

CONSTRUCTION EDUCATION
— C E N T E R —

The Future is Trained Here.



2026-2027 APPRENTICESHIP PROGRAM CATALOG
CARPENTRY ELECTRICAL PLUMBING HVACR SHEET METAL

Construction Education Center, Inc., 35A Robert Jackson Way, Plainville, CT 06062



Dear Prospective and Current Students,

Welcome to the Construction Education Center! Whether you're just beginning your journey with us or continuing your path to mastering your trade, I want to thank you personally for choosing our school to help you achieve your goals.

At the CEC, we are committed to providing you with the hands-on experience and industry-recognized certifications needed to succeed in your chosen field. Our accredited instructors are not just educators but craft professionals with extensive industry experience who understand the real-world challenges you will face. They are passionate about sharing their expertise and helping you develop the skills you need to succeed.

Pursuing a career in the trades is an important decision, and we're here to support you every step of the way. We are dedicated to ensuring that you receive a practical and comprehensive education. There is always a demand for skilled tradespeople. Most skilled trades jobs cannot be outsourced to other countries or replaced by technology. Accredited by NCCER and authorized as a post-secondary school by Connecticut's Office of Higher Education, we have the tools, resources, and partnerships to help you succeed.

For our current students, we encourage you to take full advantage of the opportunities given to you. Engage with your instructors, network with fellow students, and take full advantage of the knowledge we want to impart. Your time at the CEC is an investment in your future, and we are excited to be part of your success story.

For those of you considering joining us, we are thrilled to welcome you to our community. You're about to embark on a transformative experience that will equip you with the skills and confidence to thrive in your trade. We are here to guide you through this exciting chapter and can't wait to see what you achieve.

Thank you for being part of the Construction Education Center family. We look forward to helping you achieve your dreams and build the future you've always wanted.

Sincerely,

A handwritten signature in black ink that reads 'Marcie K. Addy'.

Marcie K. Addy
Director of Education
Phone: 860-529-5886
Fax: 860-846-6929





MISSION STATEMENT

EARN WHILE YOU LEARN

ACCREDITATION

APPROVALS

INSTRUCTION

LEARN MORE

The CEC is a non-profit training center that serves the Connecticut construction industry by providing training and education for apprentices and field employees. The Construction Education Center was founded by the **ASSOCIATED BUILDERS AND CONTRACTORS OF CONNECTICUT, INC.** to advance the construction industry of Connecticut by providing quality educational training for apprentices, journey persons, contractors, and supervisors of construction companies.

MISSION STATEMENT

The Construction Education Center enhances the quality, safety, and competitiveness of the construction industry by providing standardized training and preparing individuals for gainful employment and long-term opportunities.

EARN WHILE YOU LEARN

Our program is designed for you to work during the day so you can earn your on-the-job training hours and your paycheck. Class is at night one or two days a week. Programs only one night a week include 3 hours of online coursework each week.

ACCREDITATION

Accredited by the National Center for Construction Education and Research (NCCER). NCCER offers standardized curriculum for over 60 construction trades and leadership training. NCCER is a leader in construction training and is recognized internationally.

APPROVALS

The Construction Education Center, Inc. is approved as a private occupational school by the State of Connecticut, Office of Higher Education.

In addition, the curriculum has been reviewed and approved by the Connecticut Department of Education Technical High School System, meeting all compliance requirements for the related instruction portion of the Connecticut Department of Labor Apprenticeship Training Program and the National Bureau of Apprenticeship Training.

INSTRUCTION

Provided by local, experienced journeymen and contractors who have been certified through NCCER as trade instructors.

LEARN MORE

To learn more about becoming a registered apprentice in the State of CT, please visit the Office of Apprenticeship website:
https://portal.ct.gov/dol/Divisions/Apprenticeships?language=en_US

Courses offered by the CEC seeks to serve those currently employed, or seeking employment in the construction industry.

