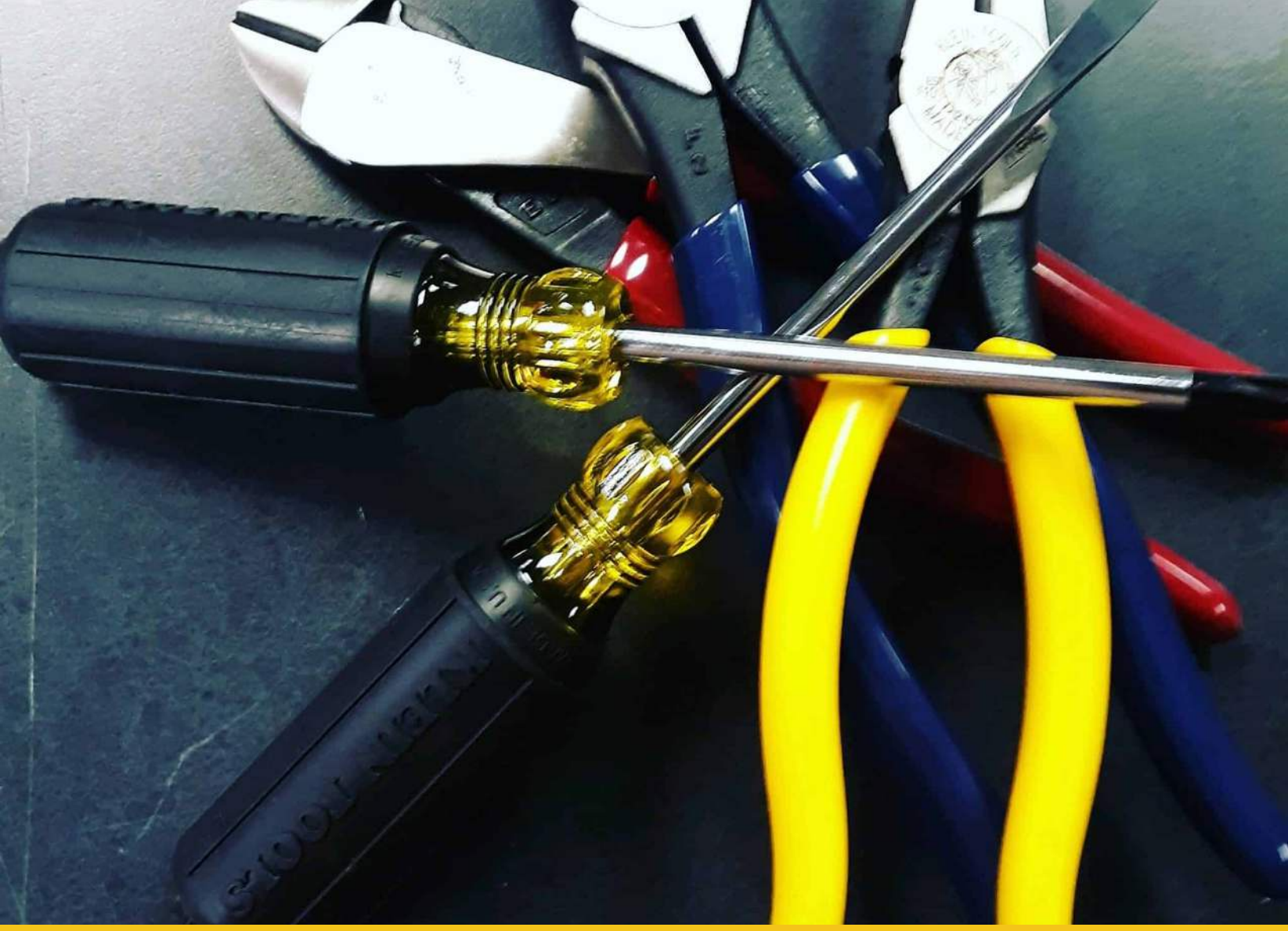


THE TRADE SCHOOL
Shasta Builders Exchange

2026–2027

Craft Training Catalog

NCCER Accredited Craft Training · California Authorized Electrical Training

The Trade School at Shasta Builders Exchange
1355 Hartnell Ave., Redding, CA 96002

thetradeschool.org
530-222-1917

A Note About This Catalog

We've worked hard to make sure the information in this catalog is accurate and up to date as of its publication date. That said, it's meant as a general reference, and despite our best efforts it may contain occasional errors or omissions. Programs, policies, schedules, tuition, and fees may change, and The Trade School at SBE reserves the right to make changes at any time without prior notice. Changes will not affect the terms of an Enrollment Contract already signed, unless required by law or by NCCER. For the most current information, please contact our office at 530-222-1917 or visit www.thetradeschool.org. We're always happy to help.

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Brief History

The Shasta Builders Exchange (SBE) is a member operated, non-profit corporation established in 1955 to serve the local construction industry of N. California. Being member driven, the SBE provides benefits and services to its members through information, education, community involvement, positive government relations and the promotion of ethical and professional practices in the construction industry.

Our membership is comprised of general contractors, sub contractors, manufacturers, suppliers, architects, engineers and many other businesses associated either directly or indirectly with construction. We provide a means of communication between all of these essential segments of the construction industry.

In 2017 the Board of Directors authorized the formation of a new corporation to serve as a 501(c)(3) nonprofit trade school, titled the Trade School at SBE. The Trade School is governed by a board of industry experts.

The Trade School was created by the construction industry for the advancement of the existing workforce through continuous education, training, and safety programs and as a means to increase awareness of the career opportunities within the construction industry.

Organizational Configuration

The Trade School Board

Joe Chimenti
Lori Curto
Tim Danielson
Justin Gordon
John Jones
Antoinette Mendoza

The Trade School Administrative Staff

Chad Scott, Executive Director
Tracy Lokstadt, Director of NCCER Training & Education

Responsibility for the financial oversight and general direction of the Trade School Responsibility for policy, curriculum, and program development relevant to the Trade School Craft Training program directly lies with the Executive Director. The Executive Director of the Trade School reports directly to the Trade School Board of Directors.

The day-to-day administrative duties are charged to the Executive Director. Administrative responsiblities include those areas directly related to training and accreditations. Those duties directly related to training and accreditation are carried out by the Director of NCCER Training & Education, who reports to the Executive Director.

Training will be performed by NCCER Certified Instructors, and/or Performance Evaluators as appropriate. It is the responsibility of NCCER Certified Instructors, and/or Performance Evaluators to ensure that all training information will be forwarded to Trade School Administration as required by policy.

It is the responsibility of the Director of NCCER Training & Education to ensure that proper recordkeeping procedures are in place and adhered to concerning training results for the individual participants. In addition, the Director of NCCER Training & Education will be responsible for appropriate certification and training of appropriate personnel.

Titles and Delegation

Throughout this catalog, “Executive Director” means the chief executive of the Trade School, who is senior to all staff and reports to the Board of Directors. “Director” means the Director of NCCER Training & Education. “Trade School Administration” means the Director or administrative staff designated by the Director.

Where this catalog assigns a function to Trade School Administration, that function may be performed by the Director or by administrative staff the Director designates. Where this catalog assigns a decision, approval, or determination to the Director, that authority is reserved to the Director and is not delegated.

The Director serves as the Trade School’s Sponsor Representative to the National Center for Construction Education & Research (NCCER) and is the Trade School’s official liaison to NCCER. That role is held by the Director personally.

California Authorized Electrical Training

In partnership with the Shasta-Trinity ROP, the Trade School at the Shasta Builders Exchange is recognized as a State of California authorized training provider (school #107, Shasta Builders Exchange). Approved to offer Whole General Electrician and Residential Curriculum and Partial Voice Data Video Technician and Fire/Life Safety Technician Curriculum.

The Trade School at SBE offers electrical courses in safety, tools, materials and handling, construction math, electrical theory, code requirements, conductors, conduit, raceways, panel boards and switchboards, lighting systems, over current devices, grounding systems, prints and specifications, motors, motor controllers and process controllers, generators and power supplies, transformers, personal development, testing, and fire alarm systems. Although jobsite management; security alarms; voice, data, TV, & signaling systems; lightning protection systems; and fiber optic systems are not covered under the state approved electrical training program they as well as others are offered in other journeyman upgrade training courses available at the Trade School.

