

# Adult Evening and Apprenticeship Related Instruction

## Course Offerings and Information

2022-2023 Catalog



## WELCOME

The Norfolk Technical Center welcomes all new and returning apprentices and evening school students. For over 50 years, the Norfolk Technical Center has provided adult education with the intended goal of ensuring that quality instruction was imparted in each apprenticeship and evening school program. We are excited about this upcoming school year and look forward to providing you with the very best apprenticeship and adult education opportunities that prepare you for the ever-changing workplace environment.

Norfolk Public Schools (NPS) and Norfolk Technical Center (NTC) are committed to continuing education. Our commitment manifested through the Apprenticeship Program and various other adult education programs.

We offer the following apprentice programs: barbering, cosmetology, electricity, HVAC, dispensing optician, and plumbing. The requirements for successful completion of each apprenticeship program are unique to the specific area of concentration. Additionally, we offer the following evening school courses: automotive technology, digital painting, expressive oil painting, pharmacy tech, and welding.

This catalog contains information needed to register for apprenticeship-related instruction and adult evening school courses.

If you desire more information, don't hesitate to contact the Evening School Office at 757-892-3300. Office hours are: June 27, 2022 - August 18, 2022, Monday - Thursday 7:00 AM - 5:00 PM (**Closed on Fridays**) and August 22, 2022-September 2, 2022, Monday – Thursday 10:00 AM - 6:00 PM (**Fridays 7:00 AM – 3:00 PM**).

Thank you for the opportunity to provide the necessary instruction as a step toward your promising future.



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## 2022-2023 Important Dates

August 1	Registration opens for the 2022-2023 school year
August 3, 10, 17, 24	Challenge Test Dates (4:00 PM – 6:00 PM)
August 31	Last day to register to avoid late fee
September 5	<b>Labor Day Holiday – NPS Closed (No Classes)</b>
September 6	Start date for Tues/Thurs courses
September 7	Start date for Mon/Wed courses
November 11	<b>Veteran’s Day Holiday – NPS Closed (No Classes)</b>
November 23, 24, 25	<b>Thanksgiving Holiday – No Classes</b>
December 19 – 30	<b>Winter Break – No Classes</b>
January 16	<b>Martin Luther King, Jr. Day Holiday – NPS Closed (No Classes)</b>
February 20	<b>President’s Day Holiday– NPS Closed (No Classes)</b>
April 10 - 14	<b>Spring Break – No Classes</b>
May 29	<b>Memorial Day Holiday – NPS Closed (No Classes)</b>

### Grading Period Ending Dates

	<b>Building Trades</b>	
	<i>Mon/Wed Classes</i>	<i>Tues/Thurs Classes</i>
End Quarter 1	October 24	October 25
End Quarter 2	December 14	December 15
End Quarter 3	February 15	February 16
End Quarter 4	April 24	April 4
	<b>Cosmetology/Barbering</b>	<b>JATC Electrical</b>
End Quarter 1	October 24	November 7
End Quarter 2	December 14	January 25
End Quarter 3	March 1	April 5
End Quarter 4	May 8	June 14
	<b>Opticians Year 1</b>	<b>Opticians Year 2</b>
End Quarter 1	Nov 1	Nov 2
End Quarter 2	January 17	January 25
End Quarter 3	March 21	March 29
End Quarter 4	May 30	June 7

# 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](mailto:AdultEveApprentice@nps.k12.va.us), if paying tuition with a credit card.

## Textbooks

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

## 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 4<sup>th</sup> 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. In order for students to successfully pass either an apprenticeship or evening school program, a **90%** attendance rate is required. For example, if a 9-week course meets twice a week for 3 hours per class, the total hours in the course would total 54 hours. A student must attend a minimum of 49 hours to receive a passing grade for the course.

## 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, automotive technology, dynamic digital painting, and expressive oil painting. In addition, the classes are open to anyone 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

This course prepares students for basic to advance skills in Arc Welding and Flame Cutting. The course is configured using hands on activities supplemented with lectures. Safety is stressed throughout this course, which is for beginners through journeymen who wish to improve their skills. Small classes ensure attention to the individual student's needs.

***Tuition - \$225.00***

Room: C-10

Quarter 1: Wed	9/7 - 11/12	6:30 PM - 9:30 PM
Quarter 2: Wed	11/9 - 1/25	6:30 PM - 9:30 PM
Quarter 3: Wed	2/1 - 3/29	6:30 PM - 9:30 PM
Quarter 4: Wed	4/19 - 6/14	6:30 PM - 9:30 PM



## **Automotive Technology**

This course is designed for anyone who drives and owns a car. No prior knowledge of automobiles is required. The class includes facets of vehicle purchasing, light maintenance, and shop safety. You will understand what is required to keep your vehicle safe and reliable. Class time is split between actual classroom instruction and hands-on shop activities. At the conclusion of this course, students will gain knowledge of the various automotive servicing areas, including engine tune-ups, flat tire repair/replacement, oil changes, and reading diagnostic equipment.

