

ADULT EVENING AND APPRENTICESHIP RELATED INSTRUCTION



COURSE OFFERINGS AND INFORMATION
2024-2025 CATALOG

WELCOME

Dear students, apprentices, and sponsors,

The Norfolk Technical Center is delighted to welcome new and returning apprentices and evening school students. With over 50 years of experience providing adult education, we aim to impart quality instruction in every apprenticeship and evening school program. We are excited to welcome the new school year and promise to provide you with the finest apprenticeship and adult education opportunities to prepare you for the constantly changing workplace.

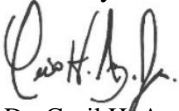
Norfolk Public Schools (NPS) and Norfolk Technical Center (NTC) are committed to providing continued education opportunities. Our commitment is evident through various adult education courses and Apprenticeship Programs. NTC adult education courses and Apprenticeship Programs help individuals gain the knowledge and skills to pursue their dreams.

We offer apprenticeship programs in barbering, cosmetology, electricity, HVAC, dispensing optician, and plumbing. The requirements for successful completion of each program are unique to the area of concentration. In addition to apprenticeship programs, we offer evening school courses in digital painting, expressive oil painting, and welding. Our experienced and professional instructors provide quality instruction and a safe learning environment. Our programs are tailored to meet the needs of each student.

This catalog contains information needed to register for apprenticeship-related instruction and adult evening school courses. If you would like more information, don't hesitate to call the Evening School Office at 757-892-3300.

We appreciate the opportunity to provide the necessary training for your future success, and I look forward to seeing you in class soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Cecil H. Avery, Jr.", written in a cursive style.

Dr. Cecil H. Avery, Jr.
Adult Evening and Apprenticeship Principal

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2024-2025 Important Dates

July 29	Registration opens for the 2024-2025 school year
August 27	Teacher Orientation Meeting
September 1	Late Registration Fee for Apprentices Applied
September 2	Labor Day Holiday ----- NPS Closed (No Classes)
September 3	First class date for Tues / Thurs courses
September 4	First class date for Mon / Wed courses
September 23	Last day to register for apprenticeships
November 5	<i>Virtual / Zoom Class Day (Election Day)</i>
November 11	Veteran's Day Holiday -----NPS Closed (No Classes)
November 27, 28, 29	Thanksgiving Holiday ----- NPS Closed (No Classes)
December 23 - Jan 3	Winter Break ----- NPS Closed (No Classes)
January 20	MLK, Jr. Day Holiday ----- NPS Closed (No Classes)
February 17	President's Day Holiday ----- NPS Closed (No Classes)
April 14 - 18	Spring Break ----- NPS Closed (No Classes)
May 26	Memorial Day Holiday ----- NPS Closed (No Classes)

Grading Period Ending Dates

	Building Trades <i>Mon/Wed Classes</i>	Building Trades <i>Tues/Thurs Classes</i>
End Quarter 1	October 21	October 17
End Quarter 2	December 16	December 10
End Quarter 3	February 24	February 11
End Quarter 4	April 21	April 1
	Cosmetology	Barbering
End Quarter 1	October 23	October 21
End Quarter 2	December 18	December 16
End Quarter 3	March 5	February 24
End Quarter 4	May 5	April 21
	OPT Year 1 (Tues)	OPT Year 2 (Wed)
End Quarter 1	October 29	October 30
End Quarter 2	January 14	January 22
End Quarter 3	March 18	March 26
End Quarter 4	May 27	May 28

ADULT EVENING SCHOOL INFORMATION

Enrollment Guidelines/Payment Options

Adult students must complete an enrollment/registration form for the course(s) in which they wish to enroll. The following payment methods are acceptable: cashier's check, money order, debit card, and credit card. Registration forms with attached payments can be mailed to the **Evening School Office, Norfolk Technical Center, 1330 N. Military Highway Norfolk, Virginia 23502**. Registration forms can also be emailed to AdultEveApprentice@nps.k12.va.us, if paying tuition with a credit card.

Textbooks

Textbooks for apprenticeship and evening school courses are included in the tuition price.

Grade Reports

Grading for all apprenticeship and evening school courses will follow the Norfolk Public Schools' grading scale. At the end of each apprenticeship and evening school course, the instructor provides all students with a final grade. Additionally, certificates are distributed, acknowledging successful completion of a program at the end of the 4th year.

Attendance

Regular attendance is expected in each apprenticeship and evening school course. If a student must miss class, it is expected that the instructor will be contacted prior to the absence. At the end of each 9-week course, students will be awarded certificates of completion that identifies the number of instructional hours completed.

Age Requirement

Must be at least 18 years of age prior to the first day of the first session.

Norfolk Public Schools does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities.

ADULT EVENING SCHOOL

Course Offerings

The evening school classes, and adult training programs allow adults to expand their knowledge in various areas, including digital literacy, welding, dynamic digital painting, and expressive oil painting. In addition, the classes are open to anyone over 18 desiring to pursue additional learning fields, hobbyists, and those who would like to venture into something new.

Adult students may be eligible to sit for various industry certifications and/or receive a Norfolk Technical Center certificate for passing specific classes.

