



Catalog of Training

Carpentry/Building Trades Training

Career Development and Placement Strategies, Inc.

12200 Fairhill Boulevard

Cleveland, Ohio 44120

216-881-5866

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Introduction – This Catalog provides information concerning the training program of Career Development and Placement Strategies (CDPS) during the 2020 to 2021 academic year. This Catalog should not be construed as the basis of an offer or contract between CDPS and any present or prospective student. CDPS has the right to amend, add or delete any information in this Catalog, including any program or regulation. New courses as well as course changes are included in the edition of the catalog.

CDPS’s Non-discrimination Policy – CDPS is an Equal Opportunity Educational and Employment Institution. There shall be no unlawful discrimination based on race, color, creed, gender, disability, national origin, age, religion or sexual orientation in education, employment, admissions, or in services provided by CDPS. These prohibitions include harassment based on race, color, creed, gender, disability, national origin, age, religion and sexual orientation. They apply to all CDPS faculty, contract professionals, staff and students. Nothing herein prohibits consideration, to the extent permitted by law, of any of the aforementioned characteristics in admissions or employment for the purpose of achieving diversity.

About CDPS – Incorporated in 2009 as a 501 (c)(3) organization focusing on workforce development, CDPS provides quality training to help individuals develop skills and industry-recognized certifications combined with training in career planning and job search strategies to expand employment opportunities.

Contact Us

- Email Address: carpentrycareers@risingabove-oh.org
- Mailing Address/Location:
 - 12200 Fairhill Boulevard
 - Cleveland, Ohio 44120
- Website – www.cdps4u.org
- Phone Number – 216-881-5866

Hours of Operation – 8:00 A.M to 4:30 P.M. Monday through Friday

Recognized Holidays for Students:

<i>New Year’s Eve</i>	<i>New Year’s Day</i>
<i>Martin Luther King Jr. Day</i>	<i>Memorial Day</i>
<i>Independence Day</i>	<i>Labor Day</i>
<i>Veteran’s Day</i>	<i>Thanksgiving Day</i>
<i>Day After Thanksgiving</i>	<i>Christmas Eve</i>
<i>Christmas Day</i>	

Governing Board of Directors:

Ron Jones, President Copious Technologies LLC
Sam DeShazor, Deputy Mayor/Director of Economic Development City of Akron
Bob Lanier, President Black Pages Ohio
Robert Dejournette, VP Akron Chamber of Commerce
Dennis Roberts, Director of Programs Cuyahoga Land Reutilization Corporation
Darrell McNair, President MVP Plastics

Advisory Board:

Tommy Farmer, President Car TeCorp Construction Management
Claude Carson, President Alpha Omega Construction
Al Harrison, President, Al's Home Repair
Mitch Dadante, VP Cleveland Construction Company

List of Faculty and Administrators with Qualifications:

Name	Title	Qualifications
Maurice Stevens	President & CEO/Founder of Career Development and Placement Strategies and Expert Reclaim, LLC.	BBA from Kent State University with extensive background in workforce development, economic development, consulting/publishing, business startups, construction management and public works projects.
Paul Magnus	Director of Programs Career Development and Placement Strategies.	BA in Business Management/Marketing from University of St. Thomas, St. Paul Minnesota with extensive experience in workforce development and program design/development.
Valerie Evans	Case Manager/Success Coach Career Development and Placement Strategies	Accomplished Executive Assistant offering 15 + years of experience reporting to top Executives/Presidents/Staff Sergeants/Commanders/Superintendents Experienced Workforce Development for individuals facing employment barriers. Consummate dedicated professional. Prepares well-researched and accurate documents. Excellent written and verbal communication skills, applied knowledge of Power point, MS Word, Excel, and QuickBooks.
Howard Justice	Instructor	Certified Master Trainer through the National Construction Center for Education and Research (NCCER)
Andre Morrison	Instructor	Certified Master Trainer through the National Construction Center for Education and Research

		(NCCER)
Mark Chapplear	Instructor	Certified Master Trainer through the National Construction Center for Education and Research (NCCER)
Terrence Luke	Instructor	Certified Journeyman Drywall Installer certified through the National Construction Center for Education and Research (NCCER)

Administrative Staff and Instructor Hours – Staff is available through an open-door policy during regular business hours (9:00 A.M. to 4:00 P.M.). Students may also elect to make an appointment. In addition to office hours the case manager/success coach makes periodic visits to the training site to discuss student progress if student is on academic probation.