**Tuition - \$560.00**

Room: C-8-B

Tue/Thurs

6:30 PM - 9:30 PM

11/10 - 3/30

## **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**

Room: A-10

Wed

6:30 PM - 9:30 PM

11/9 - 1/25

## **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.

**Tuition - \$225.00**

Room: A-10

Wed

6:30 PM - 9:30 PM

4/19 - 6/14

## Computer Software Essentials

The technology essentials classes are designed to meet the needs of adults who would like to develop their basic computer skills. These **FREE** classes are self-paced modules in Microsoft Office (Excel, Word, & PowerPoint) and Digital Literacy basics.

Class registration is from August 29 through September 17  
Email: [cavery@nps.k12.va.us](mailto:cavery@nps.k12.va.us)

### Microsoft Office

The Microsoft Office program is commonly used to create letters and stationery and is a widely used tool in many office settings. Participants will gain an understanding of how to perform everyday workplace tasks using the Microsoft Office program. During this course, one will learn how to use font & paragraph controls, insert pictures and other objects, add headers & footers, and how to generally create and modify documents using Microsoft Word.

**Tuition - FREE**

Location: *Virtual*

**Start Date:** 10/05/22 – 1/26/2022

4:00 PM – 5:00 PM Wed

Prerequisite: Computer Access for Online Assignments

### Digital Literacy

Digital Literacy is defined as basic skills needed to perform tasks on computers and online. This course includes self-guided modules assessing the ability of individuals to perform tasks based on these skills. Included are basic computer digital literacy standards and modules in the following areas: Essential Computer Skills - Basic Computer Skills, Internet Basics, Using Email, and Windows OS.

**Tuition - FREE**

Location: *Virtual*

**Start Date:** 10/05/22 – 1/26/2022

5:00 PM – 6:00 PM Wed

Prerequisite: Computer Access for Online Assignments



# 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](mailto:AdultEveApprentice@nps.k12.va.us), if paying tuition with a credit card.

## Late Fees and Deadlines for Enrollment

Apprentices must enroll by August 31, 2022, 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.**

## 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.

## Textbooks

Textbooks will be distributed to each apprentice either upon the 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 or earned credit by examination for the previous course.

## 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.

# August 1 – Sept 10 Enrollment Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Registration Hrs. (8am-4pm)	2 Registration Hrs. (8am-4pm)	3 Registration Hrs. (8am-4pm)	4 Registration Hrs. (8am-4pm)	5	6
7	8 Registration Hrs. (8am-4pm)	9 Registration Hrs. (8am-4pm)	10 Registration Hrs. (8am-4pm)	11 Registration Hrs. (8am-4pm)	12	13
14	15 Registration Hrs. (8am-4pm)	16 Registration Hrs. (8am-4pm)	17 Registration Hrs. (8am-4pm)	18 Registration Hrs. (8am-4pm)	19	20
21	22 Registration Hrs. (11am-5pm)	23 Registration Hrs. (11am-5pm)	24 Registration Hrs. (11am-5pm)	25 Registration Hrs. (11am-5pm)	26 Registration Hrs. (8am-2pm)	27
28	29 Registration Hrs. (11am-5pm)	30 Registration Hrs. (11am-5pm)	31 Registration Hrs. (11am-5pm)	1 <i>Late</i> Registration Hrs. *(11am-5pm)	2 <i>Late</i> Registration Hrs. *(8am-2pm)	3
4	5 <b>HOLIDAY</b>	6 <i>Late</i> Registration Hrs. *(11am-5pm)	7 <i>Late</i> Registration Hrs. *(11am-5pm)	8 <i>Late</i> Registration Hrs. *(11am-5pm)	9 <i>Late</i> Registration Hrs. *(8am-pm)	10

Apprentices must enroll by August 31 to avoid the late fee of \$50.00 per student. No one will be enrolled for Apprenticeship Related Instruction classes after the 4<sup>th</sup> class meeting. **Late enrollees will be marked absent for any classes missed due to late enrollment.**

## **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.**

## 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 14, 2022. 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 December 14, 2022, may receive a refund of the difference between registered and non-registered 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 **January 20, 2023.**

## 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 his/her 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.

## **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.

<b>Class Hours Scheduled</b>	<b>Minimum Hours of Attendance Required</b>
180	153
168	144
108	93
84	72
42	36
21	18

### **EXCUSED / NONEXCUSED ABSENCES**

An excuse 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 virtually 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 excuse 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



### Apprentice 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 papers (Apprentice Action 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 Information

**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 log books 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 refunds;
- Textbooks;
- Attendance or grades;
- Course outlines;
- Changes of address or employers;
- Transcripts for grades or attendance; and
- Comments regarding either course materials or instruction.

