

Careers in Manufacturing Programs

Fast Track for CNC Operators

Welding Fast Track

Press Brake Operators Fast Track

Manufacturing Bridge Program

Trainee Handbook and Course Catalog

Effective 7/1/16 – 6/30/17

Welcome to Jane Addams Resource Corporation's (JARC) Careers in Manufacturing Programs! You are one of a select group of individuals who meet the eligibility and enrollment requirements for this job training program. We are excited that you will be joining us over the next several weeks.

The mission of the Careers in Manufacturing Programs (CMP) is to provide instruction for students to learn vocational and life skills that will prepare them for entry-level positions in the metalworking industry.

Please carefully read over this student handbook, which will provide you with important information, regarding JARC's student policies and procedures.

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I. Locations:

Administrative Office:

4432 N. Ravenswood
Chicago, IL 60640
P: (773) 728-9769
F: (773) 728-9785

Technical Training Center for the Metalworking Trades:

4222 N. Ravenswood
Chicago, IL 60613
P: (773) 751-7127
F: (773) 935-5017

Metro West

301 S. Swift Road
Addison, IL 60101
P: (630) 317-5945
F: (773) 728-9785

Austin

231 N. Pine
Chicago, IL 60644
P: (773) 751-7112

II. Faculty:

Chicago location

Liz Czarnecki, Director – Training Services, 630-317-5949
Emily Doherty, Senior Director - CMP, 773-751-7115
Jackie Guzman, ALPS Specialist, 773-751-7134
Gabe Lopez, Metalworking Skills Instructor (Bridge), 773-728-9769 ext. 42
Devin McNulty, Program Coordinator– CNC, 773-751-7106
Elizabeth Odderstol, Program Coordinator – Welding, 773-751-7102
Rosanna Napoleon, Program Coordinator – Bridge/Press Brake, 773-751-7117
John Perez, Director of Welding, 773-751-7125
Catherine Pumphrey, ALPS Coordinator (Bridge), 773-728-9769 ext. 39
Michael Slezak, Senior Director – Business and Workforce Services, 773-751-7124
James Yoo, Director – Business and Workforce Services, 773-751-7131
Lauren Svedman, Employment Coach, 773-751-7133
Julian Tate, CNC Instructor, 773-751-7127
Eric White, Welding Instructor, 773-728-9769 ext. 44
Mallory Zilligen, Job Developer, 773-728-9769 ex. 26

Addison location

Emily Doherty, Senior Director of CMP, 773-751-7115

Dan Maali, Metalworking Skills Instructor - Welding, 773-728-9769 ext. 62
Rafael Maravilla, Metalworking Skills Instructor – CNC, 773-728-9769 ext. 63
Presy Milas, Bridge Instructor, 630-317-5953
Molly Moriarity, Program Coordinator, 773-728-9769 ext. 40
Jessica Newsome, Director – Training Services – Metro West & Austin – 773-751-7113
Bill Werner, Employment Coach, 630-317-5946

Austin Location

Jessica Newsome, Director – Training Services – Metro West & Austin – 773-751-7112
Rezan Kflu, Program Coordinator – Austin, 773-751-7112

Support Services

Gustavo Arellano, Income Supports 773-728-9769 ext. 60
Patricia Arias, Client Intake Specialist, 773-751-7104
Gerardo Salazar, Financial Coach, 773-728-9769 ext. 65
Chris Vargas, Director of Financial Services, 773-751-7121

Administrative

Regan Brewer, Associate Director-Programs 773-728-9769 ext. 21

Instructors Bios:

Jackie Guzman in the ALPS Specialist and teaches Digital Literacy. She has a B.A. in Sociology from Connecticut State University. She is currently pursuing a Masters in Urban Planning from the University of Chicago. She is bilingual in English and Spanish. She has experience creating contextualized curriculum, addressing both digital literacy and job readiness skill sets for job seekers.

Gabe Lopez: an instructor in the Manufacturing Bridge Program. Gabe has over 13 years of teaching experience. He is an OSHA certified General Industry Outreach Trainer, and has an OSHA 10-Hour for General Workplace Safety certificate and a Forklift Operation and Safety license. He also holds a Keller Institute Certification for Forklift Trainer and NIMS credentials in Metalforming Level 1, and Measurement, Materials and Safety (MMS).

Catherine Pumphrey: an instructor in the Manufacturing Bridge Program. She attended the University of Louisville and double majored in History and Studio Fine Arts. Catherine is experienced in teaching Adult Basic Education classes in math, reading and digital literacy. Catherine has completed hundreds of hours of literacy-focused training in topics including working with adults with varying learning needs, career transition skills for ABE learners and sign language.

Dan Maali: instructor in the Welding Fast Track program. He has eleven years of welding experience and has worked as a welder in various capacities such as, the oilfield industry, automotive, and as an instructor. He has obtained his American Welding Society (AWS) D1.3

credential and is currently working on achieving his AWS Certified Welding Inspector Educator credential.

Rafael Maravilla: is an instructor for the CNC Fast Track Program. He has a BS in Electrical Engineering from the University of Illinois - Chicago. Rafael has obtained his OSHA – 10 Hour for General Workplace Safety. He also holds NIMS credentials in MMS, Job Planning, Benchwork, and Layout (JPB&L) Milling I, and Turning I.

Presy Milas: is an instructor for the Manufacturing Bridge Program. Presy has a Masters of Arts in Teaching from St. Louis University and a Masters of Science in Food Technology from the University of Mysore (India). She worked in food manufacturing for over ten years and has over 20 years of teaching experience.

John Perez: is an American Welding Society (AWS) Certified Welding Educator and Certified Welder in GMAW, GTAW, and SMAW. He has over 15 years of teaching experience and is ANSI/ASNT NDT Level 1 trained. John is a leader in the local welding community by serving as a member of the Moraine Valley Welding Committee. In 2013, he became an OSHA General Industry authorized trainer.

Gerardo Salazar: Associates degree in Foreign Language and Latino Studies from Harold Washington College. He has experience teaching work readiness curriculum, assisting with tax preparations, and as a bilingual interpreter. He teaches Financial Literacy in CMP.