NCCER Accredited Construction Training

The National Center for Construction Education & Research (NCCER) is the source of Accreditation for these programs providing the Trade School with a nationally recognized standard for training (craft, management & safety). As the Sponsor Representative for the Trade School, the Director of NCCER Training & Education will oversee the accreditation regulations & process. The Director of NCCER Training & Education is recognized by the National Center for Construction Education & Research (NCCER) and is the official liaison between the Trade School and the NCCER for accreditation process issues.

Tracy Lokstadt
Director of NCCER Training & Education
The Trade School at SBE
1355 Hartnell Ave., Redding, CA 96002
Phone: 530-222-1917
Fax: 530-222-1918
Email: tracy@thetradeschool.org
www.thetradeschool.org

By written agreement with the NCCER, the Director of NCCER Training & Education provides assurance that the Trade School will abide by the program conditions as described by the NCCER in their Guidelines for the Standardized Craft Training. Any entity wishing to operate as a training unit under the Trade School Accreditation must contact the Director of NCCER Training & Education.

As a NCCER Accredited Construction Training Facility, the Trade School will serve as a sponsoring body for craft training for off-site training units as requested and approved. Approved training units will receive a letter of approval signed by the Director of NCCER Training & Education. The policies and procedures explained in this document apply specifically to the Training Programs of and under the Trade School. As such, policies stated within this document can be understood to apply to any NCCER certifiable training conducted by authorized off-site training units that are sponsored to operate under the Trade School Accreditation.

All providers of training services under sponsorship with the Trade School will be expected to conduct those services under these policies and procedures.

Special conditions within the Trade School's authorized training unit may warrant exceptions, variations or additions to the Trade School policies. Exception to these policies may be requested in writing and submitted to the Director of NCCER Training & Education. If approved, the exceptions apply only where specified in writing.

Program Goals

For the Trade School participants, the NCCER Accredited Construction Training has these goals:

- Provide a standardized training and measurement system that will encourage both new entrants and established craft professionals to develop their skills and increase their competencies
- Provide participants with an official, verifiable record of achievements and capabilities in a specified set of craft skills and knowledge

Program Benefits

For the construction workforce, the Trade School's participation in the NCCER Accredited Construction Training will:

- Provide the opportunity to participate in training that will develop or improve their craft knowledge and skills
- Allow experienced construction students to earn Craft Training program credits through test-out without attending formal training classes
- Provide a means for craft participants to document their proven skill capabilities through training in transcript form with the NCCER National Registry

Facilities

The Trade School consists of two standard size classrooms, and a 4,000 square foot shop. Both the shop and our classroom have mobile white boards. The main classrooms have large screens for viewing. All training rooms have media carts that include laptops, internet access, and projectors. An adequate supply of materials, tools and equipment needed to support the class size and instructional content is available with over $300,000 in tools and equipment stocked in the shop.

The physical facilities are well maintained and organized to have capacity for teaching / learning activities such as lectures, discussions, laboratory work and testing. The nature of craft training imposes a need for special types of space and equipment to provide for realistic construction methods and procedures. It's important that the facilities be arranged to encourage participant and instructor interaction as warranted. The physical facilities must meet all regulatory and the Trade School safety and health requirements. It is the responsibility of the instructor to ensure that the tools and materials are picked up, and the classroom/lab area is clean for other classes that follow.

Appropriate instructional support services and resources will be available to the instructors for use in class/lab with their students. Instructors must allow a reasonable amount of time for material, equipment, tool, teaching aides, supplies and copy requests – a minimum of 2 weeks is suggested. Any questions concerning the above should be submitted to Trade School Administration.

Policy And Procedure Changes

The policies and procedures for administering these programs are subject to change by the Trade School or by the NCCER. When the NCCER initiates changes, they will communicate them to the Director of NCCER Training & Education who is responsible for ensuring that all policy or procedural alterations are communicated and followed by the Trade School. The Trade School operates from a "continuous improvement" perspective and may initiate changes, within NCCER guidelines, that promote a high-quality learning environment.

Prior to policies amendments, the Director of NCCER Training & Education will supply such changes to the Trade School faculty for review and comment. Any policy changes shall be in writing and amended into this document by the Director of NCCER Training & Education.

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Open Access Policy

The policy of this institute is that, unless specifically exempted by statute or regulation, every course, course section, or class shall be fully open to enrollment and participation by any person who has been admitted to the institute and who meets such prerequisites as may be established pursuant to regulations.

ADA, EEO, Harassment Policies

The Trade School at SBE does not tolerate any form of employee or student harassment, either verbal or physical, based on race, color, religion, gender, sexual orientation, national origin, age, physical handicap, medical condition, or marital status. The Trade School's policies covering these issues apply to all individuals employed by the Trade School or participating in its training programs. The Trade School is committed to full compliance with applicable federal, state and local laws. Harassment of any kind by any instructor, student, the Trade School employee, contractor or supplier is improper and will not be tolerated. All participants of the Trade School training programs are provided with a copy of these policies.

Sexual Harassment

The Trade School strives to provide a learning environment free of sexual harassment. Harassment on the basis of sex is a violation of Section 703 of Title VII of The Civil Rights Act of 1964. It is a policy of the Trade School that sexual harassment of employees or students is regarded as unprofessional and improper conduct. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual or otherwise offensive nature. Conduct of this nature is improper whether:

- Submission to the conduct is either an explicit or implicit term or condition of employment or student status;
- Submission to or rejection of the conduct is used as a basis of employment or student standing;
- The conduct has the effect of substantially interfering with an individual's work or academic performance; or
- The sexually suggestive conduct or language has the effect of causing an uncomfortable learning or working conditions.

All employees and students of the Trade School are expected to avoid any behavior or conduct toward any other employee or student that could be interpreted as sexual harassment.

Reporting Harassment

Students who believe they have been the victim of sexual or other harassment should immediately report the matter to the Director of NCCER Training & Education or the Executive Director. Any faculty member or administrator who has received a complaint from an employee or student alleging harassment should immediately notify the Director of NCCER Training & Education or the Executive Director. Similarly, any administrator, faculty member, or supervisor who becomes aware of a situation involving potential harassment of an employee or student should contact the Director of NCCER Training & Education or the Executive Director. All complaints of harassment will be investigated promptly and will be kept confidential. Appropriate disciplinary action up to and including termination from academic study or employment will be taken against any employee or student found to have engaged in harassment.

Non-discrimination Disclosure and Policy

It shall be the policy of this Corporation to admit students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its school. This Corporation shall not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Additional Non-discrimination Guidelines

The Trade School at SBE, Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

The Trade School at SBE, Inc. is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Drug-Free Workplace Policy for Trade School Trainees

Purpose

The Trade School is committed to maintaining a safe, healthy, and productive learning environment. Because trainees participate in activities that may involve tools, equipment, or safety-sensitive environments, impairment from drugs or alcohol poses a risk to themselves and others. This policy outlines expectations and procedures related to substance use, impairment, and testing.

Scope

This policy applies to all individuals enrolled in any Trade School training program, including classroom, lab, and hands-on instruction.

Policy Statement

- The Trade School is a drug-free learning environment.
- Trainees must report to training fit for duty, free from impairment by alcohol, cannabis, controlled substances, or any substance that affects safe participation.
- Pre-enrollment drug testing is not required.
- Drug or alcohol testing may occur only under specific circumstances, as outlined below.

Prohibited Conduct

Trainees may not:

- Possess, use, distribute, or sell illegal drugs on Trade School property or during program activities.
- Be under the influence of alcohol, illegal drugs, or impairing substances while participating in training.
- Misuse prescription or over-the-counter medications in a way that causes impairment.
- Refuse a lawful drug or alcohol test when required under this policy.

Reasonable Suspicion Testing

The Trade School may require a trainee to undergo drug or alcohol testing when reasonable suspicion exists that the trainee is impaired or in violation of this policy.

Reasonable suspicion may be based on:

- Observable signs of impairment (e.g., slurred speech, unsteady movement, erratic behavior).
- Direct observation of use or possession.
- Significant performance or safety lapses.
- Credible reports from instructors, staff, or other trainees.
- Evidence suggesting involvement in an incident or unsafe act.

