

Registration and Release Form

Important: Type or print legibly. Any inaccuracies on this form may be reflected on trainee, participant, or instructor transcripts, training, and assessment records.

Check one:	⋉ Trainee	Participant	☐ Instructor ☐	Performance Evaluator
Name:	•	, -	,	
SS#/NCCER C	and #.		(manushana athan than CC	# must be obtained from the Registry Department
Job Title: Stud				
Company Nan	ne: Washington Cou	nty Technical High School	(Electrical Construction) Secr	est
Company Add	ress: 50 W Oak Ri	dge Dr		
City: Hagerstown		State: MD		Zip: 21740
Phone: 301-76	6-8050	Fax:		E-mail: secrecha@wcps.k12.md.us
			fy information in my training mless NCCER for this verific	records to Sponsor Representative/ ation process.
Primary Admi	nistrator upon requ			ation process.
Primary Admi Signature:	nistrator upon requi			ation process. Date:
Primary Admi Signature:	nistrator upon requi	est. I release and hold har		ation process. Date:
Primary Admi Signature:	nistrator upon requi	est. I release and hold har		ation process. Date:
Primary Admi Signature: Parent/Guardia	nistrator upon requi	est. I release and hold har		ation process. Date:

NOTE: To be entered in NCCER's Automated National Registry, you must complete and sign this Registration and Release form. This form must either be forwarded by your ATS/AAC to NCCER's Registry Department, or the ATS/AAC may choose to maintain the Registration and Release forms locally and provide the Registry Department with a blanket release form letter. This letter must include the signature of the Sponsor Representative/Primary Administrator or other authorized officer of the ATS/AAC.

Reports containing trainee/participant information, including score sheets, training prescriptions, and transcripts, should **NOT** be distributed without properly documented release information from the trainee/participant.

Mail / fax to: NCCER - R

NCCER - Registry Department

3600 NW 43rd St, Bldg G • Gainesville, FL 32606 P 352.334.0911 ext. 114/116/117/118 • F 352.334.0929

Electrical Construction Rules and Regulations

Classroom Rules:

Rules provide a structure for the daily operation in the classroom. These rules model personnel expectation in many businesses. Safety will be enforced at all times!!

Classroom Procedures:

Be on time!

Students are to use the restroom and water fountain before class begins. Restroom privileges are during break unless there is an emergency.

Flagrant tardiness (in excess of 3 per term) will result in before school detention.

Standard oral and written business English is to be used in the classroom and related activities.

Foul language will not be tolerated.

The teacher will dismiss the students, not the bell.

No electronic equipment is permitted in the classroom unless specified by the instructor.

Food and drink is permitted in the classroom area as long as this does not become a distraction/safety issue.

Students are to treat the work area, tools, and materials in a workman-like manner.

Respect others in the classroom at all times.

Dress Code:

Safety glasses are to be worn at all times when working in the classroom.

No pants are to be worn where the pant legs are dragging on the floor. This causes a safety hazard and will not be tolerated.

Pants are to be worn at waist height.

No school inappropriate insignias or pictures will be worn on shirts.

No cut-off sleeved shirts are permitted.

No long necklaces are to be worn. This causes a safety hazard when working with power tools.

No sandals and/or "no back" shoes are to be worn. This causes a safety hazard and will not be tolerated.

Students are to look professional at all times.

Parent/Guardian's Signature:	Date:
Student Signature:	Date:
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Electrical Construction

Grading Procedure

Electrical Construction students earn grades as follows:

Marking Period Grade:

The student's grade will be calculated by dividing the total points earned throughout the marking period by the total points possible throughout the marking period, multiplied by 100.

Graded Categories:

Students will receive grades in the following areas: Exams, Projects, Homework/Classwork, Warmups, Out-of-Class Work, and Professionalism. Warmup and Professionalism grades are earned weekly.

Professionalism Grades:

	Points
Safety	10
Attendance	8
Effort	8
Participation	6
Taking orders	4
Clean up	4
<u>Total</u>	40

Professionalism grade will be entered as a weekly grade.

At the conclusion of your training experience in Electrical Construction, you will receive an employability profile which will reflect your job entry skill competence. This profile will be of use to you in deciding which job you are most suited. It will be useful to employers as it will convey the job skills in which you are most proficient.

I have read the above and understand the grading procedures.		
Student's Signature	Date	

Electrical Construction Program -- Tool List

This is a list of tools that are helpful to the electrician. The tools listed here ARE NOT a requirement but would be helpful to your student as we progress through the class.

