



# NWCCA Carpenter Training Program

## Program Governance

*Revised March 31, 2020*

### NWCCA MISSION

NWCCA’s mission is to provide exceptional member services, harmonious labor relations through unified employer representation, and the advancement of industry standards to empower and strengthen signatory wall and ceiling contractors’ businesses.

### PROGRAM GOALS

Because NWCCA desires to maintain a regular body of highly trained union carpenters who possess the skills and knowledge necessary to serve projects, maintain the reputation of the profession, and demonstrate the value of their membership, NWCCA has initiated a Carpenter Training Program (CTP). The core learning objectives of this program have been developed by a CTP committee and endorsed by the Board as necessary for NWCCA member firms’ carpentry professionals.

Providing oversight, program content approval, training participation management, and account withdrawal management, the NWCCA will facilitate the CTP as a member service. The long-term vision of the program is to provide an industry-leading training program, supported by members and heavily used by carpenters, that maintains the professional reputation of NWCCA member firms.

### BACKGROUND

Historically, NWCCA member firms have not found enough value in union-sponsored training for carpenters. In the 2016 collective bargaining negotiations, employers agreed to the union demand to eliminate the union-sponsored mandatory continuing education requirements. In return, employers received a 40-cent wage package reduction to fund the CTP. This agreement stipulates that the 40-cent wage package reduction be maintained into perpetuity or until the bargaining parties negotiate otherwise.

### POLICIES

The following policies will guide the implementation and administration of the CTP:

<p><b>Approval CTP Training Course Pre-Approval Request Form</b></p>	<ul style="list-style-type: none"> <li>• A completed CTP training course pre-approval request form is required 45 days in advance of expected training. Request forms shall be reviewed and approved by the NWCCA CTP committee.</li> <li>• Learning Objectives: <ul style="list-style-type: none"> <li>○ Training programs must achieve (at a minimum) learning objectives approved by the Board and posted on the NWCCA Member site. However, not all listed objectives need to be achieved in a single session.</li> <li>○ Programs outside of the posted learning objectives may be approved by the CTP committee on a case-by-case basis.</li> <li>○ Learning objectives will be updated on a regular basis to reflect membership input.</li> </ul> </li> <li>• Proprietary Training Programs: <ul style="list-style-type: none"> <li>○ Upon submittal, member firms may elect to designate that a training is proprietary. Proprietary CTP training course pre-approvals are reviewed exclusively by the NWCCA Executive Director (who will keep such content confidential).</li> </ul> </li> <li>• The CTP training pre-approvals template/form is hosted on the NWCCA website.</li> </ul>
--	---

