

Construction Trades Assessment Workbook

For Pierce County
Case Managers,
Career Counselors and Others

Please note: This assessment booklet has been designed for case managers and other staff serving youth and adults to assist in preparing your clients for apprenticeship in the building and construction trades.

The information in this book was correct as of the date it went to press. For more current information, please contact the programs and individuals listed herein. The information in this workbook is for information only and should not be considered legal advice. Anything in this workbook, including the interest inventory, assessment test, or assessment test answer key may be photocopied, but please credit Port JOBS.

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This workbook is based on the original handbook produced by the Office of Port JOBS with funding from the Seattle-King County Youth Opportunity System.

The Seattle-King County Youth Opportunity System is funded by a grant from the U.S. Department of Labor and coordinated by the Seattle-King County Workforce Development Council.

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WHAT IS APPRENTICESHIP?

Apprenticeship programs combine on-the-job training (OJT) with classroom instruction to train individuals to become skilled craftspeople. OJT is provided through paid work in the field on construction sites, supervised by trade's professionals. Classroom training provided by the program often takes place at local community and technical colleges. Most apprenticeships in the building and construction trades take three to five years to finish. After completing all the requirements, the apprentice "journeys out" and is then a journey-level craftsman.

Apprenticeship wages start at 35-70 percent of journey-level wage in each trade or \$10-16 per hour in the first year. Wages increase every six months as apprentices' progress through their apprenticeships.

In most programs, apprentices work on a job site during the day, and attend school a couple of nights each week. They generally follow the academic calendar, which means apprentices do not attend classes in the summer. This fits well with high work demand periods, allowing apprentices to work the longer summer hours common to many trades. Some programs run full time for just a few weeks during the year, usually during low periods of work in that particular trade.

In most trades, apprentices find work through the union's hiring hall. After the apprentice has been enrolled, he or she signs up at the hall according to that particular union's regulations. Contractors call in when they need labor and the dispatcher sends out the apprentices highest on the list. A single job can last a few hours, a few days, a few weeks, or even a few months. The work may be in Tacoma, or as far away as Olympia or even Seattle. When the apprentice is no longer needed for work, he or she goes back to the union hiring hall and puts his or her name on the available list again, and waits to be called up. Currently there is enough work in the central Puget Sound region that most apprentices are working regularly and spend little time "on the bench" waiting for work. In a few trades, the apprentice must go to worksites directly to find work, much like a regular job search.

At the local level, each apprenticeship program is administered by an apprenticeship training committee. Apprenticeship programs and their standards are developed by their training committees, and then approved by the Washington State Apprenticeship and Training Council. The entire apprenticeship system in this state is overseen by the Apprenticeship Section of the Washington State Department of Labor and Industries.

The following wage breakdown is taken from the Labor and Industries website and includes fringe benefits:

| <i>HOW DOES CONSTRUCTION WORK PAY?</i> | | | |
|---|---------------|-----------------|-------------------|
| Examples of Entry & Journey Level Wages (including benefit amount) & Length of Program * | | | |
| Trade | Starting Wage | Graduating Wage | Length of Program |
| Asbestos Abatement Worker | 18.43 | 34.36 | 4 years |
| Boilermakers | 38.86 | 47.47 | 3-4 years |
| Bricklayer & Marble Mason | 25.49 | 42.47 | 2-4 years |
| Carpenter | 25.26 | 41.27 | 4 years |
| Carpet & Soft Tile Layer | 20.71 | 33.06 | 3-4 years |
| Cement Mason | 26.92 | 42.26 | 3 years |
| Divers/Tenders (All Classifications) | | 85.75/44.22 | 4 years |
| Dredge Workers (All Classifications) | | 43.64 | 5 years |
| Drywall Finisher (Taper) | 26.84 | 41.14 | 2-4 years |
| Electrician (Inside) | 19.58 | 46.85 | 2-5 years |
| Telecommunication Tech | 15.56 | 28.29 | 2-5 years |
| Electrician (Lineman) | 32.03 | 49.64 | 2-5 years |
| Flagger (laborer) | | 29.68 | 2-3 years |
| Glazier Architectural/Glassworkers | 21.83 | 42.41 | 2-4 years |
| Heat, Frost, Asbestos Worker | 24.92 | 45.13 | 4 years |
| Ironworker | 27.48 | 46.25 | 3-4 years |
| Laborer | 23.86 | 34.36 | 2-3 years |
| Lathing, Acoustical, Drywall | 22.25 | 41.31 | 3 years |
| Millwright | 25.86 | 42.27 | 3-5 years |
| Operating Engineer | 31.28 | 43.39 | 4 years |
| Painter | 19.27 | 33.16 | 3-5 years |
| Piledriver | 25.38 | 41.47 | 2-4 years |
| Plasterer | 19.49 | 41.23 | 3-4 years |
| Plumber, Pipefitter | 25.67 | 49.87 | 4-5 years |
| Roofer | 21.05 | 35.04 | 2-3 years |
| Sheet Metal Worker | 21.91 | 49.97 | 3-5 years |
| Sprinkler Fitter | 21.90 | 53.24 | 5 years |
| Terrazzo Worker & Tile Setter | 24.00 | 40.33 | 2-4 years |
| Tile, Marble and Terrazzo Finisher | 23.34 | 34.16 | 2-4 years |
| Traffic Control Striper | 14.69 | 34.90 | 3-4 years |
| Tree Trimming (Power Lines) | 25.17 | 35.62 | 2 years |

**These Wage amounts are subject to change as often as every 6 months.*

COMMON REQUIREMENTS AMONG BUILDING AND CONSTRUCTION TRADES APPRENTICESHIP PROGRAMS

Valid driver's license

Most building and construction trade apprenticeship programs require a valid driver's license in order to apply. This is used for two reasons. First, an apprentice or journey level worker may be asked to drive the company car to pick up materials or run other errands during the work day. Second, working in the construction industry often takes place at many locations. Question 13 on the Construction Skills Assessment Test asks clients to indicate whether or not they have a valid license.