Mission Statement – To provide workforce and career development training to enhance personal management skills while promoting economic stability and self-sufficiency

Vision Statement – To improve equality of life by igniting one of the largest economically disadvantaged-led movements for social responsibility.

Statement of Values – Our purpose is to expand equality and sustainability through programming dedicated to the following values:

Integrity – We conduct services with values and honesty;

Caring – We are committed to meet the needs of others;

Responsibility – We do competently what is supposed to be done, when it is supposed to be done;

Respect – We treat people with dignity and fairness;

Quality – We take pride in the pursuit of excellence.

Carpentry/Building Trades, Course Description –

Goals and Objectives:

Goal # 1 – To help under-resourced communities take steps towards self-sufficiency by reducing the skills gap.

Objectives

- Offer experiential based skills training in construction and building maintenance leading to industry recognized stackable certifications
- Implement Core Construction Craft training with certification by The National Center for Construction Education and Research (NCCER)
- Integrate Core Construction Craft Training modules with soft skills training, case management and job placement

Goal # 2 – To develop partnerships that promote long-term sustainable communities through collaboration.

Objectives

- Align training opportunities with CDPS Rising Above Program to connect students with career pathways
- Provide employers with a source of untapped talent and align placement with workforce partners
- Expand opportunities to engage entry-level participants as certified training creates opening to backfill with individuals beginning a career track to the trades

Goal # 3 – To ensure students and participants as well as future generations are less dependent on public support in reaching life goals.

Objectives

- Expand the labor force participation by building upon the general skills needed for residential upkeep to include Certified Construction Craft Training
- Partner with NCCER to maintain updated standardized training leading to credentials in demand sectors
- Expand the skilled workforce in Cuyahoga County through skills that are transferrable to other occupations through entrepreneurial pursuits as well as employment at institutions such as hospital facilities

Description of Training Modules

Carpentry Building Trades Training (Construction Technology Courses) – Modules (12 weeks of 24 hours per week) are designed to introduce students to the core group of skills in drywall framing, material selection and handling, drywall construction and finishing the purpose of our core programming is to combine certified trades instruction with employability training to help train individuals needed for entry to mid-level jobs in the construction trades.

The employability training is contextual, providing a basis for understanding the importance of soft skills and how it effects to work of all team members at a worksite. CDPS’s unique training combines this work- related skills training with skill training in carpentry and building maintenance to help students stand out among other job applicants. Graduates of this training will learn to carry out tasks with accuracy, efficiency and completeness. Instructors explain the steps, demonstrate the tasks and coach the students throughout the process.

Training Modules Descriptions – The following details the training hours, course and anticipated outcomes of the training:

- **Basic Safety (12.5 Hours)** – (Module ID 00101-15) Presents basic jobsite safety information to prepare workers for the construction environment. Describes the common causes of workplace incidents and accidents and how to avoid them. Introduces common PPE, including equipment required for work at height, and its proper use. Information related to safety in several specific environments, including welding areas and confined spaces, is also provided. Training complies with OSHA standards and includes safely working around hazardous materials such as asbestos and lead .
- **Basic Communication Skills (7.5 Hours)** – (Module ID 00107-15) Provides good techniques for effective communication on the job. Includes examples that emphasize the importance of both written and verbal communication skills. Describes the importance of reading skills in the construction industry and covers proper techniques to use in a variety of different written communication formats.
- **Introduction to Construction Math (10 Hours)** – (Module ID 00102-15) Reviews basic math skills related to the construction trades and demonstrates how they apply to the trades. Covers multiple systems of measurement, decimals, fractions, and basic geometry.
- **Introduction to Hand Tools (10 Hours)** – (Module ID 00103-15) Introduces common hand tools used in a variety of construction crafts. Identifies tools and how to safely use them. Proper hand tool maintenance is also presented.
- **Introduction to Power Tools (10 Hours)** – (Module ID 00104-15) Identifies and describes the operation of many power tools common in the construction environment. Provides instruction on proper use, as well as on safe-handling guidelines and basic maintenance.
- **Introduction to Construction Drawings (10 Hours)** – (Module ID 00105-15) Introduces the basic elements of construction drawings. The common components of drawings are presented, as well as the most common drawing types. The use of drawing scales and how to measure drawings is also covered.
- **Introduction to Basic Rigging (7.5 Elective Hours)** – (Module ID 00106-15) Provides basic information related to rigging and rigging hardware, such as slings, rigging hitches, and hoists. Emphasizes safe working habits in the vicinity of rigging operations.
- **Introduction to Material Handling (5 Hours)** – (Module ID 00109-15) Describes the hazards associated with handling materials and provides techniques to avoid both injury and property damage. Common material-handling equipment is also introduced.