Lauren Svedman: is an Employment Coach in CMP. She has a B.A. in Psychology from Roosevelt University and over three years of experience as a Welder. She has performed high quality TIG and MIG welding for reputable manufacturers and art studios on CRS, Stainless Steel and Aluminum down to .030" in material thickness

Julian Tate: holds NIMS credentials in MMS and JPB&L, and an OSHA 10 Hour for General Workplace Safety certificate. He also has earned a forklift license for stand-up, sit-down electric, and sit-down gas. Has experience setting up, operating, and programming horizontal mills. He is an instructor in the CNC Fast Track Program.

Chris Vargas: holds a Bachelor's degree in Business Management from Robert Morris University. Chris came to JARC with seven years of successful real estate experience and multiple years of employment coaching experience. He is an expert in helping clients to see their financial situations through a different lens, resulting in a proven track record of increases in financial capability outcomes for individuals and their families. He teaches Financial Literacy in CMP.

Eric White is an instructor in the Welding Fast Track Program. He brings over 7 years of industrial production, welding and CNC machining experience to JARC. Eric holds the NIMS Metalforming Level I, MMS, and CNC Milling I credentials. He is an OSHA qualified Forklift

Instructor and an OSHA certified General Industry Outreach Trainer. Additionally he has obtained his Structural Code D1.1, and D1.3 credentials through AWS.

III.Hours:

Chicago Location*:

Fast Track for CNC Operators

Monday thru Friday

1st shift: 9:30am – 12:00pm

2nd shift: 12:30pm – 3:00pm

Welding Fast Track

Monday thru Friday

1st shift: 3:00 pm – 5:30 pm

2nd shift: 6:00 pm – 8:30 pm

Manufacturing Bridge Program

Monday thru Thursdays

1st shift: 9:00 am – 11:00 am

2nd shift: 11:00 am – 1:00 pm

Addison Location*:

Fast Track for CNC Operators

Monday thru Friday

1st shift: 3:30pm – 6:00pm

2nd shift: 6:30pm – 9:00pm

Welding Fast Track

Monday thru Friday

1st shift: 3:30pm – 6:00pm

2nd shift: 6:30pm – 9:00pm

Manufacturing Bridge Program

Monday thru Wednesday

3:30pm – 6:30pm

Austin Location:

Fast Track for CNC Operators

Monday thru Friday

1st shift: 5:00 pm – 7:00pm

2nd shift: 7:30pm – 9:30pm

Manufacturing Bridge Program

Monday thru Thursday

5:00pm – 7:00pm

* Trainees enrolled in Women in Manufacturing funding may determine a different/part-time schedule with approval from their program coordinator

There may be occasions when students are required to arrive to class early or leave late per the instructor's request. This will typically be limited to situations where the class is taken on a field trip.

Students who begin working in a training related job after enrolling into training may continue to attend classes at JARC with a modified schedule at the discretion of the Director of Training Services.

IV. Agency/ Client Services Agreement:

JARC and its students in the Careers in Manufacturing Programs make a commitment to the following principles:

Agency Duties and Responsibilities:

The mission of the Careers in Manufacturing Programs at the Jane Addams Resource Corporation is to provide instruction for students to learn vocational and life skills that will prepare them for entry-level positions in the metalworking industry. We will assist students with training-related job searches during the class and after graduation. Additionally, we will assist students to access additional support services as necessary.

The trainees' time within the classroom is important. With that in mind, Supportive Services appointments will be scheduled outside of normal classroom hours.

Client Duties and Responsibilities:

- To act in accordance with the Student Standards of Behavior Agreement and abide by JARC's attendance policies.
- To arrive on time and ready to learn every day
- To actively participate in all classes
- To seek extra help from instructors, the ALPS program, or the Director of Training whenever needed
- To work with the Director of Training, instructional staff and others to secure full-time, permanent employment at or about the time of successful program completion. It is the client's right and duty to conduct a successful job search resulting in training-related employment.
- Report on time to all appointments made by JARC on your behalf
- To notify JARC
 - When you find employment
 - When/if you encounter any problems at the workplace
 - When you separate from employment

- When any of your personal contact information changes

V.Dress Code:

Due to the nature of the work, all students will be required to wear appropriate clothing while working in the shop. This includes safety glasses, earplugs, and appropriate footwear (steel toe shoes are optional). The following is NOT accepted:

- Shorts
- Open toed shoes
- Long or oversized clothing or jewelry on the neck, ears, or hands
- Non JARC approved gloves
- Shirts that advertise alcohol, promote drug use or that might prove offensive to others because of racial, political or sexual content.

Students may not operate any machinery without the required personal protective equipment. This will be at the discretion of JARC staff and dependent on program.

VI.Working Conditions:

Students will attend classes primarily in the technical center but may at times be required to attend class at the main office at the request of instructors. Students are regularly exposed to moving mechanical parts and may also be exposed to wet and/ or humid conditions, risk of electrical shock, and vibration. Students are occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VII.Program Admission, Goals, and Graduation Requirements:

Admission Requirements*:

Before being accepted and enrolled into CMP, all trainees must:

- Attend an agency Info Session
- Complete an application
- Complete TABE testing in math and reading
- Complete at least one interview with Program Coordinator
- Provide school with all required documentation determined by funding stream

* Exceptions made at the discretion of the Director of Training

The goal of the program is to help new trainees succeed, both technically and personally in order to obtain and retain employment. This is achieved by spelling out clear outcomes and expectations that trainees must deliver.

All trainees will be assessed upon program entry by their instructor. Trainees' prior experience and training will be taken into consideration for which program projects they begin on, and

how fast they progress through the projects. Trainees are considered graduation after successful completion of program hours and the below:

- Understand and abide with all JARC policies and procedures.
- Demonstrate the curriculum requirements as specified in the Skills Inventory Sheet.
- Complete all projects in a timely manner.
- Obtain at least one NIMS (for CNC and Press Brake) or AWS (for Welding) credential before exiting the program.
- Meet with employment coach for mock interviews and resume writing.
- Keep a personal record of progression toward meeting all employment goals.
- Accept responsibility for decisions and actions (or inactions) that affect progress.