Licensed Trades

Persons interested in enrolling in the related instruction courses for licensed trades outlined in this catalog do not need to be registered apprentices to apply to the program. However, those registered as apprentices with the Department of Labor should provide proof of registration upon application by submitting a copy of current apprenticeship card as well as including sponsor contact information. Interested applicants who have completed apprenticeship related instruction courses or vocational training at other institutions should also submit transcripts of all previously completed coursework. Please note, a criminal background may negatively impact opportunities for licensing and employment.

Non-Licensed Trades

Persons interested in registering for related courses in a non-licensed trade as outlined in this catalog (carpentry) do not need to be registered apprentices to apply to the program, however, those registered as apprentices with the Department of Labor should provide the same proof as indicated above. Please note, a criminal background may negatively impact opportunities for employment.

All CEC students must submit their official high school transcripts or official GED transcripts to the CEC prior to beginning school.

Building the Skilled Future

- 4 year program - 144 clock hours each year, minimum of 576 clock hours.
- In-person class one night a week with 3 hours of online coursework each week
- Apprentices work during the day to earn their on the job training hours*
- Accredited by NCCER
- \$9,500 tuition for 4 years: \$2,375 yearly tuition (not including books or OSHA 30)

**Apprentices are responsible for finding their own employment*

ABOUT THE PROGRAM

Carpenters measure, cut and shape wood, plastic, fiberglass and drywall. Commercial and industrial carpenters construct, erect, install and repair structures and fixtures. These carpenters are involved in many different kinds of construction, from building to highways and bridges to power plants.

Carpentry I

Basic Safety; Introduction To Construction Math, Introduction To Construction Drawings, OSHA 30-Hour Outreach Training For Construction, Orientation To the Trade; Building Materials, Fasteners, and Adhesives; Hand and Power Tools; Intro To Construction Drawings, Specifications, and Layout; Floor Systems; Intro To Building Envelope Systems; Basic Stair Layout; Wall Systems; Ceiling Joist and Roof Framing

Carpentry II

Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold Form Steel Framing, Drywall Installation, Drywall Finishing, Doors and Hardware

Carpentry III

Rigging equipment and Practices, Properties of Concrete, Reinforcing Concrete, Handling and Placing Concrete, Trenching and Excavation, Foundations and Slab on Grade, Vertical Formwork, Horizontal Formwork, Tilt up Wall Panels

Carpentry IV

Site Layout One: Distance Measurement and Leveling, Site Layout Two: Angular Measurement, Advanced Roof Systems, Advanced Wall Systems, Advanced Stair Systems, Introduction To Light Equipment, Commercial Finish Work, Your Role in the Green Environment

- 4 year program - 180 clock hours each year, minimum of 720 clock hours
- In-person class one night a week with 3 hours of online coursework each week
- Apprentices work during the day to earn their on the job training hours*
- Accredited by NCCER
- \$10,700 tuition for 4 years: \$2,675 yearly tuition (not including books or OSHA 30)

**Apprentices are responsible for finding their own employment*

ABOUT THE PROGRAM

Electricians install and maintain all of the electrical and power systems for our homes, businesses and factories. In large factories, electricians usually do maintenance work that is more complex. These kinds of electricians may repair motors, transformers, generators and electronic controllers on machine tools and industrial robots. They also advise management as to whether the continued operation of certain equipment could be hazardous.

Electrical I (E2)

Basic Safety, Introduction to Construction Math, Introduction to Construction Drawings, OSHA 30-Hour Outreach Training for Construction, Orientation to the Electrical Trade, Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Device Boxes, Hand Bending, Raceways and Fittings, Conductors and Cables, Basic Electrical Construction Drawings, Residential Electrical Services, Electrical Test Equipment

Electrical II (E2)

Alternating Current, Motors, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bending, Circuit Breakers and Fuses, Control Systems and Fundamental Concepts

Electrical III (E2)

Load Calculations: Branch and Feeder Circuits, Conductor Selection and Calculations, Practical Applications of Lighting, Hazardous Locations, Overcurrent Protection, Distribution Equipment, Transformers, Commercial Electrical Services, Motor Calculations, Voice, Data and Video, Motor Controls