Carpentry Training (Drywall Courses)

- **Orientation to the Trade (5 Hours)** – Reviews the history of the trade, shows examples of the work involved, describes the program, identifies career opportunities for construction workers, and lists the responsibilities and characteristics a worker should possess including.
- **Construction Materials and Methods (25 Hours)** – Gives the trainees an overview of the materials and techniques used in building and finishing residential and commercial

buildings, including wood- and steel-framed structures, masonry construction, and concrete-formed structures.

- **Thermal and Moisture Protection (7.5 Hours)** – Covers the selection and installation of various types of insulating materials in walls, floors, and attics. Also covers the uses and installation practices for vapor barriers and waterproofing materials.
- **Drywall Installation (25 Hours)** – Describes the various types of gypsum drywall, their uses, and the fastening devices and methods used to install them. Contains detailed instructions for installing drywall on walls and ceilings using nails, drywall screws, and adhesives. Also covers fire- and sound-rated walls.
- **Drywall Finishing (25 Hours)** – Covers the materials, tools, and methods used to finish and patch gypsum drywall. Includes coverage of both automatic and manual taping tools.

Carpentry Training Modules (Painting)

- **Careers in the Painting Trade (4 hours)** – Presents a brief history of the painting trade. Covers career opportunities, from apprenticeship/helper to managerial/ business-related work. Describes the characteristics of the successful tradesperson, including productivity, appearance, personal hygiene, and dependability.
- **Safety (10 Hours)** – Provides a comprehensive overview of the safety and precautions for working on construction sites with a focus on the painting trade including lead paint awareness and abatement . Covers methods of rigging and care of ladders, scaffolds, swing devices, and other equipment.
- **Ladders, Scaffolds, Lifts, and Fall Protection (10 Hours)** – Covers methods of erecting, using and maintaining ladders, scaffolds, and lifts. Discusses fall protection equipment and safety practices used when working on ladders, scaffolds, and lifts.
- **Identifying Surface/Substrate Materials and Conditions (5 Hours)** – Covers how to identify types of surfaces used in construction including wood, metal, masonry/concrete, plaster/drywall and synthetic substrates. Also discusses how to identify new, aged, or previously coated surface conditions of substrates and coatings.
- **Protecting Adjacent Surfaces (5 Hours)** – Covers the tools, materials, and methods used for protecting adjacent surfaces and areas prior to surface preparation, paint spraying, etc.
- **Basic Surface Preparation (15 Hours)** – Covers the tools, materials, and methods used for cleaning, repairing, and penetrating surfaces/substrates in preparation for coating. Describes basic methods used for surface preparation of wood, metal, plaster/drywall, cementitious, and synthetic surfaces/substrates.
- **Sealants and Repair/Fillers (5 Hours)** – Describes the characteristics of commonly used types of sealants and fillers. Covers guidelines for selecting sealants/ fillers and the tools and methods used for applying them on commonly used construction substrates.
- **Introduction to Paints and Coatings (10 Hours)** – Describes the basic ingredients and film-forming processes common to all paints and coatings. Covers paint systems and functional categories of paints and coatings. Emphasizes water-based alkyd paints and coatings.

- **Brushing and Rolling Paints and Coatings 15 Hours)** – Covers the types and selection of brushes, rollers, pads, mitts, and related accessories used for applying paints and coatings. Covers techniques used for brushing and rolling paints and coatings on interior and exterior surfaces. Also describes maintenance and storage methods for brushes and rollers.

Building Maintenance Modules

- **Level One Electrical Safety and Residential Services (25 Hours)** – Covers safety, basic safety codes and various types of residential services. Basic wiring of switches and fixtures is covered.
- **Level One Plumbing (12 Hours)** – Covers the residential and commercial drains, pipes and fixtures. Includes leveling to ensure proper drainage and leak proof installations of fixtures and venting.