If your client has a suspended license, there are a range of resources available in the community to help. A list of those resources can be found at the end of this workbook. If your client has significant barriers to being licensed or relicensed, it may be appropriate to focus on a program that does not require a driver's license. The programs that do not require a license is the carpenters, painters, taper (drywall finishers) and roofers. Please check with each apprenticeship program before referring client to program.

Reliable transportation

As mentioned above, work in the building and construction trades takes place at many different locations. A skilled construction worker may work on a site in Tacoma one month, in Olympia the next month, and in Seattle the next. In some trades, a worker must carry heavy tools to and from work. For these reasons, reliable transportation is an important key to success in the trades. Although having access to a car to drive to work and school is not required for most apprenticeships, it is very helpful and highly recommended.

High School diploma or GED

Nearly every apprenticeship program requires a high school diploma or GED in order to apply. If your client is still in high school, there are programs for in-school youth such as ACE, Tacoma School District Construction Trades, Get Electrified, & Frame your Future that can help prepare them for a career in the trades. If your client is out of school but did not graduate, programs like Youth Building Tacoma or Tacoma Goodwill Industries-Youth Build will help prepare them for a career in the trades while they finish their GED.

English language

Most programs require applicants to be able to read, write, speak and understand English. Some applicants may be required to take an English comprehension test such as the Secondary Level English Proficiency test (SLEP). In the painters program, if the applicants pass all entry requirements but do not pass the SLEP, they may be provisionally indentured in the program, but

will be required to complete ESL training in addition to other training as part of their apprenticeship program.

18 years or older

Almost every apprenticeship program requires applicants to be 18 years of age or older. However, it is possible to apply for carpet & soft tile layers, drywall finishers (tapers), painters and carpenters at 17 years old, and to the caulkers, tile setters and bricklayers at 17½ years.

Good math skills

Different trades employ different skills, so each apprenticeship program requires different levels of math in order to enter. Some programs simply ask for basic math skills (addition, subtraction, multiplication, division, fractions, and decimals); others require the applicant to show proof that he or she took high school geometry or algebra. Some apprenticeship programs require that applicants score a minimum level on standardized tests such as ASSET in order to qualify.

Questions 3 through 8 on the Construction Skills Assessment Test are basic math questions to assess your client's math skills. If your client is not able to answer them correctly, then math tutoring may be helpful for them to apply and succeed in apprenticeship. Bates Technical College and Clover Park Technical College helps clients by providing trades-specific math tutoring.

Drug and alcohol screens

Construction work can be very dangerous, and safety is a high priority for all apprenticeship programs. Therefore all apprenticeship programs require a drug test as part of the application process. In addition, apprenticeship programs and many skilled trades' employers randomly screen workers for drugs and/or alcohol.

Criminal records

Unlike in many industries, a criminal record is generally not a barrier to entry and success in the building and construction trades. Most apprenticeship programs do not perform a criminal background check, and do not disqualify applicants because of criminal records. However, an apprentice or journey level worker may be barred from working for a specific employer or a particular job due to a criminal record. Usually, disqualification occurs only when the crime that was committed is applicable to the specific kind of work being done. Sometimes a construction worker with a criminal record will be able to work on a job, but not in particular physical areas of that job.

Most government employers and some shipyards will not hire workers with any kind of criminal record. In addition, employers who ordinarily do not screen for criminal records may be required to for projects they do on contract to government agencies. It should be noted that unlike most construction trades, marine electricians and trades in the maritime industry is highly restrictive for applicants with criminal records.

**SPECIFIC ENTRY REQUIREMENTS FOR BUILDING AND CONSTRUCTION
TRADES APPRENTICESHIP PROGRAMS**

Lower Entry Requirements

| Trade | Valid driver's license &/or own transportation | High school diploma or GED/with transcripts | Physical exam/able to do work | Knowledge of basic math | Entry exam/apptitude testing | Pre-apprenticeship/safety | Committee interview (oral exam) | Proof of residency in JATC region | Other |
|--------------------------------|--|---|-------------------------------|-------------------------|------------------------------|---------------------------|---------------------------------|-----------------------------------|--|
| Boilermakers | | X | | Pass 70% or better | | | X | | Drug & Alcohol tests annually & pass; 18 yrs old with birth certificate; Letters of Recommendation |
| Carpet, soft tile layers | X | X | X | | | | | | 17 yrs old; Read, write and speak English |
| Caulkers | X | X | X | X | | X | X | | Must be able to work at heights; May apply at 17 |
| Cement Masons | X | X | X | | | X | X | | Drug screening required; May apply at 17 |
| Drywall finishers (tapers) | | X | X | | X | | | | 18 yrs old with birth certificate; pass a basic math and reading test; not afraid of heights |
| Glaziers | X | X | X | | | | | | 18 yrs old; Read, write and speak English |
| Heat, frost & asbestos workers | X | X | X | X | | | X | X | Physician's statement of health & birth certificate required; 18 yrs old |
| Painters | X | X | X | | | | | | May apply at 17 |
| Tree Trimmer (powerline) | X | X | X | X | | | | | Pass CDL physical requirements |
| Plasterers | X | X | X | | | 6 mo. | | | |
| Roofers | X | | X | | | | | | I-9 documentation |

