

JOURNEYMAN TRAINING POLICIES & PROCEDURES

Local 290 Training Center - 20220 SW Teton Ave., - Tualatin, OR 97062

Two class registration forms are provided on the inside back cover of this class schedule. When registering by mail, please call the Training Center at **503-691-1997** to verify class registration and payment OF REQUIRED FEES BEFORE THE FIRST CLASS. YOU WILL **NOT** RECEIVE VERIFICATION FROM THE TRAINING CENTER. PLEASE MARK THE CLASSES FOR WHICH YOU REGISTERED IN THE CALENDAR PROVIDED.

SEND CHECK OR MONEY ORDER TO:
(Payable to **LOCAL 290 TRAINING CENTER**)

<p>LOCAL 290 TRAINING CENTER 20220 SW TETON AVE. TUALATIN, OR 97062-8810</p>

1. CLASSES WILL BE FILLED ON A FIRST COME FIRST SERVED BASIS. REGISTRATION BY PHONE **WILL NOT** BE ACCEPTED.
2. PRE-REGISTRATION FOR CLASSES IS **REQUIRED**. USE THE REGISTRATION FORM FOUND ON THE INSIDE BACK COVER.
3. TRAINING CREDIT HOURS WILL **NOT** BE GIVEN TO THOSE WHO ARE NOT REGISTERED AND HAVE NOT PAID.
4. INSTRUCTORS **WILL NOT** ACCEPT REGISTRATION FEES AT CLASS TIME.
5. SEVENTY-FIVE (75) PERCENT OF SCHEDULED CLASS HOURS MUST BE ATTENDED IN ORDER TO RECEIVE A REGISTRATION FEE REFUND.
6. CERTIFICATION EXAM FEES AND BOOK FEES ARE NOT REFUNDABLE.
7. ALL OUTSIDE TRAINING **MUST BE PRE-APPROVED** BY TRAINING CENTER IN ORDER TO RECEIVE TRAINING CREDIT HOURS.
8. NO CREDIT HOURS WILL BE GIVEN FOR COMMUNITY COLLEGE CLASSES.
9. TRAVELERS MAY REGISTER FOR CLASSES IF CURRENTLY EMPLOYED BY A SIGNATORY CONTRACTOR. REGISTRATION FEES WILL NOT BE REFUNDED UNLESS THE TRAVELER CANCELS THE CLASS BY CALLING THE TRAINING CENTER BEFORE THE START OF THE FIRST CLASS OR THE TRAVELER IS BUMPED BY A LOCAL 290 MEMBER.
10. LOCAL 290 MEMBERS RESERVE THE RIGHT OVER TRAVELERS TO REGISTER FOR CLASSES. MEMBERS CANNOT "BUMP" TRAVELERS WITHIN 48 HOURS OF THE CLASS START TIME.
11. IF AN INDIVIDUAL "APPEARS" TO BE INTOXICATED AND/OR DISRUPTIVE, THE INDIVIDUAL WILL BE ASKED TO LEAVE THE BUILDING. **NO TRAINING CREDIT OR REFUND** WILL BE GIVEN IN SUCH CASES.
12. CLASSES MAY BE OCCASIONALLY CANCELLED DUE TO INSUFFICIENT ENROLLMENT OR INSTRUCTOR EMERGENCY. EVERY EFFORT WILL BE MADE TO NOTIFY THE REGISTERED STUDENTS. IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE TRAINING CENTER AND VERIFY THE CLASS WILL RUN.