<p><b>Participant Documentation</b></p>	<ul style="list-style-type: none"> <li>• Member firms are required to enter CTP sign-in sheet data into the online Excel CTP sign-in sheet form. Member firms are required to submit a scan of the physical CTP sign-in sheet with their submittal of the online Excel CTP sign-in sheet form and withdrawal form.</li> <li>• A CTP sign-in sheet is required to document participant name/signature, carpenter ID number, carpenter bracket designation, date of training, employer, and trainer’s signature. A template CTP sign-in sheet is available on the NWCCA website.</li> <li>• Member firms are required to submit a scan of the physical CTP sign-in sheet with their submittal of the online Excel CTP sign-in sheet form and withdrawal form.</li> <li>• Member firms are responsible for scanning/submitting copy of the CTP sign-in sheet and attaching it with the CTP withdrawal form. <ul style="list-style-type: none"> <li>○ Member firms are responsible for submitting the above participant documentation</li> <li>○ for CTP withdrawal in the CTP withdrawal form</li> <li>○</li> </ul> </li> </ul>
<p><b>Development/Procurement of Training By NWCCA</b></p>	<ul style="list-style-type: none"> <li>• The NWCCA will focus first on facilitating access to existing training in core/priority subjects.</li> <li>• When/if funding is available, NWCCA will sponsor additional signature training programs as a <i>member service</i>.</li> </ul>
<p><b>Withdrawal</b></p>	<ul style="list-style-type: none"> <li>• Withdrawal from the CTP account will be issued for adjusted carpenter Schedule A wages, benefits, and payroll taxes for training (in effect at time of training). Other Trainer, Venue, Fee, limited participant travel time, &amp; Misc. allowable reimbursements can be found under: <ul style="list-style-type: none"> <li>○ NWCCA CTP: Other Trainer, Venue, Fee &amp; Misc. Reimbursement and NWCCA Travel Costs.</li> <li>○ On an annual basis, the NWCCA CTP committee will establish withdrawal rates based on Schedule A and adjusted for an average 1.0 EMR</li> </ul> </li> <li>• Withdrawal will not be issued for training development, internal trainer or internal facility, materials, administrative expenses, etc.</li> <li>• Withdrawal requests: <ul style="list-style-type: none"> <li>○ Withdrawal will only be made up to the amount available in the firm’s account at the time of request.</li> <li>○ Approval of a training proposal does not guarantee enough funds are available. It is the responsibility of the submitting member firm to ensure enough funds are available.</li> <li>○ Firms may hold withdrawal requests until such time as they have enough funds in their accounts; however, they may only issue a single withdrawal request for each training.</li> </ul> </li> <li>• The regular withdrawal period will be approximately 45 days from the final withdrawal request. The withdrawal request form is hosted on the NWCCA website. Employer’s reimbursement requests may be audited by the Association. Firms may submit only one withdrawal request per training.</li> </ul>
<p><b>Accrued Funding</b></p>	<ul style="list-style-type: none"> <li>• Carpenter training funds may be accrued on a rolling three-year basis.</li> <li>• Any funds not used within three years are forfeit to the NWCCA’s CTP fund for providing Association-sponsored signature training.</li> <li>• Withdrawal from CTP funds are accessed on a first dollar in; first dollar out basis.</li> </ul>
<p><b>NWCCA Membership Termination Effect on General Fund Contributions</b></p>	<ul style="list-style-type: none"> <li>• If a Member loses its NWCCA membership, for any reason, all CTP fund contributions are remitted to the NWCCA’s CTP general fund for providing Association-sponsored training.</li> </ul>
<p><b>Participation and Eligibility</b></p>	<ul style="list-style-type: none"> <li>• Employers are not required to train a minimum percentage or number of carpenter employees.</li> <li>• Carpenters of all brackets, including carpenter finishers, including Utility Men, are eligible for NWCCA CTP training.</li> </ul>
<p><b>Trainers</b></p>	<ul style="list-style-type: none"> <li>• A list of pre-approved session trainers can be found on the CTP webpage.</li> <li>• Preapproved courses and/or trainers do not require approval, though member firms still need to submit a Training Preapproval Request Form.</li> <li>• Subject to approval, member firms may also select their own qualified trainers.</li> </ul>

