

Core Heavy Equipment Operator Apprenticeship Curriculum

2025 - 2026



AGC
INLAND NORTHWEST CHAPTER
THE CONSTRUCTION ASSOCIATION

BELLINGHAM

Instructor Information

Instructor	Availability	Campus Locations		
Kurt Miller (360) 815-1690 kmiller@nwagc.org	Monday – Friday Please allow 48 hours for a response	Bellingham Technology Development Center 1000 F St. Bellingham, WA 98225 360-815-1843	Spokane Apprenticeship Training Center 2110 N Fancher Rd. Spokane, WA 99212 509-534-0502	Kennewick Associated General Contractors 3321 W. Kennewick AVE Kennewick, WA 99336 509-534-0502

AGC Apprenticeship Program Learning Requirements

Hybrid Learning Structure

Your employer has sponsored you in this apprenticeship program and expects your full participation. Attendance is mandatory—**no exceptions**. Share this syllabus with your foreman and scheduling supervisors **immediately**. If anyone directs you to miss class or fails to accommodate your attendance, contact your company's leadership or AGC Administrative Staff directly. The AGC Apprenticeship Program utilizes NCCER curriculum, a nationally accredited certification system recognized throughout the construction industry. NCCER provides national testing, skills performance documentation, and certification transcripts that document your advancing competencies. These transcripts are shared with employers and serve as portable credentials for your career advancement.

Program Description

Learning Management System Policy

The program operates on a hybrid learning model combining synchronous and asynchronous instruction. Synchronous sessions (scheduled lectures, discussions, hands-on training, and evaluations) require real-time attendance and **cannot be made up**. Asynchronous components (online exercises, assignments, and research) provide flexibility—apprentices complete these at their own pace, at times and locations that work best for them.

The AGC Apprenticeship Program employs multiple learning management systems (LMSs) to deliver comprehensive training. Apprentices are required to attend all scheduled online sessions as outlined in the program calendar. Scheduled lectures, discussion sessions, hands-on training, and performance evaluations are mandatory and **cannot** be repeated or made up if missed.

Completion Requirements

To receive credit for any module, apprentices must achieve a minimum score of 70% on all tests AND complete 100% of assigned asynchronous LMS activities. All asynchronous assignments are mandatory regardless of module test performance. Failure to complete any required asynchronous component will result in no credit for that module, even if the module test score meets or exceeds the 70% threshold.

Class Schedule and Format

Instruction occurs through Zoom sessions and face-to-face meetings. Each session includes four (4) mandatory Focus Weeks. Each Focus Week consists of three Zoom classes followed by one in-person day at the designated campus. Zoom training occurs typically on Monday, Tuesday, and Wednesday from 4:30 p.m. to 7:30 p.m. Attendance at all Zoom sessions and face-to-face days is required.

Core Heavy Equipment Operators Expectations and Goals

The **Core Introduction to Basic Construction Skills** textbook is the **first-year** curriculum for Heavy Equipment Operators in the apprenticeship program. This curriculum introduces the apprentice to safety, construction drawings, rigging, material handling, and more

Attendance:

- Apprentices **MUST** attend ALL Zoom and in-person classes. No exceptions. Failure to attend can result in course failure.
- Zoom attendance via cellphone is **PROHIBITED**.
- Attending Zoom sessions while driving is **STRICTLY FORBIDDEN** and can result in immediate dismissal from the program.
- Your employer has committed to ensuring you are available for training at a laptop during all scheduled times. **This commitment must be honored.**

Attitude and Participation:

- A positive, professional attitude is mandatory at all times.
- Active communication and participation throughout the entire course duration is required.

Technical Requirements:

- A computer, mouse, and webcam are mandatory for all online sessions. (**NO CHROMEBOOKS**)
- Cameras **MUST** remain on at all times unless explicitly instructed otherwise by the instructor.
- The apprentice's face must be clearly visible on camera throughout each session.

Communication:

- Email is the primary communication method.
- On weekends for Module resets, leave a voicemail for your instructor stating what assignment needs to be reset.
- ALL emails must be acknowledged within 48 hours maximum (minimum response: "Received" or "Thank you").
- Failure to respond within this timeframe is unacceptable.