Electrical IV (E2)

Load Calculations: Feeders and Services, Health Care Facilities, Standby and Emergency Systems, Basic Electronic Theory, Fire Alarm Systems, Specialty Transformers, Advanced Controls, HVACR Controls, Heat Tracing and Freeze Protection, Motor Operation and Maintenance, Medium-Voltage Terminations/Splices, Special Locations, Fundamentals of Crew Leadership

Less Desk - More Tools

S2 license holders can work on any type of heating, cooling or piping equipment.

- 4 year program - 180 clock hours each year, minimum of 720 clock hours
- In-person class one night a week with 3 hours of online coursework each week
- Apprentices work during the day to earn their on the job training hours*
- Accredited by NCCER
- \$10,700 tuition for 4 years: \$2,675 yearly tuition (not including books, OSHA 30, or EPA certification)

**Apprentices are responsible for finding their own employment*

ABOUT THE PROGRAM

HVACR Technicians are always piecing things together as they install, maintain and repair heating, ventilation and air conditioning systems. HVACR covers it all! Motors, compressors, pumps, fans, thermostats and computerized switches control systems in residential, commercial and industrial structures. Technicians can also specialize in specific equipment, such as hydronics (water-based heating systems), solar panels or commercial refrigeration.

HVACR I (S2)

Basic Safety, Introduction To Construction Math; Introduction To Construction Drawings; OSHA 30-Hour Outreach Training For Construction; Introduction to HVAC; Trade Mathematics; Basic Electricity; Introduction to Cooling; Introduction to Heating; Intro to Air Distribution Systems; Basic Copper and Plastic Piping Practices; Soldering and Brazing; Basic Carbon Steel Piping Practices.

HVACR II (S2)

Trade Math Two; Trade Math Three; Plans and Specifications; Fabrication Two - Radial Line Development; Sheet Metal Duct Fabrication Standards; Bend Allowances; Soldering.

HVACR III (S2)

Fasteners, Hardware and Wiring; HVACR Controls; Control Circuit and Motor Troubleshooting; Troubleshooting Cooling; Troubleshooting Heat Pumps; Troubleshooting Gas Heating; Troubleshooting Oil Heating; Troubleshooting Accessories; Zoning, Ductless, Variable Refrigerant Flow Systems; Commercial Hydronic Systems; Steam Systems; Retail Refrigeration Systems; Customer Relations; Water Treatment.

HVACR IV (S2)

Indoor Air Quality; Energy Conservation Equipment; Building Management Systems; System Air Balancing; System Start Up and Shut Down; Construction Drawings and Specifications; Heating and Cooling System Design; Commercial and Industrial Refrigeration; Alternative and Specialized Heating and Cooling.

HVACR (D2)

D2 license holders install, service, repair, maintain warm air, air conditions or refrigeration systems.

- 2.5 year program - Minimum of 432 clock hours
- In-person class one night a week with 3 hours of online coursework each week
- Apprentices work during the day to earn their on the job training hours*
- Accredited by NCCER
- \$6,420 tuition for 2.5 years: \$2,675 yearly tuition (not including books, OSHA 30, or EPA certification)

**Apprentices are responsible for finding their own employment*

ABOUT THE PROGRAM

HVACR Technicians are always piecing things together as they install, maintain and repair heating, ventilation and air conditioning systems. HVACR covers it all! Motors, compressors, pumps, fans, thermostats and computerized switches control systems in residential, commercial and industrial structures. Technicians can also specialize in specific equipment, such as hydronics (water-based heating systems), solar panels or commercial refrigeration.

HVACR I (D2) - 180 Clock Hours

Basic Safety, Introduction To Construction Math; Introduction To Construction Drawings; OSHA 30-Hour Outreach Training For Construction; Introduction to HVAC; Trade Mathematics; Basic Electricity; Introduction to Cooling; Introduction to Heating; Intro to Air Distribution Systems; Basic Copper and Plastic Piping Practices; Soldering and Brazing; Basic Carbon Steel Piping Practices.

