electrical theory (Ohms and Kirchhoff's Law), various circuits, and will begin using the National Electrical Code and Washington State rules (RCW/WAC). Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

RESIDENTIAL WIREMAN 102: WINTER QUARTER

Students continue extensive use of the National Electrical Code and Washington State rules (RCW/WAC), learn how to install various device boxes, how to hand bend small diameter conduit, and types & uses of raceways & fittings. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

RESIDENTIAL WIREMAN 103: SPRING QUARTER

Students learn about the NEC requirements for conductors and cables, begin using basic electrical drawings, review code and installation requirements for residential electrical service, and learn to use multiple pieces of electrical test equipment. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - RESIDENTIAL WIREMAN LEVEL 1		
It is the student's responsibility to have the following book(s) on the first night of class:		
REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Core Curriculum Trainee Guide, 6th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
Electrical Level 1 Trainee Guide, 10th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
2020 National Electric Code (NEC)	978-1-4559-2297-0	
Delmar's Standard Textbook of Electricity, 7th Edition		9781337900348
Washington State Electrical RCW/WACs	Free download available through L&I	
OPTIONAL TEXT		
NCCER Core Curriculum Trainee Guide, 6th Edition	9780137483341	9780137483358
NCCER Electrical Level 1 Trainee Guide, 10th Edition	9780136908531	9780136908654

*Purchase NCCERConnect through <https://registration.myperson.com/>



All first year classes include
OSHA 10 for Construction



RESIDENTIAL WIREMAN LEVEL 2

Minimum: 201 hours per year

RESIDENTIAL WIREMAN 201: FALL QUARTER

Students will complete a review of math concepts and code from the previous year; then discuss alternating current and how to apply Ohm’s law; AC and DC motors through theory & application; electric lighting, and related NEC articles and RCW/WAC rules. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

RESIDENTIAL WIREMAN 202: WINTER QUARTER

Students will discuss and perform conduit bending; sizing and installing pull and junction boxes; conductor Installations; cable trays, and related NEC articles and RCW/WAC rules. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

RESIDENTIAL WIREMAN 203: SPRING QUARTER

Students will learn about conductor terminations & splices; will discuss and perform grounding & bonding; principles, selection and installation of circuit breakers & fuses; control systems and fundamental concepts; and related NEC articles and RCW/WAC rules. Review of green building best practices and alternative energy sources will also be included. Emphasis will be placed on following safe working procedures. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor’s discretion.

BOOKS - RESIDENTIAL WIREMAN LEVEL 2		
It is the student’s responsibility to have the following book(s) on the first night of class:		
REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
Electrical Level 2 Trainee Guide, 10th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
Delmar’s Standard Textbook of Electricity, 7th Edition		9781337900348
2020 National Electric Code (NEC)	978-1-4559-2297-0	
Soares Book on Grounding and Bonding, 14th Edition (NEC 2020)		9781890659851
Washington State Electrical RCW/WACs	Free download available through L&I	
OPTIONAL TEXT		
NCCER Electrical Level 2 Trainee Guide, 10th Edition	9780136897828	9780136897743

*Purchase NCCERConnect through <https://registration.myperson.com/>

Electrical: Residential Wireman Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC’s instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified certification by the National Center for Construction Education and Research.

See list under Commercial Inside Wireman

Residential Wireman Schedule & Tuition

Eastern Washington Region

RESIDENTIAL WIREMAN LEVEL 1								
Pasco	101	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 16 – December 10 + Assignments	Tuition: \$1,325
Pasco	102	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments	Tuition: \$1,325
Pasco	103	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 14 – June 10 + Assignments	Tuition: \$1,325
Spokane 1A	101	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments	Tuition: \$1,325
Spokane 1A	102	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments	Tuition: \$1,325
Spokane 1A	103	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 14 – June 3 + Assignments	Tuition: \$1,325
Spokane 1B	101	Fall	12 weeks	81 hours	Fri/Sat	8a-5p	September 23 – December 17 + Assignments	Tuition: \$1,325
Spokane 1B	102	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 27 – March 25 + Assignments	Tuition: \$1,325
Spokane 1B	103	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 28 – June 17 + Assignments	Tuition: \$1,325
Spokane 1C	101	Fall	12 weeks	81 hours	Fri/Sat	8a-5p	September 16 – December 10 + Assignments	Tuition: \$1,325
Spokane 1C	102	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments	Tuition: \$1,325
Spokane 1C	103	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 21 – June 10 + Assignments	Tuition: \$1,325
RESIDENTIAL WIREMAN LEVEL 2								
Pasco	201	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 23 – December 17 + Assignments	Tuition: \$1,325
Pasco	202	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 27 – March 25 + Assignments	Tuition: \$1,325
Pasco	203	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 28 – June 17 + Assignments	Tuition: \$1,325
Spokane 2A	201	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments	Tuition: \$1,325
Spokane 2A	202	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,325
Spokane 2A	203	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments	Tuition: \$1,325
Spokane 2B	201	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 23 – December 17 + Assignments	Tuition: \$1,325
Spokane 2B	202	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments	Tuition: \$1,325
Spokane 2B	203	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 21 – June 17 + Assignments	Tuition: \$1,325

Western Washington Region

RESIDENTIAL WIREMAN LEVEL 1								
Bellevue 1A	101	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14	Tuition: \$1,750
Bellevue 1A	102	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22	Tuition: \$1,750
Bellevue 1A	103	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24	Tuition: \$1,750
Bellevue 1B	101	Fall	14 weeks	87 hours	Tue/Thu	5:30p-9p	September 13 – December 13	Tuition: \$1,750
Bellevue 1B	102	Wtr	8 weeks	63 hours	Tue/Thu	5:30p-9p	January 10 – March 13	Tuition: \$1,750
Bellevue 1B	103	Spr	7 weeks	51 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays	Tuition: \$1,750
Bellevue 1C	101	Fall	14 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments	Tuition: \$1,750
Bellevue 1C	102	Wtr	9 weeks	60 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,750
Bellevue 1C	103	Spr	8 weeks	60 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments	Tuition: \$1,750
Bellingham	101	Fall	13 weeks	86 hours	Mon/Wed	5:30p-9p	September 19 – December 5 + 2 Saturdays	Tuition: \$1,750
Bellingham	102	Wtr	9 weeks	65 hours	Mon/Wed	5:30p-9p	January 9 – March 1 + 2 Saturdays	Tuition: \$1,750
Bellingham	103	Spr	6 weeks	50 hours	Mon/Wed	5:30p-9p	April 17 – May 17 + 2 Saturdays	Tuition: \$1,750
Marysville 1A	101	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14	Tuition: \$1,750
Marysville 1A	102	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22	Tuition: \$1,750
Marysville 1A	103	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24	Tuition: \$1,750
Marysville 1B	101	Fall	12 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments	Tuition: \$1,750
Marysville 1B	102	Wtr	8 weeks	60 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,750

Residential Wireman Schedule & Tuition *continued*

Western Washington Region *continued*

Marysville 1B	103	Spr	9 weeks	60 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments	Tuition: \$1,750
Tacoma 1A	101	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14	Tuition: \$1,750
Tacoma 1A	102	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22	Tuition: \$1,750
Tacoma 1A	103	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24	Tuition: \$1,750
Tacoma 1B	101	Fall	14 weeks	87 hours	Tue/Thu	5:30p-9p	September 13 – December 13	Tuition: \$1,750
Tacoma 1B	102	Wtr	9 weeks	63 hours	Tue/Thu	5:30p-9p	January 10 – March 13	Tuition: \$1,750
Tacoma 1B	103	Spr	8 weeks	51 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays	Tuition: \$1,750
Vancouver	101	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14	Tuition: \$1,750
Vancouver	102	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22	Tuition: \$1,750
Vancouver	103	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24	Tuition: \$1,750

RESIDENTIAL WIREMAN LEVEL 2

Bellevue 2A	201	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14	Tuition: \$1,750
Bellevue 2A	202	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22	Tuition: \$1,750
Bellevue 2A	203	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24	Tuition: \$1,750
Bellevue 2B	201	Fall	14 weeks	87 hours	Tue/Thu	5:30p-9p	September 13 – December 13	Tuition: \$1,750
Bellevue 2B	202	Wtr	9 weeks	63 hours	Tue/Thu	5:30p-9p	January 10 – March 13	Tuition: \$1,750
Bellevue 2B	203	Spr	8 weeks	51 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays	Tuition: \$1,750
Bellingham	201	Fall	12 weeks	86 hours	Tue/Thu	5:30p-9p	September 20 – December 6 + 2 Saturdays	Tuition: \$1,750
Bellingham	202	Wtr	7 weeks	65 hours	Tue/Thu	5:30p-9p	January 10 – February 28 + 2 Saturdays	Tuition: \$1,750
Bellingham	203	Spr	6 weeks	50 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays	Tuition: \$1,750
Marysville	201	Fall	14 weeks	81 hours	Fri/Sat	8a-5p	September 16 – December 10 + Assignments	Tuition: \$1,750
Marysville	202	Wtr	9 weeks	60 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments	Tuition: \$1,750
Marysville	203	Spr	8 weeks	60 hours	Fri/Sat	8a-5p	April 14 – June 10 + Assignments	Tuition: \$1,750
Tacoma 2A	201	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14	Tuition: \$1,750
Tacoma 2A	202	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22	Tuition: \$1,750
Tacoma 2A	203	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24	Tuition: \$1,750
Tacoma 2B	201	Fall	14 weeks	87 hours	Tue/Thu	5:30p-9p	September 13 – December 13	Tuition: \$1,750
Tacoma 2B	202	Wtr	9 weeks	63 hours	Tue/Thu	5:30p-9p	January 10 – March 13	Tuition: \$1,750
Tacoma 2B	203	Spr	8 weeks	51 hours	Tue/Thu	5:30p-9p	April 18 – May 18 + 2 Saturdays	Tuition: \$1,750
Vancouver	201	Fall	14 weeks	87 hours	Mon/Wed	5:30p-9p	September 12 – December 14	Tuition: \$1,750
Vancouver	202	Wtr	9 weeks	63 hours	Mon/Wed	5:30p-9p	January 9 – March 22	Tuition: \$1,750
Vancouver	203	Spr	8 weeks	51 hours	Mon/Wed	5:30p-9p	April 10 – May 24	Tuition: \$1,750



All first year classes include
OSHA 10 for Construction



HEAVY EQUIPMENT OPERATOR (HEO)

Heavy Equipment Operators (HEO) not only work on regular construction building jobs, but also on infrastructure projects (roads, bridges, and ports, otherwise called non-building construction), and in mining and timber operations. A trained and experienced equipment operator provides necessary skills for any project that requires moving and transporting heavy materials or that demands any kind of earthmoving. The CITC three-year curriculum prepares workers for a wide range of careers using a curriculum and hands-on training that covers each major piece of heavy equipment, as well as topics such as Civil Blueprint Reading, Soils, and Paving.