**Please contact Virginia Employment Commission for information about:**

- Employment counseling, referrals; and
- 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 the 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  
757-455-0891**

**Mr. Maynard Stowe (ext. 149)**

**Ms. Delores Ferrell (ext. 144)**

### **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.

## **Credit-by-Exam Challenge Tests**

Apprentices have the opportunity to advance to a higher level course based upon experience and training already acquired in the job prior to enrollment in the apprenticeship program. Credit-by-Exam (CBE) is designed to determine if apprentices can be advanced to a higher level course through successful completion and performance on an administered exam. The CBE is an option if the apprentice desires to challenge placement in a course. If an apprentice desires to take the challenge exam, he/she must do so prior to enrolling in a related instruction course. Cosmetology and Barbering, challenge exams will not be offered after classes begin. The challenge exam will be graded immediately (a grade of 85% is required to pass), and a course/level will be recommended for enrollment.

Exams are offered in the following trades:

Barbering, Cosmetology, Electrical 1 & 2, HVAC 1 & 2, and Plumbing 1 & 2.

### **Requirements:**

The requirements to take a challenge exam are:

1. Submit a letter from the sponsor;
2. Show proof of registration as an Apprentice (Apprentice Action Form);
3. Show documentation of formal training in your particular trade area equaling the approximate class time being challenged;
  - a. Submit transcripts from post-secondary institutions;
  - b. Show transcripts from proprietary schools;
  - c. Show the military DD-214 form; or
  - d. Show any other proof of formal training which will be evaluated on a case by case basis.

### **Fees:**

A non-refundable fee of \$70.00 for each exam is payable at the time of the exam.

### **Exam Dates:**

All exams are administered at the Norfolk Technical Center by appointment only. Listed is the schedule for administration of exams: August 3, 10, and 17 from 2:00 PM – 4:00 PM. Please contact the Apprenticeship Office to set up a date for testing.

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

Sponsors may give apprentices credit for previous work experience. This is not Related Instruction and the apprentice shall NOT automatically skip years of related instruction because of on-the-job training. If the apprentice has not attended ARI or completed Credit by Exam at the Norfolk Technical Center, the apprentice WILL start at the FIRST year of Apprenticeship Related Instruction.

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 ALERTS

Sign up to get the latest info on enrollment, inclement weather updates and more!



SCAN ME



## 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. Class includes Related Instruction theory and at least two practice "State Board reviews." Two evenings will be double class nights, 6 hours each, to accommodate practice for the State Boards. If the class fills, a second class will be started to accommodate the overflow.

***\$470.00 Tuition***

Room: A-27

***\$145.00 Lab***

***\$275.00 Textbook and \$5.00 Transcript Fee***

***Total \$895.00***

**Start Date:** 9/7/22 - 5/8/23 (60 Class Sessions)

6:00 PM – 9:00 PM Mon/Wed

***Non-Apprentice Surcharge: \$75.00***

Prerequisite: Computer Access for Online Assignments



## **Cosmetology (COS 101)**

This class is limited to only Virginia Registered Apprentices. The apprentice must bring their card or enclose a copy of it when enrolling. 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. Two evenings will be double class nights, 6 hours each, to accommodate practice for the State Boards. If the class fills, a second class will be started to accommodate the overflow.

***\$505.00 Tuition***

Room: A-28

***\$165.00 Lab***

***\$307.00 Textbook and \$5.00 Transcript Fee***

***Total \$982.00***

**Start Date:** 9/7/22 - 5/8/23 (60 Class Sessions)

5:30 PM – 8:30 PM Mon/Wed

***Non-Apprentice Surcharge: Does Not Apply***

Prerequisite: Computer Access for Online Assignments

## **Cosmetology by Independent Study (COS ID 101)**

Same course content as outlined above, except this course is completed as an "Independent Study". Course work is coordinated and graded by the Cosmetology Apprenticeship Instructor. Only Cosmetology Apprentices who work and/or reside more than fifty (50) miles from the Norfolk Technical Center or on the Eastern Shore may register for this course. Apprentice must show proof of residency. The apprentice will report to NTC for both the midterm and final exams. Call the NTC Evening School Office for more information.