HVACR II (D2) - 180 Clock Hours

Alternating Current, Compressors, Refrigerants and Oils, Leak Detection Evacuation Recovery and Charging, Metering Devices, Heat Pumps, Basic Maintenance, Chimneys, Vents and Flues, Sheet Metal Duct Systems, Fiberglass and Fabric Duct Systems, Commercial Airside Systems, Air Quality Equipment, and Introduction to Hydronic Systems.

HVACR III (D2) - 72 Clock Hours

International Mechanical Codes, NFPA Standards

Where Skills Become Careers

- 4 year program - 180 clock hours each year, minimum of 720 clock hours
- In-person class one night a week with 3 hours of online coursework each week
- Apprentices work during the day to earn their on the job training hours*
- Accredited by NCCER
- \$10,700 tuition for 4 years: \$2,675 yearly tuition (not including books or OSHA 30)

**Apprentices are responsible for finding their own employment*

ABOUT THE PROGRAM

Plumbers do much more than fix sinks and toilets in residential homes. They design and install piping systems that distribute water and remove waste from buildings, and connect heating and cooling systems. Plumbers have to be knowledgeable in water distribution, blueprint reading, local ordinances and regulations, mathematics, mechanical drawing, physics, welding and soldering.

Plumbing I (P2)

Basic Safety; Intro To Construction Math; Intro To Construction Drawings; OSHA 30-Hour Outreach Training For Construction; Introduction to Plumbing Profession; Plumbing Safety; Tools of Plumbing Trade; Intro to Plumbing Math; Intro to Plumbing Drawings; Plastic Pipe and Fittings; Copper Pipe Fittings; Cast Iron Pipe Fittings; Carbon Steel Pipe and Fittings; Intro to Plumbing Fixtures; Intro to DWV Systems; Intro to Water Distribution Systems

Plumbing II (P2)

Plumbing Math Two; Reading Commercial Drawings; Structural Penetrations, Insulation, and Fire-Stopping; Installation and Testing DWV Piping; Installing Roof, Floor and Area Drains; Installing Testing Water Supply Piping; Types of Valves; Installing Fixtures and Valves; Installing Water Heaters; Basic Electricity; Fuel Gas Systems

Plumbing III (P2)

Applied Math; Sizing and Protecting Water Supply Systems; Potable Water Supply Treatment; Types of Venting; Sizing DWV and Storm Systems; Sewage Pumps and Sump Pumps; Corrosive Resistant Waste Piping; Compressed Air; Service Plumbing

Plumbing IV (P2)

Business Principles for Plumbers; Water Pressure Booster and Recirculation Systems; Indirect and Special Waste; Hydronic and Solar Heating Systems; Codes; Private Water Supply Systems; Private Water Disposal Systems; Swimming Pools and Hot Tubs; Plumbing for Mobile Homes and Travel Trailers; Intro to Med Gas and Vacuum Systems; Soldering and Brazing; Basic Carbon Steel Piping Practices

PLUMBING (P6) CERTIFICATE

- 1 year program - 180 clock hours
- Online Coursework, In-Person Testing
- Apprentices work during the day to earn their on the job training hours*
- Accredited by NCCER
- \$2,675 tuition (not including online access or OSHA 30)

**Apprentices are responsible for finding their own employment*

ABOUT THE PROGRAM

The holder of this license may perform the installation, replacement, alteration, or repair of sewer lines, storm water lines, water lines and services. This license DOES NOT permit any work on septic tank systems or inside a structure.