CITC strives to offer a variety of class schedules and locations for students to select from. To ensure your place in a class of your choice CITC encourages your registration as soon as registration opens. Registration is on a first come, first serve basis. If the class you have selected is full, you will be transferred into the next available class at the CITC facility nearest your home zip code.



APPRENTICESHIP MONTHLY WORK LOGS

Apprenticeship monthly work logs can be submitted to the apprenticeship department via email: **worklogs@citcwa.org**; fax: **(425) 289-0085** (this fax number does not receive texts); mail to the CITC main office: **1930 116th Ave NE Bellevue, WA 98004**.

NCCERCONNECT 2.0 WITH PEARSON eTEXT ACCESS CARD

NCCERConnect 2.0 is an online training program that enhances student learning with a range of visual, auditory, and interactive elements. Your Pearson eText Access Card will give you access to an eBook version of the textbook included in the package.

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HEAVY EQUIPMENT OPERATOR (HEO) LEVEL 1

Minimum: 160 hours per year

In the first year students will thoroughly review construction site safety and equipment safety; are introduced to trade mathematics, blueprint reading and rigging. Students are then introduced to most types of equipment including equipment identification, maintenance and basic operational techniques, operation of utility tractors, and an introduction to grades. Practical projects are assigned to practice skills and will review green building practices. Includes OSHA 10, and First Aid/CPR Training.

BOOKS - HEAVY EQUIPMENT OPERATOR LEVEL 1

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Core Curriculum Trainee Guide, 6th Edition	9780137483341	9780137483358
NCCER HEO Level 1 Trainee Guide, 3rd Edition	978-0-13-663897-1	

HEAVY EQUIPMENT OPERATOR (HEO) LEVEL 2

Minimum: 160 hours per year

Students will review safe operations and practice of on-road dump trucks, scrapers, loaders, rough terrain forklifts and skid steers. Students will also review excavation math, interpret civil drawings, perform site work and learn about techniques for working in various soil classifications.

BOOKS - HEAVY EQUIPMENT OPERATOR LEVEL 2

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Your Role in the Green Env. LEED v4.1	978-0-13-670120-0	
NCCER HEO Level 2 Trainee Guide, 3rd Edition	978-0-13-340251-3	

HEAVY EQUIPMENT OPERATOR (HEO) LEVEL 3

Minimum: 160 hours per year

Students will practice finishing and grading, use compaction equipment, and practice advanced operation techniques on dozers, backhoes, excavators and motor graders. Students will also review safe operations and practice on off-road dump trucks. The course also introduces students to crew leader skills.

REQUIRED BOOKS - HEAVY EQUIPMENT OPERATOR LEVEL 3

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER HEO Level 3 Trainee Guide, 3rd Edition	978-0-13-340256-8	

Heavy Equipment Operator (HEO) Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified certification by the National Center for Construction Education and Research.

Gary Davis started in the trade in 2003 and became a CITC faculty member in 2015.

Lonnie Dotson started in the trade in 1988 and became a CITC faculty member in 2019.

Matt Jones started in the trade in 1995 and became a CITC faculty member in 2011.

Denny Knudson has over 30 years experience in the construction industry and became a CITC faculty member in 2019.

Paul Kramer started in the trade in 1991 and became a CITC faculty member in 2011.

Heavy Equipment Operator (HEO) Schedule & Tuition

HEAVY EQUIPMENT OPERATOR (HEO) LEVEL 1						
Ferndale	4 weeks	160 hours	Monday - Friday	8a-5p	January 9 – February 3	Tuition: \$13,750
HEAVY EQUIPMENT OPERATOR (HEO) LEVEL 2						
Ferndale	4 weeks	160 hours	Monday - Friday	8a-5p	January 23 – February 17	Tuition: \$13,750
HEAVY EQUIPMENT OPERATOR (HEO) LEVEL 3						
Pullman	4 weeks	160 hours	Monday - Friday	8a-5p	February 6 – March 3	Tuition: \$13,750



HVAC

HVAC (Heating, Ventilation and Air-Conditioning) systems technicians work on residential and commercial buildings installing and maintaining electrical, gas and oil heating and air-conditioning systems. Rapidly increasing technology in HVAC work requires employers to seek well trained employees from technical school training or apprenticeship programs. CITC's four-year program has been designed by highly qualified subject matter experts with this in mind. CITC classes present theoretical and practical skills essential to your success as an HVAC installer or technician.

Note: CITC is transitioning from requiring paper NCCER Carpentry textbooks and NCCERConnect. Carpentry students are now required to purchase NCCERConnect only. NCCERConnect, which includes access to an e-text, will become the primary text materials for class and will be utilized for class and homework assignments. Students will be required to purchase an access code to NCCERConnect on the 1st day of class.

It is a requirement of CITC students to own or have access to a laptop or tablet computer with video, audio, camera, microphone, and wireless network access. Personal student laptop or tablet computer devices will be required in class each day. Additionally, all students will need to have access to a reliable internet source when classes begin in the fall. For additional information on the technical requirements for please contact the CITC office at (425) 454-2482.



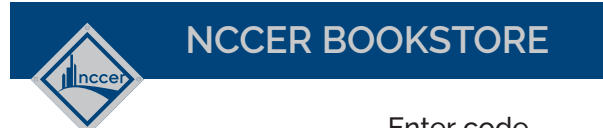
APPRENTICESHIP MONTHLY WORK LOGS

Apprenticeship monthly work logs can be submitted to the apprenticeship department via email: worklogs@citcwa.org; fax: **(425) 289-0085** (this fax number does not receive texts); mail to the CITC main office: **1930 116th Ave NE Bellevue, WA 98004.**

NCCERCONNECT 2.0 WITH PEARSON eTEXT ACCESS CARD

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HVAC LEVEL 1

Minimum: 201 hours per year

HVAC 101: FALL QUARTER

Students will thoroughly review construction site safety and shop safety and are introduced to trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging and HVAC tools. Includes OSHA 10 training. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

HVAC 102: WINTER QUARTER

Students will learn HVAC related trade math; basic electricity for HVAC and are introduced to cooling and heating principles, air distribution systems skills. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

HVAC 103: SPRING QUARTER

Students will be introduced to basic copper and plastic piping practices; and basic carbon steel piping practices; soldering and brazing; and will review related 2020 NEC Code Sections and Washington Amendments. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - HVAC LEVEL 1

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Core Curriculum Trainee Guide, 6th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
NCCER HVAC Level 1 Trainee Guide, 5th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
Modern Refrigeration & Air Conditioning Textbook, 20th Ed. Bundle - Textbook, Workbook, and lab manual	978-1-64564-718-8	
2020 National Electric Code (NEC)	978-1-4559-2297-0	
Washington State Electrical RCW/WACs	Free download available through L&I	
OPTIONAL TEXT		
NCCER Core Curriculum Trainee Guide, 6th Edition	9780137483341	9780137483358
NCCER HVAC Level 1 Trainee Guide, 5th Edition	978-0-13-518509-4	

*Purchase NCCERConnect through <https://registration.myperson.com/>

HVAC LEVEL 2

Minimum: 201 hours per year

HVAC 201: FALL QUARTER

Students will learn about alternating current, transformers and motors used in HVAC; compressors, refrigerants and oils; leak detection, evacuation, recovery and charging. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

HVAC 202: WINTER QUARTER

Students will learn about metering devices, heat pumps, basic maintenance. Students will also learn components of 2017 NEC and WAC rules related to HVAC; review green building practices; and will complete a review to prepare for the EPA exam. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

HVAC 203: SPRING QUARTER

Students will learn about chimneys, vents and flues; sheet metal duct systems; fiberglass and fabric duct systems; commercial airside systems; air quality equipment and will be introduced to hydronic systems. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - HVAC LEVEL 2

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER HVAC Level 2 Trainee Guide, 5th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
Modern Refrigeration & Air Conditioning Textbook, 20th Ed. Bundle - Textbook, Workbook, and lab manual	978-1-63126-357-6	
2020 National Electric Code (NEC)	978-1-4559-2297-0	
Washington State Electrical RCW/WACs	Free download available through L&I	
OPTIONAL TEXT		
NCCER HVAC Level 2 Trainee Guide, 5th Edition	978-0-13-518512-4	

*Purchase NCCERConnect through <https://registration.myperson.com/>

HVAC LEVEL 3

Minimum: 201 hours per year

HVAC 301: FALL QUARTER

Students will learn about refrigerants and oils; compressors; metering devices; and retail refrigeration systems. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

HVAC 302: WINTER QUARTER

Students will learn about commercial hydronic systems; steam systems; planned maintenance; and water treatment practices. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

HVAC 303: SPRING QUARTER

Students will learn about troubleshooting electronic controls; troubleshooting oil heating; troubleshooting heat pumps; and troubleshooting accessories. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - HVAC LEVEL 3

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER HVAC Level 3 Trainee Guide, 5th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
Modern Refrigeration & Air Conditioning Textbook, 20th Ed. Bundle - Textbook, Workbook, and lab manual	978-1-63126-357-6	
2020 National Electric Code (NEC)	978-1-4559-2297-0	
Washington State Electrical RCW/WACs	Free download available through L&I	
OPTIONAL TEXT		
NCCER HVAC Level 3 Trainee Guide, 5th Edition	978-0-13-518510-0	

*Purchase NCCERConnect through <https://registration.myperson.com/>

HVAC LEVEL 4

Minimum: 201 hours per year

HVAC 401: FALL QUARTER

Students will learn about; water treatment; indoor air quality; energy conservation equipment and related 2017 NEC Code and WA Amendments related to HVAC. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

HVAC 402: WINTER QUARTER

Students will learn about building management systems; system air balancing; systems start-up and shut down; construction drawings and specifications. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

HVAC 403: SPRING QUARTER

Students will learn about; heating & cooling system design; commercial and industrial refrigeration systems, alternative heating and cooling systems and are introduced to supervisory skills. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - HVAC LEVEL 4

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER HVAC Level 4 Trainee Guide, 5th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
Modern Refrigeration & Air Conditioning Textbook, 20th Ed. Bundle - Textbook, Workbook, and lab manual	978-1-63126-357-6	
2020 National Electric Code (NEC)	978-1-4559-2297-0	
Washington State Electrical RCW/WACs	Free download available through L&I	
OPTIONAL TEXT		
2020 Key Word Index by Tom Henry	9781733462143	
NCCER HVAC Level 4 Trainee Guide, 5th Edition	978-0-13-518506-3	

*Purchase NCCERConnect through <https://registration.myperson.com/>

HVAC Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Peter Chartrand is a graduate of CITC. Pete started in the trades in 1992 as a CITC Apprentice and was the HVAC student of the year in 1997. Pete became a CITC faculty member in 2007. CITC Instructor of the Year in 2021-2022.

David Norman started in the trades in 1979 and became a CITC faculty member in 1991. CITC instructor of the Year 1997-1998.

