

**Adult Evening School and Apprenticeship Related
Instruction
Course Offerings and Information
2021-2022 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) made a commitment to the concept of continuing education. This is manifested through the Apprenticeship Program and various other adult education programs.

We offer the following apprentice programs: barbering, cosmetology, electricity, HVAC, nail technician, 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: medical clinical assistant, welding, pharmacy tech, Microsoft Word, Microsoft Publisher, Microsoft Excel, and Microsoft PowerPoint.

This catalog contains information needed to register for apprenticeship related instruction and adult evening school courses. If you desire more information, please contact the Evening School Office at 757-892-3300. Office hours are: **June 28, 2021 - August 19, 2021**, *Monday - Thursday 7:00 AM - 5:00 PM* (Closed on Fridays) and **August 23, 2021-September 2, 2021**, *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.



Table of Contents

2021-2022 Important Dates	1
Adult Evening School Information.....	2
Adult Evening School Course Offerings	3
Medical Clinical Assistant	3
Microsoft EXCEL.....	4
Microsoft PowerPoint	4
Microsoft Publisher.....	4
Microsoft WORD.....	5
Pharmacy Tech.....	5
Welding	6
Apprenticeship Information.....	7
Enrollment.....	7
Payment Requirements.....	7
Textbooks.....	7
Grade Reports.....	7
Refunds.....	8
Attendance	8
Apprenticeship Preparation	10
Becoming a Registered Apprentice	12
Credit-by-Exams Challenge Tests.....	13
Apprenticeship Related Instruction Course Offerings	15
Barbering.....	15
Cosmetology	15
Cosmetology ID.....	16
Dispensing Optician.....	16
HVAC.....	18
Independent Electrical	20
Joint Apprenticeship Training Committee.....	22
Nail Technology.....	23
Plumbing.....	24
Policies and Regulations.....	26
Why Apprenticeship.....	29
VA Delayed Payment Policy.....	30

2021-2022 Important Dates

August 2	Registration opens for the 2021-2022 school year
August 4, 11, 18, 25	Challenge Test Dates (4:00 PM – 6:00 PM)
August 31	Last day to register to avoid late fee
September 6 and 7	Labor Day Holiday – NPS Closed (No Classes)
September 8	Start date for Mon/Wed courses
September 9	Start date for Tues/Thurs courses
November 11	Veteran’s Day Holiday – NPS Closed (No Classes)
November 24, 25, 26	Thanksgiving Holiday – No Classes
December 20 - Jan 1	Winter Break – No Classes
January 17	Martin Luther King, Jr. Day Holiday – NPS Closed (No Classes)
February 21	President’s Day Holiday– NPS Closed (No Classes)
April 11 - 15	Spring Break – No Classes
May 30	Memorial Day Holiday – NPS Closed (No Classes)

Grading Period Ending Dates

	Building Trades/Barbering	
	Mon/Wed Classes	Tues/Thurs Classes
End Quarter 1	Nov 3	Nov 4
End Quarter 2	January 19	January 20
End Quarter 3	March 23	March 24
End Quarter 4**	**	**
	Cosmetology	
End Quarter 1	Nov 3	November 8
End Quarter 2	January 19	January 26
End Quarter 3	March 23	April 6
End Quarter 4**	May 9**	June 15**
	Year 1	Year 2
Opticians		
End Quarter 1	Nov 9	Nov 3
End Quarter 2	January 25	January 19
End Quarter 3	March 29	March 23
End Quarter 4**	June 7**	June 8**

** (Refer to the last day of the class)

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: cash, 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 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 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. 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 provide adults with an opportunity to expand their knowledge in various areas, which include medical clinical assistant, pharmacy tech, welding, and Microsoft Office.

The classes are open to anyone either desiring to pursue additional fields of learning or for those who would like to venture upon something new. Adult students have the opportunity to sit for various board exams in addition to receiving credentials for classes.

Central School of Practical Nursing
1330 North Military Highway
Norfolk, VA 23502

Medical Clinical Assistant

This course prepares students to assist the physician in a medical office in a clinical capacity. The Medical Clinical Assistant's course is composed of a lecture component as well as hands on instruction. The lectures cover topics such as anatomy and physiology of the body, disease processes, diagnostic testing and medical abbreviations and terminology. The hands on segment includes identifying instruments, vital signs, infection control, basic lab testing, phlebotomy and giving injections. This program prepares students to sit for the Certified Clinical Medical Assistant Certification Exam (CCMA).

Tuition - \$605.00

Mon/Wed 9/8 – 3/30 4:00 PM– 7:00 PM

Room A-22

Pre-requisite: High School Diploma/GED and Computer Access for Online Assignments

Registration booklet information available at the NTC Evening School Office on **August 2, 2021**.



Certified by State Council of Higher Education for Virginia (SCHEV)

Please be advised that individuals who have been convicted of certain criminal offenses cannot be hired in certain healthcare facilities.

Microsoft EXCEL 2016

Excel is the spreadsheet application of the Office 2016 programs. Features include setting up worksheets, and concepts, entering formulas, formatting cells, creating charts, linking querying databases, and macros. Both personalized and business projects will be taught.