Procedural safeguards:

- At least two trained staff members (when possible) should document the observations leading to suspicion.
- Documentation must be specific, timely, and objective.

- The trainee will be informed of the reason for the test and escorted to the testing location if applicable.

Post-Incident / Investigation Testing

Testing may also be required:

- Following a safety incident, near-miss, or equipment damage.
- When a trainee is involved in conduct requiring investigation and impairment may be a contributing factor.
- When required by a partner employer, jobsite, or grant-funded program the trainee participates in.

Testing Method

- Testing will be conducted by a licensed, certified laboratory using legally compliant methods.
- For cannabis, testing will focus on active THC where legally permissible, consistent with California law (AB 2188 / SB 700).
- Breath, saliva, or other non-invasive methods may be used when appropriate.

Refusal to Test

Refusal to submit to a required test, tampering with a test, or failing to cooperate with testing procedures may result in:

- Removal from class
- Disciplinary action up to and including dismissal from the program

Confidentiality

All testing results and related documentation will be kept confidential, shared only with individuals who have a legitimate business need to know.

Support and Resources

Trainees are encouraged to seek help for substance-related issues. The Trade School may provide referrals to community resources but does not provide treatment services.

Policy Violations

Violations of this policy may result in:

- Temporary removal from training
- Required meeting with program leadership
- Conditions for return (e.g., fitness-for-duty clearance)
- Dismissal from the program for serious or repeated violations

Safety Policy

The Trade School is firmly committed to operating all of its facilities and projects in a safe, efficient manner and in compliance with all applicable safety, health and environmental regulations. Our goal is to provide an injury free learning environment where facilities and projects are free of recognized hazards; and people, equipment and the environment are not placed at unreasonable risk of injury or damage.

Students should immediately report health, safety hazards or injuries to their instructor. All instructors are required to have on hand student's emergency information. Instructors will be provided an information form to be completed by their students at the first class. Any accident or injury, no matter how slight, must also be reported immediately. Any injury that occurs at the Trade School facility must be documented by the instructor and submitted to Trade School Administration.

Employment

Employment in the student's respective field of study is vital to obtaining a successful journey-level career in the construction industry. Recognizing the importance of on-the-job experience, employment assistance is available to currently enrolled students of the craft training program.

The Trade School, while it does not guarantee employment, makes every effort to help students get into the field. Students are encouraged to pursue employment in their trade of choice on their own behalf. Students are expected to notify the Trade School of employment that they may obtain whether through a referral from the Trade School or through their own efforts.

At the beginning of each year Trade School Administration will survey the students of all classes to monitor employment history and advancement for future statistical and/or reporting purposes.

Student Code of Conduct

Purpose

The Trade School at Shasta Builders Exchange (SBE) is committed to providing a safe, respectful, and professional learning environment. Students are expected to conduct themselves in a manner that supports learning, promotes safety, and reflects the values of the construction and trades community.

Enrollment in the Trade School signifies each student's agreement to uphold the standards outlined in this Code of Conduct.

1. Core Expectations

Students are expected to:

- Demonstrate professionalism, integrity, and respect toward instructors, staff, and peers.
- Contribute to a positive learning environment where all students can succeed.
- Follow all safety procedures, including the use of required PPE and instructor directions.
- Uphold the values of teamwork and shared responsibility — "no one left behind."

2. Academic Integrity

Academic honesty is essential to student success and program credibility. The following are prohibited:

- Cheating on exams, quizzes, or assignments.
- Plagiarism, including copying from the internet or using AI tools without instructor approval.
- Unauthorized collaboration or submission of work not completed by the student.
- Falsification or alteration of school documents, records, or identification.

3. Technology & Digital Conduct

To protect student privacy and maintain instructional integrity:

- Students may not use another person's login credentials or access files that are not their own.
- Unauthorized recording (audio, video, or photography) of instructors, students, or coursework is prohibited.
- Personal devices must not disrupt instruction.
- Online conduct, including social media activity, must not harass, threaten, or harm the school community.

4. Safety & Compliance

Safety is a non-negotiable priority in all classroom and lab environments.

The following are strictly prohibited:

- Possession, use, or distribution of alcohol, illegal drugs, or being under the influence while on SBE property.
- Possession or use of weapons, dangerous instruments, or explosives.
- Horseplay, unsafe behavior, or refusal to follow safety instructions.
- Theft, vandalism, or misuse of school property or the property of others.

Students must report unsafe conditions immediately to an instructor or staff member.

5. Respectful Conduct & Anti-Harassment

The Trade School maintains a zero-tolerance policy for:

- Harassment, bullying, intimidation, or retaliation.
- Discrimination against any individual or group, whether verbal, physical, or nonverbal.
- Behavior that disrupts instruction or interferes with the learning of others.

Students must treat all members of the school community with dignity and respect.

6. Attendance, Participation & Professionalism

Success in the trades requires reliability and accountability. Students are expected to:

- Attend all scheduled classes and labs and arrive on time.
- Notify instructors in advance of absences when possible.
- Participate actively in class and complete all required coursework.
- Wear appropriate attire and PPE when required.
- Assist with maintaining clean, safe classrooms and lab spaces.

7. Use of Facilities & Equipment

Students must:

- Use tools, equipment, and materials only as instructed.
- Return tools and equipment in good condition.
- Report damaged or malfunctioning equipment immediately.
- Participate in cleanup of all instructional areas.

8. Disciplinary Process

Violations of this Code of Conduct may result in disciplinary action, including:

1. Verbal Warning
2. Written Warning
3. Probation
4. Suspension
5. Dismissal from the program

Serious violations — including threats, violence, drug use, or safety violations — may result in immediate removal.

9. Appeals

Students may submit a written appeal of disciplinary action within five (5) business days. Appeals will be reviewed by Trade School leadership.

10. Student Acknowledgment

By signing below, I acknowledge that I have read, understand, and agree to abide by the Trade School at Shasta Builders Exchange Student Code of Conduct. I understand that failure to comply may result in disciplinary action, up to and including dismissal.

Student Name: _____

Signature: _____

Date: _____

Technology Use Policy (Computer Equipment, Wi-Fi, and Networks)

The Shasta Builders Exchange Trade School ("Trade School") provides access to computers, devices, Wi-Fi, and network resources to support training, instruction, and administrative activities. All users—including trainees, staff, instructors, and visitors—are expected to use these resources responsibly and lawfully.

1. Acceptable Use

Users must:

- Use Trade School technology only for educational, training, or work-related purposes.
- Access only the systems, files, and accounts they are authorized to use.
- Protect passwords and personal login information.
- Report any suspected security issue, malfunction, or inappropriate activity to staff.

2. Prohibited Activities

Users may not:

- Access, download, or share illegal, harmful, or inappropriate content.
- Attempt to bypass security controls, filters, or network protections.
- Install unauthorized software or connect unauthorized devices to the network.
- Use Trade School systems for personal business, harassment, or any activity that violates law or policy.

- Damage, alter, or interfere with computer equipment or network operations.

3. Monitoring & Privacy

Use of Trade School computers, Wi-Fi, and networks may be monitored and logged, including websites visited, files accessed, device identifiers, and time of use. Users should have no expectation of privacy when using Trade School technology.

4. Data Security

Users must:

- Handle training materials, student information, and internal documents responsibly.
- Avoid storing sensitive personal data on shared devices.
- Log out of accounts and secure devices when finished.

5. Personal Devices

Personal devices may connect to the guest or student Wi-Fi only. The Trade School is not responsible for loss, damage, or data exposure on personal devices.

6. Consequences

Violations of this policy may result in loss of access, disciplinary action, removal from programs, or referral to law enforcement when appropriate.

7. Consent

By using Trade School computers, Wi-Fi, or network resources, users acknowledge and agree to this policy.

Security System Monitoring Disclosure & Consent

The premises are monitored by video security systems owned by the Shasta Builders Exchange and used by both organizations. The systems record video only. They do not record audio.

Monitoring does not occur in restrooms, changing areas, lactation spaces, or staff offices. The break area is monitored because two exit doors open from it; that video is not used to monitor breaks. Employees may leave behind any workplace surveillance tool they carry when entering a restroom.