Welding

Start a path to learn a new job skill or improve your present welding skills. With individual instruction learn the basics of welding machines, safety setups and operational techniques. Topics include the SMAW, GMAW, GTAW-FCAW, Oxy-fuel cutting & welding and plasma cutting. This course is focused on using hands on activities supplemented with lectures. Class is 90% hands on welding. **(Limited to 15 students)** Small classes ensure attention to individual students' needs.

Tuition - \$225.00

Room: C-10

Orientations

8/19/24	Qtr 1: Wed	8/21/24 - 10/16/24	6:00PM - 9:00PM
10/21/24	Qtr 2: Wed	10/23/24 - 1/08/25	6:00PM - 9:00PM
1/13/25	Qtr 3: Wed	1/15/25 - 3/12/25	6:00PM - 9:00PM
3/17/25	Qtr 4: Wed	3/19/25 - 5/21/25	6:00PM - 9:00PM





Dynamic Digital Painting

This course prepares student hobbyists to learn basic digital painting and illustration skills to develop their artistic voice. Starting with the basics of Procreate on the iPad, learn how to apply traditional painting methods to your digital painting. Discover techniques to paint landscapes, still life, figures, and portraits. Manipulate your reference photos to make your digital paintings more expressive. Merge photographs into elements of your painting to create unique collages. Create custom brushes to develop your voice within your work. Students will discover tips and tricks to make their digital images look their best.

Tuition - \$225.00

Wed 10/16 - 12/18

Room: A-10

6:00 PM - 9:00 PM



Expressive Oil Painting

This course prepares student hobbyists to learn basic skills in drawing and painting to develop their artistic voice. Artists will learn the basics of mixing colors and color foundations as they develop skills to build a painting out from a sketch to a finished masterpiece. Learn to paint from a limited palette and expand to express your work with full color. Develop your voice and artistic vision through oil. Discover techniques to paint landscapes, still life, figures, and portraits. **Starter Oil Painting Supply Kit Included.**

Tuition - \$225.00

Wed 3/19 - 5/21

Room: A-10

6:00 PM - 9:00 PM

**Oil Painting
Starter Kit Included**



Spring 2025

6pm-9pm

Wednesday Classes

**1330 N. Military Hwy
Norfolk, VA 23502**

Email: AdultEveApprentice@nps.k12.va.us

757.892.3300

Learn Expressive Oil Painting

APPRENTICESHIP INFORMATION

Enrollment Guidelines/Payment Options

Apprentices must complete the enrollment/registration form. Proof of State Apprenticeship Registration must accompany the registration form (for first year courses only). If enrolling as a Non-Apprentice, the Non-Apprentice fee is to be paid at the time of registration. We accept the following methods of payment: check, money order, debit card, and credit card. Registration forms with attached payments can be mailed to the **Apprenticeship Office, Norfolk Technical Center, 1330 N. Military Highway Norfolk, Virginia 23502**. Registration forms can also be emailed to AdultEveApprentice@nps.k12.va.us, if paying tuition with a credit card.

Late Fees and Deadlines for Enrollment

Registered and Non-registered Apprentices must enroll by August 31, 2024, to avoid the late fee of \$50.00 per student. No one will be enrolled for Apprenticeship Related Instruction classes after the **fourth-class** meeting. **Late enrollees will be marked absent for any classes missed due to late enrollment.**

July 29 th – September 6 th Enrollment Hours				
Monday	Tuesday	Wednesday	Thursday	Friday
29 Registration Hrs. (8 am - 4 pm)	30 Registration Hrs. (8 am - 4 pm)	31 Registration Hrs. (8 am - 4 pm)	1 Registration Hrs. (8 am - 4 pm)	2 CLOSED
12 Registration Hrs. (11 am – 5 pm)	13 Registration Hrs. (11 am – 5 pm)	14 Registration Hrs. (11 am – 5 pm)	15 Registration Hrs. (11 am – 5 pm)	16 Registration Hrs. (8 am – 2 pm)
19 Registration Hrs. (11 am – 5 pm)	20 Registration Hrs. (11 am – 5 pm)	21 Registration Hrs. (2 pm – 8 pm)	22 Registration Hrs. (11 am – 5 pm)	23 Registration Hrs. (8 am – 2 pm)
26 Registration Hrs. (11 am – 5 pm)	27 Registration Hrs. (11 am – 5 pm)	28 Registration Hrs. (2 pm – 8 pm)	29 Registration Hrs. (11 am – 5 pm)	30 Registration Hrs. (8 am – 2 pm)
2 Holiday	3 ***Late Fee*** Registration Hrs. (11 am – 5 pm)	4 ***Late Fee*** Registration Hrs. (2 pm – 8 pm)	5 ***Late Fee*** Registration Hrs. (11 am – 5 pm)	6 ***Late Fee*** Registration Hrs. (8 am – 2 pm)

Last day for registration is September 23, 2024.

Payment Requirements

Fees are due and must be paid at the time of enrollment. Anyone who is not a Virginia Registered Apprentice **must** pay the NON-Virginia Apprentice fee. See eligibility requirements for a Virginia Registered Apprentice (Pg 11).

Textbooks

Textbooks will be distributed to each apprentice either upon receipt of payment for a course or during the first-class session. **In some courses, the books used in previous years are required for the next year's instruction.** The books must be purchased if the apprentice did not take the previous course at the Norfolk Technical Center.

Transcripts

To request a transcript complete and submit the transcript request document found on the NPS link below.