Plumbing (P6)

Introduction To Construction Math, Introduction To Construction Drawings, Basic Rigging, Basic Employability Skills, Introduction To Materials Handling, Introduction To Plumbing Math, Introduction To Plumbing Drawings, Intro To Drain, Waste and Vent (DWV) Systems, Introduction To Water Distribution Systems, Reading Commercial Drawings, Installing and Testing DWV Piping, Installing Roof, Floor and Area Drains, Applied Math, OSHA 30-Hour Outreach Training For Construction

Train Here. Build Anywhere

- 4 year program - 144 clock hours each year, minimum of 576 clock hours
- In-person class one night a week and a 3 hour virtual class one night a week
- Apprentices work during the day to earn their on the job training hours*
- Accredited by NCCER
- \$10,100 tuition for 4 years: \$2,525 yearly tuition* (not including books)

**Apprentices are responsible for finding their own employment*

**Students must have the ability to participate in virtual classes utilizing Zoom on either a desktop computer, laptop or tablet with audio and video capability. Phones are not permitted. Zoom classes are recorded in case of any issues. Instructors may determine an In-Person class is necessary instead of a virtual class.*

ABOUT THE PROGRAM

Sheet metal workers cut and mold sheets of metal into products for installing and repairing ventilation and air ducts. They also construct airplanes, automobiles and billboards. Most sheet metal fabrication shops are completely computerized, so sheet metal workers may be responsible for programming control systems on various pieces of equipment.

Sheet Metal I (SM2)

Basic Safety; Intro To Construction Math; Intro To Construction Drawings; OSHA 30-Hour Outreach Training For Construction; Intro To Sheet Metal Trade; Tools of the Trade; Introduction To Sheet Metal Layout and Processes Trade Math One; Fabrication One - Parallel Line Development; Installation of Ductwork; Installation of Air Distribution Accessories; Insulation; Architectural Sheet Metal

Sheet Metal II (SM2)

Trade Math Two; Trade Math Three; Plans and Specifications; Fabrication Two-Radial Line Development; Sheet Metal Duct Fabrication Standards; Bend Allowances; Soldering

Sheet Metal III (SM2)

Basic Piping Practices; Fiberglass Duct; Air Properties and Distribution; Air Systems; Principles of Airflow; Louvers, Dampers, and Access Doors; Comprehensive Plan and Specification Reading; Fabrication Three - Triangulation

Sheet Metal IV (SM2)

Advanced Architectural Sheet Metal; Shop Production and Organization; Air Testing and Balancing; Introduction To Welding Brazing and Cutting; Fume and Exhaust System Design; Fabrication Four; Intro Skills For the Supervisor



Constructing Brighter Futures

Apprentice Grading Policy

Final grades are weighted between classwork, online coursework and tests. The weighted system calculates grade items as a percentage of a final grade worth 100%.

Test scores in the apprenticeship program are based on the percentage of correctly answered questions of total questions on exams. Grading schedule is as follows:

100% - 90%= A; 89% - 80% = B; 79% - 75%= C; 74 and below = F

Students with test scores under the passing percentage can elect to re-take the test.

Passing grade for the course is a 75% or higher.

Attendance Policy

Students are expected to attend all classes (virtual and in-person), thereby completing a minimum of 144–180 hours per year of classroom instruction. Students will not be allowed any absences for online coursework and only two absences a year. Students will be issued a warning indicating that a 3rd absence may result in suspension from the program for the remainder of the year. Students may be required to complete make-up classes at their expense (calculated at the instructor's pay rate for the required hours) for proper completion of required coursework. This policy will be strictly enforced.

Conduct Policy

The school reserves the right to dismiss any student whose conduct is deemed to be unsatisfactory. Unsatisfactory conduct may include but not be limited to theft, use of alcohol or illegal drugs on the school premises, possession of or under the influence of drugs or alcohol on school premises, failure to abide by school regulations, assault upon another student or a staff member, destruction of property, insubordination to a faculty or staff member, hate speech, and disruption of classes or activities. Students who threaten or cause any student or staff member physical harm and students, who use hate speech, who willfully destroy school property, or who are under the influence of drugs or alcohol during instruction time will be immediately dismissed.