**SPECIFIC ENTRY REQUIREMENTS FOR BUILDING AND CONSTRUCTION
TRADES APPRENTICESHIP PROGRAMS**

Medium Entry Requirements

| Trade | Valid driver's license &/or own transportation | High school diploma or GED/with transcripts | Physical exam/able to do work | Knowledge of basic math | Entry exam/apptitude testing | Pre-apprenticeship/safety orientation | Committee interview (oral exam) | Proof of residency in JATC region | Other |
|---------------------|--|---|-------------------------------|-------------------------|------------------------------|---------------------------------------|---------------------------------|-----------------------------------|---|
| Boilermakers | X | X | | 70% or higher | | X | X | | Letters of recommendation; 18 yrs old with birth certificate; annual drug & alcohol testing |
| Drywall (LADS) | | | X | X | X | | | | 18 yrs old with birth certificate; pass basic math and reading test; not afraid of heights |
| Ironworkers | X | X | X | | X | X | X | X | Must show automobile registration |
| Laborers | | 10 th grade education | X | | | Successful completion | | | 18 yrs old with birth certificate; pass a drug test |
| Millwrights | X | X | X | Math &/or Physics | X | X | X | | 17 yrs old with birth certificate |
| Piledrivers | X | | X | ASSET test | | X | | X | Have own tools at time of placement; Photo ID; eligible to work good faith (indentured) |
| Sheet Metal Workers | X | X | X | X | | | X | | Recommend algebra, geometry, metal shop, wood shop |
| Tilesetters | | X | X | X | SLEP test | Successful completion 12 weeks | | | May apply at 17 $\frac{1}{2}$; Read, write and speak English |

**SPECIFIC ENTRY REQUIREMENTS FOR BUILDING AND CONSTRUCTION
TRADES APPRENTICESHIP PROGRAMS**

Higher Entry Requirements

| Trade | Valid driver's license &/or own transportation | High school diploma or GED | Physical exam/able to do work | Knowledge of basic math | Entry exam/aptitude testing | Pre-apprenticeship/safety orientation | Committee interview (oral exam) | Proof of residency in JATC region | Other |
|--|--|----------------------------|-------------------------------|------------------------------------|-----------------------------|--|---------------------------------|-----------------------------------|--|
| Bricklayers | | X | X | X | SLEP test | Successful Completion of 12 week class | | | May apply at 17 $\frac{1}{2}$; Read, write and speak English |
| Carpenter | X | | X | X | ASSET test | 3 day | | X | Have own tools; Photo ID; May apply at 17; access to dependable transportation between job sites |
| Electricians (residential or construction) | X | GED (250 or better) | X | | NJATC test | | X | X | 1 yr HS Algebra or 1-qtr College Algebra, C- or better. |
| Marine Electricians | X | GED (250 or better) | X | | NJATC test | | X | X | 1 yr HS Algebra or 1-qtr College Algebra, C- or better. |
| Electrical lineworkers | X | X | | X | X | X | X | | U.S. Citizenship; WA State DL; completed beginning or pre-algebra |
| Operating Engineers | X | X | X | X | CASAS test | X | X | | WA State DL |
| Plumbers | X | X | X | 1 yr algebra & 1 yr plane geometry | STAB S61R | | | X | 18yrs old with proof of birth certificate |
| Sprinkler Fitter | X | X | X | | | | X | | Transcripts/GED test results; DL |

THE CONSTRUCTION WORK ENVIRONMENT

For people skilled with their hands or those who love seeing their work as a finished product construction trades can be rewarding. They pay well enough to support a family and offer good benefits. However, there are a few things a person should know before starting an apprenticeship.

Work in the construction trades can be physically demanding. Workers often carry heavy loads, lift and move machinery, climb ladders, work at great heights, crawl on their knees, squeeze into tight spaces, and walk across slippery or unstable surfaces. Most trades involve the use of tools and machinery that can cause serious and even fatal injuries when not properly operated.

Working outdoors can be unpleasant at times; unsheltered work sites will be hot in the summer sun, cold and wet at other times of the year. Indoors, workers may be exposed to sweltering heat, dampness or cold. Trades workers need to invest in clothing that protects them from the elements, and keeps them comfortable in a variety of conditions.

Some outdoor work, such as painting, cannot be done when the weather is too cold or too wet. Workers in weather sensitive trades can expect periods of unemployment in the winter. During the summer months many outdoor trades take advantage of the extended daylight hours. Shifts during these times can run up to 12 hours per day, and work may be scheduled around the clock.