<https://www.npsk12.com/domain/4175>

Mailed Transcripts: \$9

Grade Reports

Apprentices receive quarterly grade cards. These grade cards have the grades and hours for that quarter. Grade cards marked "FINAL" will have the grades and total hours for the year. It is the responsibility of the apprentices to share their grade cards with their sponsor. **Employers may request interim reports from the instructor through the apprentice at any time.**

Age Requirement

Must be at least 18 years of age prior to the first day of the first session.

Sponsorship/Employment Status

If an apprentice changes employers for any reason, the Virginia Department of Labor and Industry (757-455-0891) and the Apprenticeship Related Instruction Office (757-892-3300) **must be immediately notified.**

Students with Disabilities

It is the responsibility of the apprentice who requires accommodations for their disabilities to inform the concerned authorities, provide appropriate documentation, and request specific accommodations. Norfolk Public Schools will provide reasonable accommodations to qualified persons with disabilities. Adult students must inform the evening school administration when they require accommodations. Apprentices cannot rely on their high school or employer to communicate this information. The apprentice must provide recent documentation of their disability. If the disability has not changed, the administration will consider documentation dated within the past three years.

Norfolk Public Schools does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities.

Refunds

Refunds are granted only when the apprentice submits a written notice for a request for refund, proof of payment, and proof of registration to the Apprenticeship Related Instruction Office. The written request must be postmarked on or before **September 23, 2024**. A service charge of \$20.00 will be assessed for each refund. ***If books and/or materials were issued to the apprentice, the cost of these items are subtracted from the refund.*** In the event that an apprentice drops the course for any reason, the sponsor may not substitute another apprentice. However, a refund must be requested for the leaving apprentice and a new fee paid for the new enrolling apprentice. **Refunds are made payable only to the company or person who made the original payment. Please allow up to 4-6 weeks for processing.** Non-Apprentice students who become Virginia Registered Apprentices **before November 1, 2024**, may be refunded the \$75 non-registered apprentice fees. To do so, the new apprentice must submit a request for refund, proof of payment, and proof of registration to the Apprenticeship Related Instruction Office **before November 26, 2024**

ATTENDANCE POLICY

To obtain credit for Related Instruction, an apprentice must attend a minimum of 85% of the Related Instruction classes scheduled. The following table shows the total class hours scheduled for various programs, and the minimum hours the apprentice must attend. Regardless of the grade earned, credit will be withheld for excessive absences. Therefore, apprentices should only be absent in emergency situations. If an apprentice leaves class early, without the instructor's permission, he/she will be considered absent for the entire class.

Class Hours Scheduled	Minimum Hours of Attendance Required
180	153
168	144

Attendance

Upon completion of a course, credit is awarded for a year of related instruction. This assumes the apprentice has been in class for the total number of hours offered and has received related instruction in all parts of the curriculum for that year. If classes are missed, the apprentice will not have all the training required and will have gaps in their knowledge. The Department of Professional and Occupational Regulation (DPOR) requires a minimum of 144 hours of instruction (seat time attendance) for the Building Trades. The apprentice must attend 144 hours of instruction regardless of the reason classes are not held, for example, the apprentice is absent, the school is closed due to inclement weather, or the instructor is absent. Therefore, regular attendance is **REQUIRED** if an apprentice is to receive credit for the year's related instruction.

EXCUSED / UNEXCUSED ABSENCES

An excused absence only qualifies the apprentice to participate in the make-up class session process. Any excused absence must be made up to get credit for the hours. Unexcused absences cannot be made up.

Apprentices with excused absences may be granted make up sessions when documented by a letter from the employer on company letterhead, thus ensuring that the employer/sponsor has knowledge of the absence. Acceptable excuses include personal illness, injury, or the death of immediate family members. As the sponsor has agreed to train the apprentice, work related emergencies should never keep an apprentice from attending classes. In any case, the request to make up missed class work must be presented to the instructor within one week of the absence. The instructor submits the excused absence request(s) to the Evening School and Apprenticeship Office for approval. Excused absences that are not made up will not calculate into hours for credit.

MAKE-UP PROCEDURE

Apprentices should strive to attend all scheduled classes. Absences that cannot be avoided should be made up as soon as possible. To make up class work missed, the apprentice must make arrangements with the instructor to receive alternative assignments such as arriving to class early, special projects, special homework, etc. This should be used on a limited basis and only with excused absences. Make up work must be accomplished within two weeks of the absence.

APPEAL PROCESS

An apprentice may appeal a denial of credit to the Related Instruction Principal. The appeal must be in writing and supported by documentation such as letters from doctors, employers, etc. **Appeals must be made within 2 weeks of the end date of the course for which the credit was denied.**

APPRENTICESHIP PREPARATION

Apprenticeship Eligibility

What makes one a Virginia Registered Apprentice?



All of the following must apply:

The apprentice must be working for a Virginia employer in an apprentice related trade,

The apprentice must have registered with the Virginia Department of Labor and Industry; and

The apprentice must have a registration card or Apprenticeship registration agreement (Apprentice Action Form A.A.F.) from the State of Virginia.

All Virginia Registered Apprentices are required to enroll in Related Instruction classes. Those who are not Virginia Registered Apprentices are welcomed in most programs on a space available basis. (This does not apply to Barbering, Cosmetology or Dispensing Optician). Virginia Registered Apprentices pay a reduced fee because a portion of their training costs are covered by special state funds for apprenticeship training.