To ensure a focused and effective learning environment, the following electronics policy applies to all students at the Construction Education Center:

Cell Phones

1.Cell Phone Usage:

- Cell phones must be turned off or set to silent mode during class hours.
- The use of cell phones and iWatches for calls, texting, browsing, or any other activities is not permitted during instructional and testing time.

2.Emergencies:

- In case of an emergency, students may step outside the classroom to use their cell phones after notifying the instructor.

3.Medical Necessity:

- Students who need to use their phones for medical purposes (e.g., managing a health condition) must inform the Director of Education at the beginning of the course. These students will be granted appropriate accommodations.

4.Breaks:

- Students are allowed to use their cell phones during scheduled breaks.

5.Disciplinary Actions:

- Violation of this policy will result in a warning. Repeated violations may lead to further disciplinary action, including potential dismissal from the program.

6.Exceptions:

- Instructors may permit cell phone use for educational purposes during specific activities or lessons, such as interactive learning games like Kahoot. This will be communicated clearly by the instructor.

Laptops

Laptops are permissible for note taking at the discretion of the instructor. Instructors may walk around and/or ask to see what you are doing on your laptop. If you are not utilizing the device for class (i.e. NCCERConnect or taking notes), the ability to use your personal laptop may no longer be allowed.

NCCER tests are to be taken on CEC-issued laptops only. These will be provided at the beginning of each testing session.

Headphones/Earbuds

Headphones and earbuds during class and shop time are strictly prohibited. Students who have an IEP may be eligible to use headphones/earbuds during testing. Appropriate IEPs must be issued to the Director of Education.

Class Communication Policy

The primary method of communication between instructors and students will be through email. Text messaging should only be used for urgent, time-sensitive matters that require immediate attention, such as but not limited to class cancellations due to weather or instructor illness.

All communication methods should maintain professionalism, avoid casual tone or personal discussions, and respect boundaries. A student may be dismissed from the Construction Education Center should they engage in inappropriate verbal or written communication. Inappropriate communication includes but is not limited to:

- **Harassment:** Any form of bullying, intimidation, or making someone feel unsafe through verbal, written, or online communication.
- **Sexual Harassment:** Any form of unwanted sexualized communication or comments, either verbally or digitally.
- **Threatening Language:** Using threatening or aggressive language can lead to disciplinary action.
- **Disruptive behavior:** Consistently using inappropriate language or engaging in disruptive communication that disturbs the learning environment.
- **Hate Speech:** Any form of communication that promotes discrimination, racism, sexism or other harmful prejudices.
- **Cyberbullying:** Engaging in harmful online behavior that affects other students' emotional well-being.

Discussion regarding individual grades should only be conducted privately and not through a group message. Sensitive information should never be shared via text message.

Instructors are not obligated to respond to email or text messages outside of reasonable hours.

Should a student block or mute the instructor and/or group email/text message, the student is responsible for missing any critical information relayed, and the Construction Education Center is not liable for any resulting consequences.

Any violations of the electronic communication policy should be reported to the Director of Education.

Certificates/Diplomas

All programs and courses are measured in clock hours. Students who complete any individual course or group of courses will receive a transcript documenting hours completed. Also, a certificate of completion will be issued upon completion of an apprenticeship level with number of hours. Student will receive a diploma upon completion of the entire term of an apprenticeship. All tuition and outstanding fees must be paid before a certificate, diploma or transcript can be issued.

Facilities

Centrally located in Plainville, Connecticut, the Construction Education Center, Inc. can be easily found off of Exit 32 from I-84. Our training facilities are 8,000 square feet and include two dedicated didactic training rooms and two hands on training rooms. Additionally, the CEC rents classroom space at locations throughout Connecticut in order to provide increased accessibility to the continuing education courses provided.

Employment Assistance

Construction Education Center, Inc. does not provide employment assistance, nor does it guarantee employment to any student.

Barriers to Employment

Students should have reliable transportation to both school and work. In order to obtain employment, students should be able to lift at least 50lbs. Students who would like to enter a trade that is licensed may not be issued a license if they have been found guilty or convicted as a result of an act which constitutes a felony.