CNC Fast Track – Academic Progress

CNC Milling

Project #	Name	Pass/Fail (1st Attempt)	Grading Criteria	Pass/Fail (2nd Attempt)	Pass/Fail (3rd Attempt)
1001	Cartesian Coordinates		Passing Grade requires 80% or higher		
Quiz 1	Absolute		Passing Grade requires 80% or higher		
Quiz 2	Incremental		Passing Grade requires 80% or higher		
1002	Four Hole Block		Part must be within tolerance		
1003	Mounting Bracket		Part must be within tolerance		
1004	Air Inlet Housing		Part must be within tolerance		
1005.1	Gun		Part must be within tolerance		
1006.1	Top Hat		Part must be within tolerance		
1007.1	Cutting Board		Part must be within tolerance		
1005.2	Gun w/ Manual Offset		Part must be within tolerance		
1006.2	Top Hat w/ Manual Offset		Part must be within tolerance		
1007.2	Cutting Board w/ Manual Offset		Part must be within tolerance		

1005.3	Gun w/ Automatic Compensation		Part must be within tolerance		
1006.3	Top Hat w/ Automatic Compensation		Part must be within tolerance		
1007.3	Cutting Board w/ Automatic Compensation		Part must be within tolerance		
NIMS	Cut Wax Part		Part must be within tolerance		
NIMS	Cut Aluminum Part		Part must be within tolerance		
NIMS	Written Exam		Earn Credential		

CNC Turning

Project #	Name	Pass/Fail	Grading Criteria	Pass/Fail (2nd Attempt)	Pass/Fail (3 rd Attempt)
1001	Mounting Bracket w/o Chamfer		Part must be within tolerance		
1002	Mounting Bracket w/ Chamfer		Part must be within tolerance		
1003	Guide Pin w/o Radius		Part must be within tolerance		
1004	Guide Pin w/ Radius		Part must be within tolerance		
1005	Counter Sleeve		Part must be within tolerance		
1005.1	Counter Sleeve w/ Automatic Compensation		Part must be within tolerance		
1006	Rolling Guide Bearing		Part must be within tolerance		
1006.1	Rolling Guide Bearing w/ Automatic Compensation		Part must be within tolerance		
1007	Seal Plug		Part must be within tolerance		
1007.1	Seal Plug w/ Automatic Compensation		Part must be within tolerance		
1008	Boot Shaft		Part must be within tolerance		
1008.1	Boot Shaft w/ Automatic Compensation		Part must be within tolerance		
1009	Center Guide		Part must be within tolerance		
1009.1	Center Guide w/ Automatic		Part must be		

	Compensation		within tolerance		
NIMS	Cut Wax Part		Part must be within tolerance		
NIMS	Cut Aluminum Part		Part must be within tolerance		
NIMS	Written Exam		Earn Credential		

Welding Fast Track – Academic Progress

Gas Metal Arc Welding (GMAW)

Project #	Name	Pass/Fail (1 st Attempt)	Grading Criteria	Pass/Fail (2 nd Attempt)	Pass/Fail (3 rd Attempt)
Quiz1	Measuring		Passing Grade requires 80% or higher		
Quiz2	Blueprint Reading		Passing Grade requires 80% or higher		
Quiz3	Welding Symbols		Passing Grade requires 80% or higher		
1001	T-Joint		Must pass visual inspection		
1002	Corner Joint		Must pass visual inspection		
1003	Flat Groove		Must pass visual inspection		
1004	V-Groove		Must pass visual inspection		
1005	Base Plate		Must pass visual inspection		
1006	Final Assembly		Assembled according to specifications		
AWS	D1.1		Earn Credential		

Press Brake – Academic Progress

Project #	Name	Pass/Fail (1 st Attempt)	Grading Criteria	Pass/Fail (2 nd Attempt)	Pass/Fail (3 rd Attempt)
Quiz1	Measuring		Passing Grade requires 80% or higher		
Quiz2	Blueprint Reading		Passing Grade requires 80% or higher		
Quiz3	Safety		Passing Grade requires 80% or higher		
1001	Single Bend		Must pass visual inspection		

1002	Two bends, back gauge retraction		Must pass visual inspection		
1003	Offset bend, using shims		Must pass visual inspection		
1006	Setup		Must pass visual inspection		
NIMS	Operate CNC Drive		Earn Credential		

Students must pass each project before s/he can progress to the next. Students who fail a project three consecutive times will be placed on academic probation and their academic performance will be more closely supervised and monitored. The probation period will consist of the next three assigned projects. If a student cannot successfully complete one of the three projects after three attempts, s/he will be dismissed from the program. If the student successfully completes all three projects (in at least three attempts), s/he will be removed from probation.

If a student clears probation and after probation s/he fails two more non-consecutive projects, s/he will be placed back on probation. That probationary period will cover the next three projects as stated above.

If a student who is dismissed from the program wishes to reapply, admission will be at the sole discretion of the Director of Training Services. The student will need to complete the full application process and will not be considered for at least six months after the date of dismissal.

Issuance of Certificates:

All students who complete the required number of hours and coursework in their respective program will be issued a certificate of completion from JARC. Certificates may be picked up at JARC’s administration office or may be mailed.

Transcripts:

Graduates may request a copy of their transcript at any time by writing to the Director of Training Services. The Director of Training Services will provide the student with his or her transcript within 15 business days.

Student Services:

JARC encourages all students to take advantage of JARC’s Support Services. These services include individual Financial Counseling, Public Benefits Screening, and Computer Classes. These services must be scheduled outside of regularly scheduled classes. Students may notify their Program Coordinator should they be interested in utilizing these services.

VIII. Drug and Alcohol Policy:

JARC is committed to maintaining a safe, productive work environment to both students and staff. A student who is under the influence of illegal drugs, unauthorized controlled substances or alcohol can pose a serious threat to his or her safety and the safety of others. The manufacture, distribution, possession, use of illegal drugs, unauthorized use of controlled substances or alcohol on JARC's premises is prohibited.

JARC reserves the right to drug test any CMP trainee at any time including after accidents, injuries, or if staff deem a trainee's behavior to be unusual or erratic. If a trainee is requested to submit to a drug test, they have 24 hours to complete. If a trainee tests positive for prescription drugs, they must produce a prescription for the drug within 48 hours. A trainee's refusal of a drug test or failure to bring in prescription documentation can result in termination.

JARC utilizes Concentra for drug testing. Their offices are located at:

1030 W. Chicago Ave.
Chicago, IL 60642

211 E. Army Trail Road
Bloomington, IL 60108

Any violation of JARC's Drug and Alcohol Policy may result in disciplinary measures. In deciding what action to take, JARC will take into consideration the seriousness and nature of the violation, the student's current standing in the class, the student's future employability, and the impact of the policy violation.