***\$485.00 Tuition***

***\$50.00 Lab***

***\$297.00 Textbook***

***Total \$832.00***

**Start Date:** 9/7/22

***Non-Apprentice Surcharge: Does Not Apply***

Prerequisite: Computer Access for Online Assignments



## **Dispensing Optician Year 1 Hybrid (OPT-H 101)**

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.

**\$475.00 Tuition**

Room: A-21

**\$50.00 Lab**

**\$95.00 Textbook**

**Total \$620.00**

**Start Date:** 9/6/22 – 5/30/22 6:30PM – 9:30PM Tues

**Hybrid Model Class Sessions Weekly Format** 1 *Face-to-Face* 3-hour class session plus 1 *Virtual* 2-hour Online session = 5 hours weekly

***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.

**\$475.00 Tuition**

Room: A-21

**\$50.00 Lab**

**\$157.00 Textbook**

**Total \$682.00**

**Start Date:** 9/7/22 - 6/7/23 6:30PM – 9:30PM Wed

**Hybrid Model Class Sessions Weekly Format** 1 *Face-to-Face* 3-hour class session plus 1 *Virtual* 2-hour Online session = 5 hours weekly

***Non-Apprentice Surcharge: Does Not Apply***

Prerequisites: Successful Completion of Dispensing Optician 1 (OPT-H 101)  
Computer Access for Online Sessions and 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.

***\$385.00 Tuition***

***\$50.00 Lab***

***\$198.00 Textbook and EduHub***

***Total \$633.00***

**Start Date:** 9/6/22 – 4/4/23

**6:30 PM – 9:30 PM Tues/Thurs**

**(56 Class Sessions)**

***Non-Apprentice Surcharge: \$75***

Room: B-10-B

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.

***\$385.00 Tuition***

***\$50.00 Lab***

***\$110 EduHub***

***Total \$545.00***

**Start Date:** 9/6/22 – 4/4/23

**6:30 PM – 9:30 PM Tues/Thurs**

**(56 Class Sessions)**

***Non-Apprentice Surcharge: \$75***

Room: B-10-B

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.

**\$385.00 Tuition**

Room: B-10-B

**\$50.00 Lab**

**\$112.00 International Mechanical Code**

**Total \$547.00**

**Start Date:** 9/6/22 – 4/4/23

6:30 PM – 9:30 PM Tues/Thurs

(56 Class sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access for Online Assignments

### **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.

**\$385.00 Tuition**

Room: B-10-B

**\$50.00 Lab**

**\$75 NFPA 31 and \$5.00 Transcript Fee**

**Total \$515.00**

**Start Date:** 9/6/22 – 4/4/23

6:30 PM – 9:30 PM Tues/Thurs

(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access for Online Assignments



## **Independent Electrical Year 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.

***\$385.00 Tuition***

Room: A-22

***\$145.00 Textbooks***

***Total \$530.00***

**Start Date:** 9/7/22 - 4/24/23

6:30 PM – 9:30 PM Mon/Wed

(56 Class Sessions)

***Non-Apprentice Surcharge: \$75***

Prerequisite: Computer Access for Online Assignments

## **Independent Electrical Year 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. *The Apprentice is required to have a National Electrical Code Book.*

***\$385.00 Tuition***

Room: B-12

***\$110.00 Textbooks and National Electrical Code Book***

***Total \$605.00***

**Start Date:** 9/6/22 - 4/4/23

6:30 PM – 9:30 PM Tues/Thurs

(56 Class Sessions)

***Non-Apprentice Surcharge: \$75***

Prerequisite: Computer Access for Online Assignments

### **Independent Electrical Year 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. *The Apprentice is required to have a National Electrical Code Book.*

**\$385.00 Tuition**

Room: A-7

**\$110.00 Textbook**

**Total \$495.00**

**Start Date:** 9/7/21 - 4/24/23

6:30 PM – 9:30 PM Mon/Wed

(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access for Online Assignments

### **Independent Electrical Year 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.

**\$385.00 Tuition**

Room: C-08

**\$110.00 Textbook and \$5.00 Transcript Fee**

**Total \$470.00**

**Start Date:** 9/6/22 - 4/4/23

6:30 PM – 9:30 PM Tues/Thurs

(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access for Online Assignments



## **Joint Apprenticeship Training Committee (JATC) sponsored**

For more information contact Meghan Hurt (757) 480-2812.