<b>Session Audits</b>	<ul style="list-style-type: none"> <li>All non-proprietary training will be subject to audit from the NWCCA CTP committee.</li> <li>For proprietary training audits, a member firm may request the audit be conducted by the NWCCA Executive Director only (content will not be shared with the NWCCA board, CTP committee, or NWCCA members).</li> </ul>
<b>CTP Review</b>	<ul style="list-style-type: none"> <li>The NWCCA Executive Director will maintain an auditable record of all funds remitted to the Association's dedicated CTP bank account as well as a record of total CTP withdrawals distributed to NWCCA member firms.</li> <li>The Executive Director will maintain a record of all approved training programs, approved trainers, and training program attendees.</li> <li>Member firms are required to submit accurate training records to the NWCCA.</li> <li>The CTP committee will review and recommend ratification of the CTP program governance annually to the NWCCA Board of Directors.</li> <li>The Executive Director will prepare and submit an annual CTP performance review report to NWCCA board, including how funds have been used by member firms.</li> </ul>
<b>Indemnity &amp; Waiver</b>	<ul style="list-style-type: none"> <li>All NWCCA member employers will be required to execute the indemnity and waiver form prior to participation in the CTP.</li> </ul>
<b>Appeal &amp; Dispute Resolution</b>	<ul style="list-style-type: none"> <li>Any denial of withdrawal requests may be appealed to the NWCCA Board of Directors. Any decision by the BOD will be final based on the record submitted by the Member to the CTP program.</li> <li>Any dispute arising from CTP program will be subject to binding arbitration through JAMS Seattle or other arbitrator agreed upon by the parties. The JAMS streamlined arbitration rules shall apply to promote efficient, timely, and cost-effective resolution of any disputes.</li> </ul>
<b>Amendments and Changes</b>	<ul style="list-style-type: none"> <li>NWCCA may update, change or otherwise amend the terms and conditions of the CTP as it deems appropriate through approval by the NWCCA Board of Directors. It is expected that such updates and revisions will be a normal part of the CTP process.</li> </ul>

## NWCCA CTP: Direction Related to On-Line Training

While on-line training can be a highly efficient and cost-effective way to deliver training, the CTP Committee does not take a position advocating for or against on-line training. However, the Committee does require any training, on-line or otherwise to comply with standards for quality, effectiveness, and focus.

<b>Learning Objectives</b>	<ul style="list-style-type: none"> <li>Any training program must achieve stated learning objectives. A learning objective is a training design and evaluation tool that directs content development and establishes clear performance metrics for the training.</li> <li>Learning objectives for core CTP recommended content can be found on the CTP webpage and are part of the governing documents. There are two types of learning objectives: knowledge-based and behavioral. <ul style="list-style-type: none"> <li>Knowledge based learning objectives require that participants know something at the conclusion of the training</li> <li>Behavioral learning objects require that participants be able to do something at the conclusion of the training</li> </ul> </li> </ul>
<b>Measurable</b>	<ul style="list-style-type: none"> <li>Both sets of learning objectives must be measurable, and firm leadership should be able to articulate how they would determine that a participant has gained the knowledge/skills as a result of the training.</li> </ul>
<b>On-Line Training Delivery</b>	<ul style="list-style-type: none"> <li>Training programs that are candidates for on-line delivery are those that have primarily knowledge-based learning objectives. These would be informational</li> </ul>

	<p>in nature and require that participants be able to be tested as to their understanding of core concepts and assimilation of the knowledge into their work.</p> <ul style="list-style-type: none"> <li>○ For example, policy training such as non-discrimination/anti-harassment courses might be appropriately taught online, so long as the administrator can verify that participants know the material and can apply it to work-life situations. Other training programs that might be appropriate for on-line delivery might be those related to procurement, safety administration, reporting, etc.</li> </ul>
<b>Training Program Effectiveness</b>	<ul style="list-style-type: none"> <li>● Of note is that for on-line delivery to be most effective, company leaders and/or training administrators should debrief participants and discuss the knowledge learned to cement the training content and help the participant apply the content to his/her work at the firm and on projects.</li> </ul>
<b>Off-Line Training Delivery</b>	<ul style="list-style-type: none"> <li>● Training programs that are not candidates for on-line delivery are those that have primarily behavioral-based learning objectives. These would be skill-based in nature and require demonstration that participants are able to do something as a result of being trained. In some cases, behavioral learning objectives can be achieved on-line, but only in those cases where hands-on demonstration and verification is not required. <ul style="list-style-type: none"> <li>○ For example, skill-based training in fall-protection gear, equipment operation, CPR or first-aid would not be appropriately delivered via on-line as the participant must be able to demonstrate proficiency in the behaviors taught in the program.</li> <li>○ In some cases, a skill-based learning objective can be taught on line if the hosting firm also holds an application program that supplements the on-line training in which participants can ask questions, have hands-in application, and in which they can demonstrate proficiency in the new skill.</li> </ul> </li> </ul>

There is clearly no one-size fits all direction for on-line vs. in-person training, so each program must be evaluated on a case-by-case basis. However, the CTP program aspires to encourage best practices in training delivery to ensure participants increase both their knowledge base and their behaviors related professional skills.