Completion of Apprenticeship Training

Virginia Registered Apprentices who complete an entire program consisting of Work Process and Related Instruction will receive a Certificate of Completion of Apprenticeship from the Commonwealth of Virginia and are eligible to take the Tradesman Certification (Journeyman) exam. Non-registered students will receive a certificate of completion and a transcript record archived by the Norfolk Technical Center.

Apprenticeship FAQs Guide

Please contact the apprenticeship representatives, Virginia Department of Labor and Industry, 757-455-0891 for information about:

- How to get registered
- How to transfer registration from one employer to another
- Completion requirements
- Licensing certification requirements
- Record logbooks and record keeping requirements
- What to do if you feel you are not being properly trained on the job
- What to do if problems occur on the job; and
- How to obtain a duplicate copy of your apprenticeship agreement or card.

Please contact the Apprenticeship Related Instruction Office at the Norfolk Technical Center, 757-892-3300, for information related to:

- Enrollment in classes
- Fee schedules and refund
- Textbooks
- Attendance or grades
- Course outlines
- Changes of address or employers
- Transcripts for grades or attendance
- Comments regarding either course materials or instruction.

Please contact Virginia Employment Commission for information about:

- Employment counseling, Referrals
- Vocational assessment and placement assessment

Why Should I Attend Apprenticeship Classes if I am not even working in the trade?

- ✓ Enrolling in Apprenticeship classes even though you are not sponsored shows that you are a SELF STARTER.
- ✓ In class, your attendance will be documented, and your class records will show that you are DEPENDABLE.
- ✓ By earning good grades, you will have proof that you are a good TRAINING INVESTMENT.
- ✓ Employers like SELF STARTERS; they want people who are DEPENDABLE; they want a good return on their INVESTMENT.

Steps to Becoming a Registered Apprentice

STEP 1: Identify the occupation that is either right or appropriate for you.

All prospective apprentices should start by identifying the trade or craft they wish to learn.

STEP 2: Identify an employer who will sponsor your apprenticeship.

A sponsor, also known as a business, must be identified to provide on-the-job training for the apprenticeship program to be conducted. If prospective apprentices know of a business establishment that is willing to hire them in the trade or craft they wish to learn, the prospective apprentice should contact an Apprenticeship Representative at the Virginia Department of Labor and Industry (see address and phone number below).

STEP 3: Contact an Apprenticeship Representative from the Virginia Department of Labor and Industry.

The apprenticeship representative from the Department of Labor and Industry will meet with the prospective apprentice and sponsor, usually at the sponsor's business establishment. At the meeting, the training program will be outlined and discussed. The length of time an individual will be required to serve on-the-job and to attend related instruction will be discussed. The sponsor and apprentice sign an apprentice action form, which formalizes the apprenticeship agreement. This is not a contract, but rather an agreement as to the timeframe and terms of the apprenticeship.

**Virginia Department of Labor and Industry
Apprenticeship Training Division
6363 Center Drive, Suite 101
Norfolk, VA 23502**

Maynard Stowe 757-455-0891 ext. 453 Maynard.Stowe@doli.virginia.gov

Charmaine Eaglin 804-371-3104 ext. 253 Charmaine.Eaglin@doli.virginia.gov

STEP 4: Work, learn, and earn during your apprenticeship.

Once the apprenticeship training program is completed, the apprentice or sponsor is provided a transcript for the apprentice to verify successful completion of the program. The representative from the Department of Labor and Industry must then be contacted to ensure that the action form is signed. The apprentice will receive a Certification of Completion of Apprenticeship Training issued by the Virginia Department of Labor and Industry upon submission of the action form.

***** Note of Caution *****

Sponsors may give apprentices credit for previous work experience. However, this is not Related Instruction, and the apprentice shall not automatically skip years of related instruction because of on-the-job training. The apprentice will start in the first year of Apprenticeship Related Instruction (ARI). ***The Norfolk Technical Center does not offer Credit-by-Exam Challenge Tests.*** Electrical, HVAC, and Plumbing apprentices may be eligible to receive credit for attending an approved Apprenticeship Related Instruction (ARI) program. **For consideration, credit requests and official transcripts must be received by July 29, 2024.**

Registered Apprentices receive a State Apprenticeship Certificate; non-registered students receive a Norfolk Technical Center Adult Education completion certificate.

Registered Apprentices have documentation that they have received a wide range of field experiences; non-registered students do not.

Registered Apprentices get national recognition of their training in most states; non-registered students must provide detailed job histories which may or may not be accepted.

Federal and state standards for apprenticeship require monitoring of both Related Instruction and On the Job Training.

NTC EVENING TEXT ALERT

Scan the
Code or
Text
81010



Sign up using
class code
@ntcevening to get the
latest info on
enrollment,
inclement weather
updates,
closures, and more!

APPRENTICESHIP RELATED INSTRUCTION

Course Offerings

Barbering (BAR 101)

This course is designed to teach the barbering apprentice the needed information to support passing their licensure exams. Classes are open to anyone, but students must become registered apprentices and complete **2000** clock hours in a salon to test for the Virginia State Board Exam. Costs do not include the apprentice's kit but do include the use of all necessary *tools of the trade*, all chemicals, the manikin, and all consumables associated with the training. The course includes Related Instruction Theory and at least two practice State Board reviews. In addition, two of the scheduled classes will be extended from 3pm to 9pm to accommodate the simulation of the State Board theory and practical examinations.