HVAC Schedule & Tuition

Western Washington Region

HVAC LEVEL 1								
Bellevue	101	Fall	14 weeks	87 hours	Fri/Sat	8a-5p	September 9 – December 10 + Assignments	Tuition: \$1,750
Bellevue	102	Wtr	9 weeks	63 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments	Tuition: \$1,750
Bellevue	103	Spr	8 weeks	51 hours	Fri/Sat	8a-5p	April 14 – June 10 + Assignments	Tuition: \$1,750
HVAC LEVEL 2								
Bellevue	201	Fall	13 weeks	87 hours	Fri/Sat	8a-5p	September 30 – December 17 + Assignments	Tuition: \$1,750
Bellevue	202	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 27 – March 25 + Assignments	Tuition: \$1,750
Bellevue	203	Spr	9 weeks	51 hours	Fri/Sat	8a-5p	April 28 – June 17 + Assignments	Tuition: \$1,750
HVAC LEVEL 3								
Bellevue	301	Fall	13 weeks	87 hours	Fri/Sat	8a-5p	September 16 – December 17 + Assignments	Tuition: \$1,750
Bellevue	302	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments	Tuition: \$1,750
Bellevue	303	Spr	9 weeks	51 hours	Fri/Sat	8a-5p	April 21 – June 17 + Assignments	Tuition: \$1,750
HVAC LEVEL 4								
Bellevue	401	Fall	13 weeks	87 hours	Fri/Sat	8a-5p	September 9 – December 10 + Assignments	Tuition: \$1,750
Bellevue	402	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments	Tuition: \$1,750
Bellevue	403	Spr	9 weeks	51 hours	Fri/Sat	8a-5p	April 14 – June 10 + Assignments	Tuition: \$1,750

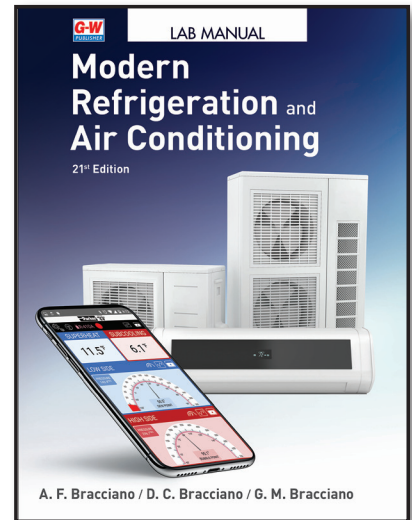
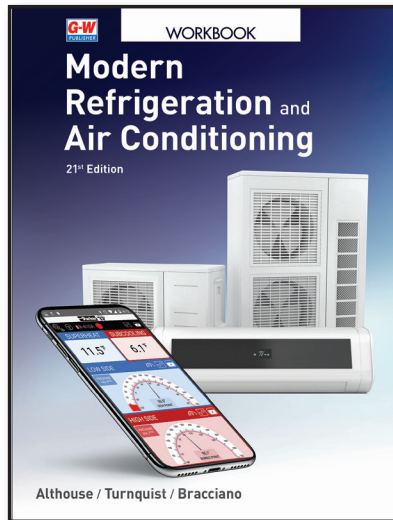


All first year classes include
OSHA 10 for Construction





SPECIAL SAVINGS FOR CITC STUDENTS



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1. Call Goodheart-Willcox Customer Service at 800.323.0440
Monday – Friday, 8 AM – 5 PM CST
2. Order the *Modern Refrigeration and Air Conditioning* bundle
(Textbook + Workbook + Lab Manual) ISBN 978-1-64564-718-8
Retail Price: \$205.00 + tax and shipping
3. Mention promo code CITC15 to receive 15% off your order
New Price: \$174.25 + tax and shipping

Together, We Build Careers



www.g-w.com
custserv@g-w.com
800.323.0440

CONSTRUCTION CRAFT LABORERS

As the field of construction becomes more dependent on the use of complex equipment and machinery and a broader selection of materials and techniques, the construction craft laborer is increasingly expected to have enhanced competencies in understanding, using and managing resources, information, and technology. They also need to have good communication skills, and interpersonal skills. CITC's three-year program prepares laborers to perform a wide range of physically demanding tasks involving building and highway construction, underground construction, paving, and demolition. All classes will place an emphasis on safety training and awareness along with discussing environmental concerns and best practices related to the work performed.

CITC strives to offer a variety of class schedules and locations for students to select from. To ensure your place in a class of your choice CITC encourages your registration as soon as registration opens. Registration is on a first come, first serve basis. If the class you have selected is full, you will be transferred into the next available class at the CITC facility nearest your home zip code.



APPRENTICESHIP MONTHLY WORK LOGS

Apprenticeship monthly work logs can be submitted to the apprenticeship department via email: worklogs@citcwa.org; fax: **(425) 289-0085** (this fax number does not receive texts); mail to the CITC main office: **1930 116th Ave NE Bellevue, WA 98004**.

NCCERCONNECT 2.0 WITH PEARSON eTEXT ACCESS CARD

NCCERConnect 2.0 is an online training program that enhances student learning with a range of visual, auditory, and interactive elements. Your Pearson eText Access Card will give you access to an eBook version of the textbook included in the package.

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LABORER LEVEL 1

Minimum: 160 hours per year

Weeks 1 and 2 cover general construction skills including safety, trade math, proper and safe use of hand and power tools, construction drawings, material handling and job site communication.

Weeks 3 and 4 teach concrete placement, including; site preparation, job setup and layout, estimating concrete, concrete forming systems, concrete placement and concrete curing.

OSHA 10, First Aid/CPR, Flagger Certification, and Financial Tools for the Trades will be provided as part of this course.

BOOKS - CONSTRUCTION CRAFT LABORER LEVEL 1

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Core Curriculum Trainee Guide, 6th Edition	9780137483341	9780137483358
NCCER Construction Craft Laborer Level 1 Trainee Guide, 3rd Ed.	9780134130941	

LABORER LEVEL 2

Minimum: 160 hours per year

Second year laborers will complete: An orientation to the multiple trades and the support role a laborer plays in the day to day operation on the job site; training in supporting carpenters in horizontal and vertical formwork as well as reinforcing concrete; safety training related to elevated work, electrical safety, and an introduction to construction equipment, oxyfuel cutting, and masonry in high-rise construction.

BOOKS - CONSTRUCTION CRAFT LABORER LEVEL 2

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Construction Craft Laborer Level 2 Trainee Guide, 3rd Ed.	9780134130965	

LABORER LEVEL 3

Minimum: 160 hours per year

The third year course focuses on project procedures and practices of skills for underground construction and paving with an emphasis in excavation safety & procedures, and related mathematics. Discussions will include environmental concerns and issues common with site excavations and materials used in the paving processes. Students will also receive hands-on training in hoisting, rigging, slinging, and signal person skills, scaffold safety, fall protection safety, and construction equipment training.

BOOKS - CONSTRUCTION CRAFT LABORER LEVEL 3

Not offered.

Laborer Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Patrick McClay has over 40 years experience in the construction industry and joined the CITC faculty in 2019.

Laborer Schedule & Tuition

CONSTRUCTION CRAFT LABORERS LEVEL 1								
Marysville	101	Fall	2 weeks	80 hours	Mon-Thu	7a-5p	October 3 – 6 & November 28 – December 1	Tuition: \$4,960
Marysville	102	Wtr	2 weeks	80 hours	Mon-Thu	7a-5p	January 3 – 6 & February 6 – 9	
CONSTRUCTION CRAFT LABORERS LEVEL 2								
Marysville	201	Fall	2 weeks	80 hours	Mon-Thu	7a-5p	October 10 – 13 & December 12 – 15	Tuition: \$4,960
Marysville	202	Wtr	2 weeks	80 hours	Mon-Thu	7a-5p	January 9 – 12 & February 13 – 16	



All first year classes include
OSHA 10 for Construction





PAINTING

A career in the painting trade can include painting houses, commercial buildings, bridges and industrial sites. A well-trained painter works safely, quickly, efficiently and is proud to complete projects that please their customers. CITC's three-year painting program prepares workers for a wide range of rewarding painting careers with technical and hands-on training. Training topics range from Surface Preparation, Wood Finishing, Painting with Rollers & Brushes, Painting with Sprayers on various surfaces and Texturing.

Students will be required to have access to a computer or tablet device with a working camera and microphone. Additionally, all students will need to have access to a reliable internet source when classes begin in the fall. For additional information on the technical requirements for this program please contact the CITC office at (425) 454-2482.

CITC strives to offer a variety of class schedules and locations for students to select from. To ensure your place in a class of your choice CITC encourages your registration as soon as registration opens. Registration is on a first come, first serve basis. If the class you have selected is full, you will be transferred into the next available class at the CITC facility nearest your home zip code.



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Includes free shipping on your first order

www.nccer.org/bookstore

PAINTING LEVEL 1

Minimum: 160 hours per year

PAINTING 101: FALL QUARTER

Students will thoroughly review construction site safety and shop safety and are introduced to trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging and an overview of careers in painting. Schedule for lab dates will be handed out the first night of class each quarter.

PAINTING 102: WINTER QUARTER

Students will learn about painting safety; ladders, scaffolds, lifts and fall protection; identifying surface/substrate materials and conditions; protecting adjacent surfaces; basic surface preparation.

PAINTING 103: SPRING QUARTER

Students will learn about repair using sealants and fillers; be introduced to paints and coatings; and practice brushing & rolling paints and coatings. Includes OSHA 10 training.

BOOKS - PAINTING LEVEL 1

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Commercial & Residential Level 1 Trainee Guide, 2nd Ed.	9780137712397	
NCCER Core Curriculum Trainee Guide, 6th Edition	9780137483341	9780137483358

PAINTING LEVEL 2

Minimum: 160 hours per year

PAINTING 201: FALL QUARTER

Students will learn about painting failures & remedies; job planning and completion; chemical cleaning and stripping; low pressure water cleaning; abrasive blasting. Schedule for lab dates will be handed out the first night of class each quarter.

PAINTING 202: WINTER QUARTER

Students will learn about drywall finishing and patching; stains; clear finishes; wood finishing; and will review green building practices.

PAINTING 203: SPRING QUARTER

Students will learn about high performance coatings; conventional, airless and HVLP spray painting, industrial applications and environment.

BOOKS - PAINTING LEVEL 2

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Commercial & Residential Level 2 Trainee Guide, 2nd Ed.	978-0-13-771296-0	
Industrial Coating and Lining Application Specialist, Level 1	978-0-13-604508-3	

PAINTING LEVEL 3

Minimum: 160 hours per year

PAINTING 301: FALL QUARTER

Students will learn about painting failures and remedies; job supervision, planning and control; coatings, color and tinting. Schedule for lab dates will be handed out the first night of class each quarter.

PAINTING 302: WINTER QUARTER

Students will learn about decorative (faux) finishes; and wall coverings

PAINTING 303: SPRING QUARTER

Students will learn about graphics, texturing and spraying with special devices, industrial coatings, industrial specific safety measures.

BOOKS - PAINTING LEVEL 3

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Commercial & Residential Level 3 Trainee Guide, 2nd Ed.	978-0-13-949041-5	
Industrial Coating and Lining Application Specialist, Level 2	978-0-13-604510-6	

Painting Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Erik Pearson started in the trade in 2003. CITC graduate and Student of the Year in 2006. Became a CITC faculty member in 2010.