Construction sites can be busy, noisy places. There is not always time for supervisors to explain tasks slowly or politely. It is not uncommon for supervisors to yell orders at their workers, or to become upset when tasks are carried out incorrectly. It is important to remember that as a tradesperson your work will be continually evaluated for quality. If it does not meet the required standards you may be asked to do it over again, or may be dismissed from the project.

Apprentices just starting out will not possess the skills needed to do most of the work. Therefore, beginning apprentices spend a lot of their time doing clean up work. This can involve hosing off equipment, washing out paint brushes, clearing debris, shoveling dirt, mixing up compounds, and disposing of hazardous materials. As time on the job and training progresses, an apprentice will be able to perform a greater variety of tasks.

Since the construction trades are heavily tied to new construction projects, they are highly dependent on a good economy. When times get tight, there are fewer construction projects to go around. Regional recessions can result in significant periods of unemployment. During these times, workers may choose to relocate or take a second job in another field to make ends meet.

Apprentices who find themselves laid off can apply for unemployment benefits. However, these benefits are generally not enough to sustain a person for a prolonged period of time. Even trades unaffected by the weather and economy experience layoffs.

It is not unusual for a worker to finish a project and then be off a few days while waiting for a new assignment. Workers must plan for periods of unemployment. They need to be able to live on less than their regular monthly income so that savings can be set aside.

WHAT IF MY CLIENT IS INTERESTED BUT ISN'T QUITE READY FOR APPRENTICESHIP?

If your client is interested in apprenticeship but cannot pass all the requirements for entry, there are training programs and support services available that can help. The following information describes the Pre-Apprenticeship and Workforce training programs available in Pierce County in the high demand Construction Industry:

HIGH SCHOOL PRE-APPRENTICESHIP

School to Carpentry/Electrical/Sheet Metal & HVAC Services Apprenticeship



3640 S Cedar St, Suite Y
Tacoma, WA 98409
(253) 552-2542 Trudy Johnson

This program is only for juniors and seniors in high school. The following 3 programs are presently available:

- *Get Electrified School to Electrical Apprenticeship
- *Frame Your Future School to Carpentry Apprenticeship
- *Cutting Edge Technology in Sheet Metal & HVAC Services

These pre-apprenticeship programs connect high school students to a high demand construction trade through on-the-job training and classroom training experience. Currently, the program is available in carpentry (Frame Your Future) and electrical (Get Electrified) trades, and due to demand, the program was replicated into sheet metal (Cutting Edge Technologies in Sheet Metal & HVAC Services) in 2006, which adds an additional opportunity for high school youth. Students gain experience in these high demand trades, and upon successful completion of the program requirements, they have the opportunity for direct-entry into the Washington State-approved apprenticeship programs in carpentry, electrical, or sheet metal.

The program model affords an opportunity for selected, eligible youth to be employed in the summer after completion of their junior year. After program orientation, students attain the following:

-  40 hours of safety, first aid/CPR, OSHA regulations, and introduction to carpentry professions
-  Employability Skills-conflict resolution, communication, team work, work place basics and expectations

- 🔧 On-the-job training paid at \$8.25 per hour, providing exposure to the trade and work environment, and the opportunity for wage progression as experience is gained

During the summer, the pre-apprentices work thirty-six hours per week and participate in classroom training taught by the trade-specific J.A.T.C. and Employment & Training Specialist for four hours per week, gaining trade-specific and employability competencies. The classroom curriculum includes:

- 🔧 Practical application of engineering science and technology
- 🔧 Machines and tools, includes designs, uses, repair and maintenance
- 🔧 DC/AC theory
- 🔧 Circuitry
- 🔧 Transformers
- 🔧 Wire calculations

- 🔧 Blueprint reading
- 🔧 Measurement and Layout
- 🔧 Materials and Methods
- 🔧 Apprenticeship system
- 🔧 Conflict resolution
- 🔧 Workplace expectations
- 🔧 Workplace safety

Once school resumes in the fall, the pre-apprentices continue employment with the same participating industry partners part-time, earning \$8.50 per hour, and continue the trade-specific and employability classroom training while they are completing their senior year in high school. Upon graduation, pre-apprentices are given special consideration for entrance into the carpentry, electrical, or sheet metal apprenticeship programs to continue skills on the job and classroom training while earning higher wages. Earning potential for these young apprentices once they reach journeyman level averages between \$20.00 and \$26.00 per hour.

These programs randomly screen students for drugs and/or alcohol. Construction work can be very dangerous and safety is a high priority for all apprenticeship programs, as well as contractors. Therefore, all apprenticeship programs and employers require a drug test as part of the employment process.






Rogers High School ACE Academy

12801 86th Ave E
Puyallup, WA 98373
(253) 841-8761

For high school students interested in a career in the construction trades. This program starts in a student's freshman year and continues through out their senior year.

This is an Engineering and Technology Magnet Program, which explores careers in Architecture, Construction & Engineering. The program is located at Rogers Junior High School in Puyallup. It is recommended that students complete a minimum of four semesters of courses within their chosen career pathway program prior to graduation. Students in the ACE Program will lead to pathways in electronics and computing, engineering and design, metals, machining and manufacturing, building construction, transportation and mechanics.