Recordings are used for safety, security, and the investigation of an incident, a complaint, or a suspected policy violation. They are not used to evaluate performance. Access is limited to the Executive Director and to any person designated by the Board of Directors of either organization; a designee's access is limited to the uses described above.

Recordings are retained for a limited period in the ordinary course and are then overwritten. Some cameras are provided by a third-party service that holds those recordings under its own terms.

Signs are posted at the entrances. The organizations may change these systems at any time.

Publicity, Photography, and Media Release

By participating in Trade School programs, events, or activities, you grant the Shasta Builders Exchange Trade School ("Trade School") permission to photograph, record, or otherwise capture your image, voice, likeness, and statements.

Use of Media

The Trade School may use these materials for:

- Educational and promotional materials
- Social media, website content, and digital communications
- Printed publications, flyers, and outreach materials
- News stories, press releases, and community engagement

Rights Granted

You authorize the Trade School to edit, reproduce, publish, or distribute these materials without compensation. All media becomes the property of the Trade School.

Opt-Out Option

If you prefer not to be photographed or recorded for publicity purposes, you may notify Trade School staff in writing. The Trade School will make reasonable efforts to honor opt-out requests for staged or planned media but cannot guarantee exclusion from candid or incidental footage in public or group settings.

No Impact on Participation

Choosing to opt out of publicity photography does not affect your ability to participate in programs or services.

Administrative Policy & Procedure

Training itself may consist of formal classroom setting, hands-on lab, computer-based learning, distance learning, self-study or any combination of delivery methods. In all cases a certified instructor as approved or designated by the Director of NCCER Training & Education will be responsible for the training and documented results.

Admissions

One is not guaranteed admission by meeting the minimum requirements. There are often more applicants than available seats in a given program. Program seats will be awarded on a 1st come, 1st serve basis only to those who have submitted ALL of the required admissions paperwork including the minimum tuition down payment. Until an applicant has submitted all of the required documents and paid the tuition either in full or agreed to the Trade School payment plan terms, the applicant will not be considered for a seat in the program. Upon processing applicant's admission paperwork if it is determined that there is no seat currently available the applicant's tuition payment will be promptly returned.

Admission Requirements

Applicants should apply to the Trade School as soon as possible in order to officially be accepted for a specific program and its relevant starting date. Completed enrollment applications (including all required documentation) should be received at least 1 week prior to the start of class. To begin the application process, the applicant should write, phone, visit http://www.shastabe.com/trade-school-training/ or the Trade School office to obtain an application.

In order to become enrolled at the Trade School, an applicant must:

1. Proof of age. Applicants must be 18 years of age or older. An applicant who is 17 years of age may enroll upon providing evidence of high school graduation and the written permission of a parent or legal guardian.
2. Pay tuition or pay a down payment and sign payment plan agreement. See Enrollment Fees
3. Sign Enrollment Contract
4. Sign NCCER Release & Registration
5. Sign Student Conduct Agreement
6. Sign Enrollment Status Release
7. Sign for Catalog Receipt
8. Be physically able to safely perform job duties
9. Provide transcripts of all previous the Trade School/NCCER work (if applicable)
10. Sign Technology Use and Security Monitoring Acknowledgment

Trainees under 18 years of age. Enrollment of a trainee who is under 18 years of age does not authorize that trainee to operate any equipment whose use by minors is prohibited by law or regulation.

Enrollment by students is required for each quarter. Active students who have successfully complete the previous quarter are not required to complete the full application packet to re-enroll for their subsequent quarter.

To re-enroll they are required to submit the following:

1. Signed Enrollment Contract
2. Minimum down payment of tuition.

Admission Process

A student must make an appointment with the Trade School and complete the enrollment packet during normally scheduled business hours. Office hours are Monday through Friday from 11am to 5pm except on holidays. Although applications may be given to the Trade School staff, only the Director of NCCER Training & Education has the authority to officially enroll a new student into the program.

First time students and students who are returning after having been exited from the program for more than a quarter are required to apply using the full admissions application and process. Returning students who have successfully completed the previous quarter are required to submit a signed Enrollment Contract and the minimum down payment of tuition, as described under Admission Requirements.

Once the application has been completed and the initial down payment has been tendered Trade School Administration will supply the applicant with their course schedule and text ordering information. If a student is applying for the electrical program they will also receive the CA Electrical Trainee registration paperwork and instructions.

All enrollments are on a 1st come 1st serve basis and enrollment will continue to be taken until the class is full.

Tuition and Fees

Current cost to enroll in any of the craft training programs per quarter is $500 for tuition. A Trade School registration fee of $50 is charged for each class and is in addition to tuition. A course that spans two or more quarters incurs only a single registration fee. The registration fee is not refunded, except where the Trade School cancels the class before instruction begins. The Trade School offers information about scholarship opportunities for students who qualify.

Veterans. Veterans receive a tuition discount of 20% of the standard tuition rate. At the current rate, veteran tuition is $400 per quarter. The discount applies to tuition only; the registration fee and any material or certification fees are charged in full and are not discounted.

Tuition revenue is allocated exclusively to instructional staffing, administrative services, and facility operations. All ancillary expenses—including but not limited to CPR certification, OSHA-10 training, third-party certifications, textbooks, training materials, tools, supplies, and external registration fees—are the responsibility of the student and are not covered by tuition.

Other fees. The following charges are in addition to tuition and apply only to students who incur them:

- A $150 fee to challenge a course, payable with the test-out request. See Course Challenges.
- A $20 fee for each performance exam taken after the initial in-class offering, whether as a make-up or a re-test. See Make-Up Exams.

The Trade School no longer offers tuition credits toward third-party certifications.

Refund Policy

Refunds of tuition paid are available as indicated below. Students exiting the craft training program for any reason after the second class meeting will not receive any refund. The Trade School registration fee, material fees and certification fees are not refunded on withdrawal. An official written and dated request for withdrawal from the program will be required for any refunds. Refund checks are issued only twice a month and will be mailed to the address indicated on the withdrawal notice.

Based on either the administrative drop date or the date that the student withdrawal notice is received by the Trade School office, the refund will be as follows:

Craft Training Refund Chart

Withdrawal	% of Tuition Refunded	Tuition Refunded	Tuition Retained
One week or more before the first class meeting	100%	$500.00	$0.00
Fewer than seven days before the first class meeting, through the day before the second class meeting	50%	$250.00	$250.00
On or after the second class meeting	0%	$0.00	$500.00

Only tuition is refundable under this schedule. The $50 registration fee is charged in addition to tuition and is not refunded on withdrawal. Material fees and certification fees are not refunded once issued. Different rules apply to tuition, materials and certifications where the Trade School cancels a class — see Class Cancellation by the Trade School. The percentages above apply to every student. Dollar amounts are shown at the standard tuition rate; a student paying discounted tuition is refunded the same percentage of the tuition actually paid — at the current veteran rate, $400.00, $200.00 and $0.00.

Class Cancellation by the Trade School

This section applies when the Trade School cancels a class. A student who chooses to withdraw is governed by the Refund Policy above.

Cancellation before instruction begins

If the Trade School cancels a class before the first class meeting, the student receives a full refund of tuition and a full refund of the registration fee for that class.

Cancellation after instruction begins

If the Trade School cancels a class after instruction has begun and does not complete it, the student receives a refund of tuition in proportion to the scheduled class hours not delivered. The registration fee is not refunded, because the administrative work it covers has already been performed.

Material and certification fees

Material and certification fees are refunded, except for materials already issued to the student and certifications already completed.

Transfer in place of a refund

In place of a refund, a student may elect to apply the full amount paid, including the registration fee, toward the next scheduled offering of the same class. The election belongs to the student. The Trade School will not substitute a transfer for a refund without the student’s written agreement.

Rescheduled sessions

An individual class session that is rescheduled rather than cancelled is not a cancellation under this section and does not generate a refund.

Academic record and time frame

A class cancelled by the Trade School is not a withdrawal. It does not result in a grade of 0%, is not counted against the student's attendance, and the time involved is not counted against the maximum time frame for program completion. For an Electrical Trainee, a cancelled class does not interrupt registration with the Division of Apprenticeship Standards, and no notice to the employer of record or to the DIR is required.

Notice and payment

The Trade School will notify affected students in writing as soon as a cancellation decision is made. A refund under this section does not require a written withdrawal request and is issued on the Trade School's regular refund schedule.