\$600.00 Tuition

Room: A-27

\$153.00 Lab

\$225.00 Textbook

\$7.00 Transcript Fee

Total \$985.00

Start Date: 9/4/24 – 5/5/25
(60 Class Sessions)

6:00 PM - 9:00 PM **Mon/Wed**

Non-Apprentice Surcharge: \$75.00

Prerequisite: Computer Access for Online Assignments

****Call Evening School Office for Available Tuition Payment Plan****



Cosmetology (COS 101)

COS 101 is limited to only Virginia Registered Apprentices. The apprentice must bring their card or enclose a copy of it when enrolling. necessary *tools of the trade*, all chemicals, the manikin, and all consumables associated with the training. The course includes Related Instruction Theory and at least two practice State Board reviews. In addition, two of the scheduled classes will be extended from 3pm to 9pm to accommodate the simulation of the State Board theory and practical examinations.

\$600.00 Tuition

Room: A-28

\$200.00 Lab

\$350.00 Textbook

\$7.00 Transcript Fee

Total \$1157.00

Start Date: 9/4/24 - 5/5/25

5:30 PM - 8:30 PM **Mon/Wed**

(60 Class Sessions)

Non-Apprentice Surcharge: Does Not Apply

Prerequisite: Computer Access for Online Assignments



Dispensing Optician 1 Hybrid (OPT-H 101)

OPT-H 101 is limited to only Virginia Registered Apprentices. This yearlong course, which is divided into quarterly topics, provides the fundamental foundation for a Dispensing Optician. Instructional topics offer an understanding of the ocular history, language, ocular anatomy and physiology, basic light theories, and theories of Optical Dispensing and the Optical lab.

\$600.00 Tuition

Room: A-21

\$50.00 Lab

\$95.00 Textbook

Total \$745.00

Start Date: 9/3/24 - 5/27/25

6:00PM - 9:00PM

Tues

Hybrid Model Class Sessions Weekly Format: 5 hours weekly =

(1) In Person 3-hour session + (1) Virtual 2-hour session

Non-Apprentice Surcharge: Does Not Apply

Prerequisite: Computer Access for Online Sessions and Assignments

Dispensing Optician 2 Hybrid (OPT-H 201)

This yearlong hybrid course, which is divided into quarterly topics, provides the essential content for a Dispensing Optician, who is preparing for the Virginia Optician License Exams. Instructional topics offer an understanding of the ocular history, language, ocular anatomy and physiology, light theories, and theories of Optical Dispensing and the Optical lab.

\$600.00 Tuition

Room: A-21

\$50.00 Lab

\$125.00 Textbook

\$7.00 Transcript

Total \$782.00

Start Date: 9/4/24 - 5/28/25

6:00PM - 9:00PM

Wed

Hybrid Model Class Sessions Weekly Format: 5 hours weekly =

(1) In Person 3-hour session + (1) Virtual 2-hour session

Non-Apprentice Surcharge: Does Not Apply

Prerequisites: Successful Completion of Dispensing Optician 1 (OPT-H 101)

Computer Access for Online Sessions and Assignments



Plumbing 1 (PLU 101)

Installation Practices: This course covers an introduction into the plumbing trade, history, careers, tools, jobsite safety, rough in – copper and plastic – cast iron soil pipe – steel pipe, and an introduction into blueprint reading. Also covered are plumbing mathematics, related science, and first aid.

\$425.00 Tuition

Room: Media Center

\$50.00 Lab

\$145.00 Textbook and Core: Intro to Basic Construction

Total \$620.00

Start Date: 9/4/24 - 4/21/25 6:00 PM - 9:00 PM **Mon/ Wed**
(56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments

Plumbing 2 (PLU 201)

Installation Practices: This course covers the rationale for the development of plumbing code for general regulations, fixtures, water supply and distribution, water heaters, sanitary drainage, vent systems, traps and interceptors, and storm drainage. Also taught are estimating blueprints and plumbing mathematics. Book price includes International Plumbing Code book, which is a required textbook used in courses taken the next two years. ***Welding labs are also a part of this course and are required for successful course completion.***

\$425.00 Tuition

Room: Media Center

\$95.00 Lab

\$205.00 Textbook and Code Book Commentary

Total \$725.00

Start Date: 9/3/24 - 4/1/25 6:00 PM - 9:00 PM **Tues/Thurs**
(56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments



Plumbing 3 (PLU 301)

Installation Practices: This course covers navigating the International Plumbing Code book and sizing of roof drainage systems. The International Plumbing Code book used the previous year is required. An introduction into the International Fuel Gas Code is discussed. Additional topics covered are plumbing mathematics, sizing gas lines, related science, and blueprint reading.

\$425.00 Tuition

Room: Media Center

\$230.00 Textbook and Plumbing Code Book w/Tabs

Total \$655.00

Start Date: 9/4/24 - 4/21/25

6:00 PM - 9:00 PM **Mon/Wed**

(56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments

Plumbing 4 (PLU 401)

Installation Practices: This course includes a comprehensive look into the International Plumbing Code book used in previous courses. The course also presents numerous code related tests that prepare apprentices for the licensing exam once the course is completed. Additionally, the International Fuel Gas Code book is reviewed so that apprentices are prepared to take the exam for that license.