IX. Safety Policy:

JARC expects all trainees, instructors and staff members to understand and practice the strict safety guidelines and policies put in place in order to provide a safe and healthy workplace and maintain compliance with the Occupational Safety and Health Act of 1970 and with regulations of the U.S. Department of Labor. All staff and trainees should ensure that the following duties are performed:

- Define hazardous operations, designate safe practices, and select protective equipment or engineering controls.
- Ensure that program and support staff receive instructions and training in safe work practices, use of personal protective equipment (PPE), and in procedures for dealing with accidents or emergencies.
- Ensure that trainees fully understand the training received.
- Ensure that all personnel obtain the protective equipment or engineering controls necessary for the safe performance of their job.
- Ensure that the required safety practices and techniques are being employed through periodic assessment and evaluations.
- Report any accidents - no matter how slight - immediately to a staff member.

- Ensure that action is taken to correct work practices and conditions that may result in accidents and incidents.
- Properly dispose of unwanted and/or hazardous chemicals and other hazardous materials.

GENERAL MACHINE SHOP RULES

CLEANLINESS

- Work areas will be kept clean and uncluttered, and the floor will be kept free of chips, scraps, and oil.
- Floors will be kept clear of objects or cords that could cause someone to trip. Cords should be taped to the floor to eliminate a trip hazard, if necessary.
- Equipment and tools must be cleaned after use.
 - All tools must be returned to their proper storage locations at the end of the day.
 - Do not use tools that are damaged or in disrepair. They should be repaired or replaced prior to next use.
 - All power tools must be turned off and unplugged before cleaning, repairing, or making any adjustments.
 - Machines that are in use on consecutive days by an individual user may postpone cleanup until project completion, but must be cleaned as needed to prevent excessive buildup of debris or malfunctioning.
 - Spilled liquids must be cleaned up immediately.

COMPRESSED AIR

Under Title 29 Code of Federal Regulations (CFR) Section 1910.242(b), the following rules will be followed when using compressed air for cleaning:

- Compressed air must not be used to clean your clothing or yourself.
- Compressed air will not be directed at other people.
- Compressed air used for cleaning work areas, such as work benches, table saws, and drill presses, shall not exceed 30 pounds per square inch at the outlet.
- Chip guarding will be used and appropriate eye protection will be worn when using compressed air.

GENERAL SAFETY RULES

- Read the operator's manual, or comparable literature, before using any power tool.
- Do not use any tool unless you have been trained to do so.
- Inspect tools before each use, and replace or repair any damaged tools or parts before using.
- Never use damaged tools.
- Do not repair tools unless you are trained to do so.
- Only use tools and attachments for the purpose for which they were designed.
- Always select the correct tool, bit, cutter, or grinder for the material that you are working with.
- Never alter a tool unless trained to do so in a safe manner.

- Never use power tools before they have reached operating speed or while they are coming to a stop.
- Never force objects into the moving parts of a machine.
- Never force tools by applying too much pressure.
- Always secure work pieces with clamps or a vise to keep them from moving.
- Keep hands away from cutting edges and moving parts.
- Never leave machines or power tools running unattended unless machine is fully enclosed.
- Never operate machine tools while using personal electronic devices (e.g., cell phones, iPods) or wearing headphones.

PERSONAL PROTECTIVE EQUIPMENT

PPE is designed to prevent personal injury. Examples of PPE include safety glasses or goggles, face shields, safety shields, gloves, respirators, and hearing protection. It is the responsibility of the JARC Instructor and/or trainee managers to ensure that all staff and trainees are using the necessary safety equipment.

PROTECTIVE CLOTHING

- When working with a potentially hazardous material, protective clothing is required.
- Loose clothing, such as neckties, sweaters, flowing sleeves, lanyards, necklaces and other loose/dangling jewelry shall not be worn in the machine shop.
- Rings, bracelets, wristwatches and related items should be removed prior to machine use.
- Do not use heavy work gloves in close proximity to moving machinery. "Surgical" type gloves (those that have low tear strength) are permissible.
- Shorts or pants with cuffs should be avoided during shop use.
- Long hair must be tied back.
- Closed-toed shoes will be worn in the machine shop at all times.
- Reusable protective clothing, such as work gloves, face shields, welding jackets, welding helmets, and respirators, must be visually inspected prior to use to ensure that they are in good condition.

EYE PROTECTION

Safety glasses or goggles must be worn in the machine shop. Ordinary prescription glasses are not designed to provide adequate protection against occupational hazards. Prescription safety glasses are recommended for employees who must routinely wear safety glasses in lieu of fitting safety glasses over their personal glasses. Additional eye or face protection may be required when there is a potential for hazardous materials, including chemicals, ultraviolet light radiation, and wood, metal, and plastic shavings or particulates, to come in contact with the eyes or face. Examples of eye/face protection include safety glasses, goggles, and face shields. All protective eye and face devices must meet the American National Standards Institute Z87.1-1989 standard.

PROTECTIVE GLOVES

When working with electrical, temperature, or mechanical/physical hazards, appropriate work gloves (e.g., heat resistant gloves, electrical safety gloves) are required. When working with hazardous chemicals, such as solvents and corrosive materials, chemical-resistant gloves are required. Reference the JARC Chemical Hygiene Plan for further information about the correct selection and usage of gloves when working with chemical hazards.

RESPIRATORS

If respiratory protection is used or required, including the use of N95 respirators, the OSHA Code of Federal Regulations (CFR) Section 1910.134 on respirators must be followed. The use, selection, and training for any required respirators, if applicable, is the responsibility of the JARC Instructors. Dust masks may be worn for personal comfort, but are not designed for or approved by the National Institute for Occupational Safety and Health for protection against hazardous chemicals or biological agents.

OTHER PERSONAL PROTECTIVE EQUIPMENT

Other PPE, such as hearing protection, shall be used as needed.

ELECTRICAL SAFETY

Electricity poses a serious workplace hazard. Electrical current passing through the human body can cause electrical shock and result in burns, muscle damage and other physical injury, and nervous/respiratory system damage or failure. In order to minimize risk from electricity, the following procedures should be followed:

- Avoid using electrical devices in wet conditions.
- Use Ground Fault Circuit Interrupters when possible and in all wet locations.
- Use the correct wiring and connectors.
- Avoid long-term (e.g., more than one month) use of extension cords.
- Use and maintain tools properly. **Do NOT use damaged or improperly modified electrical tools or devices.**
- Avoid wearing items such as watch bands, jewelry, etc. that could come into contact with exposed, energized parts.
- Always check cords for wear and damage, and replace any damaged cords.
- Never use a 3-wire cord with a 2-wire plug.
- Never remove the third prong to make a 3-prong plug fit a 2-prong outlet.
- Do not overload outlets.
- Do not use attached electrical cords to move equipment.
- Always verify that the power is off before making repairs to electrical equipment.
Lockout/tagout procedures must be used to ensure power is off.
-

Instructors or trainees should not attempt to repair fuse boxes or high-voltage equipment. If there is an electrical problem in the machine shop, contact JARC staff immediately. If electrical equipment is damaged or appears unsafe, do not use it and report the situation to the Instructor.