Course Challenges

Those individuals who have gained knowledge and/ or experience prior to entering the Trade School training program may request to "test out" of the course(s) by passing all of the required written and performance examinations. One request/attempt will be allowed for each student and failure to pass any of the components will require that individual to attend the required standard instruction.

Written request to "test out" must be submitted to Trade School Administration a minimum of three weeks prior to the start of class along with a complete enrollment application. Requests must be accompanied with previous work or relevant training documentation. Without previous formal training, students will be required to provide written documentation of a minimum of 1,040 hours of on the job training per semester of requested test out. For example, a request to "test out" of courses 1A and 1B would require 2,080 hours of 3rd party verifiable "in-field" experience. Upon receipt of the required test-out request documents and fee of $150 the student will be scheduled to take the written exams of the course(s) being challenged. The student must take and pass all written exams with a 70% or better to successfully complete the first step of testing out. Upon successful completion of the written portion of the test-out the student will be scheduled to take the performance "hands-on" practical exams. All performance exams must be passed for the student to successfully challenge the course. If one written or performance test is not passed the attempt to test-out is considered to be unsuccessful and the student will be required to take the standard course of study.

"Testing out" will only be allowed for up to 50% of the total length of the training program. For example, in a 4-year program a student cannot "test out" for more than 2 years of that program. "Testing out" will not be permitted where training is required as the result of failing to make the cut score of an authorized skills assessment.

Test results will be entered into the participant's record. Those results will be maintained by Trade School Administration for a period of no less than 3 years from completion. All test results are entered by Trade School Administration into the Trade School training database and NCCER national registry.

Adv. Standing / Credit Transfer

A request for credit for prior training or experience will be evaluated by the Director of NCCER Training & Education. Requests for credit must be submitted, in writing, no later than 3 weeks prior to the start of class. Applicable official NCCER transcripts and the previous NCCER Training facilities contact information must accompany the request to determine applicable training credit. A student must complete at least 50% of their training at the Trade School in order to receive a certificate from the Trade School.

The Trade School does not guarantee non NCCER credit transfer into the craft training program or out of the program to other schools. Transferability is always at the discretion of the receiving school. At the Trade School, the transfer of incoming credit obtained by means other than NCCER standardized training may be

given only at the discretion of the Director of NCCER Training & Education and is based on the verifiable documentation provided with the written request. All relevant and officially documented NCCER training completions will be honored by the Trade School as well as other NCCER accredited training facilities.

Student Records

All student records kept and maintained by the Trade School are the property of the Trade School. Student records will be kept a minimum of 5 years. Students may request, in writing, copies of their training records. Requests will be granted within reason.

Progress reports for grade and/or attendance are available upon request by the individual student. To request that information the student should use the "Student Record Request" form to officially make that request and should allow a reasonable amount of time for the request to be processed. The Trade School staff will generate grade progress reports for entire classes as often as time will allow, typically twice a month. Final grade reports are generally available three weeks, sometimes sooner, after the conclusion of a class. Final grade reports will not be mailed out and should be picked up by the student.

Release Of Training Records

All trainees will be asked to sign an NCCER Registration & Release form authorizing the Director of NCCER Training & Education to verify training information to and from NCCER. This release form will also authorize the NCCER to verify this information to other NCCER Sponsors as appropriate and requested. Signature of this release form will hold harmless the National Center for Construction Education and Research as well as the Trade School at SBE and its member companies for this verification process.

Outside of NCCER communications for training recognition, the Trade School will not provide training records or information of any student who participated in the Trade School training programs without prior written request and consent from the student. If you choose to designate an individual as authorized to access your training records please use the Privacy Release Form found in the Appendix.

Reporting

Regularly, upon the successful completion of NCCER written and/or performance exams Trade School Administration will ensure that the relevant information is recorded into the Trade School Training database and made available to the students through secure online access. At the conclusion of each quarter Trade School Administration will submit successful training completions into the NCCER National Registry.

Original NCCER transcripts and wallet cards are sent to Trade School Administration, who in turn shall maintain copies in the student's record and forward the originals to the student. Students can anticipate receiving completion documentation after the conclusion of each quarter.

Training Evaluation

All training sponsored by the Trade School must include an evaluation method or testing process that will demonstrate successful completion of the training.

In the case of the Trade School craft training this will consist of the following tests:

- A written module test with an achieved score of 70% or higher.
- Successful completion of the module performance (hands on) test. The instructor is to use the criteria provided by the NCCER in making his / her evaluation. This is a pass/ fail evaluation and all individual tasks must be passed for the evaluation to be scored as passed.

- Annual comprehensive practical application (hands-on) evaluation may be implored at the discretion of the instructor to ensure that students are prepared to advance to the next level of training. This is a pass/fail examination.

Successful completion of each quarter is a pre-requisiste to the next. Trainees are evaulated for successful completion of a quarter based on attendance, grades and payment of quarter class fees. If any of these items have not been satisfactorily completed the student will not be allowed to advance to the next quarter.

Program Evaluation

It shall be the responsibility of the Trade School Faculty to meet at least once per year for the purpose of evaluating the program's effectiveness.

To assist with the evaluation process:

- The Trade School instructors will be evaluated by Trade School Administration or designee at least once each year
- Trainees will fill out evaluations of the training program at least once a year. As applicable, this evaluation will also include trainee evaluation of the instructor. A copy of this evaluation shall be retained for review with the instructor and another forwarded to the Trade School Training Panel for review during the annual program evaluation.
- Instructors will evaluate the program
- The Director of NCCER Training & Education will evaluate the locally sponsored training facilities annually.

In cases where an authorized training facility is conducting training under the Trade School NCCER Accreditation, the Trade School will retain the right to observe and evaluate its training sessions, those instructors, the site's administration, as well as the materials and facilities used. Sponsored participants will be required to complete an evaluation of the training provided. These evaluations will be used by the Director of NCCER Training & Education to help determine the effectiveness and desirability of maintaining the training unit as an authorized training facility.

Appeal Process

The student may submit a written appeal of his/her dismissal within five business days of their receipt of the dismissal notice. The appeal should be addressed to the Director of NCCER Training & Education. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Director of NCCER Training & Education will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the Director of NCCER Training & Education is final.

Students reinstated upon appeal are on probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Director of NCCER Training & Education's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum Satisfactory Academic Progress standards.

In the event a student/participant has an issue involving the Training Program, Facilities, Instructor, or the Trade School policies, he/she should discuss the situation with their instructor at an appropriate time. If the problem cannot be resolved the participant should submit a written statement describing the issue to the Director of NCCER Training & Education or the Executive Director, who will review the statement, research the issue and provide a decision within 15 working days. If satisfactory results are not obtained by the participant they can then submit the statement for a second review. The second review is conducted by whichever of the two did not conduct the first. The reviewer may confer with members of the Trade School Board and a final decision will be provided within 15 working days.

If the issue involves NCCER training and is still not resolved it may be submitted in writing to the NCCER within 60 days from written notice of the adverse decision. At that time, a copy of the letter to the NCCER must be given to the Trade School. The NCCER must respond to the participant and the Trade School within 60 days of receipt of the appeal. The NCCER's decision is final with no further appeals possible.

The Trade School at Shasta Builders Exchange, 1355 Hartnell Ave., Redding, CA 96002

NCCER, 13614 Progress Boulevard, Alachua, FL 32615

Student Progress

Minimum Attendance Standard

With each quarter being a pre-requisite to the next quarter of the Trade School requires the following minimums for successful completion of each quarter and subsequent graduation: a minimum cumulative of 25 class/lab hours and 15 online hours each quarter. Please refer to the grading/scale section in this catalog for more details on minimum academic standards.

Students are required to coordinate the makeup of any exams and/or time missed. Students can only make up the equivalent time of one class session (5 hours) in any one quarter and must contact Trade School Administration to do so. Procedures for making up a missed exam are described under Make-Up Exams.

Satisfactory Academic Progress

Each craft training program is 720 clock hours (40 hours per quarter). Satisfactory progress is evaluated at the end of a quater, throughout the duration of the program. The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period (quarter).