Guillermo Cinto-Caliz started in the trade in 2015. Graduated from CITC in 2017. Became a CITC teaching assistant in 2018. Joined the CITC faculty in 2021.

Josh Johnson started in the trade in 2006. Became a CITC faculty member in 2020.

Painting Schedule & Tuition

Western Washington Region

PAINTING LEVEL 1									
Bellevue	101	Fall	13 weeks	64 hours	Fri/Sat	8a-5p	September 16 – December 10		Tuition: \$1,750
Bellevue	102	Wtr	9 weeks	48 hours	Fri/Sat	8a-5p	January 13 – March 11		Tuition: \$1,750
Bellevue	103	Spr	11 weeks	48 hours	Fri/Sat	8a-5p	April 14 – June 10		Tuition: \$1,750
PAINTING LEVEL 2									
Bellevue	201	Fall	13 weeks	64 hours	Fri/Sat	8a-5p	September 23 – December 17		Tuition: \$1,750
Bellevue	202	Wtr	10 weeks	48 hours	Fri/Sat	8a-5p	January 27 – March 25		Tuition: \$1,750
Bellevue	203	Spr	11 weeks	48 hours	Fri/Sat	8a-5p	April 28 – June 17		Tuition: \$1,750
PAINTING LEVEL 3									
Bellevue	301	Fall	13 weeks	64 hours	Fri/Sat	8a-5p	September 9 – December 3		Tuition: \$1,750
Bellevue	302	Wtr	10 weeks	48 hours	Fri/Sat	8a-5p	January 6 – March 4		Tuition: \$1,750
Bellevue	303	Spr	11 weeks	48 hours	Fri/Sat	8a-5p	April 7 – June 3		Tuition: \$1,750
Marysville	301	Fall	15 weeks	64 hours	Fri/Sat	8a-5p	September 9 – December 3		Tuition: \$1,750
Marysville	302	Wtr	12 weeks	48 hours	Fri/Sat	8a-5p	January 6 – March 4		Tuition: \$1,750
Marysville	303	Spr	12 weeks	48 hours	Fri/Sat	8a-5p	April 7 – June 3		Tuition: \$1,750



PLUMBING

Plumbers install, maintain, and repair many different types of pipe systems. For example, some systems move water to a municipal water treatment plant and then to residential, commercial, and public buildings. Other systems dispose of waste products. Piping provides gas to stoves and furnaces, or supply air conditioning. Pipe systems in power plants carry the steam that powers huge turbines. Pipes also are used in manufacturing plants, wineries and to move material through production processes. CITC's four-year training program prepares plumbers to do new construction as well as maintenance work safely and following code. Major topics include installing and servicing Potable Water Systems; Drain, Waste & Vent Systems; Basic Electricity; Medical Gas Piping; and Piping for Fuel Gas and Fuel Oil Systems.

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PLUMBING LEVEL 1

Minimum: 216 hours per year

PLUMBING 101: FALL QUARTER

Students will thoroughly review construction site safety and shop safety and are introduced to trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging and are provided with an overview of plumbing careers, plumbing safety and plumbing math. Includes OSHA 10. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion. (Note: Spokane students complete 8 hours of outside projects per month).

PLUMBING 102: WINTER QUARTER

Students are introduced to plumbing drawings; and learn about plastic pipe & fittings; copper pipe & fittings; cast iron pipe & fittings and related 2018 Plumbing Code and Washington State Amendments. Includes First Aid/CPR Training. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion. (Note: Spokane students complete 8 hours of outside projects per month).

PLUMBING 103: SPRING QUARTER

Students will learn about carbon steel pipe & fittings; plumbing fixtures; are introduced to drain, waste and venting (DWV) systems; and are introduced to water distribution systems and related 2018 Plumbing Code and Washington State Amendments. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion. (Note: Spokane students complete 8 hours of outside projects per month).

BOOKS - PLUMBING LEVEL 1

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Core Curriculum Trainee Guide, 6th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.mypearson.com/	
NCCER Plumbing Level 1 Trainee Guide, 4th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.mypearson.com/	
Washington State Amendments	Available through L&I website	
2018 Illustrated Uniform Plumbing Code Book (UPC)	978-1944366070	
OPTIONAL TEXT		
NCCER Core Curriculum Trainee Guide, 6th Edition	9780137483341	9780137483358
NCCER Plumbing Level 1 Trainee Guide, 4th Edition	9780136637912	

*Purchase NCCERConnect through <https://registration.mypearson.com/>

PLUMBING LEVEL 2

Minimum: 216 hours per year

PLUMBING 201: FALL QUARTER

Students will learn advanced plumbing math; reading commercial drawings; structural penetrations, insulation and fire stopping; installing and testing of DWV piping and related 2018 Plumbing Code and Washington State Amendments. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion. (Note: Spokane students complete 8 hours of outside projects per month).

PLUMBING 202: WINTER QUARTER

Students will continue learning about installing and testing DWV piping; installing roof, floor and area drains; installing and testing water supply piping; types of valves; and related 2018 Plumbing Code and Washington State Amendments and will review green building practices. (Note: Spokane students complete 8 hours of outside projects per month).

PLUMBING 203: SPRING QUARTER

Students will learn about installing fixtures & valves; installing water heaters; basic electricity for plumbing; fuel gas and fuel oil systems; and related 2018 Plumbing Code and Washington State Amendments. (Note: Spokane students complete 8 hours of outside projects per month).

BOOKS - PLUMBING LEVEL 2

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Plumbing Level 2 Trainee Guide, 4th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
2018 Illustrated Uniform Plumbing Code Book (UPC)	978-1944366070	
Washington State Amendments	Available through L&I website	
OPTIONAL TEXT		
NCCER Plumbing Level 2 Trainee Guide, 4th Edition	9780133148503	

*Purchase NCCERConnect through <https://registration.myperson.com/>

PLUMBING LEVEL 3

Minimum: 216 hours per year

PLUMBING 301: FALL QUARTER

Students will learn applied plumbing math; sizing & protecting water supply piping; potable water treatment and related 2018 Plumbing Code and Washington State Amendments. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion. (Note: Spokane students complete 8 hours of outside projects per month).

PLUMBING 302: WINTER QUARTER

Students will learn types of venting; sizing DWV and storm systems; sewage pumps and sump pumps; and related 2018 Plumbing Code and Washington State Amendments. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion. (Note: Spokane students complete 8 hours of outside projects per month).

PLUMBING 303: SPRING QUARTER

Students will learn about; corrosive-resistant waste piping; compressed air systems; service plumbing; and related 2018 Plumbing Code and Washington State Amendments. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion. (Note: Spokane students complete 8 hours of outside projects per month).

BOOKS - PLUMBING LEVEL 3

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Plumbing Level 3 Trainee Guide, 4th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
2018 Illustrated Uniform Plumbing Code Book (UPC)	978-1944366070	
Washington State Amendments	Available through L&I website	
OPTIONAL TEXT		
NCCER Plumbing Level 3 Trainee Guide, 4th Edition	9780133404241	

*Purchase NCCERConnect through <https://registration.myperson.com/>



All first year classes include
OSHA 10 for Construction



PLUMBING LEVEL 4

Minimum: 216 hours per year

PLUMBING 401: FALL QUARTER

Students will learn about business principles; skills for crew leaders; water pressure booster and recirculation systems and related 2018 Plumbing Code and Washington State Amendments. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion. (Note: Spokane students complete 8 hours of outside projects per month).

PLUMBING 402: WINTER QUARTER

Students will learn about indirect and special waste installation procedures; hydronic and solar heating systems; various local, state and international codes; servicing piping systems, fixtures and appliances and related 2018 Plumbing Code and Washington State Amendments. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion. (Note: Spokane students complete 8 hours of outside projects per month).

PLUMBING 403: SPRING QUARTER

Students will learn about private water supply well systems; private waste disposal systems; swimming pools & hot tubs; plumbing for mobile homes & mobile home parks and related 2018 Plumbing Code and Washington State Amendments. Lab date schedule will be provided at the beginning of the quarter. Scheduled dates may be adjusted at instructor's discretion. (Note: Spokane students complete 8 hours of outside projects per month).

BOOKS - PLUMBING LEVEL 4

It is the student's responsibility to have the following book(s) on the first night of class:

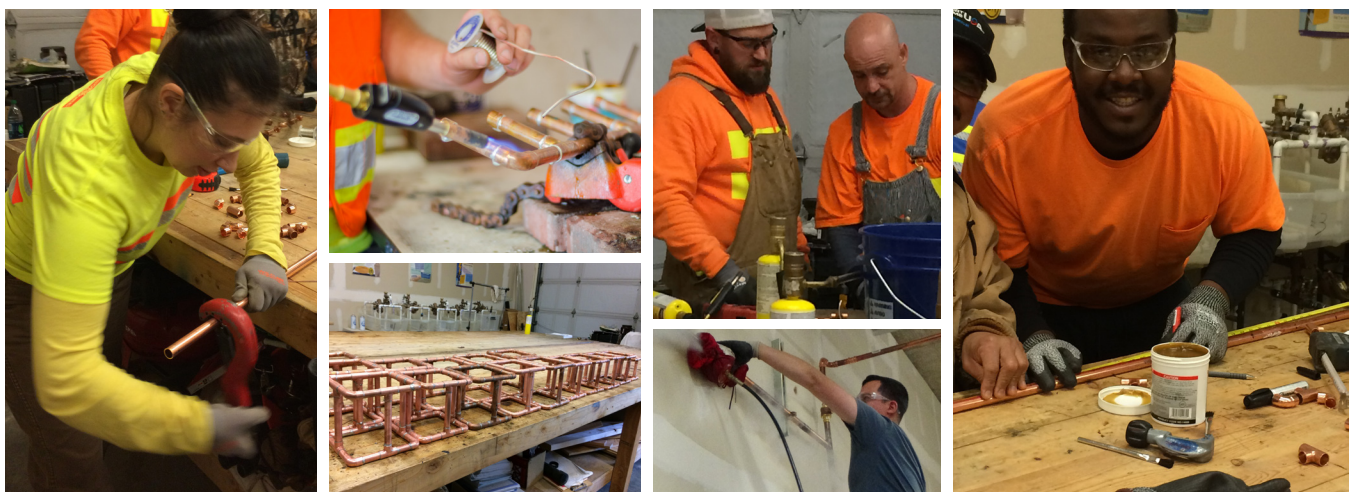
REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Plumbing Level 4 Trainee Guide, 4th Edition, NCCERConnect 2.0 with eText	Purchase NCCERConnect through https://registration.myperson.com/	
2018 Illustrated Uniform Plumbing Code Book (UPC)	978-1944366070	
Washington State Amendments	Available through L&I website	
OPTIONAL TEXT		
NCCER Plumbing Level 4 Trainee Guide, 4th Edition	9780133824223	

*Purchase NCCERConnect through <https://registration.myperson.com/>

PLUMBING LEVEL 5

5th Year State-Registered Plumbing Apprentices

For 5th Year State-Registered plumbing apprentices taking classes through CITC, contact your apprenticeship coordinator at **(877) 428-0442** for a list of classes.