MACHINERY/MACHINE GUARDING

Drill Press

- Always wear eye protection when using the drill press.
- Check the drill press head and table before starting. If the drill press head and table are not secure, or damaged, do not begin work until they have been repaired.
- Select the correct speed for the material and drill being used.
- Remove the chuck key immediately after tightening or removing a drill. Failure to remove the chuck key can lead to serious injury if the machine is turned on.
- Keep hands clear of all moving parts.
- All work pieces must be secured with either a drill vise or C-clamps. Failure to secure the work piece can damage the drill and injure the operator.
- If the drill pulls the work piece loose from the clamps, turn off the drill press. Once the drill press has stopped, remove the work piece from the press.
- Always make sure the drill press is stopped before removing the work piece, chips, or cuttings.

Band Saw

- Always wear eye protection.
- Only use the correct blades for the materials being cut.
- Never feed materials into the blade with your fingers in line with the blade.
- If the saw clogs or jams, make sure that the power is completely off before removing the jam.

Milling Machine (Manual and CNC)

- Do not use the table as a work bench or storage place. Damaging the table will cause the machine to malfunction.
- Be sure you know how to stop the milling machine quickly before operating the machine.
- Make sure that power feed controls are in the neutral position before turning on the machine.
- Handle cutters carefully. Protective gloves may be recommended.
- Secure the work piece firmly in the vice or with appropriate clamps.
- Keep hands on the controls while the machine is running.
- Never try to feel a finished surface while the cut is being taken.

Lathe (Manual and CNC)

- Roll up loose sleeves, and do not wear lanyards, neckties, or other loose items while operating the lathe.
- Be certain the work piece is set up securely and tightly.
- Remove the chuck key immediately after each use. If the chuck key is left in the chuck and the lathe is activated, the key can become a fast moving projectile and potentially cause serious injury.
- Keep hands on the controls while the lathe is running during manual operation only. If lathe is being used in computer numerical control mode, all operator interactions should be at the control panel.

- Keep hands away from chips as they may be sharp or hot.
- Regulate the depth of cut according to the size and type of material.
- Use tools that are properly ground for the particular job.
- Never try to feel a finished surface while the work piece is spinning.
- Stand to one side of the revolving faceplate to avoid being hit by flying objects.

Welders / oxy-fuel Torch

- Wear ultraviolet (UV)-protective safety eye-wear when using the welding machines. Do not directly stare at UV light.
- Secure workpiece with clamps or a welding jig. Be sure to place material where they will not interfere with the welder.
- Always monitor your work until the entire cut/weld is finished.
- If you notice that your material is being vaporized or is producing visible flame, stop the welder. You may need to lower the power setting, or move faster during the welding process, or re-check your standing position. Do not start welding or oxy fuel cutting until the above has been corrected.
- After your finish welding/cutting, the material must be left to cool for at least 10 – 15 minutes to allow for heat dissipation.

Grinder

- Ensure that the grinder is mounted securely.
- Always use the work rest, and maintain its distance within 1/8" of grinding wheel.
- Maintain the adjustable tongue guard within 1/4" distance of grinding wheel.
- As the grinding wheel wears down, readjust the tool rest and tongue guard. When you can no longer adjust them, replace the wheel.
- Ensure the grinding wheel manufacturer's recommended speed, as posted on the wheel, is compatible with the RPM rating of the grinder motor.
- Visually inspect new grinding wheels for imperfections before installing. Do not install a wheel with visible irregularities.
- Ensure you "ring test" the new grinding wheel.
- Ensure the outer wheel guard is securely in place.
- Ensure the power transmission cover is securely in place.

MACHINE GUARDING

Machine guarding is required by OSHA under 29 CFR 1910.211. A guard is a barrier that prevents the entry of the operator's hands or fingers into any part of a machine or piece of equipment where they may be cut or caught between moving parts, between moving and stationary parts, or between the material and moving parts of the machine. Guarding is required of machine tools. Hand-held, portable power tools or manual tools are not required to be guarded. Machine guarding provided by the manufacturer should never be removed from the machine.

HAND AND PORTABLE POWER TOOLS

When using hand tools, keep the following safety procedures:

- Safety glasses should be worn whenever working with tools.
- Wear protective gloves when appropriate.
- Clean grease and oil from hands and tools to prevent slipping.
- Only use tools that are in good condition.
- Only use tools for their designated purpose.
- Use the correct size tool for the job.
- Always cut away from your hands and body.
- All power tools must be turned off and completely stopped before they are set down by the operator.

Bloodborne Pathogen Policy:

Bloodborne pathogens are disease causing microorganisms that may be present in human blood and other body fluids. The three most commonly encountered bloodborne pathogens are hepatitis B virus (HBV), hepatitis C (HCV) and human immunodeficiency Virus (HIV). Bloodborne pathogens are transmitted when the pathogens from infectious body fluids enter the bloodstream through cuts or other breaks in the skin. They can also enter through mucus membranes. Bloodborne pathogens are **not** transmitted by casual contact.

JARC expects trainees to report all bloodborne events to instructors and staff who are considered first responders. JARC also provides all trainees the following information they need to work safely with bloodborne pathogens in case of an accident or injury on the shop floor.

Exposure Control Plan

Personal Protective Equipment (PPE)

The following is the personal protective equipment needed to engage in any potential exposure to blood or Other Potentially Infectious Material (OPIM):

- Disposable Gloves (Latex, or Nitrile)
- Splash Proof Safety Goggles
- Splash Proof Face Shield
-

Preventative Measures

- Treat all blood and OPIM as infectious.
- Cover all exposed skin with clothing or PPE.
- When cleaning a walking / working surface do not handle broken glass, tooling, razor blades or any other sharp objects with your hands. Always use mechanical means such as a dustpan and broom.
- When cleaning machinery or equipment, engineering controls should be used whenever possible like a brush or other cleaning device when there is evidence of bio-hazardous waste or OPIM. In addition, be aware that sharps can become stuck in equipment, and can pose hazards to you or others. If you do have to use your hands, wear gloves and **NEVER REACH WHERE YOU CAN'T SEE.**
- Wash hands immediately after removing gloves or contact with blood or OPIM.
- Do not consume or store food or drinks in areas where blood or OPIM could be present.