Employability Training Module

- **Basic Employability Skills (12 Hours)** – (Module ID 00108-15) Describes the opportunities offered by the construction trades. Discusses critical thinking and essential problem-solving skills for the construction industry. Also identifies and discusses positive social skills and their value in the workplace. Students learn how to build a competency-based resume based on their new skill sets developed during the construction trades training. Training includes an explanation of Drug Workforce Policies required by construction and workplace environments.

Listing of Accreditations – The training, curriculum, exercises, performance tasks are provided under subscription from NCCER sponsorship in partnership with the Associated Builders and Contractors (ABC) of Northern Ohio.

Competitive Advantage – CDPS takes an integrated approach to workforce development that aligns career development with core training in construction trades, job search and placement. Our partnership with NCCER provides us with a stackable, industry recognized certification. Our affiliation with ABC provides training and certification for our instructors. This helps connect current opportunities with long-term career pathways in the high-demand construction and carpentry fields. These skills are in demand for a variety of businesses and institutions.

Upon successful completion some individuals may elect to work independently in the “Gig Economy.” In such cases, they will be offered further training in how to work under contract to start new pathways to self-employment including referral to resources for small businesses.

Admission/Entrance Requirements:

Enrollment Process Overview – CDPS’s program is oriented to adult learners. CDPS is open to all applicants without discrimination on basis of race, religion, age, national origin, gender or sexual orientation.

Note: To be admitted, the student must be 18 years of age with a high school diploma or its equivalent*, as well as a signed enrollment agreement.

Entrance/Program Requirements:

- 18 years of age or older
- Ability to read and write English fluently at a 6th grade level
- Must have a cell phone for means of communication
- Must have reliable transportation
- Must be self-motivated and willing to work as a team

Academic Advising – Student must meet with a Case Manager/Success Coach who will explain and guide the student through the entire enrollment process, answer any questions and address any concerns the student may have. At this time, program specifics will be discussed with the student. The Case Manager/ Success Coach program support while enrolled in the program including helping the student access additional services where needed.

Admission Process:

- Complete application
- Complete new student questionnaire
- Student will provide necessary documents – i.e. driver’s license, government or state ID and Social Security Card
- Complete enrollment agreement outlining the terms of enrollment

Financial Information – The following details the program cost, fee structure and which is established on a per-person basis:

Vocational Program Cost:

Training Program Tuition	Total Program Cost*
Carpentry/Building Trades Training	\$7,225.00

***Tuition – Includes all the training costs and the following fees:**

- Registration Fee - \$125.00 to cover the cost of pre-training assessment, background check and drug test.
- Student Support Fees Program Fee –\$500.00, safety equipment and tools

- Book Fees: \$100.00

Tuition Re-imbursement Schedule and Compliance Statement

Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

- If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code, section 3332-1-10.1. There is one (1) academic term for this program that is 288 clock hours in length. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.
- Career Development and Placement Strategies shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Refund Policy – If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code, section 3332-1-10.1. There is one (1) academic term for this program that is 288 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

- A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.

- A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student’s attendance or participation in an academic school activity.

Academic Calendar and Course Schedules – Certificate seeking students have a rolling admission will new 12- week schedules starting the following week after each completion of the 12-week session. Enrollment deadline is the Thursday proceeding the beginning of classes which run from Monday through Thursday except for federal holidays as noted in the schedule. The Construction Trades Certificate Program’s weekly class schedule for the 2020 academic year are as follows:

Week 1	Monday, March 23, 2020 through Thursday, March 26, 2020
Week 2	Monday, March 30, 2020 through Thursday, April 2, 2020
Week 3	Monday, April 6, 2020 through Thursday, April 9, 2020
Week 4	Monday, April 13, 2020 through Thursday, April 16, 2020
Week 5	Monday, April 20, 2020 through Thursday, April 23, 2020
Week 6	Monday, April 27, 2020 through Thursday, April 30, 2020
Week 7	Monday, May 4, 2020 through Thursday, May 7, 2020
Week 8	Monday, May 11, 2020 through Thursday, May 14, 2020
Week 9	Monday, May 18, 2020 through Thursday, May 21, 2020
Holiday	Monday, May 25, 2020 – No Classes due to Memorial Day Holiday
Week 10	Tuesday, May 26, 2020 through Friday, May 29, 2020
Week 11	Monday, June 1, 2020 through Thursday, June 4, 2020
Week 12	Monday June 8, 2020 through Thursday, June 11, 2020
Week 1	Monday, June 22, 2020 through Thursday, June 25, 2020
Week 2	Monday, June 29, 2020 through Thursday, June 25, 2020
Week 3	Monday, June 29, 2020 through Thursday, July 2, 2020
Week 4	Monday, July 6, 2020 through Thursday, July 9, 2020
Week 5	Monday, July 13, 2020 through Thursday, July 16, 2020
Week 6	Monday, July 20, 2020 through Thursday, July 23, 2020
Week 7	Monday, July 27, 2020 through Thursday, July 30, 2020
Week 8	Monday, August 3, 2020 through Thursday, August 6, 2020
Week 9	Monday, August 10, 2020 through Thursday, August 13, 2020

Week 10 Monday, August 17, 2020 through Thursday 20, 2020
 Week 11 Monday, August 24, 2020 through Thursday,27, 2020
 Week 12 Monday, August 30, 2020 through Thursday, September 3, 2020

Week 1 Monday, September 14, 2020 through Thursday, September 17, 2020
 Week 2 Monday, September 21, 2020 through Thursday, September 24, 2020
 Week 3 Monday, September 28, 2020 through Thursday, October 1, 2020
 Week 4 Monday, October 5, 2020 through Thursday, October 8, 2020
 Week 5 Monday, October 12, 2020 through Thursday, October 15, 2020
 Week 6 Monday, October 19, 2020 through Thursday, October 22, 2020
 Week 7 Monday, October 26, 2020 through Thursday, October 29, 2020
 Week 8 Monday, November 2, 2020 through Thursday, November 5, 2020
Holiday Classes are closed in observance of Veteran’s Day, November 11, 2020
 Week 9 Monday, November 9, 2020 through Friday, November 13, 2020
 Week 10 Monday, November 16, 2020 through Thursday November 19, 2020
 Holiday Closed for Thanksgiving Holiday Week 11/23/2020 to 11/27/2020
 Week 11 Monday, November 30, 2020 through Thursday, December 3, 2020
 Week 12 Monday, December 7, 2020 through Thursday, December 10, 2020

Academic Policies & Procedures – Our goal is to ensure the academic success of all our students. The policies and procedures are implemented for the purpose of helping students meet their academic goal.

Grading Policy – Students are required to maintain an overall minimum passing grade of 70% or greater to remain in good academic standing. This will ensure a satisfactory understanding of their new profession. Students will receive their grades within seven (7) business days of the assignment submission, and within seven (7) business days of the course completion date.

Grade reports will include the date of assignment submission, date of exam completion, date of instructor assignment feedback and/or comments.

Grading Scale and Equivalents:

Equivalent	Grade Scale
Excellent	90% - 100%
Good	80% - 89%
Satisfactory	70% - 79%
Poor	60% - 69%
Failure	00% - 59%

Unsatisfactory Academic performance and Repeating and Module – If a student earns a score lower than 69% in any module, the student will be required to repeat that module and receive a grade of 70% or higher to continue with their program and be eligible for graduation.

Note: The cost of module must be paid in full prior to graduation.

Grade Appeal Policy – If a student believes a grade was incorrectly posted, the student may appeal for a review in writing to the Director of Academics. Appeals must be received within 30 days of receipt of the grade. The Director of Academics decision will be final, resulting no action (grade is deemed accurate) or a correction of the grade.

Academic Standing Policy – To remain in good academic standing, a student must:

- Maintain an academic satisfactory standing (70% or higher)
- Participate in each training module
- Complete and turn in assignments

Academic Probation Policy – If the student fails to meet any of the aforementioned conditions, the student will be placed on an academic probation track resulting in an intervention from the student’s Success Coach. The coach will work with the student to determine the best method to return the student to good academic standing.

If a student continues to make poor academic progress, the Success Coach will recommend the student be placed on academic probation which will be the last level of academic standing before dismissal is implemented. Students on academic probation will continue to receive support from their Success Coach to help bring them back to good academic standing. Students on academic progress and or probation may not participate in field activities.

Program Assignment Policy – To ensure that student adequately progress through the program in a timely manner, all students are required to complete weekly assignments (one per week) to remain in good academic standing. Consistent weekly assignments are designed to help students retain information.