The following programs are available but not limited to:

-  ACE Academy-Architecture, Construction and Engineering
-  Architecture/Drafting
-  Construction
-  Manufacturing
-  Welding

Tacoma School District Career & Technical Education

Tacoma Public Schools
P.O. Box 1357
Tacoma, WA 98401
(253) 571-1126

For high school students interested in a career in the construction trades.

Get an early start while in High School to an exciting career in the construction trades. Construction offers a wide spectrum of opportunities including but not limited to building and construction trades, Computer-aided design & drafting and Project Management. Occupations in the construction trades vary offering great wages and benefits and the satisfaction of being a part of a team that completes a finished product, often times in your own community.

A Sample of a High School Plan for the Construction Trades:

Grade 9

Freshman English

***Family Health & * Commercial Design** or Health 1 & Elective

Integrated Math

***DigiTools & *Exploring Technology**

PE 1

Freshman Lab Science

Grade 10

Sophomore English

Health 2 & ***\$ Drafting Technology & * Applied Economics 1** or Electives

Integrated Math

***Woods Tech**

Lifetime Sports

Plant Biology or Biology

Grade 11

***Applied Communications** or English Core Elective

US History

Integrated Math

***Construction Trades**

***Principles of Technology**

Grade 12

***Business Communications** or English Core Elective

Civics & ***Applied Economics 2**

***Applied Math**

***\$ Construction Trades**

***\$ Drafting Technology** or Elective

- ❖ *CTE Classes - 15 credits possible (1,350 hrs)
- ❖ \$College Credit Available

PRE - APPRENTICESHIP

Youth Building Tacoma

1305 Tacoma Ave S

Tacoma, WA 98402

(253) 680-2860 Diane Iverson

(253) 593-7331 Mardee Ropella

For 18-24 year-old, City of Tacoma Residents

If your client is interested in apprenticeship but isn't quite ready for an application, or may be ready but in need of additional assistance Youth Building Tacoma (YBT) may be able to help. YBT, a program of the City of Tacoma and the Tacoma Pierce County Employment & Training Consortium is designed to ensure 18-24 year-old City of Tacoma residents are successful in their application for and continuing progress in construction apprenticeships and emerging technology fields. YBT services include:

- 🔑 Information on apprenticeship programs;
- 🔑 Guidance on choosing a trade;
- 🔑 Assistance in preparing for and applying to a program;
- 🔑 Advocacy with apprenticeship programs, contractors, unions, and community resources;
- 🔑 Resume and portfolio development;
- 🔑 Training opportunities;
- 🔑 Employment search assistance;
- 🔑 Case Management, support services and follow-up.

Your client will begin by completing a YBT application and attending a two-hour orientation. During the first one-hour orientation, your client will learn about the YBT program and services and the apprenticeship/construction trades process and work environment. If the client is still interested they will continue to the second hour of orientation. The applicant will take the CASAS assessment test followed by a determination of the scores and a scheduled follow-up appointment. Once enrolled in the program, the client will attend a 20-hour Pre-Employment Workshop, where the applicant will be shown how to develop their portfolio, utilize the WorkSource website to conduct a job search, post a resume on-line, and assess apprenticeship program information.

Based on the needs of your client, YBT will create an Individualized Employment and Training Plan (IEP). Services your client may be eligible for include formal long-term or short-term training, GED completion, immediate job search and placement assistance, supportive services and follow-up assistance post placement.

Tacoma Goodwill Industries-Youthbuild

714 S 27th Street
Tacoma, WA 98409
(253) 284-0020

For 18-24 year-old, Pierce County Residents

This is a new program in Pierce County designed to assist local at-risk youth in completing their education and teach them hands-on skills for entry in the construction trades.

The 34-week program, open to low income young adults, age's 18-24, who have dropped out of school, will alternate between GED or high school coursework and on-site training. While receiving a stipend for their on-site hours and a wage for their in-class work, Youthbuild participants will be exposed to all aspects of the homebuilding trade, from deconstruction of old homes to framing, roofing, siding and all other aspects of construction.

Paid for by a HUD (Department of Housing & Urban Development) grant, the program will afford the opportunity for 30 at-risk young adults in Pierce County to participate in this program. Key Partners are Bates Technical College, which will provide the instruction for GED or high school completion, and the Tacoma Housing Authority, which will provide job training at the Hope VI Salishan Housing site.

Since spots are limited, fifty youth will be selected to attend a two-week Mental Toughness course. They will be evaluated to determine their level of interest and dedication to the program. Upon completion of the Mental Toughness component, 30 applicants will be selected to participate in the program. This will require a 10-month commitment.

After graduation from the program, youths will be put in contact with local unions and employers to seek apprenticeship opportunities or assisted with placement for post-secondary education. The youth will also receive support services from an Advisory Committee as well as case management staff.

High-Demand Industry Training Program

Metropolitan Developmental Council
2338 Tacoma Ave
Tacoma, WA 98402
(253) 284-9017 Cynthia Neubauer-Lee

The primary goal is to overcome barriers limiting women and minorities, socially and economically disadvantaged individuals from entering careers in High Demand Construction and other related trades in Pierce County and Washington State.

The minimum qualifications for this program are: be at least 18 years of age with a High School Diploma or GED (or close to obtaining one) and have a Washington State Driver's License (or able

to obtain one). You must commit to work hard, have few absences, and make positive changes in your life.