Plumbing Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Terry Deems started in the trade in 1976 and became a CITC faculty member in 2007. CITC Instructor of the Year in 2015-2016.

Marc Koppang started in the trade in 1992. Joined the CITC faculty in 2020.

Yevgeniy Likhonin started in the trade in 2005. CITC graduate in 2009 and became a CITC faculty member in 2017. CITC Instructor of the Year in 2018-2019.

Kurt Sarkinen started in the trade 2000. CITC graduate in 2007 and became a CITC faculty member in 2016.

Robbie Stewart started in the trade in 1995. Completed his plumbing apprenticeship in 1999, and became a CITC faculty member in 2013. CITC Instructor of the Year in 2021-2022.

Steve Sullivan started in the trade in 1991 and became a CITC faculty member in 2004. CITC CEU Instructor of the Year in 2015-2016.

Steven Triggs started in the trade in 1997 and became a CITC faculty member in 2015.

Plumbing Schedule & Tuition

Eastern Washington Region

PLUMBING LEVEL 1								
Spokane	101	Fall	12 weeks	86 hours	Fri/Sat	8a-5p	September 16 – December 10 + Assignments	Tuition: \$1,325
Spokane	102	Wtr	8 weeks	65 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments	Tuition: \$1,325
Spokane	103	Spr	9 weeks	65 hours	Fri/Sat	8a-5p	April 14 – June 10 + Assignments	Tuition: \$1,325
PLUMBING LEVEL 2								
Spokane	201	Fall	11 weeks	86 hours	Fri/Sat	8a-5p	September 23 – December 17 + Assignments	Tuition: \$1,325
Spokane	202	Wtr	8 weeks	65 hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments	Tuition: \$1,325
Spokane	203	Spr	9 weeks	65 hours	Fri/Sat	8a-5p	April 21 – June 17 + Assignments	Tuition: \$1,325
PLUMBING LEVEL 3								
Spokane	301	Fall	13 weeks	86 hours	Fri/Sat	8a-5p	September 16 – December 17 + Assignments	Tuition: \$1,325
Spokane	302	Wtr	8 weeks	65 hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments	Tuition: \$1,325
Spokane	303	Spr	9 weeks	65 hours	Fri/Sat	8a-5p	April 21 – June 17 + Assignments	Tuition: \$1,325
PLUMBING LEVEL 4								
Spokane	401	Fall	13 weeks	86 hours	Fri/Sat	8a-5p	September 23 – December 3 + Assignments	Tuition: \$1,325
Spokane	402	Wtr	9 weeks	65 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,325
Spokane	403	Spr	7 weeks	65 hours	Fri/Sat	8a-5p	March 31 – June 3 + Assignments	Tuition: \$1,325



All first year classes include
OSHA 10 for Construction



Plumbing Schedule & Tuition *continued*

Western Washington Region

PLUMBING LEVEL 1								
Bellevue	101	Fall	15 weeks	86 hours	Fri/Sat	8a-5p	September 9 – December 3 + Assignments	Tuition: \$1,750
Bellevue	102	Wtr	9 weeks	65 hours	Fri/Sat	8a-5p	January 6 – March 4 + Assignments	Tuition: \$1,750
Bellevue	103	Spr	9 weeks	65 hours	Fri/Sat	8a-5p	April 7 – June 3 + Assignments	Tuition: \$1,750
Vancouver 1A	101	Fall	15 weeks	80 hours	Tue	5p-9p	September 13 – December 13 + 3 Saturdays	Tuition: \$1,750
Vancouver 1A	102	Wtr	9 weeks	68 hours	Tue	5p-9p	January 10 – March 15 + 3 Saturdays	Tuition: \$1,750
Vancouver 1A	103	Spr	9 weeks	68 hours	Tue	5p-9p	April 11 – June 6 + 3 Saturdays	Tuition: \$1,750
Vancouver 1B	101	Fall	15 weeks	80 hours	Thu	5p-9p	September 8 – December 22 + 3 Saturdays	Tuition: \$1,750
Vancouver 1B	102	Wtr	9 weeks	68 hours	Thu	5p-9p	January 5 – March 16 + 3 Saturdays	Tuition: \$1,750
Vancouver 1B	103	Spr	9 weeks	68 hours	Thu	5p-9p	April 13 – June 8 + 3 Saturdays	Tuition: \$1,750
PLUMBING LEVEL 2								
Vancouver 2A	201	Fall	15 weeks	80 hours	Tue	5p-9p	September 13 – December 13 + 3 Saturdays	Tuition: \$1,750
Vancouver 2A	202	Wtr	9 weeks	68 hours	Tue	5p-9p	January 10 – March 15 + 3 Saturdays	Tuition: \$1,750
Vancouver 2A	203	Spr	9 weeks	68 hours	Tue	5p-9p	April 11 – June 6 + 3 Saturdays	Tuition: \$1,750
Vancouver 2B	201	Fall	15 weeks	80 hours	Thu	5p-9p	September 8 – December 22 + 3 Saturdays	Tuition: \$1,750
Vancouver 2B	202	Wtr	9 weeks	68 hours	Thu	5p-9p	January 5 – March 16 + 3 Saturdays	Tuition: \$1,750
Vancouver 2B	203	Spr	9 weeks	68 hours	Thu	5p-9p	April 13 – June 8 + 3 Saturdays	Tuition: \$1,750
PLUMBING LEVEL 3								
Vancouver 3A	301	Fall	15 weeks	80 hours	Tue	5p-9p	September 13 – December 13 + 3 Saturdays	Tuition: \$1,750
Vancouver 3A	302	Wtr	9 weeks	68 hours	Tue	5p-9p	January 10 – March 15 + 3 Saturdays	Tuition: \$1,750
Vancouver 3A	303	Spr	9 weeks	68 hours	Tue	5p-9p	April 11 – June 6 + 3 Saturdays	Tuition: \$1,750
Vancouver 3B	301	Fall	15 weeks	80 hours	Thu	5p-9p	September 8 – December 22 + 3 Saturdays	Tuition: \$1,750
Vancouver 3B	302	Wtr	9 weeks	68 hours	Thu	5p-9p	January 5 – March 16 + 3 Saturdays	Tuition: \$1,750
Vancouver 3B	303	Spr	9 weeks	68 hours	Thu	5p-9p	April 13 – June 8 + 3 Saturdays	Tuition: \$1,750
PLUMBING LEVEL 4								
Vancouver	401	Fall	15 weeks	80 hours	Thu	5p-9p	September 8 – December 22 + 3 Saturdays	Tuition: \$1,750
Vancouver	402	Wtr	9 weeks	68 hours	Thu	5p-9p	January 5 – March 16 + 3 Saturdays	Tuition: \$1,750
Vancouver	403	Spr	9 weeks	68 hours	Thu	5p-9p	April 13 – June 8 + 3 Saturdays	Tuition: \$1,750



All first year classes include
OSHA 10 for Construction



SCAFFOLD ERECTOR

A scaffold erector is responsible for the set up and dismantling of temporary scaffold. These craft professionals construct various types scaffold to access specific areas of a building or structure, including piping, ducting, and other objects in the commercial, industrial, maritime, and residential realms. A scaffold erector is required to work as a member of an assembly/dismantling scaffolding crew and sometimes will work alone as part of an assisted build. A scaffold erector must also understand how to work safely during the set up and dismantling of temporary scaffold. CITC's four-year program is designed to prepare the scaffold erector students for a career in scaffold erection in multiple industries such as commercial, industrial, and maritime through lab work and instruction in topics such as frames, system, suspension, and tube & clamp scaffolding as well as shoring and shielding. Emphasis on safe work processes is stressed throughout the program.

Students will be required to have access to a computer or tablet device with a working camera and microphone. Additionally, all students will need to have access to a reliable internet source when classes begin in the fall. For additional information on the technical requirements for this program please contact the CITC office at (425) 454-2482.

Note: It is crucial that students have required books prior to the first class meeting. A student who does not have books by the end of the second week may be dismissed from class and charged with an absence.

CITC strives to offer a variety of class schedules and locations for students to select from. To ensure your place in a class of your choice CITC encourages your registration as soon as registration opens. Registration is on a first come, first serve basis. If the class you have selected is full, you will be transferred into the next available class at the CITC facility nearest your home zip code.



APPRENTICESHIP MONTHLY WORK LOGS

Apprenticeship monthly work logs can be submitted to the apprenticeship department via email: worklogs@citcwa.org; fax: **(425) 289-0085** (this fax number does not receive texts); mail to the CITC main office: **1930 116th Ave NE Bellevue, WA 98004**.

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NCCERConnect 2.0 is an online training program that enhances student learning with a range of visual, auditory, and interactive elements. Your Pearson eText Access Card will give you access to an eBook version of the textbook included in the package.

<https://registration.mypearson.com>



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www.nccer.org/bookstore

SCAFFOLD ERECTOR LEVEL 1

Minimum: 160 hours per year

Students will thoroughly review construction and industrial site safety and shop safety and are introduced to trade mathematics; safe use of basic hand and power tools; blueprint reading; basic rigging and are provided with an overview of scaffold erectors careers, scaffold safety and trade related math. Students review basic frames, systems, suspension and tube and clamp scaffolding. Includes OSHA 10, and First Aid/CPR Training. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - SCAFFOLD ERECTOR LEVEL 1

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Scaffolding Trainee Guide, 4th Edition	978-0-13-383081-1	
NCCER Core Curriculum Trainee Guide, 6th Edition	9780137483341	9780137483358

SCAFFOLD ERECTOR LEVEL 2

Minimum: 160 hours per year

Students will thoroughly discuss frames & systems scaffolding including suspended frame and system scaffolds. Includes discussion on various manufacturers materials, scaffold design and federal and state regulations for CFR's and RCW/WAC, leg loads, ties, and guides, securing materials and environmental impacts. Students will focus on safe rigging and signaling practices and Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - SCAFFOLD ERECTOR LEVEL 2

It is the student's responsibility to have the following book(s) on the first night of class:

Materials for class will be provided by CITC.

SCAFFOLD ERECTOR LEVEL 3

Minimum: 160 hours per year (Not Offered)

Students will begin with a thorough discussion on hanging, cantilevered, boiler, vessel scaffolds, structure supported suspended, structure supported tube & clamp, and suspended cable and chain scaffolds. Includes discussion on various manufacturers materials, uses, design, layout, assembly, and dismantling. Includes thorough review of federal and state regulations for CFR's and RCW/WAC including leg loads, ties, and guides, securing materials and environmental impacts. An emphasis on safety on safe rigging and signaling practices and Schedule for lab dates will be handed out the first night of class each quarter. Emphasis on safe work processes will be stressed throughout the class.

BOOKS - SCAFFOLD ERECTOR LEVEL 3

It is the student's responsibility to have the following book(s) on the first night of class:

Materials for class will be provided by CITC.