Repeated failure to submit weekly assignments may result in disciplinary measures up to and including dismissal.

Number of Days Before Turning in an Assignment	Academic Standing
0 - 5	Good Academic Standing
6 - 15	In Progress
16 - 20	Academic Probation

Proctored Exams & Other Assessments: Exams are written with multiple choice questions in combination with graded performance tasks to demonstrate understanding and a level of skill and technique.

Exam Retake Policy – If a student receives a score of 69% or lower on any exam or assignment, the student will be given one (1) additional attempt to receive a score of 70% or higher to receive a satisfactory grade.

Program Completion Policy – CDPS requires students to progress through their program in a timely manner. Timely manner is defined as taking no more than one (1) additional week to complete program requirements. For example, three (3) month program must be completed in three (3) weeks plus one (1) week or 13 weeks.

Re-Enrollment – Students that exceed their program completion date, but do not request an extension within their contract termination will be required to re-enroll in order to complete their program.

Leave of Absence – Due to the length and demand on our program, a leave of absence is not formally offered. The Director of Programs, CEO and the instructor may accommodate a leave, allowing the student to make up time missed during the next 12-week session. Cases will be taken up on a case by case basis by following the steps outline in the

Student Dismissal/Suspension Policy – The dismissal policy will be in effect for students who:

1. Fail to adhere to CDPS's academic standing policy;
2. Fail to pay their tuition;
3. Fail to follow policies, procedures in the classroom or during field activities.

Re-Enrollment for Previously Dismissed and/or Suspended Students – Re-enrollment for a student that was dismissed by CDPS is evaluated and determined on a case-by-case basis. Stipulations for re-enrollment will be conveyed to the student at the time of dismissal.

Procedure for Seeking Reinstatement Upon Dismissal – The student must submit a petition for reinstatement to the Director of Training within five (5) business days of the date on the notice of dismissal. The Director of Training will present the petition to the Advisory Committee for review. Reinstatement will only be granted if the evidence indicates that the student was not guilty of the infraction that led to the dismissal. In the case of academic dismissal, the evidence suggests that the student has a substantial likelihood of academic success.

The petition should include a statement of any misunderstanding or circumstances that contributed to the dismissal and whether these circumstances have been resolved. In the case of academic dismissal, the petition may include any matter that supports the assessment of acceptable performance of the student.

Clock Hour Policy – The clock hour is based on an amount of time, level of work in which a student engages in both classroom and field activities leading to the intended learning outcome. This time is established and measured by CDPS faculty as evidence of student

achievement. A clock hour is defined as a 60-minute span of time. On a weekly basis, this is no less than twelve 24 hours of training time. 60% is devoted to instructional preparation and 40% of the time is dedicated to field study practice time to progress through the course material and demonstrate competency.

Graduation Requirements – To earn CDPS’s certificate of completion, a student must meet the following requirements:

- Completion of all program modules
- Students must maintain a grade point average of 70% or higher
- All financial obligations and balance must be paid in full
- **Graduation Ceremony** – CDPS has graduation dates every Friday throughout the program year for students that have completed their certificate program. Additional graduation information will be provided during the last check-in with success coach.

Career Services/Placement Assistance – CDPS provides job placement assistance after graduation. Additional employment and career information will be posted on the CDPS career service board. Graduates will also benefit from assistance with resume preparation, interview assistance, networking techniques, career advising and online application strategies targeting/cold calling.

Change of Contact Information – In the event a student moves or changes their primary residence, the student should complete a change of address or contact form.

Student Identification Numbers – Every student is assigned a student identification number. These numbers are used for administrative and identification purposes. Any student found to be abusing these numbers or falsifying their identity will be dismissed immediately and indefinitely.

Student Records & Privacy Policy – All student records are maintained for a period of five (5) years after final enrollment. CDPS policy regarding confidentiality complies with Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) To Student Health Records which affords certain right with respect to their educational records, as detailed in the following:

1. The right to inspect and review their educational records within forty-five (45) days from the day CDPS receives a request for access.
2. The right to request the amendment of their education records that they believe are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the requirements of FERPA.

At its discretion, CDPS may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as that information that would not generally be considered harmful or an invasion of privacy if disclosed. Students may withhold directory information by notifying CDPS in writing.