The student's academic average is reviewed to determine qualitative progress. The minimum required is 70% at the conclusion of each evaluation period. It should be noted that in order for a student to receive national recognition for coursework completed each chapter's written exam and performance exam must be passed.

Incomplete grades are awarded to students who have successfully completed 78% or more of the required coursework but have either not achieved a 70% overall grade, have missed two classes or both. Students who receive an incomplete must satisfy their deficiencies and achieve course completion before advancing to their next course. Delaying the advancement into the next course may adversely impact a student's academic progress in terms of the maximum time frame.

Fail grades are awarded to students who have successfully completed less than 78% of their coursework, have missed more than two classes or both. These students will be required to repeat and successfully complete the full course before advancing to the next course. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students withdrawn from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Academic Probation

If a student fails to meet the 70% overall grade average for any evaluation period will be placed on probation for the next evaluation period. Failure to achieve a 70% overall grade average at the end of the probationary evaluation period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. Students will also receive attendance or academic counseling, from Trade School Administration, as appropriate, when they are placed on probation.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Each craft training program, 54 months in length, must be completed within 81 months. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

Time Frame – Transfer / Re-Admitted Students

Transfer students from outside the Trade School will be evaluated qualitatively only on the work completed while at the Trade School. The maximum time frame of student progress is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in having completed some of the NCCER curriculum they will receive credit for all NCCER material previously completed, and therefore must only complete what the remaining coursework.

For example, if a student transfers in with two months of the first quarter work complete they will begin mid-quarter and only be required to take the class work that they have not yet completed. The maximum time frame that they have to complete the program would be adjusted as: 54 months – 2 months = 52 months x 1.5 = 78 months to complete the program.

Change Of Student Status

Dismissal from participation in any training program is based on objective criteria. Some reasons for considering the dismissal of a participant include, but are not limited to, the following:

- A participant is repeatedly absent from scheduled class sessions. This is an indication that the participant is unable or unwilling to attend regularly. Please refer to the attendance policies.
- A participant demonstrates an unwillingness to study, learn, or participate in class activities.
- A participant’s conduct violates the Trade School Training Program guidelines. Please see the Student Code of Conduct.

There may be other reasons that warrant consideration of dismissal. Determination to dismiss participants from training will be made by the Director of NCCER Training & Education in accordance with the policies. Some circumstances may be straight forward with the participant in full agreement. Others may be controversial. The participant may disagree with the alleged reason(s) for dismissal. In all cases, the Director

of NCCER Training & Education will document their position and ensure that participants are clearly informed of the reason(s) for dismissing them from training.

The Director of NCCER Training & Education will provide participants an “open door” to discuss dismissal from participation in the Training Program. If a student offers information that could potentially reverse the decision, the information will be accepted and given due consideration by the Director of NCCER Training & Education. Any new information must be offered for consideration within 5 business days of the decision to dismiss a participant. If the student does not receive satisfaction at this level, an appeal may be made following the appeal procedures listed in this catalog.

Upon withdrawal or dismissal from the Electrician Trainee program the Trade School will notify both the students employer of record as well as the DIR of the State of California that the student is no longer an active student of the program.

Re-Admission Process

Students who have withdrawn from the Trade School must re-apply for admission. All applicants for re-admission must re-submit the enrollment documents required by the program to which they are re-applying, including enrollment fee.

A student whose application has been declined for reasons other than limited seating or students that have been removed from the program must wait 5 months before re-applying to the program. Re-enrollees that were removed from the Trade School program for policy violation(s) will not be considered eligible for the SBE Scholarship Program for a period of two semesters.

Attendance Policy

As an institution, the Trade School at Shasta Builders Exchange expects students to attend every class session. When you miss class, you not only fall behind on new material, but you miss the hands-on practical experience that is important in learning and developing your skills. Your future employer is looking for students with perfect or near-perfect attendance. In addition, in the state of California any un-certified electrical workers must be enrolled in a recognized training program that maintains a 90% attendance rate. The Craft Training program consists of 25 class/lab hours and 15 online hours each quarter. Students must acquire no less than 160 hours of related instruction each year (40 hours per quarter). Any make-up hours required must be fulfilled before advancing to the next quarter.

Tracking

Attendance is tracked in every class period through the use of a sign-in sheet that is submitted to Trade School Administration after each class. It is the student’s responsibility to ensure they have signed the sheet. If you miss more than 45 minutes of any class period, you will be marked absent for the entire class.

Each day the teacher submits the class attendance records to Trade School Administration, who records the data in the student’s electronic records. The attendance information is contained on the progress report that is supplied to all students a minimum of once a month. If you do not agree with any of the attendance data, you must submit a written request for review to Trade School Administration within two weeks of the progress report availability. After 30 days has passed from the class date missed, the attendance data becomes permanent and can no longer be challenged.

Tardiness And Early Departures

As an institution, the Trade School at Shasta Builders Exchange expects students to be in class on time as scheduled. When you arrive late to class you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. If you arrive late for class, your instructor will record your time of arrival. If you leave before the instructor dismisses class, the instructor will record your time of departure. If you miss 45 minutes or more of your class you will be marked as absent.

Make-Up Hours

Make-up hours must be prearranged with Trade School Administration, and must be completed outside of normally scheduled class hours. Only time spent on approved activities will count as make-up hours. Such activities may include completing class exercises, viewing class tapes, or other course-related assignments. A student can make up no more than 10% of the quarter hours.

Consecutive Absences

A student who is absent for three consecutive class days without an approved leave of absence will be terminated.

Attendance Violation – Dismissal

Any student dismissed for attendance related reasons—consecutive absences, failure to maintain the 90% cumulative attendance, excessive tardiness or early departures, or failure to return from a leave of absence—may restart classes in the next quarter only with the Director of NCCER Training & Education's authorization.

Leave Of Absences

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal or dismissal requiring a school to perform a Title IV (federal Stafford loans, subsidized and unsubsidized) return calculation.

Students must utilize the official LOA request form (see Appendix) to officially request a LOA. The request must be submitted to the Director of NCCER Training & Education for approval before a second class has been missed. The Director of NCCER Training & Education will evaluate the impact of granting the requested LOA and approve it if feasible. Determinations will be communicated in writing within two weeks of the request. Student who have been granted a LOA are responsible for contacting Trade School Administration no later than two weeks prior to the expected return date to obtain the necessary schedule / class details. Students who do not return as scheduled will be considered to have withdrawn from the program.

In order for an LOA to qualify as an approved LOA for Title IV return calculations:

1. There must be a reasonable expectation that the student will return from the LOA; the LOA together with any additional leaves of absence MUST NOT EXCEED a total of 180 days (6 months) in any 12-month period; This 12-month period begins on the first day of the student's initial LOA.

2. A student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA; and 3. The institution may not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Federal Student Aid (Title IV funds);

4. If the student is a Title IV loan recipient, the school must explain to the student the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

A student granted an LOA that meets the criteria in this section is not considered to have withdrawn or been dismissed, and no Return calculation is required. If the student does not meet the criteria in this section, the student is considered to have ceased attendance and to have withdrawn from the school, requiring the school to perform a Title IV return calculation.

Grade Structure

The Trade School recognizes that a quality education program involves many components. For this reason the Trade School requires that students attend class regularly and actively participate both during lecture and lab projects. In the effort to encourage these principles the following grading scale has been defined:

ALL online work is required to be completed prior to class. If less that 80% of a chapters online work has not been completed by the scheduled date of class students will incur a 10 point grade reduction from their official exam grade not to drop below 70%. Students will have a 1 week grace period from the scheduled date of class to ensure all online work is completed.

A	90 – 100
B	80 – 89
C	70 – 79
NP	0 – 70

Make-Up Exams

Students are required to coordinate the makeup of any exams missed. Written exams may be administered only by an instructor or Trade School Administration. Performance exams must be administered by the instructor. All students are required to complete all of their Pearson My Lab and Mastering online coursework including all quizzes and review exams before they will receive credit for their officially proctored makeup exams.

Failed written exams may be re-taken after a minimum waiting period of 48 hours. Written re-testing/make-up must be scheduled by the student with either the instructor or Trade School Administration. Written exams that are taken after the initial in-class offering of the exam are graded on a pass/fail basis. Passing grades will be reduced to 75%.