If you meet the requirements, the benefits will be an increased self-reliance, increased earning power, life skills education, advocacy, linkage to community resources, counseling, work experience, monitoring of progress, interviewing techniques, resume techniques, job placement assistance, preparation & link to trade unions and follow-ups.

The program will support you in your pursuit of a high wage career. There are Union or Non-Union positions in these High Demand Industries.

Training in:

- 🔧 Carpenters
- 🔧 Iron workers
- 🔧 Roofers
- 🔧 Laborers
- 🔧 Painters
- 🔧 And other related trades

COMMUNITY/TECHNICAL COLLEGES

Bates Technical College

South Campus
2201 S 78th St
Tacoma, WA 98409
(253) 680-7412

Job Readiness Training Center
Downtown Campus
1101 S Yakima Ave
(253) 680-7286 General Information

Bates Technical College has a 65-year history providing state approved apprenticeship training programs. It currently operates 13 apprenticeship disciplines offering both classroom and on-the-job training.

Upon completing a one-to-five year (2,000 to 10,000 hours) apprenticeship with a minimum of 144 hours of related and supplemental instruction per year, the worker receives an *Apprenticeship Completion Certificate* and is recognized as a qualified journey level worker nationwide.

Apprenticeship candidates should be able to meet the following minimum requirements:

- 🔧 Good work ethic, punctual with good attendance
- 🔧 Positive attitude, team work, good listening skills, follows directions well

- ✦ Aptitude for the trade and some work history or career training
- ✦ Necessary physical condition and safety oriented
- ✦ Drug free and able to pass a drug screen test
- ✦ Valid Washington State driver's license with reliable transportation
- ✦ Good comprehension of the English language
- ✦ High school diploma or GED
- ✦ Good math skills
- ✦ Knowledge of power and hand tools
- ✦ Stable living situation and telephone

Some trades will require finding a job before being accepted in the program. Apprenticeship program sponsors invest both time and money in training apprentices. They want apprentices that will make a commitment to finish the program and stay employed in the industry after completion of training.

The following training programs are available:

- ✦ Architectural Engineering
- ✦ Cabinet Making & Millwork Technology
- ✦ Carpentry
- ✦ Electrical Construction
- ✦ Electrical Engineering Technician
- ✦ Heating, Ventilation, Air Conditioning & Refrigeration Technician
- ✦ Land Surveying

Clover Park Technical College

4500 Steilacoom Blvd SW
Lakewood, WA 98499
(253) 589-6090

Each year, 18,000 students enroll in continuing education classes in such areas as job-skill development, home and family education, general interest and adult basic education. 3,500 students are enrolled in training programs.

As it has, throughout its rich 62 year history, Clover Park Technical College remains true to the mission envisioned by its founders: Providing quality job training for youth and adults which reflects the needs of the economy.

The following technical courses available, but are not limited to:

- ✦ Heating & Air Conditioning Refrigeration/Service Technician
- ✦ Landscape Management
- ✦ Welding Technology
- ✦ Construction-Residential
- ✦ Electrician Low Voltage Fire/Security

Pierce College

9401 Farwest Drive SW
Lakewood, WA 98498
(253) 964-6500

Construction industry representatives have partnered with Pierce College faculty and staff to develop a two-year associate degree in Construction Management. The program is designed for individuals already in the construction trades or who want to enter this growth industry of construction management, supervision and project managers.

Construction Management has been named as one of Pierce County's top 10 highest-paid jobs, and one of the top 5 hot jobs for occupations expected to be in demand in Pierce County through 2012.

As the workforce reaches retirement, younger workers are needed. Pierce College will help prepare individuals for these positions. Classes are offered evenings, weekends and online to meet the needs of working adults.

Tacoma Community College

Main Campus/Admissions Office
6501 S 19th St, Bldg 18
Tacoma, WA 98409
(253) 566-5001

Tacoma Community College provides quality educational programs in a dynamic learning environment. The college is accessible, comprehensive and flexible, and addresses the personal, professional and social needs of its diverse community.

Learning comes first at TCC. The college offers more than 40 study areas and 60 professional and technical degrees and certificates to choose from. You'll find intimate class sizes that make getting to know your teachers and classmates easy.

COMMUNITY BASED ORGANIZATIONS (CBO)

Tacoma Community House

1314 S 'L' St
Tacoma, WA 98402
(253) 383-3951 Paul Manny

Bilingual Employment and Training Services (BETS)

The BETS program offers a comprehensive set of training and employment services to low-income limited English speaking adults in Pierce County. Language capabilities of our staff include Russian, Spanish, Korean, Cambodian and Vietnamese.

Our clients are:

- 👉 Pierce County Residents
- 👉 Refugees
- 👉 Immigrants
- 👉 Limited English speakers

Our services include:

- 👉 Access to Tacoma Community House English as a Second Language (ESL) and Adult Basic Education (ABE) classes
- 👉 Career Counseling
- 👉 Access to Vocational training
- 👉 Pre-employment training
- 👉 On-the-job training placement
- 👉 Long-term retention services
- 👉 Access to support services

Centro Latino

1208 S 10th St

Tacoma, WA 98405

(253) 572-7717 Rick McCool

In order to successfully participate in the Pierce County community, clients must first be able to meet their individual and family needs. Education, Employment, and Life Skills all impact an individual's ability to be self-sufficient. The Adult Employment and Education Services support individuals in building skills, maximizing potential, and increasing their ability to fully contribute to the economy, culture, and vitality of Pierce County.