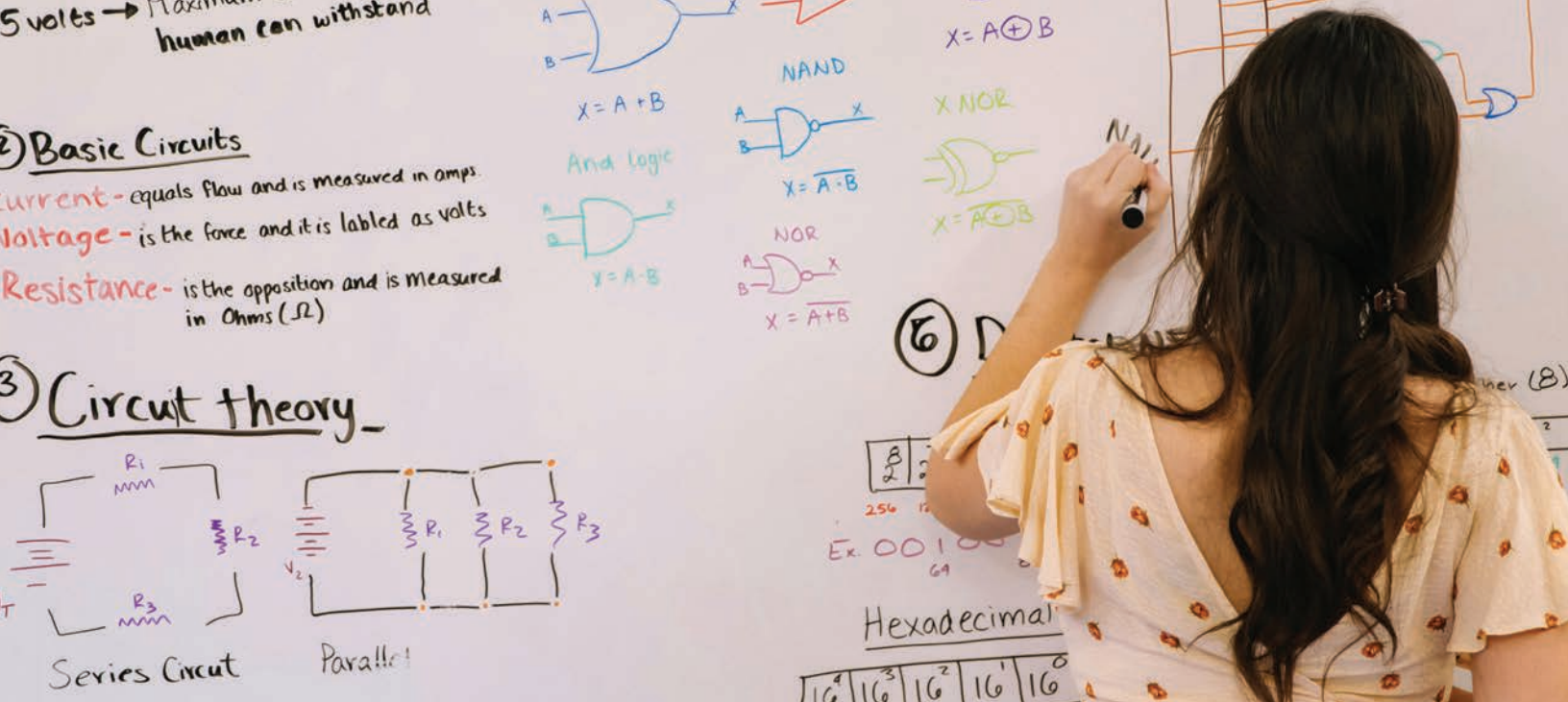
Placement

The Construction Education Center does not provide housing or mental health services.