### **JATC Electrical 1 (JE 101)**

**Start Date:** 9/7/22 - 6/14/23

6:30 PM-9:30 PM Mon/Wed

Room TBA

(77 Class Sessions)

### **JATC Electrical 2 (JE 201)**

**Start Date:** 9/7/22 - 6/14/23

6:30 PM-9:30 PM Mon/Wed

Room TBA

(77 Class Sessions)

### **JATC Electrical 3 (JE 301)**

**Start Date:** 9/7/22 - 6/14/23

6:30 PM-9:30 PM Mon/Wed

Room TBA

(77 Class Sessions)

### **JATC Electrical 4 (JE 401)**

**Start Date:** 9/7/22 - 6/14/23

6:30 PM-9:30 PM Mon/Wed

Room TBA

(77 Class Sessions)

### **JATC Electrical 5 (JE 501)**

**Start Date:** 9/7/22 - 6/14/23

6:30 PM- 9:30 PM Mon/Wed

Room TBA

(77 Class Sessions)



## **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.

***\$385.00 Tuition***

Room: Media Center

***\$50.00 Lab***

***\$145.00 Textbooks***

***Total \$580.00***

**Start Date:** 9/7/22 - 4/24/23 6:30 PM – 9:30 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 blue prints 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.

***\$385.00 Tuition***

Room: Media Center

***\$90.00 Lab***

***\$210.00 Textbooks and Plumbing Code Book***

***Total \$685.00***

**Start Date:** 9/6/22 – 4/4/23 6:30 PM – 9:30 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.

**\$385.00 Tuition**

Room: Media Center

**\$210.00 Textbooks and Plumbing Code Book**

**Total \$595.00**

**Start Date:** 9/7/22 - 4/24/23 6:30 PM – 9:30 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.

**\$385.00 Tuition**

Room: Media Center

**\$260.00 Textbooks and Plumbing Code Book**

**\$5.00 Transcript**

**Total \$650.00**

**Start Date:** 9/6/22 - 4/4/23  
6:30 PM – 9:30 PM Tues/Thurs  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access for Online Assignments



## Policies and Regulations 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.

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.

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 and radio stations. **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**

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.

# Why Apprenticeship?

Over 75 Years in Virginia 1938 - 2022  
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 Certificate, are good in front of people, 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.

*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.*

Norfolk Technical Center is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency for Veterans Education and Training.

### **VA Delayed Payment Policy**

#### **Purpose:**

This policy documents compliance with the Veterans Benefits and transition Act of 2018, section 3679 of Title 38 of the United States Code.

#### **Definitions (if applicable):**

A covered individual is any individual who is entitled to educational assistance under Chapter 31, vocational Rehabilitation and Employment, or Chapter 33, post-9/11 GI Bill® benefits.

#### **Policy:**

The Norfolk Technical Center requires all covered individuals to submit a written request of certification of their enrollment each semester for which they plan to use their Chapter 31 or 33 entitlement benefits. The Certification Request for Veterans Affairs (VA) Educational Benefits must be submitted no later than the last day to drop and receive a refund for the respective term.

Any covered individuals will be permitted to attend or participate in a course of study during the period beginning on the date on which the individual provides to the Norfolk Technical Center the required documentation. This documentation can be either a Certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33, (a “certificate of eligibility” can also include a Statement of Benefits obtained from the Department of Veterans Affairs (VA) website, eBenefits), or a VAF 28-1905 form for Chapter 31 authorization purposes and ending on any of the following dates.

1. The date on which payment from the VA is made to the Norfolk Technical Center.
2. Ninety days (90) after the date that the Norfolk Technical Center certified tuition and fees following the receipt of the certificate of eligibility.

Delayed disbursement of funding from the VA under Chapter 31 or 33 to the Norfolk Technical Center will not require an assessment or consequence through a:

1. late penalty fee;
2. denial of access to class;

3. denial of access to the library, or other institutional facilities; or
4. require a covered individual to borrow additional funds, because of the individual's inability to meet his or her financial obligations to the Norfolk Technical Center.

The Norfolk Technical Center reserves the right to follow normal collection procedures for any difference between the amount of a covered individual's financial obligation and the amount of the VA education benefit disbursement.



**Norfolk Technical Center**  
**1330 North Military Highway**  
**Norfolk, Virginia 23502**  
**Phone: (757) 892-3300**  
**Fax: (757) 892-3305**

Cecil H. Avery, Site Coordinator  
Adult Evening School and Apprenticeship Related Instruction

**IMPORTANT:**  
**Apprenticeship Enrollment**  
**Information Enclosed!!**