SCAFFOLD ERECTOR LEVEL 4

Minimum: 160 hours per year (Not Offered)

Students will discuss basic construction principles, commercial and industrial blueprint reading and estimating, wood pole scaffold, shoring and containment and end with an introduction to crew leadership. Students will also learn advanced rigging practices utilized in scaffolding assembly and dismantling. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - SCAFFOLD ERECTOR LEVEL 4

It is the student's responsibility to have the following book(s) on the first night of class:

Materials for class will be provided by CITC.

Scaffold Erector Instructors

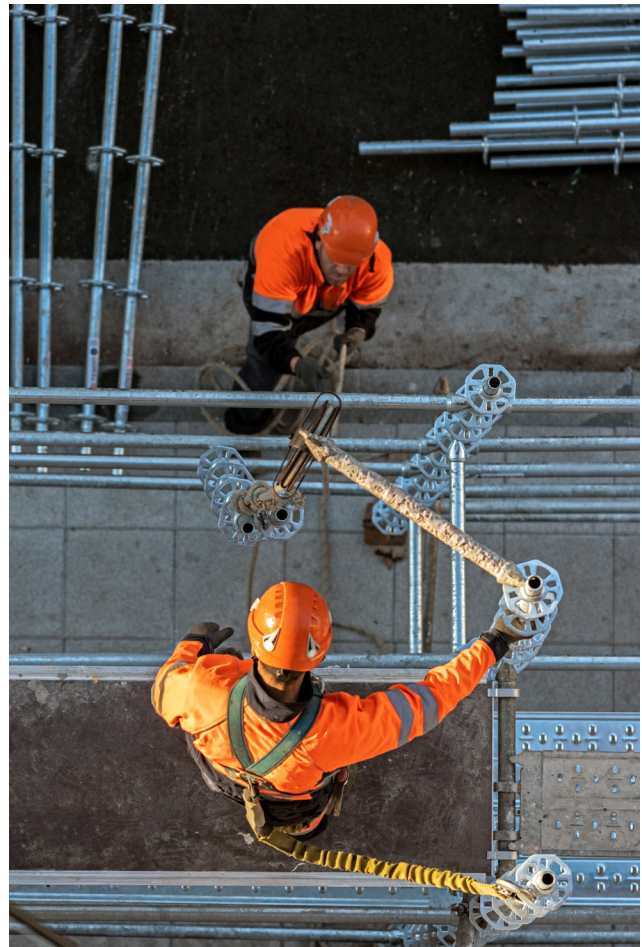
As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Phillip Primous has over 25 years experience in the construction industry and joined the CITC faculty in 2021.

Scaffold Erector Schedule & Tuition

Western Washington Region

SCAFFOLD ERECTOR LEVEL 1									
Marysville	101	Fall	2 weeks	80 hours	Mon-Thu	7a-5p	October 10 – 13 & November 14 – 17		Tuition: \$2,437.50
Marysville	102	Wtr	2 weeks	80 hours	Mon-Thu	7a-5p	January 3 – 6 & January 30 – February 2		Tuition: \$2,437.50
SCAFFOLD ERECTOR LEVEL 2									
Marysville	201	Fall	2 weeks	80 hours	Mon-Thu	7a-5p	September 26 – 29 & October 10 – 13		Tuition: \$2,437.50
Marysville	202	Wtr	2 weeks	80 hours	Mon-Thu	7a-5p	January 9 – 12 & February 6 – 9		Tuition: \$2,437.50



All first year classes include
OSHA 10 for Construction



SHEET METAL

Sheet metal workers mainly work in installing ductwork for heating, ventilation, air conditioning, and refrigeration (HVACR), but there are many other opportunities. Sheet metal craftsmen might install metal roofing and gutters, decorative “Architectural Metals,” install hoods and vents for restaurants or build grain silos for farmers. Some sheet metal workers specialize in fabricating ducts, hoods and gutters – others specialize in installation or service work. CITC’s four-year program is designed to prepare the trainee for a large range of possibilities, covering topics such as Fabrication & Installation of Various Types of Ductwork, Reading Blue Prints and Specifications and Advanced Architectural Sheet Metal.

Students will be required to have access to a computer or tablet device with a working camera and microphone. Additionally, all students will need to have access to a reliable internet source when classes begin in the fall. For additional information on the technical requirements for this program please contact the CITC office at (425) 454-2482.

Note: It is crucial that students have required books prior to the first class meeting. A student who does not have books by the end of the second week may be dismissed from class and charged with an absence.

CITC strives to offer a variety of class schedules and locations for students to select from. To ensure your place in a class of your choice CITC encourages your registration as soon as registration opens. Registration is on a first come, first serve basis. If the class you have selected is full, you will be transferred into the next available class at the CITC facility nearest your home zip code.



APPRENTICESHIP MONTHLY WORK LOGS

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SHEET METAL LEVEL 1

Minimum: 200 hours per year

SHEET METAL 101: FALL QUARTER

Students will thoroughly review construction site safety and shop safety and are introduced to trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging and an overview of sheet metal careers. Includes OSHA 10 training. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

SHEET METAL 102: WINTER QUARTER

Students will learn about sheet metal tools; are introduced to sheet metal layout and processes; sheet metal math; and fabrication - parallel line development. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

SHEET METAL 103: SPRING QUARTER

Students will learn about installation of ductwork; installation of air distribution accessories; insulation; and architectural sheet metal. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - SHEET METAL LEVEL 1

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Core Curriculum Trainee Guide, 6th Edition	9780137483341	9780137483358
NCCER Sheet Metal Level 1 Trainee Guide, 4th Edition	9780136629511	

SHEET METAL LEVEL 2

Minimum: 200 hours per year

SHEET METAL 201: FALL QUARTER

Students will learn intermediate sheet metal trade mathematics, learn to read plans and specifications and learn layout and fabrication using radial line development. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

SHEET METAL 202: WINTER QUARTER

Students will continue with radial line development then learn about sheet metal duct fabrication, air properties and distribution; and proper bend allowances and will review green building practices. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

SHEET METAL 203: SPRING QUARTER

Students will learn a wide range of soldering tasks and techniques, basic piping practices and layout and fabrication of fiberglass duct. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - SHEET METAL LEVEL 2

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Sheet Metal Level 2 Trainee Guide, 4th Edition	9780136630234	



All first year classes include
OSHA 10 for Construction



SHEET METAL LEVEL 3

Minimum: 200 hours per year

SHEET METAL 301: FALL QUARTER

Students will learn advanced sheet metal trade mathematics for field measuring and fitting; air systems; and principles of airflow. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

SHEET METAL 302: WINTER QUARTER

Students will learn about louvers, dampers, and access doors; will do a comprehensive review of blueprint reading and specifications. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

SHEET METAL 303: SPRING QUARTER

Students will learn about fabrication techniques using triangulation; advanced architectural sheet metal. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - SHEET METAL LEVEL 3

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Sheet Metal Level 3 Trainee Guide, 4th Edition	9780136630609	

SHEET METAL LEVEL 4

Minimum: 200 hours per year (not offered)

SHEET METAL 401: FALL QUARTER

Students will learn about shop production and organization; air testing and air balancing. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

SHEET METAL 402: WINTER QUARTER

Students will learn about welding, brazing and cutting, fume and exhaust system design. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

SHEET METAL 403: SPRING QUARTER

Students will complete a comprehensive review of fabrication and will participate in crew leader training. Schedule for lab dates will be handed out the first night of class each quarter. Scheduled dates may be adjusted at instructor's discretion.

BOOKS - SHEET METAL LEVEL 4

It is the student's responsibility to have the following book(s) on the first night of class:

REQUIRED TEXT	Soft Cover ISBN	Hard Cover ISBN
NCCER Sheet Metal Level 4 Trainee Guide, 4th Edition	9780136632221	



Sheet Metal Instructors

As a part of our dedication and commitment to training, we take pride in delivering top quality instructors. CITC's instructors are highly skilled journey-level workers who bring their knowledge and years of trade experience into the classroom. All CITC instructors have been certified by the National Center for Construction Education and Research.

Ben Hanson started in the trade in 1996. CITC graduate in 2004. CITC faculty member since 2015.

David Price started in the trade 1977 and became a CITC faculty member in 1989. Received CITC Instructor of the Year in 2008. NCCER Subject Matter Expert.

Derrick Yancey started in the trade in 1996 and joined the CITC faculty in 2006

Sheet Metal Schedule & Tuition

Eastern Washington Region

SHEET METAL LEVEL 1										
Pasco	101	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 16 – December 17 + Assignments			Tuition: \$1,325
Pasco	102	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments			Tuition: \$1,325
Pasco	103	Spr	9 weeks	57 hours	Fri/Sat	8a-5p	April 21 – June 17 + Assignments			Tuition: \$1,325
SHEET METAL LEVEL 2										
Pasco	201	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 10 + Assignments			Tuition: \$1,325
Pasco	202	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments			Tuition: \$1,325
Pasco	203	Spr	8 weeks	57 hours	Fri/Sat	8a-5p	April 14 – June 10 + Assignments			Tuition: \$1,325
SHEET METAL LEVEL 3										
Pasco	301	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 16 – December 17 + Assignments			Tuition: \$1,325
Pasco	302	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments			Tuition: \$1,325
Pasco	303	Spr	9 weeks	57 hours	Fri/Sat	8a-5p	April 21 – June 17 + Assignments			Tuition: \$1,325
SHEET METAL LEVEL 4										
Pasco	401	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 9 – December 10 + Assignments			Tuition: \$1,325
Pasco	402	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 13 – March 11 + Assignments			Tuition: \$1,325
Pasco	403	Spr	9 weeks	57 hours	Fri/Sat	8a-5p	April 14 – June 10 + Assignments			Tuition: \$1,325

Western Washington Region

SHEET METAL LEVEL 1										
Marysville	101	Fall	13 weeks	81 hours	Fri/Sat	8a-5p	September 16 – December 17 + Assignments			Tuition: \$1,750
Marysville	102	Wtr	8 weeks	63 hours	Fri/Sat	8a-5p	January 20 – March 18 + Assignments			Tuition: \$1,750
Marysville	103	Spr	9 weeks	57 hours	Fri/Sat	8a-5p	April 21 – June 17 + Assignments			Tuition: \$1,750



All first year classes include
OSHA 10 for Construction



2022-2023 CITC ENROLLMENT AGREEMENT, VERSION 7/1/2022 - PAGE 1 OF 6

Construction Industry Training Council of Washington 1930 116th Avenue NE, Bellevue, WA 98004
Phone: (425) 454-2482 Fax: (425) 462-7391

REFUND & CANCELLATION POLICY FOR IN PERSON CLASSES

CANCELLATION OF ENROLLMENT

If you have not started training, you may cancel your enrollment with CITC by submitting a written notice of cancellation to the address shown on the enrollment agreement no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract, or the written notice may be personally or otherwise delivered to the school within that time. In the event of dispute over timely notice, the burden to prove service rests on the sender.

CITC's refund policy offers the maximum refund amount allowed by law. The refund amount will be based on the last date of recorded attendance. Some fees, such as late fees, NSF fees and/or interest charges are non-refundable.