\$425.00 Tuition

Room: Media Center

\$260.00 Textbook and Virginia Plumbing Code Book

\$7.00 Transcript

Total \$692.00

Start Date: 9/3/24 - 4/1/25

6:00 PM - 9:00 PM **Tues/Thurs**

(56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments



HVAC 1 (AC 101)

This course covers safety, introduction, mathematics, refrigeration fundamentals, compression systems, refrigerants, recovery, electrical, and work drawings. The apprentice is expected to retain the textbook for the entire four years.

\$425.00 Tuition

Room: B-10-B

\$50.00 Lab

\$198.00 Textbook w/ EduHub Online Resources

Total \$673.00

Start Date: 9/3/24 - 4/1/25

6:00 PM – 9:00 PM Tues/Thurs

(56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments

HVAC 2 (AC 201)

This course covers applied mathematics, refrigeration systems, servicing and installation, AC fundamentals - heating - cooling - humidifying, heat pumps, electrical circuits and controls, motors, and an introduction to troubleshooting. Lab Fee includes CFC Certification.

\$425.00 Tuition

Room: B-10-B

\$50.00 Lab

\$112.00 International Mechanical Code Book

\$110 EduHub Online Resources

Total \$697.00

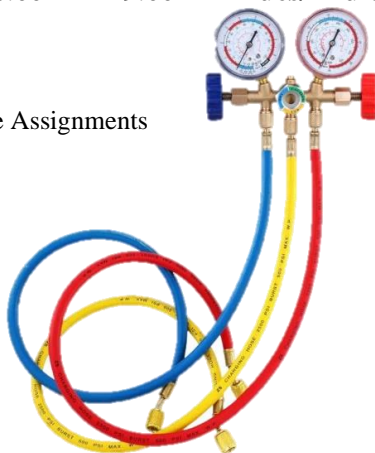
Start Date: 9/3/24 - 4/1/25

6:00 PM – 9:00 PM Tues/Thurs

(56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments



HVAC 3 (AC 301)

This course covers AC systems, heat loads, refrigerators and freezers, commercial systems, servicing, installation, absorption systems, and troubleshooting. **{IMCB Required}**

\$425.00 Tuition

Room: B-10-B

\$50.00 Lab

\$110.00 EduHub Online Resources

{Required to already have International Mechanical Code Book}

Total \$585.00

Start Date: 9/3/24 - 4/1/25

6:00 PM – 9:00 PM Tues/Thurs

(56 Class sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments; IMCB

HVAC 4 (AC 401)

This course covers commercial systems - heat load sand piping, special refrigeration systems and applications, solar energy, electric circuits and controls and troubleshooting. **{IMCB Required}**

\$425.00 Tuition

Room: B-10-B

\$50.00 Lab

\$110.00 EduHub Online Resources

\$75 NFPA 31

\$7.00 Transcript Fee

{Required to already have International Mechanical Code Book}

Total \$667.00

Start Date: 9/3/24 - 4/1/25

6:00 PM – 9:00 PM Tues/Thurs

(56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments; IMCB



Independent Electrical 1 (IE 101)

This course covers safety, math hand tools, power tools, introduction to blueprints, basic rigging, hand bending, anchors and supports, introduction to the National Electric Code, conductors, services, voltage drop, DC theory, series/parallel circuits, and residential wiring.

\$425.00 Tuition

Room: C-7

\$145.00 Textbook plus Core: Intro to Basic Construction

Total \$570.00

Start Date: 9/4/24 - 4/21/25

6:00 PM – 9:00 PM Mon/Wed

(56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments

Independent Electrical 2 (IE 201)

This course covers AC theory, motors, grounding, conductor, installations, cable tray, conductor terminations and splices, electrical services, circuit breakers and fuses, contractor and relays, and lighting.

\$425.00 Tuition

Room: C-7

\$110.00 Textbook

\$145.00 National Electrical Code Book

Total \$680.00

Start Date: 9/3/24 - 4/1/25

6:00 PM – 9:00 PM Tues/Thurs

(56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments



Independent Electrical 3 (IE 301)

This course covers load calculations, conductor selection and calculations, over current protections, wiring devices, distribution systems, motor calculations, HVAC AC systems, and hazardous locations. **IE 301 requires students to have a copy of the *National Electrical Code Book*.** (*NEC Book costs is not included in total tuition*).

\$425.00 Tuition

Room: A-7

\$110.00 Textbook

Total \$535.00

Start Date: 9/4/24 - 4/21/25

6:00 PM – 9:00 PM **Mon/Wed**

(56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments

Independent Electrical 4 (IE 401)

This course covers commercial/Industrial lighting, specialty lighting standby and emergency systems basic electronic theory, fire alarm systems, advanced controls, HVAC controls, welding machines and heat tracing, and freeze protection. **IE 401 requires students to have a copy of the *National Electrical Code Book*.** (*NEC Book costs is not included in total tuition*).

\$425.00 Tuition

Room: B-4

\$110.00 Textbook

\$7.00 Transcript Fee

Total \$542.00

Start Date: 9/3/24 - 4/1/25

6:00 PM – 9:00 PM **Tues/Thurs**

(56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments



**Would you like to start working in your
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Become a Youth Registered Apprentice

Benefits of Youth Apprenticeship

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757.892.3300



Policies and Regulations of The School Board of the City of Norfolk

The following are excerpts from the Policies and Regulations of the School Board of the City of Norfolk. This listing is not intended to be comprehensive, but rather, to cover some of the more significant policies.