Reactive Measures

In the event that blood or OPIM comes in contact with your eye, mouth, nose, broken skin or under the skin, the following procedures should be done:

- Immediately wash or rinse the exposed area for 10 to 15 minutes.
- Immediately following washing, notify staff and seek medical attention.

X. Sexual Harassment Policy:

Jane Addams Resource Corporation will not, under any circumstances, condone or tolerate conduct which may constitute sexual harassment on the part of any of its students. It is our policy that all students have the right to learn in an environment free from any type of illegal discrimination, including sexual harassment. Any student found to have engaged in such conduct will be subject to immediate discipline, up to and including termination.

Sexual harassment is defined as:

- Making sexual advances or requests for sexual favors a term or condition of acceptance into the program
- Creating an intimidating, hostile or offensive working environment or atmosphere either by:
 - 1.) verbal actions, including using vulgar, kidding or demeaning language; or
 - 2.) physical conduct which interferes with a student's work performance.

While JARC encourages healthy friendships among its students, both students and staff must be sensitive to acts of conduct which may be considered offensive and must refrain from engaging in such conduct.

Sexual harassment can occur in many forms including verbal (which includes phone calls or voicemails), physical, or written (which includes text, email or other written forms). JARC staff takes all incidents of sexual harassment seriously whether they occur during class or outside of class time.

It is, also, expressly prohibited for a student to retaliate against other students who bring sexual harassment charges or to assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. JARC will promptly and discreetly investigate any harassment claim and no student will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

XI. Equal Opportunity:

Jane Addams Resource Corporation shall not directly or indirectly discriminate against any applicant of CMP or individual accepted into CMP on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military

discharge status, source of income or membership in a union or membership in an organization whose primary purpose is the protection of civil rights or the improvement or living conditions and human relations.

XII. Student Standards of Behavior:

The Careers in Manufacturing Programs prepare students for career success. The rules and culture of the manufacturing environment are simulated closely so that program graduates can adjust quickly to manufacturing jobs. The standards of behavior we follow are similar to those found at any manufacturing company.

1. Common courtesy is expected. Sunglasses, headphones and hats (unless approved by JARC staff) should be removed and cell phones are to be turned off during class. Foul language is strongly prohibited.
2. Safety is of primary concern. Behaviors that threaten the safety of self or others are seriously problematic. In particular, using, possessing, distributing, or being under the influence of controlled substances — alcoholic beverages, marijuana, narcotic drugs, stimulants, etc. — are strictly forbidden. JARC reserves the right to drug test trainees at any time. Refusal is grounds for termination.
3. Any behavior that disturbs our environment is grounds for termination. Verbal and physical fighting, threats, and harassment are prohibited. Cheating, stealing, abusing school or classmates' property, and sleeping in class also violate the behavior standards. Gossiping, forming cliques and talking bad about other students is also considered a form of harassment and can be grounds for disciplinary action.
4. Assignments may be given by the Employment Coach, Program Coordinator, Instructor, Financial Coach, or the Director. Assignments must be completed on time and are considered mandatory. This includes, but is not limited to, job logs. Failure to do so may result in disciplinary action.

The following additional standards ensure a comfortable and productive learning environment:

- Staff and volunteers cannot grant personal favors such as lending money, cars, or other personal items.
- Staff is not allowed to accept gifts or favors from students, in order to maintain a fair and professional relationship with all students.
- During class, computer and cell phone use is restricted to training related projects and job searches only.

A. Attendance- CNC, Welding, and Press Brake Fast Tracks

1. Attendance and punctuality are mandatory. ***During the first 10 class days, all students are probationary.*** Any incident (absence, tardy, violation of behavior agreement or any other incident deemed unacceptable by JARC staff) will result in a

write-up and two more weeks of probation (with no additional absences allowed) or immediate dismissal. While on probation, a second absence will automatically result in termination.

2. After clearing probation, students may miss up to 15 hours (the equivalent of 3 full days) throughout the remainder of the program. However, we strongly advise students not to incur absences as many of our lead companies will only interview students with perfect attendance records. Students begin with 3.0 points. Missing a training day counts as one (1.0) absence, a tardy or partial missed day is counted as half (0.5) an absence.

3. The program coordinator (for CNC and Press Brake) or Senior Coordinator (for Welding) must be informed by the student of any absence (tardy, partial or full). Failure to do so is considered a “No Call/No Show” and is grounds for immediate dismissal.

4. The Instructor, Program Coordinator or Director may excuse students from class at their discretion (i.e. job interviews, appointments with the unemployment office, etc.). However, students may be asked to present documentation explaining the reason for the absence. Failure to present such documentation may be grounds for disciplinary action.

B. Attendance- Women in Manufacturing Program

1. Attendance and punctuality are mandatory. ***During the first 10 class days, all students are probationary.*** Any incident (absence, tardy, violation of behavior agreement or any other incident deemed unacceptable by JARC staff) will result in a write-up and two more weeks of probation (with no additional absences allowed) or immediate dismissal. While on probation, a second absence will automatically result in termination.

2. After clearing probation, students may miss up to 15 hours (the equivalent of 3 full days) throughout the remainder of the program. However, we strongly advise students not to incur absences as many of our lead companies will only interview students with perfect attendance records. Students begin with 3.0 points. Missing a training day counts as one (1.0) absence, a tardy or partial missed day is counted as half (0.5) an absence.

3. The Program Coordinator must be informed by the student of any planned absence no later than one class period prior to the day of the absence. For any unplanned absence or tardy, a student must inform the Program Coordinator prior to the start of the class. If you know you will be out, students must sign the Anticipated Absence Form.

4. Failure to notify the Program Coordinator of an absence is considered a “No Call/No Show” and is grounds for immediate dismissal. You can let your technical instructor know you will be absent but in order for the absence to *not* be counted as a “No Call/No Show”, you **MUST** let the program coordinator know whether it is in person, on the phone or leaving a voicemail. The Instructor, Program Coordinator or Director may excuse students from class at their discretion (i.e. job interviews, appointments with the unemployment office, etc.). However, students may be asked to present documentation explaining the reason for the absence. Failure to present such documentation may be grounds for disciplinary action.