OFFICIAL DATE OF TERMINATION

The student's official date of termination shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- When CITC receives notice of the student's cancellation of enrollment, or his/her intent to withdraw from class.
- When the student is terminated for a violation of a published school policy which provides for termination.
- When the student, without notice to CITC, fails to attend classes for 30 calendar days.
- When a student attending a class that meets in 1 week blocks or 1 month blocks misses 1 full week

REFUND BEFORE ENTERING CLASS

1. You will receive a full refund of all monies paid if your enrollment is not accepted by CITC.
2. You will receive a full refund of all monies paid if you cancel your enrollment with CITC by submitting a written notice of cancellation no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract. The written notice may be personally or otherwise delivered to the school within that time.
3. After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to: 10 percent of the total tuition cost, or \$100, whichever is less. Registration fee refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.

REFUND AFTER ENTERING CLASS

1. If a student terminates during the first week or up to 10 percent of contracted instruction, whichever is less, the school may retain 10 percent of the tuition cost plus a registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
2. If a student terminates after the first week or 10 percent of instruction, whichever is less, but prior to completion of 25 percent of contracted time, the school may retain 25 percent of tuition costs plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
3. If a student terminates after completion of 25 percent but prior to completion of 50 percent of contracted instructional time, the school may retain 50 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
4. If a student terminates after completion of 50 percent or more of contracted instructional time, the school may retain the full tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
5. If the school discontinues instruction in any program after a student enters training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a prorated refund of all tuition and fees paid, unless comparable training is arranged for by the school and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the school within 90 calendar days of the discontinuance or relocation, and any earned refund must be disbursed by the school within 30 calendar days after receipt of a request.

TERMINATION BY THE SCHOOL

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is boisterous, vulgar or obscene, under the influence of alcohol or drugs, or does not make timely tuition payment(s), is subject to immediate termination. CITC reserves the right to cancel a class if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the school and the student is entitled to a full refund of all monies paid. The terminated student may follow the Grievance Procedures found on page 6.

2022-2023 CITC ENROLLMENT AGREEMENT, VERSION 7/1/2022 - PAGE 2 OF 6

Construction Industry Training Council of Washington 1930 116th Avenue NE, Bellevue, WA 98004
Phone: (425) 454-2482 Fax: (425) 462-7391

REFUND & CANCELLATION POLICY FOR HYBRID EDUCATION

Due to the threat of a COVID-19 variant leading to another quarantine and potential closure of schools, CITC is prepared to temporarily transition class instruction to a hybrid schedule if needed. If CITC is required to transition classes to a hybrid format all theory-based classes for apprenticeship and craft training students will be held in a virtual format until Governor Inslee's office allows Higher Education programs to return to in person training. CITC will hold in person classes, maintaining all safety guidelines, for hands-on based learning and assessments. Hands-on based learning classes will continue as long as CITC can safely accommodate in person training to comply with any State and Federal COVID-19 safety requirements

REFUND & CANCELLATION POLICY FOR DISTANCE LEARNING (ONLINE) AFTER ENTERING CLASS

1. If a student cancels after the fifth calendar day (excluding Sundays and holidays) but before the school receives the first completed lesson, the school may keep only a registration fee of either fifty dollars or an amount equal to fifteen percent of the tuition, but no greater than a registration fee of one hundred fifty dollars.
2. If a student terminates after the first 10 percent of instruction, whichever is less, but prior to completion of 25 percent of contracted time, the school may retain 10 percent of tuition costs plus registration fee (equal to 10 percent of the total tuition cost, or \$150, whichever is less).
3. If a student terminates after completion of more than one week or 10 percent of instruction, whichever is less, but prior to completion of 25 percent of contracted instructional time, the school may retain 25 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$150, whichever is less).
4. \$150, whichever is less).
5. If a student terminates after completion of 26 percent of instruction but prior to completion of 50 percent or more of contracted instructional time, the school may retain 50 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$150, whichever is less).
6. If a student terminates after completion of 50 percent or more of contracted instructional time, the school may retain the full tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$150, whichever is less).
7. If the school discontinues instruction in any program after a student enters training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a prorated refund of all tuition and fees paid, unless comparable training is arranged for by the school and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the school within 90 calendar days of the discontinuance or relocation, and any earned refund must be disbursed by the school within 30 calendar days after receipt of a request.

2022-2023 CITC ENROLLMENT AGREEMENT, VERSION 7/1/2022 - PAGE 3 OF 6

Construction Industry Training Council of Washington 1930 116th Avenue NE, Bellevue, WA 98004
Phone: (425) 454-2482 Fax: (425) 462-7391

ENROLLMENT INFORMATION

ENROLLMENT AGREEMENT (PAGES 64-69)

- Complete the Enrollment Agreement on pages 64 through 69.
- Must be turned in 2 weeks before classes start. If you are paying your own tuition or are reimbursed by your employer, fill out both the front and the back of the form, sign and return all forms to CITC with payment.
- If your employer is paying for your tuition, fill out the Enrollment Agreement (front and back), sign and return to CITC with your company's payment.
- If you are a state-registered apprentice in a CITC apprenticeship program, fill out the registration form, both front and back, sign and return to CITC.
- **Register online at <https://citcwa.org/register-craft-training/>**

PAYMENT METHODS

CITC accepts payment via American Express, VISA, MasterCard, Discover, Cash, Check or Money Order. All registrations must be accompanied with payment unless student is a registered apprentice.

To register, complete the Enrollment Agreement (pages 64 through 69) and

In Person: CITC, 1930 116th Ave NE, Bellevue, WA 98004
Mail: CITC, 1930 116th Ave NE, Bellevue, WA 98004
Fax: (425) 462-7391
Email: sarah@citcwa.org

ENROLLMENT SCHEDULE

Enrollment begins 2 weeks prior to each quarter. Tuition is due before the first class. A student is not considered registered until payment is made in full.

Each quarter enrollment must be completed one week before the following quarter online or at the administrative offices: 1930 - 116th Ave NE, Bellevue, WA 98004. Space is limited and will be filled on a first come, first serve basis. Upon receipt of your application and tuition fee, you will be sent a copy of your registration reserving your space in class. For further information call (425) 454-2482.

Note: Students will not be allowed to attend class without a copy of their enrollment form on file at the CITC office.

TUITION

- Eastern Washington (excluding Laborers, HEO, and Scaffold Erector) tuition is \$1,325 per quarter if received prior to class start date
- Western Washington (excluding Laborers, HEO, and Scaffold Erector) tuition is \$1,750 per quarter if received prior to class start date.
- Heavy Equipment Operator tuition is \$13,750 per year.
- Laborer and Scaffold Erector tuition is \$4,960 per year.

If payment is received after the class start date, a late fee of \$125 will be added to the cost of tuition. Interest of 1.5% will accrue on the 1st of every month on any unpaid balance after 30 days.

FALL quarter begins the week of September 5, 2022

WINTER quarter begins the week of January 2, 2023

SPRING quarter begins the week of April 3, 2023

Total hours vary by program and are listed under each trade.

TUITION AND FEES

- For all programs except the Heavy Equipment Operator and Laborers program, students are required to pay tuition on a quarterly basis. Each school year consists of three quarters: fall, winter, and spring. Tuition for each quarter must be paid in full by the first night of each class. Students with an unpaid balance at the end of the quarter will not be permitted to register for the next quarter. A Student Payment Plan is available to returning students who have established a good payment history with CITC. Additional fees may apply to late payments and overdue balances.
- In the event that a student's past due balance is sent to collections, the student is responsible for any and all costs incurred by CITC, including but not limited to: collection agency fees, reasonable attorney fees, court costs, in an attempt to collect the bad debt.
- NSF CHECKS: A service fee of \$35.00 will be added to all NSF checks. If a balance is owed, the balance must be paid immediately in cash or by credit card in order for the student to continue class.

2022-2023 CITC ENROLLMENT AGREEMENT, VERSION 7/1/2022 - PAGE 4 OF 6

Construction Industry Training Council of Washington 1930 116th Avenue NE, Bellevue, WA 98004
Phone: (425) 454-2482 Fax: (425) 462-7391

SECTION 1: NEW AND RETURNING STUDENTS			
<input type="checkbox"/> New Student (<i>New students must provide a valid Social Security Number</i>) <input type="checkbox"/> Returning Student	Social Security Number (<i>New Students Only</i>)		
SECTION 2: STUDENT INFORMATION			
STUDENT NAME		DATE OF BIRTH	
STREET ADDRESS	CITY	STATE	ZIP
EMAIL ADDRESS		PHONE	OK TO RECEIVE NOTIFICATIONS VIA TEXT? <input type="checkbox"/> Yes <input type="checkbox"/> No
GENDER (<i>Check One</i>) <input type="checkbox"/> Female <input type="checkbox"/> Male	ARE YOU A MILITARY VETERAN? (<i>Check One</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No	I WAS REFERRED BY <input type="checkbox"/> Employer <input type="checkbox"/> Other Student <input type="checkbox"/> Mailing <input type="checkbox"/> Other (Specify):	
ETHNIC BACKGROUND - Your response will not affect admission to CITC, this information is used for statistical purposes only (<i>Check all that apply</i>)			
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian	<input type="checkbox"/> Black or African-American <input type="checkbox"/> Hispanic	<input type="checkbox"/> Native Hawaiian Pacific Islander <input type="checkbox"/> White	<input type="checkbox"/> Other (Not Elsewhere Classified)
SECTION 3: EMPLOYER INFORMATION			
EMPLOYER (<i>Company Name</i>)		EMPLOYER PHONE	
EMPLOYER ADDRESS	CITY	STATE	ZIP
SECTION 4: EMERGENCY CONTACT			
IN CASE OF EMERGENCY, CONTACT:		RELATIONSHIP	PHONE
SECTION 5: PROGRAM INFORMATION			
QUARTER <input type="checkbox"/> Fall (Sep-Dec) <input type="checkbox"/> Winter (Jan-Mar) <input type="checkbox"/> Spring (Apr-Jun)	PROGRAM (<i>Check box under your program for the location of your choice</i>)		TUITION
LEVEL <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th	Carpentry <input type="checkbox"/> Bellevue <input type="checkbox"/> Marysville <input type="checkbox"/> Spokane Electrical: Commercial <input type="checkbox"/> Bellevue _A_B_C <input type="checkbox"/> Marysville _A_B <input type="checkbox"/> Pasco _A_B <input type="checkbox"/> Spokane _A_B_C <input type="checkbox"/> Tacoma _A_B_C <input type="checkbox"/> Vancouver <input type="checkbox"/> Bellingham	Electrical: Low Voltage <input type="checkbox"/> Marysville <input type="checkbox"/> Spokane Electrical: Residential <input type="checkbox"/> Bellevue _A_B_C <input type="checkbox"/> Marysville _A_B <input type="checkbox"/> Pasco _A_B <input type="checkbox"/> Spokane _A_B_C <input type="checkbox"/> Tacoma _A_B_C <input type="checkbox"/> Vancouver	Heavy Equipment Operators <input type="checkbox"/> Ferndale (Level 1) <input type="checkbox"/> Ferndale (Level 2) <input type="checkbox"/> Pullman (Level 3) HVAC <input type="checkbox"/> Bellevue Laborers <input type="checkbox"/> Marysville Painting <input type="checkbox"/> Bellevue <input type="checkbox"/> Marysville
	Plumbing <input type="checkbox"/> Bellevue <input type="checkbox"/> Spokane <input type="checkbox"/> Vancouver Scaffold Erector <input type="checkbox"/> Marysville Sheet Metal <input type="checkbox"/> Marysville <input type="checkbox"/> Pasco	Eastern Washington \$ 1,325 Western Washington \$ 1,750 Heavy Equipment Program/Year \$ 13,750 Laborer & Scaffold Erector Program/Year \$ 4,960 Late fees if not paid by 1st day of class ¹ \$ _____ Tuition due for this quarter \$ _____ <small>¹See page 64 & 65 for Late Fees, Interest, Cancellation and Refund Policies</small> Required books are listed below course descriptions in catalog. CITC does not sell books.	