Assignments:

- All reading and homework assignments have firm due dates posted in the LMS.
- Late submissions will have a late penalty of 10%.

NON-COMPLIANCE WITH ANY OF THESE REQUIREMENTS CAN RESULT IN IMMEDIATE PROGRAM TERMINATION.

Required Materials

- Laptop computer, or equivalent with webcam. All apprentices must bring their computers on in-person days for testing (**NO CHROMEBOOKS**)
- Dual Monitors (recommended)
- Computer Mouse
- Pearson Core account
 - Access code provided
- Appropriate work clothing and PPE when on campus

TUITION POLICY

- Students are personally responsible for all tuition payments regardless of any employer arrangements or agreements. All payment arrangements must be completed prior to the first-class session, and students will not be permitted to attend without confirmed payment.
- Students must verify with their employer who will be responsible for tuition payment
- Contact the AGC for available payment assistance resources if financial support is needed
- Payment arrangements are required before classes begin - no exceptions
- Credit cards are accepted as a form of payment
- Students should address any payment concerns well in advance of the program start date
- **Cost of Tuition: \$1,200**

FOCUS WEEK 1 – ORIENTATION WEEK

Attention Apprentices:

Your assigned location determines when your **Focus Week 1** takes place. The closest or available campus has been designated for your attendance. Week 1 of Year 1 is the **most important week** of the apprenticeship, and attendance is **mandatory**. This week cannot be made up. Refer to the table below for dates and locations of your first week. Orientation Week classes begin at 7:00 AM sharp and end at 5:30 PM.

Date	Location
BELLINGHAM, WA • Monday – Dec 8th • Tuesday – Dec 9th • Wednesday – Dec 10th • Thursday – Dec 11th • Friday – Dec 12th – No Training	Technology Development Center 1000 F St. Bellingham, WA 98225 360-815-1843

Course Schedule – Core HEO

Core	Assignments	Location
To Be Assigned	GROUP A FOCUS WEEK 2 ASSIGNMENTS • 00101 – Basic Safety • 00103 – Intro to Hand Tools • 00104 – Intro to Power Tools	Due Jan 8th Pearson

Core	Assignments	Location
Jan 05	GROUP A FOCUS WEEK 2 ZOOM & IN-PERSON - Monday - Jan 5th - Tuesday - Jan 6th - Wednesday - Jan 7th - Thursday – Jan 8th - No Training ASSIGNMENTS DUE: 12pm - Friday – Jan 9th - Closed Book Tests and Performance Profiles (Tests for Modules 00101, 00103, and 00104)	Zoom 4:30 pm – 7:30 pm --- In-Person 8:00 am - 5:30 pm
Posted Jan 13	GROUP A FOCUS WEEK 3 ASSIGNMENTS 00102 – Intro to Construction Math 00105 – Intro to Construction Drawings 00106 – Intro to Basic Rigging	Due Feb 12th Pearson
Feb 9	GROUP A FOCUS WEEK 3 ZOOM & IN-PERSON - Monday – Feb 9th - Tuesday – Feb 10th - Wednesday – Feb 11th - Thursday – Feb 12th - No Training ASSIGNMENTS DUE: 12pm - Friday – Feb 13th - Closed Book Tests and Performance Profiles (Tests for Modules 00102, 00105, and 00106)	Zoom 4:30 pm – 7:30 pm --- In-Person 8:00 am - 5:30 pm
Posted Feb 19	GROUP A FOCUS WEEK 4 ASSIGNMENTS 00107 – Basic Communication 00108 – Basic Employability 00109 – Intro to Material Handling	Due Mar 19th Pearson
Mar 16	GROUP A FOCUS WEEK 4 ZOOM & IN-PERSON - Monday – Mar 16th - Tuesday – Mar 17th - Wednesday – Mar 18th - Thursday – Mar 19th - No Training ASSIGNMENTS DUE: 12pm - Friday – Mar 20th - Closed Book Tests and Performance Profiles (Tests for Modules 00107, 00108, and 00109)	Zoom 4:30 pm – 7:30 pm --- In-Person 8:00 am - 5:30 pm