GRADING

Grade cards are distributed to apprentices each quarter. It is the apprentice's responsibility to share this information with his/her sponsor. Sponsors may request progress reports, from instructors, for their apprentices at any time. Numerical grades are used, and letter grades are assigned according to Norfolk Public Schools grading scale:

A	= 93 – 100
A-	= 90 – 92
B+	= 87 – 89
B	= 83 – 86
B-	= 80 – 82
C+	= 77 – 79
C	= 73 – 76
C-	= 70 – 72
D+	= 67 – 69
D	= 64 – 66
E	= 63 and Below

An apprentice receiving a failing grade of “E” will **NOT EARN HOURS OR CREDIT** and must repeat the course to earn the hours.

INCLEMENT WEATHER

In case of extreme weather conditions, it may be determined that in the best interest of safety, attendance of staff, faculty, and apprentices is not warranted. Notice of school cancellations are announced over local popular TV, radio stations, and NTC Evening Text Alerts. **Should Norfolk Public Schools and the Norfolk Technical Center day school close, the evening school is closed.** In the event of inclement weather conditions emerging later in the day, staff, faculty, and apprentices report unless it is specifically announced that classes are canceled. Because of the extreme difficulty in making up days lost due to inclement weather conditions, the first day lost may not be made up unless

announced by the Evening School Administrator and Instructor for the course. In the event that school closings are excessive, the Evening School Administrator may extend the “School Year” to reschedule all or part of the lost days.

PROHIBITED CONDUCT

Students at Norfolk Technical Center must conduct themselves in a professional and appropriate manner to promote professionalism, reasonable standards of behavior, effective citizenship, and an environment conducive to learning. We expect our students to be responsible and mature, respectful of others' rights and feelings, and respectful of school property. A student attending apprentice programs or adult evening school is under the jurisdiction of the School Board of the City of Norfolk and must follow the rules established in order to succeed. **It is essential for apprentices and adult evening school students to follow the rules to avoid dismissal. Those dismissed from the course will not be eligible for a refund.**

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, sword, cane, machete, firearm, fireworks, pellet or air rifle, pistol, or other object that reasonably can be considered a weapon or wear clothing or jewelry with slogans, symbols, or pictures depicting weapons, gangs, or criminal activity.

Use, possession, or being under the influence of alcohol or unlawful, non-prescribed, prohibited substances on the property of this facility is prohibited. Such use, possession, etc. will be grounds for dismissal and/or expulsion and possible arrest.

Parking on non-pavement or shoulders, double parking, parking next to yellow curbs, parking in fire lanes, parking in handicapped spaces, or parking in such a manner as to inhibit safe entrance and exit of the building in an emergency is prohibited. Vehicles found in violation may be subject to citations or towing at the owner's expense.

Apprentices shall dress appropriately for safety requirements. This includes the use of safety glasses and safety shoes when needed. In all cases, shirts (with sleeves) and shoes are required. No person shall wear clothing with obscene or inflammatory language or graphics displayed.

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors shall register at the school office on arrival.

No one may possess or consume any alcoholic beverage in or on the grounds of any public-school during school hours or school or student activities., In addition, no one may consume, and no organization shall serve, any alcoholic beverage in or on the grounds of any public school after school hours or school or student activities, except for religious congregations using wine for sacramental purposes only.

In accordance with NPS policy, the use of Tobacco and Electronic Cigarettes on School Premises is not permitted in schools or school vehicles.

Any person found to be engaged in or advocating illegal activity while on school property shall be reported by the principal to the local enforcement authorities.

Any person who willfully and maliciously damages, destroys, or defaces any school district building, or damages or removes any school property from a school building, will be required to compensate the school division and may be prosecuted.

Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, may be prosecuted.

TOBACCO FREE SCHOOL FOR STAFF AND STUDENTS

No persons (students, staff, contractors, visitors) are permitted to use or distribute any tobacco product at any time including non-school hours, in school property, on school premises, and at school-sponsored activities away from school grounds.

For purposes of this policy:

1. "School property" means:
 - a. in any building, structure, or vehicle owned, leased, or contracted by the division, both on- and off-site

- b. in any property surrounding buildings and structures, athletic grounds, parking lots, or any other outdoor property owned, leased, or contracted by the division, both on- and off-site
2. "Tobacco Product" includes cigarettes, cigars, blunts, bidis, pipe tobacco, snuff, chewing tobacco, electronic smoking devices, and any other products containing nicotine, as well as any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and liquids used in electronic smoking devices, whether or not they contain nicotine.
3. "Tobacco Use" includes smoking, chewing, dipping, electronic smoking device use, or any other use of tobacco products.

Infractions of Norfolk Public Schools Rules and/or Policies may become grounds for suspension or expulsion. Remember, we are guests of Norfolk Public Schools and the Norfolk Technical Center, therefore all adult students and instructors must abide by all rules, regulations, and guidelines.