## Training Evaluation

<b>Training Evaluation</b>	<ul style="list-style-type: none"> <li>● Training administrators and firm leaders should ask themselves the following questions when evaluating a program: <ul style="list-style-type: none"> <li>○ Does the program have clearly defined learning objectives? If not, work with the trainer to determine measurable and achievable learning objectives for the program?</li> <li>○ Can the content be learned sufficiently in an on-line environment? How would you evaluate that the participant has learned and can apply the material?</li> <li>○ Is the time allocated enough to gaining the knowledge or skills necessary to perform work per the learning objectives?</li> </ul> <p>If the course is on-line and the learning objectives are behavioral, how can our firm enhance learning and help participants apply the knowledge to their work?</p> </li> </ul>
----------------------------	--

The CTP does not wish to restrict firms' abilities to determine the best type of training for their teams or their budgets. However, the CTP leadership does wish to ensure the overall quality of training and the development of a more skilled and proficient workforce.

### NWCCA CTP: Direction Related to Re-Submittal of Withdrawal Requests

<p><b>Withdrawal Request Re-Submittal</b></p>	<ul style="list-style-type: none"> <li>• Upon completion of an approved CTP training session, and completion and receipt of an initial Withdrawal Request reimbursement, an employer may submit a second Withdrawal Request for the same course should the employer deem the first session incomplete and/or lacking in program content or delivery.</li> <li>• Employer will notify NWCCA Executive Director of program issue.</li> <li>• Employer will contract with training vendor a second session.</li> <li>• With their second Withdrawal Request, Employer is required to submit the physical sign-in sheet and excel sign-in from the second session for reimbursement.</li> </ul>
---	---

### NWCCA CTP: Employer Privacy

<p><b>Carpenter Training Program Participant Tracking Database</b></p>	<ul style="list-style-type: none"> <li>• Upon employer submittal of Carpenter Training Program (CTP) Excel sign-in sheets (documenting completed coursework by their employees) the Executive Director will maintain those records in the CTP Participant Tracking Database for use only by the Executive Director, the CTP Training Manager and/or the association's bookkeeping service.</li> <li>• The CTP Participant Tracking Database will be kept on Association or Bookkeeper computers, and not be filed in any shared association files.</li> <li>• Employer and/or employee training records will be disseminated only through a written request from an owner or executive manager of that employer—and only for his or her own employees.</li> </ul>
--	---