Those failing the performance test may retest immediately or at later time as designated by the instructor. Students who must make-up or re-test for their performance exam after the initial in-class offering will be charged a $20 fee per performance exam to cover the Trade School costs. Failure to successfully complete missed or failed written or performance exams will likely result in the student receiving an incomplete for the quarter.

Although it is highly recommended that students complete their necessary makeup work within two weeks of the scheduled exam, all makeup work must be successfully completed within 15 business days of the last class meeting. All grades become final on the 16th business day after the last class meeting.

Craft Training Calendar

2026–2027 ACADEMIC YEAR

Classes begin in January and August. For current start dates, please contact our office or visit www.thetradeschool.org.

Course Structure & Content

Every program begins with NCCER Core and then follows the current edition of NCCER's curriculum for the trade. Each quarter is 40 hours of instruction: 25 hours of class and lab and 15 hours of online coursework. Courses run two quarters, or 80 hours. The hours in each program meet or slightly exceed the hours NCCER recommends for its levels. The Trade School adopts the most recent edition of each NCCER curriculum as it is released.

A full program is Core plus eight courses: 720 hours over 18 quarters, about 4½ years. Trainees earn NCCER credentials as they complete each module and level, and a trainee who stops after a level keeps the credentials already earned. The table for each program shows about how far into the program each level is completed.

NCCER Core

Core is the entry-level course for the construction trades and is required before every trade program. It covers construction safety, construction math, hand and power tools, construction drawings, communication and employability skills, and materials handling.

Curriculum: NCCER Core (current edition: 6th Edition, 2021). NCCER's recommended hours: 77.5. At the Trade School: 80 hours over quarters 1–2.

00101 Basic Safety (Construction Site Safety Orientation) · 00102 Introduction to Construction Math · 00103 Introduction to Hand Tools · 00104 Introduction to Power Tools · 00105 Introduction to Construction Drawings · 00107 Basic Communication Skills · 00108 Basic Employability Skills · 00109 Introduction to Materials Handling

Electrical

The objectives of this program are both to assist the construction industry in acquiring skilled workers as well as the student in developing their individual careers as Electricians in the construction industry.

This program is designed in a manner that allows students to progress through sequenced coursework that increase in complexity and necessary skill level from entry level to journeyperson.

The curriculum sequence is designed to complement the average progression of a new employee in the field. Ideally, as a student progresses through the program so should they be progressing in the field.

In this fashion, job titles associated with this training would be Electrical Trainee (enrolled in the the Trade School at SBE training program) and then certified journey level Electrician (Journey level after completion of training). The state of California requires that anyone not currently in training take and pass the state exam to become certified as an Electrician.

Curriculum: NCCER Electrical (current edition: 12th Edition (2026), aligned with the 2026 National Electrical Code®). NCCER's recommended hours total 605 after Core. At the Trade School the program is 640 hours in 8 courses, plus 80 hours of Core: 720 hours over 18 quarters, about 4½ years.

California requires electrician trainees to complete at least 150 hours of classroom instruction each year. The program provides 160 hours a year.

An Industrial Electrical specialization for the manufacturing sector is also offered. Ask the office for details.

Level	NCCER hours	Completed by	Time from start
NCCER Core	77.5	Quarter 2	½ year
Level One	150	Quarter 6	1½ years
Level Two	150	Quarter 10	2½ years
Level Three	147.5	Quarter 14	3½ years
Level Four	157.5	Quarter 18	4½ years

Courses

Electrical 1A — 80 hours · quarters 3–4 · prerequisite: Core
26101 Occupational Overview: The Electrical Industry · 26102 Safety for Electricians · 26112 Electrical Test Equipment · 26113 Electrical Theory and Circuits · 26110 Basic Electrical Construction Documents · 26105 Introduction to the National Electrical Code® · 26114 Outlet, Device, Pull, and Junction Boxes

Electrical 1B — 80 hours · quarters 5–6 · prerequisite: Electrical 1A
26108 Wireways, Raceways, and Fittings · 26115 Conduit Preparation and Bending · 26109 Conductors and Cables · 26111 Dwelling Wiring

Electrical 2A — 80 hours · quarters 7–8 · prerequisite: Electrical 1B
26206 Conductor Installations · 26201 Alternating Current · 26211 Fundamental Control Concepts · 26212 Practical Applications of Lighting · 26207 Cable Tray

Electrical 2B — 80 hours · quarters 9–10 · prerequisite: Electrical 2A
26213 Motors: Theory, Application, and Calculations · 26208 Conductor Terminations and Splices · 26209 Grounding and Bonding · 26214 Circuit Breakers and Fuses

Electrical 3A — 80 hours · quarters 11–12 · prerequisite: Electrical 2B
26302 Conductor Selection and Calculations · 26312 Dwelling Load Calculations · 26313 Transformers · 26306 Distribution Equipment · 26308 Commercial Electrical Services

Electrical 3B — 80 hours · quarters 13–14 · prerequisite: Electrical 3A
26314 Motor and Process Controls · 26310 Voice, Data, and Video · 26304 Hazardous Locations · 26315 Alternative Energy and Energy Storage Systems

Electrical 4A — 80 hours · quarters 15–16 · prerequisite: Electrical 3B
26413 HVAC Systems and Controls · 26414 Non-Dwelling Load Calculations · 26403 Standby and Emergency Systems · 26402 Health Care Facilities · 26405 Fire Alarm Systems

Electrical 4B — 80 hours · quarters 17–18 · prerequisite: Electrical 4A
26409 Heat Tracing and Freeze Protection · 26411 Medium-Voltage Splices and Terminations · 26415 Journeyman Essentials 1 · 26416 Journeyman Essentials 2

Plumbing

Construction-based plumbing training, from pipe and fittings to water supply and drainage systems.

Curriculum: NCCER Plumbing (current edition: 5th Edition (2022)). NCCER's recommended hours total 625 after Core. At the Trade School the program is 640 hours in 8 courses, plus 80 hours of Core: 720 hours over 18 quarters, about 4½ years.

Level	NCCER hours	Completed by	Time from start
NCCER Core	77.5	Quarter 2	½ year
Level One	145	Quarter 6	1½ years
Level Two	175	Quarter 10	2½ years
Level Three	157.5	Quarter 14	3½ years
Level Four	147.5	Quarter 18	4½ years

Courses

Plumbing 1 — 80 hours · quarters 3–4 · prerequisite: Core

02101 Introduction to the Plumbing Profession · 02102 Plumbing Safety · 02103 Tools of the Plumbing Trade · 02104 Introduction to Plumbing Math · 02105 Introduction to Plumbing Drawings · 02106 Plastic Pipe and Fittings

Plumbing 2 — 80 hours · quarters 5–6 · prerequisite: Plumbing 1

02107 Copper Tube and Fittings · 02108 Cast Iron Pipe and Fittings · 02109 Steel Pipe and Fittings · 02110 Introduction to Plumbing Fixtures · 02111 Introduction to Drain, Waste, and Vent (DWV) Systems · 02112 Introduction to Water Distribution Systems · 02201 Plumbing Math Two

Plumbing 3 — 80 hours · quarters 7–8 · prerequisite: Plumbing 2

02202 Reading Commercial Drawings · 02203 Structural Penetrations, Insulating, and Firestopping · 02204 Installing and Testing DWV Piping · 02205 Installing Roof, Floor, and Area Drains · 02206 Installing and Testing Water Supply Piping (begins)

Plumbing 4 — 80 hours · quarters 9–10 · prerequisite: Plumbing 3

02206 Installing and Testing Water Supply Piping (continued) · 02207 Types of Valves · 02208 Installing Fixtures and Valves · 02209 Installing Water Heaters · 02210 Basic Electricity · 02211 Fuel Gas and Fuel Oil Systems

Plumbing 5 — 80 hours · quarters 11–12 · prerequisite: Plumbing 4

02301 Applied Math · 02311 Service Plumbing · 02312 Sizing and Protecting the Water Supply System · 02303 Potable Water Supply Treatment (begins)

Plumbing 6 — 80 hours · quarters 13–14 · prerequisite: Plumbing 5

02303 Potable Water Supply Treatment (continued) · 02305 Types of Venting · 02306 Sizing DWV and Storm Systems · 02307 Sewage Pumps and Sump Pumps · 02308 Corrosive-Resistant Waste Piping · 02309 Compressed Air · 02401 Business Principles for Plumbers (begins)

Plumbing 7 — 80 hours · quarters 15–16 · prerequisite: Plumbing 6

02401 Business Principles for Plumbers (continued) · 46100 Introduction to Leadership · 02403 Water Pressure Booster and Recirculation Systems · 02404 Indirect and Special Waste · 02405 Hydronic and Solar Heating Systems (begins)

Plumbing 8 — 80 hours · quarters 17–18 · prerequisite: Plumbing 7

02405 Hydronic and Solar Heating Systems (continued) · 02406 Codes · 02408 Private Water Supply Well Systems · 02409 Private Waste Disposal Systems · 02410 Swimming Pools and Hot Tubs · 02411 Plumbing for Mobile Homes and Travel Trailer Parks · 02412 Introduction to Medical Gas and Vacuum Systems

Carpentry

Construction-based carpentry training, designed with input from local contractors. NCCER's carpentry curriculum is organized in three titles: General Carpentry, Advanced Carpentry: Frame & Finish, and Form Carpentry.

