



ABC GREATER TENNESSEE  
**CONSTRUCTION  
TRADES ACADEMY**

**2023.24 Returning Student Enrollment Application**

**\*\*\*\*\*Applications and Payments are due 08/16/2023\*\*\*\*\***

**PLEASE TYPE or PRINT INFORMATION CLEARLY IN INK**

**Please check the appropriate craft discipline:**

- Electrical
- Carpentry
- Plumbing
- HVAC

**Check the appropriate level you are applying for:**

- 2<sup>nd</sup> year
- 3<sup>rd</sup> year
- 4<sup>th</sup> year

**Student Information**

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

## **2023-2024 Tuition**

ABC Member Company Tuition	\$2100 (includes books/materials)
Non-Member Tuition	\$2600 (includes books/materials)
Late Registration Fee	<b>\$125 (added to all applications after 08/16/2023 deadline)</b>

## **2023-2024 Refunds**

Withdrawal prior to beginning of school year	100%
Withdrawal within first month of class	50%
Withdrawal within second month of class	25%
Withdrawal after second month of class	No refunds

- *Withdrawal from the program means voluntary removal of a student from the program by the student or employer. This does not include students who are failing class, excessive absences or removal for other disciplinary purposes.*
- *There will be no refund of late fees under any circumstances.*

### *Class Start Time*

Classes begin promptly at 4:00 pm. Students must be in class and prepared by 4:00 pm or they will be noted as late. Students who are recorded late three (3) times will receive one absence.

### *Absences*

Class attendance and participation is a critical component to our training; therefore, the Department of Labor (DOL) clearly requires 144 class hours for students, so attendance is necessary. Our craft training program is teaching vital information necessary to perform work in the field and keep students safe. Excuses related to work are not accepted under any circumstance.

- A student missing three (3) classes will have their employer notified.
- A student missing four (4) classes will have their employer notified and be required to meet with an ABC Craft Committee/staff member.
- A student missing five (5) classes will be immediately expelled from the program without refund and their employer notified. A student may then be eligible to reenroll the following year.

### *Testing.*

Students are expected to be prepared and take tests on time, and students are required to pass a test module before continuing to the next module. A student who fails a module or misses a test will be given two opportunities to retest that module at a time decided by the course instructor. A third attempt will result in a \$25 fee. The fee must be paid in advance to Michele Correnti or ABC staff. Failure of this final test will result in a failure in that module and the student will be removed from the program for the remainder of the year without refund.

### *Grading*

ABC Craft Training uses the following grading system.

100-93	A
92-85	B
84-78	C
77-70	D
Below 70	F

### *On The Job Training (OJT)*

Students must complete 2,000 hours of on-the-job training (with their primary employer) to accompany the 144 classroom hours to advance in the craft training program. Employers are required to track the on-the-job training hours and file them accordingly with the DOL if the student wishes to receive full DOL recognition. Students who change jobs must alert ABC staff and instructors about the change. Students seeking employment may speak with ABC Staff and instructors about possible placement services.

For the application to be complete, signatures are required from the student and company representative. All applications and payments must be received by August 16, 2023. Late applications are subject to an additional \$125 fee and are not guaranteed a spot in the craft training program.

**COMPANY INFORMATION (to be completed by the employer)**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Primary Contact \_\_\_\_\_

Primary Work Phone \_\_\_\_\_

Direct Work Phone \_\_\_\_\_

Work Contact Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Payment Commitment**

**The employer listed will be responsible for tuition and other fees**  
\_\_\_\_\_ (initials of company representative)

**The applicant/student will be responsible for tuition and other fees**  
\_\_\_\_\_ (initials of applicant/student)

**Company Representative Signature**

By signing this application, I acknowledge the tuition and policies listed above. Also, by signing this application on behalf of the company listed you are endorsing the student applicant and their participation in the ABC Craft Training Program. Further, you are agreeing to enable the student to attend classes and satisfactorily complete the program.

Company \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Applicant Signature**

By signing this application, I acknowledge the tuition and policies listed above.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Application Submission**

Applications may be dropped-off or mailed.

Applications and payment must be received by August 16, 2023.

Associated Builders and Contractors – Greater TN Chapter

Attn: Michele Correnti

560 Royal Parkway

Nashville, TN 37214

Fax: 615-399-7528

Questions: Contact Michele Correnti at (615) 399-8323 or mcorrenti@abctennessee.com