5. Schedules may be changed with advanced permission from the program coordinator to accommodate work obligations for women in manufacturing.

C. Attendance- Manufacturing Bridge

1. Attendance and punctuality are mandatory. *During the first 10 class days, all students are probationary.* Any incident (absence, tardy, violation of behavior agreement or any other incident deemed unacceptable by JARC staff) will result in a write-up and two more weeks of probation (with no additional absences allowed) or immediate dismissal. While on probation, a second absence will automatically result in termination.
2. After clearing probation, students may miss up to 3 class periods throughout the remainder of the program. However, we strongly advise students not to incur absences as many of our lead companies will only interview students with perfect attendance records.
3. The CMP Coordinator must be informed by the student of any absence (tardy, partial or full). Failure to do so is considered a “No Call/No Show” and is grounds for immediate dismissal.
4. The Instructor, Program Coordinator or Director may excuse students from class at their discretion (i.e. job interviews, appointments with the unemployment office, etc.). However, students may be asked to present documentation explaining the reason for the absence. Failure to present such documentation may be grounds for disciplinary action.

Additional Attendance Requirements for trainees enrolled in the GI Bill Program

A trainee must maintain a minimum of 75% attendance average each month in order to be considered making satisfactory progress. Any trainee absent for 14 consecutive days will be terminated from the GI Bill program.

The minimum grade average required is 70%. A trainee’s failure to meet standards of academic progress may not be re-admitted.

Note: Acceptance into the CNC, Welding, and Press Brake Fast Track Programs

Decisions on acceptance into the JARC advanced training programs, Fast Track for CNC and Press Brake Operators and Welding will be made at the discretion of the CMP Coordinators and the Director of Training Services. Completion of the Manufacturing Bridge Program does not guarantee acceptance into either of the advanced programs.

Time Cards – CNC, Welding, and Press Brake Fast Tracks:

All students must “punch in” at the start of their shift and “punch out” at the end of the day. Failure to clock in or out (regardless of whether the trainee was in class or not) is a violation of JARC policy and is grounds for disciplinary action, including deduction of 0.5 point.

Selection and Promotion of Personnel- CNC, Welding, and Press Brake Fast Tracks:

At the discretion of the Instructors, students will be offered the opportunity for a promotion. Two positions are available per training cohort- a 1st Shift Manager and a 2nd Shift Manager. Candidates will be required to submit a cover letter and resume for this position. Strong candidates will be called in for an interview. A complete job description will be distributed at the discretion of the Instructors.

Shift Managers report directly to their Instructor. Primary responsibilities of the Shift Manager include:

- Coordinating activities for students
- Promoting a positive attitude towards students
- Conferring with instructor on a weekly basis
- Supervising and training students, including operation of machines, addressing complaints, problem solving, directing work, planning, etc.

XIII. Disciplinary Procedures:

Students are subject to disciplinary action when performance, attendance, or misconduct issues arise with the student. A staff member can meet informally with the student in order to correct the issue. If this does not work, the following progressive disciplinary action will be initiated:

- **Verbal remediation** – Within 10 days of the incident, staff will meet with the student to discuss the issue and create a plan on how the issue needs to be resolved in a timely manner.
- **1st Written Warning** – If the student’s conduct still has not improved, or has failed to meet the guidelines of the remediation, the written warning will outline steps that need to be taken in order to correct the existing issues.
- **2nd Written Warning** - If the student’s conduct still has not improved, or has failed to meet the guidelines of the 1st Written Warning, the 2nd written warning will specify that the conduct or performance still has not improved. The student will be placed on probation and will be warned that if the outlined steps to correct the issue are not followed, the next action will be termination.

Termination – If after the 2nd Written Warning, the student’s performance or conduct still has not improved, the Director of Training Services will meet with the student and advise the student of his/her termination from JARC.

XIV. Termination of Training:

All JARC students are subject to termination of the program at the discretion of the Director of Training Services. Termination will be defined as a release of the student from the enrollment

contract for inability to perform tasks assigned by instructors, illegal conduct, and gross misconduct, conduct jeopardizing the health or safety of other students or staff, or multiple violations of the Student Standards of Behavior Agreement.

A JARC student may also elect to discontinue his or her own training at any time by notifying the Director of Training in writing of this decision

XV.Holidays:

All students will receive the following days off:

- Dr. Martin Luther King, Jr.'s Birthday
- Good Friday
- Memorial Day
- July 3rd
- Independence Day, July 4th
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day

Students will receive one week off for Christmas and one week off for New Year's. Students will also be on break April 10 through April 14.

In the event that a holiday falls on a weekend, students will receive the Friday before or the Monday after the weekend. This will also be at the discretion of the Director of Training Services.

XVI.Request for Leave:

If a student needs to request a ½ day or full day off of class, he or she must complete an Anticipated Absence/ Late Arrival/ Early Departure Form. This form must be submitted to the Training Services Coordinator **at least 48 hours** prior to the absence. If a student fails to submit this form 48 hours in advance of the absence, s/he may be subject to disciplinary measures.

Students will not be penalized for missing class for a job interview; however, the student must still complete the Anticipated Absence/ Late Arrival/ Early Departure Form.

XVII.Job Placement Assistance Eligibility:

In order for JARC to send out your resumes, you must:

- Complete job logs when assigned. Job logs must be complete and turned in on time.
- Attend and be punctual to all Employment Services appointments and arrive professionally dressed.
- Respond to employer calls and emails within 24 hours. This can also include requests from employers such as:
 - Drug testing, pre-employment screening, physical exam, etc.

- Respond to staff within 24 hours and communicate with staff about any job-related activity such as:
 - Scheduled interviews
 - Receiving job offers
 - Accepting or declining job offers

A student must notify the Director of Training of any criminal conviction for a violation not occurring on JARC's premises no later than 5 days after such conviction. Failure to do so may result in disciplinary action and/or discontinuation of training and Employment Services.

XVIII. Placement Requirements and Incentives Program:

Upon completion of 30, 90 and 180 days at your new job, JARC will require that you complete all of the necessary documentation required below:

- Verbal verification of start date, wage, position, company name and address, supervisor name, benefits, and number of hours per week
- Copies of your first 4 weeks of check stubs
- Student signature on CDBG placement form (for students with CDBG funding only)

Placement Incentives Program

JARC maintains an Incentives Program for completion and submission of the above named documents. A student will be granted a check for \$50 when all of the documentation has been submitted to the Job Developer (employment must be full time- over 32 hours per week). All students **must inform the Employment Coach** of any changes in their employment status including: termination, new employment, change in wage, change in benefits, completion of probation, etc.