WORKSOURCE

WorkSource Pierce

1305 Tacoma Ave S

Tacoma, WA 98402

(253) 593-7377 General Information

Go2WorkSource.com

WorkSource Centers provide all the information, technology and services business needs to thrive; additionally job seekers are afforded an opportunity to achieve successful careers.

WorkSource Centers represent a unique concept in the labor market-everything in one place.

The idea behind the WorkSource Career Centers is to have a one-stop shopping location for job seekers and businesses.

Business Connections

Clover Park Technical College
4650 Steilacoom Blvd SW, Bldg 19 Rm 116
Lakewood, WA 98499
(253) 583-8800 Pam Cone

This program represents a unique concept in the labor market, everything in one place. Whether you're looking for a new employee, want to train current employees, or want to learn more about your local labor market, we can help.

Here are some of the services available to save your business time and money:

Recruitment

- 🔍 Advertise openings
- 🔍 Screen applicants
- 🔍 Applicant testing
- 🔍 Hiring events

Information

- 🔍 Pay & benefits analysis
- 🔍 Labor market data
- 🔍 Taxes & incentives
- 🔍 Employment law

Other Services Include

- 🔍 On the job training & internships
- 🔍 Training
- 🔍 Outplacement services
- 🔍 Facilities

FEDERAL

Job Corps

917 Pacific Ave, Suite 205
Tacoma, WA 98402
(253) 572-7140

For 16-24 years old, U.S. Citizen or legal resident

The educational and vocational programs are free to low-income youth, ages 16-24, who meet eligibility requirements. Enrollment is based on local residency; however, many centers enroll non-resident students from other areas. Residents of Washington, Oregon and Idaho are eligible to attend one of the 10 Job Corps campuses located in these three states.

All centers operate year-round and offer GED and vocational programs including apprenticeship preparation programs. Some centers also provide ESL and High School Diploma Programs. Since each trade has a list of competencies that must be demonstrated to successfully complete the program, training length can vary from six months to two years depending on the needs of the student. All vocational training programs, although they vary by center, include work-based learning components and integrated employability skills.

In addition to this training, Job Corp offers job placement, counseling, health care, and related support services to eligible young people who are enrolled in the program. They also provide post-graduation support services including job placement services, housing and transportation referrals, for 12 months following the time they successfully complete their training program.

The following programs presently identify the various Job Corp training centers:

WASHINGTON

Cascades-located in the Skagit Valley supports construction training in Carpentry, Cement Masonry, Electrician, Facilities Maintenance & Painting

Columbia Basin-located in central Washington supports construction training in Carpentry, Cement Masonry, Facilities Maintenance, Painting, Plastering & Welding

Curlew-located in beautiful Colville National Forest supports construction training in Brick Masonry, Carpentry, Laborer, Facilities Maintenance, Painting & Welding

Fort Simcoe-located in the eastern foothills on the Yakima Indian Reservation supports construction training in Brick Masonry, Carpentry, Painting & Plastering

Oregon

Angell-located on the Oregon coast supports construction training in Brick Masonry, Carpentry, Painting & Welding

Springdale-located near the historic city of Trousdale supports construction training in Electrical only.

Timber Lake-located in the Mount Hood National Forest supports construction training in Carpentry, Electrician, Facilities Maintenance, Painting & Welding

Tongue Point-located where the Columbia River meets the Pacific Ocean supports construction training in Carpentry, Cement Masonry, Electrician, Facilities Maintenance, Glazing, Painting, Plastering & Welding

Wolf Creek-located in the majestic Umpqua National Forest supports construction training in Carpentry, Cement Masonry, Laborer, Painting & Welding

Idaho

Centennial-located in the heart of the Snake River Valley supports construction training in Carpentry, Laborer, Electrician, Facilities Maintenance, Painting, Plastering & Welding

WASHINGTON STATE APPRENTICESHIP PROGRAMS

For more information about apprenticeship, you may also want to visit the website for the Washington State Department of Labor & Industries Apprenticeship Section:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/default.asp>

RELICENSING RESOURCES LIST

OSI Collections

Customer Service Line:
(Out Sourcing Incorporated)
(253) 952-8310

Contact OSI and they will work with clients to structure a Time Payment Agreement. This is usually done through paying 20% of the outstanding debt in collections, followed by monthly payments.

Tacoma/Pierce County District Court Build 1

1904 S 96th Ave
Tacoma, WA 98444

County City Building

(8th Floor, window 4 from 9 to 4)
930 Tacoma Ave S
Tacoma, WA 98402

Olympia Municipal Court

Customer Service Line:
(360) 753-8263

The Olympia Municipal court is committed to help defendants with suspended licenses to become reinstated with the Department of Licensing. Classes are offered and registration is mandatory by calling the customer service number.