Pre-requisite: Computer Access for Online Assignments

Tuition - \$160.00

Tues/Thurs 1/25 - 3/24 6:00 PM – 9:00 PM
Room Computer Lab A-5

Microsoft PowerPoint 2016

PowerPoint is a complete presentation graphic program. It gives you everything you need to produce a professional-looking presentation. Features include word processing, outlining, drawing, text, images, shapes, charts, and tables.

Pre-requisite: Computer Access for Online Assignments

Tuition - \$160.00

Tues/Thurs 3/29 - 6/2 6:00 PM – 9:00 PM
Room Computer Lab A-5

Microsoft Publisher 2016

Publisher is a great application for creating visually rich, professional-looking publications. This course features creating brochures, flyers, and announcements without investing lots of money and time in a complicated desktop publishing application.

Pre-requisite: Computer Access for Online Assignments

Tuition - \$160.00

Tues/Thurs. 11/9 - 1/20 6:00 PM – 9:00 PM
Room Computer Lab A-5

Microsoft WORD 2016

Word is a word processing application, which produces documents such as letters and reports. Learning targets feature developing letters, reports, form newsletters, and brochures. Templates, clipart, macros and other personalized and business features are explored.

Pre-requisite: Computer Access for Online Assignments

Tuition - \$160.00

Tues/Thurs 9/9 - 11/4 6:00 PM – 9:00 PM
Room Computer Lab A-5

Pharmacy Tech

This course prepares students to assist licensed pharmacists in delivering health care services to clients in a variety of settings, such as, community pharmacies, hospital pharmacies, long-term care pharmacies, mail order pharmacies, etc. The course also prepares students to take the ExCPT Pharmacy Technician Certification (CPhT).

Tuition - \$930.00

Room C-5

Semester 1

Mon/Wed 4:00 PM - 6:00 PM 9/8 - 1/19

Semester 2

Mon/Wed 4:00 PM – 6:00 PM 1/24 – 6/1

Prerequisites: High School Diploma or GED
 Computer Access for Online Assignments



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 - \$200.00

Room C-10

Quarter 1: Wed	9/8 - 11/3	6:30 PM - 9:30 PM
Quarter 2: Wed	11/10 - 1/26	6:30 PM - 9:30 PM
Quarter 3: Wed	2/2 - 3/30	6:30 PM - 9:30 PM
Quarter 4: Wed	4/6 - 6/8	6:30 PM - 9:30 PM

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: cash, 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

Apprentices must enroll by August 31, 2021, 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 earn 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.

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 15, 2021. 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 15, 2021, 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 21, 2022**.

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.

Class Hours Scheduled	Minimum Hours of Attendance Required
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.

APRENTICESHIP 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. Rick Brooks (ext. 146), Mr. Maynarad Stowe (ext. 149), or
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. With the exceptions of Cosmetology and Barbering, the 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 \$50.00 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 4, 11, 18, and 25 from 4:00 PM – 6:00 PM. Please contact the Apprenticeship Office to set up a date and time 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.

APPRENTICESHIP RELATED INSTRUCTION

Course Offerings

Barbering (BAR 101)

This class is limited to only Virginia Registered Apprentices. The apprentice must bring his or her 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. 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.

\$450.00 Tuition

\$140.00 Lab

\$250.00 Textbook and \$5.00 Transcript Fee

Total \$845.00

Start Date: 9/8/21 - 5/9/22 (60 Class Sessions)

6:00 PM – 9:00 PM Mon/Wed

Room A-27

Non-Apprentice Surcharge: Does Not Apply

Prerequisite: Computer Access for Online Assignments

Cosmetology (COS 101)

This class is limited to only Virginia Registered Apprentices. The apprentice must bring his or her 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.

\$485.00 Tuition

\$145.00 Lab

\$297.00 Textbook and \$5.00 Transcript Fee

Total \$932.00

Start Date: 9/8/21 - 5/9/22 (60 Class Sessions)

6:00 PM – 9:00 PM Mon/Wed

Room A-28

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: 9/8/21

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.

\$455.00 Tuition

\$50.00 Lab

\$85.00 Textbook

Total \$590.00

Start Date: 9/14/21 – 6/7/22 6:30 PM – 9:30 PM Tues Room A-21

(Hybrid Model Class Sessions = Weekly Format - 1 face-to-face class 3 hours and 1 Online session 2 hours = 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.

\$455.00 Tuition

\$50.00 Lab

\$100.00 Textbook

Total \$605.00

Start Date: 9/8/21 - 6/8/22 6:30 PM – 9:30 PM Wed Room A-21
(Hybrid Model Class Sessions = Weekly Format - 1 face-to-face class 3 hours
and 1 Online session 2 hours = 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.

\$380.00 Tuition

\$50.00 Lab

\$130.00 Textbook

Total \$560.00

Start Date: 9/9/21 – 4/19/22

6:30 PM – 9:30 PM Tues/Thurs

Room B-10-B (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 introduction to troubleshooting. Lab Fee includes CFC Certification.