### NWCCA CTP: Other Trainer, Venue, Fee & Misc. Reimbursement

<p><b>Trainer Costs</b></p>	<ul style="list-style-type: none"> <li>• Trainer costs will be considered for reimbursement under the following conditions:             <ul style="list-style-type: none"> <li>○ Trainer is outside of the employment of the employer.</li> <li>○ Trainer cost is commensurate with the number of Carpenters being trained.</li> <li>○ Trainer is not otherwise provided freely to the employer (such as through the Carpenter Training Center.)</li> <li>○ Trainer cost will be considered up to, and not to exceed \$5,000.00 on any given session. Trainer costs above this amount will be the responsibility of the employer.</li> <li>○ Trainer cost will be reimbursed through the employer CTP Account.</li> <li>○ Receipts will be provided by employer with reimbursement request.</li> </ul> </li> </ul>
<p><b>Venue Costs</b></p>	<ul style="list-style-type: none"> <li>• Venue costs will be considered for reimbursement under the following conditions:             <ul style="list-style-type: none"> <li>○ Venue is not the property of the employer.</li> <li>○ Venue cost is commensurate with the number of Carpenters being trained.</li> <li>○ Venue is not otherwise provided freely to the employer (such as through the Carpenter Training Center.)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Venue cost will be considered up to, and not to exceed \$5,000.00 on any given session. Venue costs above this amount will be the responsibility of the employer. Venue Cost is defined as third party Room Rental Charges, and Food &amp; Beverage Minimum Charges if required for room rental.</li> <li>○ Items rented by the employer to facilitate a training event conducted at the employer’s place of business shall be reimbursable (e.g tables and chairs). Items <u>purchased</u> by the employer to facilitate trainings shall not be reimbursable. Reimbursements for rented equipment shall not exceed \$2,000.00 per event.</li> <li>○ Venue cost will be reimbursed through the employer CTP Account.</li> <li>○ Receipts will be provided by employer with reimbursement request.</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>● Fees will be considered for reimbursement under the following conditions: <ul style="list-style-type: none"> <li>○ Fees incurred by an employer for course program costs. e.g.: On-line course program fees for OSHA 30 participants.</li> <li>○ Fee is to an outside, and CTP approved training source.</li> <li>○ Fee is commensurate with the number of Carpenters being trained.</li> <li>○ Fee is not otherwise provided freely to the employer by the training provider.</li> <li>○ Fee reimbursement will be considered up to, and not to exceed \$1,000.00 on any given session. Fee costs above this amount will be the responsibility of the employer.</li> <li>○ Fees will be reimbursed through the employer CTP Account.</li> <li>○ Receipts will be provided by employer with reimbursement request.</li> </ul> </li> </ul>
<b>Misc. Reimbursement</b>	<ul style="list-style-type: none"> <li>● Misc. Reimbursement will be considered for the following training events: <ul style="list-style-type: none"> <li>○ Allowance for ‘one-off’ site specific, new hire, or safety related trainings provided the employer provides physical sign-in sheets, course outline and course length for expedited review/approval. Funded through employer CTP Account.</li> <li>○ Allowance for off-site training reimbursements for two specific functions:</li> <li>○ Carpenter National Training Center sponsored training events in Las Vegas. Proof of certification required for Withdrawal. Employers may request up to eight hours per day for hours paid. Funded through employer CTP Account.</li> <li>○ Northwest Wall &amp; Ceiling Bureau Conventions. Proof of attendance and/or certification required for Withdrawal. Employers may request up to eight hours per day for hours paid, and registration fees. Funded through employer CTP Account.</li> </ul> </li> <li>● Allowance for Employee-driven requests for outside self-improvement training. Funded through employer CTP Account. <ul style="list-style-type: none"> <li>○ Employee must submit to Employer an outline of the outside self-improvement course to be evaluated, along with a written request on the need for such training.</li> <li>○ If Employer approves the course, then Employer follows the standard CTP course pre-approval process, submitting the pre-approval request to the NWCCA for review and approval.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Courses may include but are not limited to secondary level classes through an accredited college or university. Computer software training, leadership, public speaking, specialized safety accreditation, language skills, etc., through certified training providers.</li> </ul>
--	---

### NWCCA CTP: Travel Cost Reimbursement

<p><b>Travel Cost Reimbursement</b></p>	<ul style="list-style-type: none"> <li>● Employee travel for CTP related events shall be reimbursed upon the following conditions: <ul style="list-style-type: none"> <li>○ Upon completion of an approved CTP training session, an employer may include a maximum of one-hour’s wage at the applicable rate, along with other required hours reimbursement documents, for Carpenter employee travel from a jobsite when they have reported to a second venue for CTP approved training. This shall also include Carpenter employee travel from a training venue and reporting to a jobsite for work.</li> <li>○ Upon completion of an approved CTP training session whose duration time ranges from 5 hours to 8 hours, an employer may request reimbursement for a full 8-hour day’s wage at the applicable rate, along with other required hours reimbursement documents, for Carpenter employees having been paid for 8 hours of regular time which includes travel.</li> </ul> </li> </ul>
---	---