Note: Such withholding requests are binding for all information to all parties other than for those exceptions allowed under FERPA.

Code of Ethics/Academic Integrity – Students must conduct themselves in a professional manner and comply with all guidelines set forth in this or any other CDPS publication or any written or verbal notices given by staff members or trainers. Any student whose conduct violates the rules will be subject to disciplinary measures up to and including dismissal. Conduct deemed to be in violation of this policy is prohibited and will not be tolerated by CDPS. Retaliation, in any form, against the person raising such concern will also not be tolerated. Any student or applicant who has a question or concern regarding compliance with this policy may direct the question or concern to the President/CEO of CDPS.

Academic Honesty – It is essential that all students produce and submit work that is their own original work when completing coursework. Academic honesty can be violated by engaging in the following:

- Submitting another person's work
- Copying other students' answers
- Forging or altering documents of any kind

Dress Code

As part of the character-building process, it is our desire to prepare you for the workforce. Your appearance plays an important role in building professionalism. The dress code for this program daily is **Casual Attire**.

Keep in mind that part of your training will be outside the classroom and require safety gear to protect your eyes, head etc. You will be issued protective wear and it is your responsibility to keep track of the equipment issued.

Casual Attire includes the following:

- o Jeans
- o T-shirts
- o Sweatshirts
- o Tennis Shoes

In the event of an absence, please call 216 881 5866 and leave a message. You MUST call at least ONE HOUR PRIOR to class.

CLASSROOM BEHAVIOR

- Participation in all class activities including Guest Speakers and Site Visits is required and is a measurement of successful completion of this program.
- Students are expected to remain professional and respectful at all times. Use of profanity is neither professional nor respectful.
- Any gang related activity/behavior is grounds for **IMMEDIATE** dismissal from the program.
- Evidence of being under the influence of illegal drugs or alcohol will result in **IMMEDIATE** dismissal.
- Students are not permitted to use office/staff telephones without prior approval.
- Please make sure all cell phones are turned off or are in silent mode during class. All calls must be made during designated breaks.
- Verbal or physical abuse or fighting with students or staff will result in **IMMEDIATE** dismissal.

Complaint and Grievance Procedure – CDPS has established a grievance policy and procedure for all program participants receiving services from the agency. The purpose of a grievance procedure is to enable program applicants or participants enrolled in the Rising Above Program to raise program-related problems, concerns or complaints and to have the matter resolved through an informal or formal process. Upon registration, individuals sign a copy indicating they have received the procedure and are given a copy for their records.

Steps for Solving a Grievance or Concern

Informal Action

Contact your case manager or trainer in person or by phone at 330-752-7129 to address your concern. Many issues can be resolved by taking this informal step. If your concern or complaint cannot be resolved to your satisfaction through informal action, you have the right to file a formal action within (5) working days.

Formal Actions

1. Contact the Director of Programs at Career Development and Placement Strategies by putting your concern in writing and sending it to Career Development and Placement Strategies, 3631 Perkins Avenue , Suite 3CE Cleveland, Ohio 44114. The Director of Programs will arrange a meeting with you by phone or in person to discuss your concern or complaint within (5) working days. The Director of Programs will initiate an investigation with the parties and notify you of the results in writing within (10) working days of the receipt of the concern or complaint.
2. If your concern or complaint cannot be resolved to your satisfaction through informal action you have the right to file a for a ruling by the President/CEO of Career Development and Placement Strategies, who will respond in writing within (5) working days.
3. Upon receipt of the ruling by the President/CEO you may appeal the decision to the President of the Board of Trustees for Career Development and Placement Strategies, 3631 Perkins Street, Suite 3CE, Cleveland, Ohio 44114. The President of the Board of Trustees will have (5) working days to review the decision by the President/CEO and respond to you in writing with the agency's final decision.
4. Whether or not the problem or complaint has been resolved to his/her satisfaction by Career Development and Placement Services, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481 Columbus, Ohio, 43215, Phone 614-466-2752. Students outside the Columbus areas may call toll free at 877-275-4219.

GED Preparation Referral Assistance – If an individual does not have a high school or GED, they will be referred to an adult education program for assistance in completing their GED.

Accreditation – CDPS's certified Construction Training Program is approved and sanctioned by the Associated Builders and Contractors, Inc. of Northeast Ohio.