

Northwest Carpenters Institute
20424 72nd Avenue South
Kent, WA 98032
Office (253) 437-5235
Fax (253) 437-5807
www.nwci.org

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Apprentices,

Your apprenticeship classes are moving to an online/face-to-face delivery system. From this point forward you will receive instruction and complete assignments online, and do your shop projects individually.

Online work will be delivered via **Canvas**, an online Learning Management System (LMS) that instructors will use to teach the course. You will have access to the course three weeks in advance, but tests will be unlocked three days prior to class, to ensure the subject matter is fresh in your mind. **You must complete the chapter reviews prior to your shop project. Failure to meet this requirement results in a citation to appear before the board.**

Shop projects have been resized so a single apprentice can complete them. You will have two-and-a-half days to complete the project for each class. Instructors will be available if you have questions about the project; **however, classroom time is now Q&A and a brief information session.** You will be expected to be ready to begin your project soon after arriving at the training center. Instructors are a resource to guide you when you're uncertain or require direction.

General changes at the training center are in place to reduce the potential for transmission of COVID-19 virus, including removing areas where people tend to socialize. Changes include:

- No use of microwaves, vending machines, or beverage stations for water or coffee. (*Water bottle fill stations will be available in place of drinking fountains*)
- Classroom use will be limited to a maximum of six (6) students during class (*Exceptions: Rigging, Foreman, CBET, Drywall Finishing*)
- Your temperature will be taken and you will be asked a series of questions when you arrive at the training center each morning. **(You'll see signage that will direct you where to enter the building)**

The following table lists the series of steps that you'll go through in the process of attending your first class using the new online/face-to-face format.

<p><i>Step 1 – Starting the Program</i></p>	<ul style="list-style-type: none"> • You'll receive an email with a link to a welcome video explaining the online/face-to-face class delivery system. • You'll also receive an email with a link to Canvas, the online class portal. You'll be enrolled in COVID-19 training that <u>must be complete</u> before moving to Step 2. • You'll be enrolled in Canvas student training, which is for your benefit and use. You are not required to complete this training, but it is recommended.
<p><i>Step 2 – Starting the First Class</i></p>	<ul style="list-style-type: none"> • <u>Three weeks prior</u> to class you receive an email with a link to your first class in Canvas. <i>(Check with your coordinator. Special circumstances may change this)</i> • <u>Three days prior</u> to class the final exam will be made available for you to complete. • <u>Pass all online quizzes and tests</u> before moving to Step 3. • <u>Complete COVID-19 Training Center Procedures</u> course in Canvas before moving to Step 3.
<p><i>Step 3 – Doing the Shop Project</i></p>	<ul style="list-style-type: none"> • Follow <u>identified entry path</u> to enter your training center when you arrive to do your project. • <u>Follow the instructions provided at your check-in station</u> and proceed to your project area to drop your tools. • Meet with your instructor momentarily to ask any questions about the project and verify your build location. • Complete your project and leave the project area in the condition you found it. • Check in with your instructor prior to leaving the training center.

NWCI is committed to providing a safe and healthful workplace for its staff, students, and membership. These changes represent our best effort at continuing the legacy of the best training in the industry for apprentices and all members looking to improve their skills.

We are doing our best to make this transition as smooth and efficient as possible for everyone, and ask that you work with us by bringing your patience and humor with you when you attempt to do the online work, and when you arrive to do your individual project.

After your first class is complete, you will have an opportunity to comment and make suggestions about the process and procedures when you complete the class evaluation. We appreciate your contribution and will take your recommendations into consideration as we work to improve the new format.