BEHAVIORS OF A SAFETY CONCERN (BSC)/ BEHAVIORS ENDANGERING SELF OR OTHERS

BSC 3: Drugs: Possessing drug paraphernalia - Students will not use, have in their possession, have dominion and/or control of drug paraphernalia on School Board property, at school sponsored activities, or while going to or from school. (e.g., pipes, DAB pens, E-cigarette if found to contain marijuana/THC oil or to have been used to smoke marijuana/illegal drug, and/or lighter when found with marijuana, illegal drugs and/or other drug paraphernalia).

BESO 5: Drugs: Possessing controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications: Students will not have in their possession or have dominion and/or control of marijuana or controlled substances on School Board property, at school sponsored activities, or while going to or from school.

BESO 6: Drugs: Being under the influence of controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications Students will not be under the influence of marijuana or controlled substances on School Board property, at school-sponsored activities, or while going to or from school.

BESO 7: Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications. Students will not use marijuana or controlled substances on School Board property, at school-sponsored activities, or while going to or from school.

BEHAVIORS USED TO DETERMINE PERSISTENTLY DANGEROUS SCHOOLS (PD)

PD 16: Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell (to include sale/distribution of anabolic steroid, illegal drug inhalant, marijuana, Schedule 1 or 2 drug and prescription drugs)

Why An Apprenticeship?

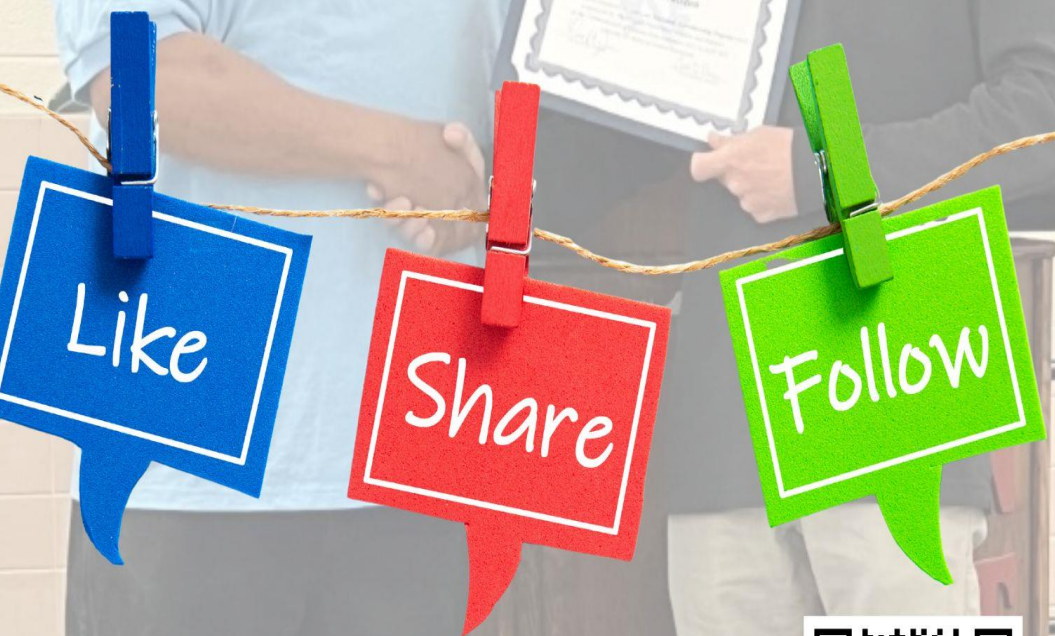
Over 85 Years in Virginia 1938 - 2024

Good for Employers  Great for Employees

- Tuition Tax credit - ask your tax preparer if you qualify
- Virginia is one of the three largest Apprenticeship States. Structured classes qualify you to sit for the state licensing exams and you get national recognition as a journey worker.
- More than 300 trades are recognized as apprentice related in the Commonwealth of Virginia, with more added each year. Just because you don't see your trade listed in this brochure does not mean that it is not a recognized apprentice trade. Many different arrangements can be made to accommodate the Apprenticeship Related Instruction requirements for your trade.
- We are always in need of instructors. If you are good at your trade, hold a Master's License, are good at public speaking, call us about how to become an ARI instructor.
- Bosses don't have time to teach but want to have more of a say about what apprentices learn. We need your input and advice. Please call about how you can give back by serving on our advisory committee. We only meet two to three times a year.
- Please call the evening school office to see what courses match your needs. We will do all in our power to keep the cost down and present meaningful material to you

Follow us on Facebook

NTC Adult Evening School



Apprenticeship Creed

It is my duty to nurture and foster integrity in all areas of my trade.

I will strive to attain skills that will enable my work to achieve the highest standard of craftsmanship that can be achieved.

When working for others, I will behave and conduct myself in such a manner that I have earned their trust and developed friendships.

It is my responsibility, as a professional, to respect the opinions and beliefs of my fellow workers, though divergent from my own.

I will measure my fellow workers by their character and abilities without thought of race, color, gender, or creed.

I will commit to being a lifelong learner. This will enable me to continuously implement technological changes and advancements in my trade.



Norfolk Public Schools

The cornerstone of a proudly diverse community



1330 N. Military Highway

Norfolk, Virginia 23503

Phone: (757)892-3300

Fax: (757)892-3305

Email: AdultEveApprentice@nps.k12.va.us

Dr. Cecil H. Avery, Principal

Adult Evening School and Apprenticeship Related Instruction



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