Curriculum: NCCER Carpentry (current edition: 6th Edition (2022)). NCCER's recommended hours total 632.5 after Core. At the Trade School the program is 640 hours in 8 courses, plus 80 hours of Core: 720 hours over 18 quarters, about 4½ years.

Trainees focused on rough carpentry typically complete General Carpentry in about 1¾ years; completing Frame & Finish takes about 3½ years, and Form Carpentry completes the full program.

Level	NCCER hours	Completed by	Time from start
NCCER Core	77.5	Quarter 2	½ year
General Carpentry	170	Quarter 7	1¾ years
Advanced Carpentry: Frame & Finish	297.5	Quarter 14	3½ years
Form Carpentry	165	Quarter 18	4½ years

Courses

Carpentry 1 — 80 hours · quarters 3–4 · prerequisite: Core
27101 Orientation to Carpentry · 27102 Building Materials and Fasteners · 27113 Construction Plans and Documents · 27114 Principles of Site and Building Layout · 27105 Floor Systems (begins)

Carpentry 2 — 80 hours · quarters 5–6 · prerequisite: Carpentry 1
27105 Floor Systems (continued) · 27111 Wall Systems · 27112 Roof Framing · 27110 Basic Stair Layout · 27109 Building Envelope Systems (begins)

Carpentry 3 — 80 hours · quarters 7–8 · prerequisite: Carpentry 2
27109 Building Envelope Systems (continued) · 27213 The Building Process · 27402 Site Preparation · 27404 Wall Systems and Installation · 27202 Roofing Applications (begins)

Carpentry 4 — 80 hours · quarters 9–10 · prerequisite: Carpentry 3
27202 Roofing Applications (continued) · 27205 Steel Framing Systems · 27203 Thermal and Moisture Protection · 45104 Drywall Installation · 27215 Interior Finish, Trim, and Cabinets

Carpentry 5 — 80 hours · quarters 11–12 · prerequisite: Carpentry 4
27208 Doors and Door Hardware · 27209 Suspended and Acoustical Ceilings · 27405 Finished Stairs · 27204 Exterior Finish and Trim (begins)

Carpentry 6 — 80 hours · quarters 13–14 · prerequisite: Carpentry 5
27204 Exterior Finish and Trim (continued) · 27214 Mass Timber Construction · 46100 Introduction to Leadership · 27303 Properties of Concrete · 27304 Reinforcing Concrete (begins)

Carpentry 7 — 80 hours · quarters 15–16 · prerequisite: Carpentry 6
27304 Reinforcing Concrete (continued) · 27305 Handling and Placing Concrete · 27306 Trenching and Excavation Safety · 27409 Advanced Site Preparation and Layout · 27307 Foundations and Slab-on-Grade

Carpentry 8 — 80 hours · quarters 17–18 · prerequisite: Carpentry 7
27308 Vertical Formwork · 27309 Horizontal Formwork · 27310 Tilt-Up Wall Panels · 29102 Oxyfuel Cutting

HVAC/R

Heating, ventilation, air conditioning and refrigeration.

Curriculum: NCCER HVACR (current edition: 6th Edition (2022)). NCCER's recommended hours total 630 after Core. At the Trade School the program is 640 hours in 8 courses, plus 80 hours of Core: 720 hours over 18 quarters, about 4½ years.

Level	NCCER hours	Completed by	Time from start
NCCER Core	77.5	Quarter 2	½ year
Level One	122.5	Quarter 6	1½ years
Level Two	162.5	Quarter 10	2½ years
Level Three	175	Quarter 14	3½ years
Level Four	170	Quarter 18	4½ years

Courses

HVAC/R 1 — 80 hours · quarters 3–4 · prerequisite: Core

03101 Introduction to HVACR · 03102 Trade Mathematics · 03106 Basic Electricity · 03108 Introduction to Heating · 03107 Introduction to Cooling · 03109 Air Distribution Systems (begins)

HVAC/R 2 — 80 hours · quarters 5–6 · prerequisite: HVAC/R 1

03109 Air Distribution Systems (continued) · 03103 Basic Copper and Plastic Piping Practices · 03104 Soldering and Brazing · 03105 Basic Carbon Steel Piping Practices · 03316 Customer Relations · 03215 Basic Maintenance · 03313 Fasteners and Hardware

HVAC/R 3 — 80 hours · quarters 7–8 · prerequisite: HVAC/R 2

03206 Alternating Current · 03302 Compressors · 03303 Metering Devices · 03301 Refrigerants and Oils · 03205 Leak Detection, Evacuation, Recovery, and Charging (begins)

HVAC/R 4 — 80 hours · quarters 9–10 · prerequisite: HVAC/R 3

03205 Leak Detection, Evacuation, Recovery, and Charging (continued) · 03211 Heat Pumps · 03403 Indoor Air Quality · 03204 Air Quality Equipment · 03202 Chimneys, Vents, and Flues · 03317 Control Circuit Troubleshooting · 03318 Motor Testing and Troubleshooting · 03210 Troubleshooting Cooling (begins)

HVAC/R 5 — 80 hours · quarters 11–12 · prerequisite: HVAC/R 4

03210 Troubleshooting Cooling (continued) · 03311 Troubleshooting Heat Pumps · 03209 Troubleshooting Gas Heating · 03310 Troubleshooting Oil Heating · 03312 Troubleshooting Accessories · 03213 Sheet Metal Duct Systems · 03203 Introduction to Hydronic Systems (begins)

HVAC/R 6 — 80 hours · quarters 13–14 · prerequisite: HVAC/R 5

03203 Introduction to Hydronic Systems (continued) · 03306 Steam Systems · 03214 Fiberglass and Fabric Duct Systems · 03304 Retail Refrigeration Systems · 03315 Zoning, Ductless, and Variable Refrigerant Flow Systems · 03308 Water Treatment · 03404 Energy Conservation Equipment · 03405 Building Management Systems (begins)

HVAC/R 7 — 80 hours · quarters 15–16 · prerequisite: HVAC/R 6

03405 Building Management Systems (continued) · 03402 System Air Balancing and Psychrometrics · 03406 System Startup and Shutdown · 03401 Construction Drawings and Specifications · 03407 Comfort System Design and Planning · 03408 Commercial/Industrial Refrigeration Systems (begins)

HVAC/R 8 — 80 hours · quarters 17–18 · prerequisite: HVAC/R 7

03408 Commercial/Industrial Refrigeration Systems (continued) · 03409 Alternative and Specialized Heating and Cooling Systems · 03305 Commercial Hydronic Systems · 03201 Commercial Airside Systems · 46100 Introduction to Leadership

Appendix A — Forms

Asterisked documents are required for admission to the Trade School at SBE Craft Training Programs. These forms are provided at your registration appointment or as needed by student request.

*Enrollment Contract and Standard Trade Payment Plan

*Student Code of Conduct Acknowledgment

*NCCER Registration & Release

*DIR Enrollment Status Release

*Catalog Receipt Acknowledgement

*Technology Use and Security Monitoring Acknowledgment

Publicity and Media Opt-Out Request

*Parent/Guardian Consent for Trainees Under 18

Student Record Request

Leave of Absence

Course Challenge

Privacy Release Form