Agreement is Binding: This agreement will be binding only when it has been fully completed, signed and dated by the student and an authorized representative of the school prior to the time instruction begins.

Changes in the Agreement: Any changes in this agreement shall not be binding on either the student or the school unless such changes have been approved in writing by the chief administrator or an authorized representative of the school and by the student.

Effective Date of Acceptance: I certify that I have read and understand the cancellation and refund policy and grievance procedure (page 6) as listed on page 68 of Course Catalog; I have received a copy of the school catalog or brochure; and I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any other papers I sign.

DEBT ACKNOWLEDGMENT NOTICE: Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of the contract are binding. You are entitled to an exact copy of the agreement, school catalog and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

If you have not started training, you may cancel this contract by submitting written notice of cancellation to the school at its address shown on the contract no later than midnight of the fifth day (excluding Sundays and holidays) following your signing this contract, or the written notice may be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.

It is unfair business practice for the school to sell, discount or otherwise transfer this contract or promissory note without the signed written consent of the student or student's parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Student Signature _____

Printed Name _____

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Authorized School Representative _____ **Date** _____

Title _____

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to: Washington Workforce Training & Education Coordinating Board, 128 10th Ave SW, PO Box 43105, Olympia, WA 98504-3104, Web: wtcb.wa.gov, Phone: (360) 753-5662, Email: wtceb@wtcb.wa.gov

OFFICE USE ONLY	
Quarter _____	Start Date _____
Location _____	Room _____
Instructor _____	
<input type="checkbox"/> Registered	<input type="checkbox"/> Invoiced
<input type="checkbox"/> Confirm to Student	<input type="checkbox"/> Credit
<input type="checkbox"/> Personal Paid	<input type="checkbox"/> Company Paid
App Date/Auth _____	
Pmt Date/Auth _____	
Application Received - Date Stamp	

SIGN AND DATE NEXT TO HIGHLIGHTED AREAS (PAGES 67-69) TO COMPLETE ENROLLMENT FORM

2022-2023 CITC ENROLLMENT AGREEMENT, VERSION 7/1/2022 - PAGE 5 OF 6

Construction Industry Training Council of Washington 1930 116th Avenue NE, Bellevue, WA 98004
Phone: (425) 454-2482 Fax: (425) 462-7391

NOTICE

This form must accompany all registrations

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as an addendum to that individual's enrollment agreement and/or training contract and a facsimile thereof or a second signed copy must be provided to the enrollee by the school together with his/her copy of that contract/agreement.

REFUND & CANCELLATION POLICY FOR IN PERSON CLASSES

CANCELLATION OF ENROLLMENT

If you have not started training, you may cancel your enrollment with CITC by submitting a written notice of cancellation to the address shown on the enrollment agreement no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract, or the written notice may be personally or otherwise delivered to the school within that time. In the event of dispute over timely notice, the burden to prove service rests on the sender.

CITC's refund policy offers the maximum refund amount allowed by law. The refund amount will be based on the last date of recorded attendance. Some fees, such as NSF fees and/or interest charges are non-refundable.

OFFICIAL DATE OF TERMINATION

The student's official date of termination shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- When CITC receives notice of the student's cancellation of enrollment, or his/her intent to withdrawal from class.
- When the student is terminated for a violation of a published school policy which provides for termination.
- When the student, without notice to CITC, fails to attend classes for 30 calendar days.
- When a student attending a class that meets in 1 week blocks or 1 month blocks misses 1 full week.

REFUND BEFORE ENTERING CLASS

1. You will receive a full refund of all monies paid if your enrollment is not accepted by CITC.
2. You will receive a full refund of all monies paid if you cancel your enrollment with CITC by submitting a written notice of cancellation no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract. The written notice may be personally or otherwise delivered to the school within that time.
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REFUND AFTER ENTERING CLASS

1. If a student terminates during the first week or up to 10 percent of contracted instruction, whichever is less, the school may retain 10 percent of the tuition cost plus a registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
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TERMINATION BY THE SCHOOL

A student, who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is boisterous, vulgar or obscene, under the influence of alcohol or drugs, or does not make timely tuition payment(s), is subject to immediate termination. CITC reserves the right to cancel a class if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the school and the student is entitled to a full refund of all monies paid. The terminated student may follow the Grievance Procedures found on page 6 (also listed below).

GRIEVANCE AND COMPLAINT PROCEDURES

Student grievances and complaints must be submitted in writing to the CITC office within 14 days of the occurrence. Grievances or complaints will first be addressed by CITC's President or Vice President of Education. Appeals to any decision regarding the grievance may be made to the CITC Board of Trustees. The CITC Board has final authority on all issues pertaining to classroom training and administration. After a decision has been made by the CITC Board, if a student chooses to pursue the grievance further, a complaint may be made to the Workforce Training and Education Coordinating Board via mail at PO Box 43105, Olympia WA 98504; via phone at (360) 709-4600; or via email at pusa@wtb.wa.gov.

REFUND & CANCELLATION POLICY FOR HYBRID EDUCATION

Due to the threat of a COVID-19 variant leading to another quarantine and potential closure of schools, CITC is prepared to temporarily transition class instruction to a hybrid schedule if needed. If CITC is required to transition classes to a hybrid format all theory-based classes for apprenticeship and craft training students will be held in a virtual format until Governor Inslee's office allows Higher Education programs to return to in person training. CITC will hold in person classes, maintaining all safety guidelines, for hands-on based learning and assessments. Hands-on based learning classes will continue as long as CITC can safely accommodate in person training to comply with any State and Federal COVID-19 safety requirements.

2022-2023 CITC ENROLLMENT AGREEMENT, VERSION 7/1/2022 - PAGE 6 OF 6

Construction Industry Training Council of Washington 1930 116th Avenue NE, Bellevue, WA 98004
Phone: (425) 454-2482 Fax: (425) 462-7391

REFUND & CANCELLATION POLICY FOR DISTANCE LEARNING (ONLINE) AFTER ENTERING CLASS

- 1. If a student cancels after the fifth calendar day (excluding Sundays and holidays) but before the school receives the first completed lesson, the school may keep only a registration fee of either fifty dollars or an amount equal to fifteen percent of the tuition, but no greater than a registration fee of one hundred fifty dollars.
2. If a student terminates after the first 10 percent of instruction, whichever is less, but prior to completion of 25 percent of contracted time, the school may retain 10 percent of tuition costs plus registration fee (equal to 10 percent of the total tuition cost, or \$150, whichever is less).
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4. If a student terminates after completion of 26 percent of instruction but prior to completion of 50 percent or more of contracted instructional time, the school may retain 50 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$150, whichever is less).
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ACKNOWLEDGMENT OF COMPLAINT PROCESS BY STUDENT

- 1. The school has explained the grievance/complaint process to me. I can find the process on page 5 of the catalog.
2. I know I should first try to resolve a complaint with my instructor or school administrator.
3. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms are: http://wtb.wa.gov/PCS_Complaints.asp.
4. I understand that I have one year to file a complaint from my last date of attendance.
5. I further understand that in the event of a school closure, I have 60 days to file a complaint.
6. I also understand that complaints are public records.
7. Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at http://wtb.wa.gov/PCS_Complaints.asp.

ACKNOWLEDGMENT BY STUDENT

I understand and accept that any contract for training I enter into with the above-named school contains legally binding obligations and responsibilities. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training. I understand that the enrollment contract I enter into shall not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and myself, provided that I have not entered classes sooner.

Printed Name _____
Student Signature _____
Dated this _____ day of _____, 20 _____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Printed Name _____
CITC Representative Signature _____
Dated this _____ day of _____, 20 _____

IMAGE/MEDIA CONSENT AND RELEASE

This is a request for consent to record your image and/or video presence for use in CITC's marketing materials including CITC's website, videos, catalogs, brochures, fliers, electronic communications, etc.

REMEMBER inclusion of your image, video presence or details is voluntary and you should not complete this consent and release form if you do not freely agree to the terms.

I do hereby grant CITC the right to use, publish and reproduce, for all purposes, my image and/or video presence in promotional and/or educational materials. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these materials indefinitely without compensation to me. I understand that all negatives, positives, prints, digital reproductions and video and audio recordings shall be the property of CITC.

I give this consent voluntarily.

I understand that by signing below, I am acknowledging that I have read and understand this consent and release form, and have been given a copy to retain for my records.

Printed Name _____
Student Signature _____
Dated this _____ day of _____, 20 _____

SCHEDULE & INFO (877) 707-2482



MANAGEMENT LEARNING SERIES



The *Management Learning Series* provides companies with the tools to develop qualified management personnel. These programs provide an answer to the management shortage crisis impacting companies and expected to continue for the foreseeable future.

FUNDAMENTALS OF CREW LEADERSHIP

PROJECT SUPERVISION

PROJECT MANAGEMENT

For a complete schedule of upcoming classes, more information, or to register today, contact CITC at **877-707-2482** or visit us online at ceu.citcwa.com/category/skills-upgrade-training

HELP BUILD THE NEXT GENERATION OF CRAFT WORKERS...

TEACH.

CITC is recruiting new instructors throughout the State of Washington for all Craft Trades!

For more information or to apply, contact Jack Chapel, Vice President of Education via email at jack@citcwa.org or at (425) 285-2327.

This program evaluates the existing knowledge and skill-level of experienced journey-level workers to identify skill-gaps where more training is recommended.

CITC offers Skills Assessments and Performance Verifications in the following sectors of the construction industry:

- » Commercial
- » Gas & Oil Pipeline
- » Industrial
- » Supervisory Level

Assessments are used by employers to:

- » Meet DOT pipeline requirements
- » Evaluate the knowledge and skills of their workforce
- » Receive a training prescription for their workforce
- » Target workforce training to fill specific skill gaps

ASSESSMENTS

For more information or to schedule an assessment, contact CITC toll-free at (877) 707-2482.

IDENTIFY AND TARGET THE TRAINING NEEDS OF YOUR WORKFORCE





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