\$380.00 Tuition

\$50.00 Lab

Total \$430.00

Start Date: 9/9/21 – 4/19/22

6:30 PM – 9:30 PM Tues/Thurs

Room B-10-B (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 and installing, absorption systems, and troubleshooting.

\$380.00 Tuition

\$50.00 Lab

Total \$430.00

Start Date: 9/9/21 – 4/19/22

6:30 PM – 9:30 PM Tues/Thurs

Room B-10-B (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.

\$380.00 Tuition

\$50.00 Lab and \$5.00 Transcript Fee

Total \$435.00

Start Date: 9/9/21 – 4/19/22

6:30 PM – 9:30 PM Tues/Thurs

Room B-10-B (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.

\$360.00 Tuition

\$145.00 Textbooks

Total \$505.00

Start Date: 9/8/21 - 4/20/22 (56 Class Sessions)

6:30 PM – 9:30 PM Mon/Wed

Room B-4

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.*

\$360.00 Tuition

\$185.20 Textbooks

Total \$545.20

Start Date: 9/9/21 - 4/19/22

6:30 PM – 9:30 PM Tues/Thurs

Room C-4 (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.*

\$360.00 Tuition

\$97.00 Textbook

Total \$457.00

Non-Apprentice Surcharge: \$75

Start Date: 9/8/21 - 4/20/22

6:30 PM – 9:30 PM Mon/Wed

Room A-7 (56 Class Sessions)

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.

\$360.00 Tuition

\$105.00 Textbook and \$5.00 Transcript Fee

Total \$470.00

Start Date: 9/9/21 - 4/19/22

6:30 PM – 9:30 PM Tues/Thurs

Room C-08 (56 Class Sessions)

Non-Apprentice Surcharge: \$75

Prerequisite: Computer Access for Online Assignments

Joint Apprenticeship Training Committee (JATC) sponsored

For more information contact Mark Allen Frazier (757) 480-2812.

JATC Electrical 1 (JE 101)

Start Date: 9/8/21 - 6/15/22

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

(77 Class Sessions)

Room TBA

JATC Electrical 2 (JE 201)

Start Date: 9/8/21 - 6/15/22

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

(77 Class Sessions)

Room TBA

JATC Electrical 3 (JE 301)

Start Date: 9/8/21 - 6/15/22

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

(77 Class Sessions)

Room TBA

JATC Electrical 4 (JE 401)

Start Date: 9/8/21 - 6/15/22

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

(77 Class Sessions)

Room TBA

JATC Electrical 5 (JE 501)

Start Date: 9/8/21 - 6/15/22

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

(77 Class Sessions)

Room TBA

Nail Technology (NT 101)

This course is limited to Virginia Registered Apprentices. The apprentice must bring his or her 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 hands, and all consumables associated with the training. Two evenings will be double class nights, 6 hours each, to accommodate practice for the State Boards.

\$310.00 Tuition

\$200.00 Lab and \$5.00 Transcript Fee

\$190.75 Textbook

Total \$705.75

Start Date: 9/9/21 – 4/19/22

6:30 PM – 9:30 PM Tues/Thurs

Room A-28 (56 Class Sessions)

Prerequisite: Computer Access for Online Assignments

Nail Technology by Independent Study (NT ID 101)

This course is limited to Virginia Registered Apprentices. This course is completed as a self-study project consisting of 22 home study assignments. These 22 assignments must be completed within four months of enrollment with a minimum grade of 85% on each. Upon completion of the home study assignments, a final test consisting of one hundred questions must be completed with a minimum score of 85%. **Only Nail Technology Apprentices who work and/or reside more than fifty (50) miles from the Norfolk Technical Center or individuals living on the Eastern Shore may register for this course. Apprentice must show proof of residency.**

\$310.00 Tuition

\$190.75 Textbook

Total \$500.75

Prerequisite: Computer Access for Online 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.

\$360.00 Tuition

\$34.00 Lab

\$126.00 Textbooks

Total \$520.00

Start Date: 9/8/21 - 4/20/22 6:30 PM – 9:30 PM Mon/ Wed

Room B-13 (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.

\$360.00 Tuition

\$85.00 Lab

\$217.95 Textbooks and Plumbing Code Book

Total \$662.95

Start Date: 9/9/21 – 4/19/22 6:30 PM – 9:30 PM Tues/Thurs

Room B-13 (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 blue print reading.

\$360.00 Tuition

\$105 Textbook

Total \$465.00

Start Date: 9/8/21 - 4/20/22 6:30 PM – 9:30 PM Mon/ Wed

Room B-12 (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.

\$360.00 Tuition

\$160 Textbook

Total \$520.00

Start Date: 9/9/21 - 4/19/22

6:30 PM – 9:30 PM Tues/Thurs

Room B-12 (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.

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.

KGB. 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 Policy KGC Use of Tobacco and Electronic Cigarettes on School Premises, smoking and the use of electronic cigarettes is not permitted in schools or school vehicles.

Any person found to be engaged in or advocating illegal activity while on school property, including school buses, 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.

GBEC/JFCH. 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 - 2021
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.