Tools:

- Wire Strippers
- 9" Plyers
- Side Cutters
- Straight Screw Driver
- Phillips Screw Driver
- Tool Pouch
- Crimping Tool
- Needle Nose Plyers
- Straight-clawed Hammer
- Tape Measure
- Black Markers
- Black electrical tape
- Cordless Drill

Required:

- Safety glasses
- Work boots
- Hard hat
- Long pants (shorts are not acceptable)
- Large 3-ring Binder
- Pens and Pencils

UTILITY KNIVES WILL BE PROVIDED TO STUDENTS, AS NEEDED. DO NOT BRING A KNIVE TO SCHOOL



the WCSTF House Project

TO:

Washington County Technical High School

Principal's Sign	ature:	
Instructor's Sig	nature:	_ Date:
Student's Signa	ture:	Date:
Parent/Guardia	an's Signature:	Date:
	aughter has permission to ride the Washington County Boato and from the construction site.	ard of Education approved
before your son construction pr	te, sign, date, and return this form to WCTHS. This form mondaughter will be permitted to participate in the house corojects off school grounds. check, and sign:	
numbers listed an emergency, Education and/ child to receive treatment providental or surgion	nat in case of an emergency, a good-faith effort will be made below. In the event that I am unable to be notified by real I hereby give my consent and authorization to the Washim or its administrators, teachers, agents, and chaperones or emergency medical care/treatment. I hereby grant the avided by a licensed healthcare provider, including x-ray exactal diagnosis, treatment or hospital care, to my child. I fur rage I/we have may be applied and further that reasonables may be incurred for my child.	asonable attempts in the case of ngton County Board of n my behalf and on behalf of my uthority to consent to medical amination, anesthetic, medical, ther authorize that any health
WCSTF House I indemnify the chaperones fro to indemnify th by way of limit	, has my permission to be trace. I hereby release, acquit, forever discharge, and age Washington County Board of Education and its administration any and all claims of any nature that might arise. I further washington County Board of Education from all damage ation, damages due to illness, injury, the cost of medical segence, delay, inconvenience, change in itinerary, or person	gree to hold harmless and to tors, teachers, agents, and her agree to hold harmless and es, by way of example and not ervices, property damage,
Washington Co clothing and sa WCBOE approv policies will be	hter will be participating in scheduled activities at the house output of the state of the the house output of the state of the state of the the the house of the	chool year. Appropriate ur son/daughter must ride ool behavioral guidelines and
RE: DATE:	Transportation To and From Project Site 2019-2020	

Parents/Guardians of WCTHS Students Receiving Instruction/On the Job Experience at



the WCSTF House Project

House Project

TO:

RE:

Washington County Technical High School

DATE:	2019-2020	
Washington Co clothing and sa training of OSH	hter will be participating in scheduled activities at the house ounty Student Trades Foundation, Inc. for the 2019-2020 so Ifety equipment will be required throughout the year. All so IA safety requirements necessary to work on the house pro ar OSHA approved safety equipment at all times while wor	chool year. Appropriate students will receive proper oject. All students will be
and agree to he administrators I further agree damages, by w	, has my permission to particion ob experience' at the WCSTF House Project. I hereby releaded harmless and to indemnify the Washington County Boar, teachers, agents, and chaperones from any and all claims to hold harmless and to indemnify the Washington County ay of example and not by way of limitation, damages due test, property damage, accident, negligence, delay, inconventisfaction.	se, acquit, forever discharge, and of Education and its of any nature that might arise. Board of Education from all to illness, injury, the cost of
I understand that in case of an emergency, a good-faith effort will be made to contact me at the numbers listed below. In the event that I am unable to be notified by reasonable attempts in the case of an emergency, I hereby give my consent and authorization to the Washington County Board of Education and/or its administrators, teachers, agents, and chaperones on my behalf and on behalf of my child to receive emergency medical care/treatment. I hereby grant the authority to consent to medical treatment provided by a licensed healthcare provider, including x-ray examination, anesthetic, medical, dental or surgical diagnosis, treatment or hospital care, to my child. I further authorize that any health insurance coverage I/we have may be applied and further that reasonable and necessary medical and/or other expenses may be incurred for my child.		
before your so	te, sign, date, and return this form to WCTHS. This form mon/daughter will be permitted to participate in the house corojects off school grounds.	
Please review,	check, and sign:	
My son/o	daughter has permission to work on the 2019-2020 Ho	ouse Project.
Parent/Guardia	an's Signature:	_ Date:
Student's Signa	ature:	_ Date:
Instructor's Sig	nature:	_ Date:
Principal's Sign	ature:	_ Date:
) West Oak Ridge	e Drive, Hagerstown MD 21740 P: 301-766-8050 F: 30	1-797-9743 www.wcps.k12.md.us

Parents/Guardians of WCTHS Students Receiving Instruction/On the Job Experience at