To Get a Copy of Your Abstract of Driving Record

Contact the nearest WA State Department of Licensing. Fee for the abstract is \$5.00. A request form for the abstract can be found on the internet:

<http://www.dol.wa.gov/forms/511009.pdf>

INTEREST INVENTORY

Circle 1 if you do not like to do these things. Circle 2 if you think these things are okay. Circle 3 if you like to do these things

| | | | |
|--|---|---|---|
| Work with your hands | 1 | 2 | 3 |
| Make repairs to your home | 1 | 2 | 3 |
| Work outside | 1 | 2 | 3 |
| Do the kind of work where you can see and touch the results. | 1 | 2 | 3 |
| Solve problems or do puzzles. | 1 | 2 | 3 |

Add Up Your Score:

If your score is 10 or more, the building and construction trades may be for you!!

| | | |
|---|-----|----|
| Are you a person who likes challenges? | YES | NO |
| Are you in good shape? | YES | NO |
| Are you a person who needs to make more than \$7.63 per hour? | YES | NO |
| Are you a person who needs health care and other benefits? | YES | NO |
| Do you want to learn more about building and construction trades? | YES | NO |

How many times did you circle Yes?

How many times did you circle No?

If you circled YES more often than NO, then a career in the building and construction trades may be right for you!

Many of the things you already do may have prepared you for the building and construction trades. Below, circle YES or NO to all of the things you have done already.

| | | |
|--|-----|----|
| Worked in construction | YES | NO |
| Finished high school or GED | YES | NO |
| Got your driver's license | YES | NO |
| Used a sewing pattern | YES | NO |
| Worked on your car, or someone else's car | YES | NO |
| Worked out or played sports | YES | NO |
| Done crafts like knitting, sewing or drawing | YES | NO |
| Used a recipe | YES | NO |
| Went to a trade school program for vocational skills | YES | NO |

Add Up The Number Of Tasks You Circled Yes To:

If you circled three or more, then a career in the building and construction trades might be right for you!

CONSTRUCTION SKILLS ASSESSMENT

1) You get up in the morning and go out to start your car to go to work. Your car doesn't start. What do you do?

- a. Call in sick
- b. Raise the hood and fix it
- c. Get someone to drive you to work
- d. Call in and tell your boss your car doesn't start

2) You are assigned to work with a crew of three other people unloading a truck. One of the other workers yells at you to hurry up. What do you do?

- a. Yell back
- b. Hurry up
- c. Keep on working at the pace you are working at
- d. Tell the group of workers, "Let's observe safe working habits."

3) At Maria's Café, Jose ordered a fish dinner for \$4.75, a cup of coffee for \$0.65 and a piece of pie for \$1.15. The tax on his bill was \$0.54. What is the total bill for Jose's meal, including tax?

- a. \$6.19
- b. \$7.09
- c. \$7.19
- d. \$6.09

4) Reduce $64/84$

- a. $5/8$
- b. $12/16$
- c. $7/8$
- d. $16/21$

5) Ann is paying \$57.75 per month for 16 months for new furniture. What is the total price she is paying for the furniture?

- a. \$869.75
- b. \$924
- c. \$1,024
- d. \$928.25

6) Change $78/8$ to a mixed number and reduce

- a. $9 \frac{1}{9}$
- b. $8 \frac{1}{9}$
- c. $9 \frac{3}{4}$
- d. $8 \frac{7}{8}$

7) Change $9/10$ to a percent.

- a. 9%
- b. .09%
- c. 90%
- d. 900%

8) Multiply $2/3$ by $3/4$.

- a. $3 \frac{1}{2}$
- b. $1/4$
- c. $1/2$
- d. $1 \frac{1}{4}$

9) I am here today because....

- a. I want to work in construction.
- b. I came with my friend.
- c. I need a job.
- d. I'm interested in a career in construction.

10) If I got into an apprenticeship and got a job in construction, my family would....

- a. Be proud of me.
- b. Support my decision.
- c. Question my decision.
- d. Ask me to look for other work.

11) Construction can be physically demanding.

- a. I can do this kind of work.
- b. I think I can do this kind of work.
- c. I am willing to try.
- d. I'm not sure I can do hard physical work.

12) My image of a construction worker is

- a. Dirty-gritty individual
- b. Hard working individual

- c. A physically strong individual
- d. Male

13) Most building and construction trade's apprenticeship programs require valid driver's license in order to apply.

- a. I have a valid driver's license.
- b. My driver's license is suspended, but I am willing to do what I have to, to get it back.
- c. I can't drive.
- d. I don't own a car.

14) From the list below, pick the correct name of each tool and write it under the picture it goes with.



hand drill C-clamp hammer tape measure

screwdriver hard hat circular saw power drill

CONSTRUCTION SKILLS ASSESSMENT - ANSWER KEY

1) You get up in the morning and go out to start your car to go to work. Your car doesn't start. What do you do?

- a. Call in sick
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- c. Get someone to drive you to work
- d. Call in and tell your boss your car doesn't start

Preferred answers: B or C

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- a. Yell back
- b. Hurry up
- c. Keep on working at the pace you are working at
- d. Tell the group of workers, "Let's observe safe working habits."

Preferred answer: C or D

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Correct answer: B

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- b. $12/16$
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- d. $16/21$

Correct answer: D

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Correct answer: C

7) Change $\frac{9}{10}$ to a percent.

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Correct answer: C

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Correct answer: C

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**Preferred answers: A, B
or C**

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Preferred answers: A or B

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hammer



screwdriver



C-clamp



hand drill



circular saw



hard hat



tape measure



power drill

hand drill

C-clamp

hammer

tape measure

screwdriver

hard hat

circular saw

power drill