

## ACTIVE PARTICIPATION

This apprenticeship requires your commitment and engagement. It uses a hybrid model, which means it includes both online and in-person classes, as well as homework that you will complete on your own, outside of class. You are required to attend all scheduled classes (your employer will ensure that you can make it) and to complete all assigned homework.

You must also pay attention to your classes and homework. If sitting in the back will make it harder for you to focus, then sit near the front of the room. If having your computer's volume low will make it harder for you to listen and pay attention, then have it louder. If attending virtual classes or doing homework from your bedroom will make you tired, find another location to work from. Your instructors will share information that **you need to know**, about both material and the class format (like what day(s) you will go in for in-person classes), and it is not their fault if you are not paying attention when they share that information.

You will get the most out of your time in the apprenticeship if you pay attention and participate during classes, put effort into completing your homework ahead of time (assume each Focus Week's homework will take at least 20 hours to complete), and communicate with your instructors if you are having difficulties. Your instructors and employers want you to succeed, but it is **you** who ultimately must put the work in and engage with your work.

There is no such thing as a stupid question. If you don't know something, ask — on the job site, not knowing but acting like you do can get people hurt or killed. Your instructors want to answer your questions, and they want you to succeed. That's why they're here! But you have to ask for help and be proactive.

If, for whatever reason, you don't want to be here, tell your employer. The apprentices who succeed and complete all of the years of their program are the ones who want to do the work.

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## COMMUNICATION

You are expected to have a working phone number and email address, and to check both (especially your email) regularly. You will receive important information about the apprenticeship through your email, including links for virtual classes. You are expected to read and respond to those emails and calls promptly. If your phone number or email changes, please let us know as soon as possible.

If or when you have difficulties that inhibit your participation in the apprenticeship, it is critical that you speak to your instructors as soon as possible. If you are sick and unable to attend class, get stuck in traffic on your way to class, are having issues with the technology you use to attend virtual classes or complete homework, or are otherwise having trouble attending class or completing your homework, **let your instructors know**. They will give you their email and phone number so that you can contact them.

Resolving these issues will be easier for you and your instructors if you do not wait until the last minute. Your instructors may take up to two days to respond to any emails or calls, and you may not be able to reach them directly over the weekends.

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## TECHNOLOGY

You will need a laptop to participate in the apprenticeship program. It can be your own or provided by your employer, but it is a non-negotiable part of your participation. You will need it in order to:

- Attend virtual classes on Mondays, Tuesdays, and Wednesdays
- Take tests when you go in-person to your campus
- Complete your homework in advance of your next Focus Week

These are all critical components of your participation in this apprenticeship, and you will not be able to graduate if you are unable to complete any of them.

It is important that you have a **laptop**, rather than a phone or a tablet/iPad. The software and websites we use function best on a computer and are prone to glitching on other kinds of electronic devices. Your instructor will not be able to help you troubleshoot issues with attending class and completing your homework if you are not using a laptop.

If you will be using a new laptop (or a laptop that you have not used before, like one provided by an employer), please turn it on and set it up before coming to class.

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## THE WEBSITE AND OTHER RESOURCES

This apprenticeship has a website where you can access your syllabus, read about the program, and find resources that will aid in your completion of the program. Be familiar with the website, especially the information found under the Apprentices and Resources tabs.

In addition to the website, there are other resources that your instructors will provide you with, like flyers and pamphlets. Please keep track of all of these resources — they have helpful information, and referencing the website or a pamphlet will take less time than waiting for your instructor to email you back. If those materials do not answer your questions, please reach out sooner rather than later.

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## **IDENTIFICATION NUMBERS**

As an apprentice, you have an identification number with your state's Department of Labor and Industries (L&I). Your L&I number is how the state and AGC keep track of how many hours of classwork and on-the-job learning you receive. You should know your L&I number!

<https://secure.lni.wa.gov/arts-public/#/>

As part of our program, you will also create and receive an NCCER number. The National Center for Construction Education and Research provides the module tests and performance profiles AGC uses to assess your progress through the program. You will need to have your NCCER number readily available in order to take tests and check your certifications.

Additionally, once you begin receiving certifications through NCCER, they will be associated with your NCCER number in a national registry. That means that if you go to a new company, or even a new state, you can provide your NCCER number, and your new employer may be able to see the training you have already received.

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## **EXISTING CREDIT**

If you have received credit for any NCCER modules through any apprenticeship programs, please contact us as soon as possible. We will need to verify the credentials and determine how it will affect your trajectory through the apprenticeship. The more advance notice you give, the better we will be able to support you.