Class Scheduling Policy

CEC reserves the right to cancel any course or class due to circumstances beyond CEC's control, such as, but not limited to, insufficient enrollment or inclement weather. In these instances, all tuition will be refunded or class rescheduled to a later date.





School Calendar

Each academic year begins the week after Labor Day unless otherwise authorized by the Director of Education. No classes are held on Thanksgiving or Memorial Day. A winter break takes place December 21, 2026 through January 1, 2027.

Non-Discrimination Policy

The Construction Education Center does not discriminate on the basis of gender, race, color, nationality, ethnic origin, sexual orientation, age or other protected class in any aspect of administration or its educational and admission policies or practices.

Complaint Policy

The Construction Education Center does not have any policy nor does it act in any manner which discourages or prohibits the filing of inquiries or complaints regarding the school's operation with the Executive Director of Higher Education. A complaint should first be filed with the Director of Education for the Construction Education Center. The Director will review the complaint and resolve the issue. If the complaint cannot be resolved, the student can formally submit a complaint with the Executive Director of Higher Education in writing to: Office of Higher Education, 450 Columbus Boulevard, Suite 707, Hartford, CT. 06103, by phone (860) 947-1816, or visit the website ct.gov/StudentComplaint.

Termination by School

The school reserves the right to terminate any student prior to course completion upon determination that the student is not complying with school conduct policies, failure to make any financial payments, unsatisfactory academic progress, or insufficient attendance. A student who has been dismissed for unsatisfactory conduct may be considered for readmission at the discretion of the school administration according to the Appeal and Reinstatement policies found in the catalog. Students may also file official complaints according to the procedures described in the catalog Complaint Policy. Tuition charges in cases of termination will be made in accordance with the school's cancellation and refund policy.

Withdrawal by Student

A student may voluntarily withdraw from the program and should notify the CEC verbally or in writing. Please refer to refund policy. Appropriate transcripts will be provided. Withdrawal date will be noted as the last date the student attended class.

Appeal and Reinstatement

The Director of Education will provide students the opportunity to discuss removal from participation in the Training Program. If a student offers information that could potentially reverse the removal decision, the information will be accepted and given due consideration by the Director of Education. If the student does not receive satisfaction at this level, a formal appeal by the student may be made to the Education Committee of the Construction Education Center, Inc. If the complaint cannot be resolved, the student can formally submit a complaint to the Office of Higher Education, in writing to 450 Columbus Boulevard, Suite 707, Hartford, CT. 06103, by phone (860) 947-1816, or visit the website ct.gov/StudentComplaint.

Refund Policy

If you cancel for any reason, notifying the Director of Education within three (3) days after the Agreement is signed and accepted prior to beginning classes, all monies paid, besides the registration fee will be refunded. Otherwise, tuition will be refunded less \$250.00 up through two weeks prior to the first class date. Cancellations after this time will not be refunded. Cost of books, OSHA 30, and EPA certification (EPA certification is exclusive to HVAC) will not be refunded. Monies will be refunded within forty-five days of notice of cancellation.

Course Costs

All tuition rates include a non-refundable \$250 registration fee.

Tuition for Electrical, HVAC, and Plumbing is \$2,675 per year*

Tuition for Carpentry is \$2,375 per year*

Tuition for Sheet Metal is \$2,525 per year*

**If employed by a CT ABC member company, please see the Director of Education.*

Books vary per level and are dependent on publisher prices. Typically books in year 1 can be up to \$350. Books after that range between \$125-\$200.

- OSHA 30 is \$180. If student does not complete OSHA 30, they have to sign up for it again at an additional cost.
- EPA certification is \$200. If a student does not complete EPA certification and would like to sign up for it again, they may do so at an additional cost.

Prices are subject to change.

Methods of Payment

All methods of payment (cash, credit/debit card, check, certified check) are accepted. If paying cash, the amount must be the exact amount found on the Enrollment Agreement. Payment is due in full upon enrollment unless otherwise agreed to by the Director of Education.

SCHOOL STAFF

Contact us to schedule your admissions tour!



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Linda Richard
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