XIX. Grievance Procedures:

A grievance is a formal complaint concerning the terms of enrollment, the student standards of behavior agreement, or any other such concern that a student may have regarding his or her training with JARC and its staff.

A student may file a grievance only on his/her own behalf. A student may not file a grievance on behalf of another party.

Resolution:

If a student finds that he or she would like to file a complaint, s/he should take the following steps:

- 1.) The student should address the complaint in writing to the attention of the Director of Training Services. The Director of Training Services will attempt to resolve the complaint within five (5) business days.
- 2.) If a solution is not reached or if the complainant is not satisfied with the solution offered, s/he should address the complaint in writing to the attention of the Executive

Director. The Executive Director will attempt to resolve the complaint within five (5) business days.

Students can also file a grievance through the Illinois Board of Higher Education's (IBHE) online complaint system at <http://complaints.ibhe.org/>, accessible through the agency's homepage (www.ibhe.org). The IBHE online complaint site includes step-by-step instructions and key information about the complaint process.

XX. Refund Policy:

JARC does not charge its students any registration fees, book fees or application fees or accept down payments. JARC will not accept any tuition from any student prior to enrollment.

When a student gives written notice of cancellation, JARC will provide a refund in the amount of at least the following:

1. When a notice of written cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all tuition shall be refunded.
2. When notice of cancellation is given after midnight of the fifth business day of class, JARC may retain no more than \$150.
3. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, JARC may retain no more than 10% of the tuition.
4. When a student has completed in excess of 5% of the course of instruction JARC may retain an amount computed prorated by days in class plus 10% of the tuition up to completion of 60% of the course of instruction.
5. When the student has completed in excess of 60% of the course of instruction, JARC may retain the entire tuition.

JARC shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.

All student refunds shall be made by JARC within 30 calendar days from the date of receipt of the student's cancellation.

A student may give notice of cancellation to JARC in writing. The unexplained absence of a student for more than 15 days shall constitute constructive notice of cancellation to JARC. For purposes of cancellation, the date shall be the last day of attendance.

JARC shall refund all monies paid to it in any of the following circumstances:

- 1.) JARC did not provide the prospective student with a copy of the student’s valid enrollment agreement and a current catalog or bulletin.
- 2.) JARC cancels or discontinues the course of instruction in which the student has enrolled.
- 3.) JARC fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Policies for Students Receiving GI Bill Benefits

Refund policy for Students receiving GI Bill benefits

All tuition is subject to the following pro-rata refund policy and will be paid no later than 40 days from date of cancellation:

Percentage of days in class completed at notice of cancellation	Percentage of tuition and instructional charges that school may retain
In excess to 5% to 10%	15%
In excess to 10% to 15%	20%
In excess to 15% to 20%	25%
In excess to 20% to 25%	30%
In excess to 25% to 30%	35%
In excess to 30% to 35%	40%
In excess to 35% to 40%	45%
In excess to 40% to 45%	50%
In excess to 45% to 50%	55%
In excess to 50% to 55%	60%
In excess to 55% to 60%	65%
In excess to 60% to 65%	70%
In excess to 65% to 70%	75%
In excess to 70% to 75%	80%
In excess to 75% to 80%	85%
In excess to 80% to 85%	90%
In excess to 85% to 90%	95%
In excess to 90%	100%

This policy applies to all approved programs offered by Jane Addams Resource Corporation.

Statement on Attendance for VA Certification*

***(pertinent only to trainees receiving GI Benefits)**

JARC will certify a veteran’s enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). **Clock hour schools:** This certification, in part, requires JARC to report to the USDVA the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified amount of clock hours per week and this failure results in a change of pursuit as defined by the USDVA, the JARC must report this issue

to the USDVA. **Credit hours schools:** If a veteran’s credit hour adjustment results in a change of pursuit as defined by the USDVA, JARC must report this issue to the USDVA. This report may result in a lesser monthly payment from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and JARC. JARC strongly advises veterans to pursue their training as specified in the Enrollment Contract. The school is required to terminate the GI Bill® benefits once the student successfully completes the approved program in which they are certified.

XXI. Transportation assistance cards:

JARC recognizes that participants in the Careers in Manufacturing Programs are making sacrifices to participate in the program. Some students may require assistance to meet the cost of transportation to and from class each day. Therefore, JARC can provide a weekly public transportation card OR a weekly gas card dependent upon availability.

It is the trainee’s responsibility to request a card each week. Please be responsible about requesting a fare card. If you bike, walk or drive to school, you do not need a fare card and it would be irresponsible to request one.

Any transportation funds must be requested through your program coordinator. Additionally, JARC does not guarantee fulfillment of such requests and reserves the right to withhold transportation assistance for any reason.

Fare cards will be distributed as follows:

- The program coordinator will be the primary JARC staff person handling the fare cards.
- Lost cards will not be replaced under any circumstance.

Failure to follow this policy will result in loss of transportation card privileges for the remainder of the course. Any student who knowingly falsifies information to obtain a gas card may result in disciplinary action or termination from the program.

XXII. Community College Credit Hours:

The Richard J. Daley College and JARC have agreed to use manufacturing industry skills standards and certifications established by the National Institute for Metalworking Skills (NIMS) and the American Welding Society (AWS) as the standard for articulation between their respective programs.

JARC graduates who earn specified NIMS and AWS credentials while enrolled in its *Careers in Manufacturing Programs (CMP)* or *Manufacturing Skills Programs (MSP)* and who complete the program may be granted credit for college courses upon enrollment in the Manufacturing Technology program at Richard J. Daley College.

Below are the certifications that qualify and their alignment with classes offered in the certificate and degree programs at Daley College:

Industry Credential	Equivalent Course at Daley College	Credit
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		Hours
NIMS Measurement Materials and Safety (MMS)	340MFGT – 111-1 Machining Processes 1	3
AWS D1.1 GMAW (or MIG) Qualification	340MFGT 151, Introduction to Welding	3
NIMS Job Planning, Benchwork and Layout (JPB&L)	340MFGT – 112-1 Machining Processes 2	3
NIMS CNC Milling: Program, Setup and Operate	340MFGT – 123 CNC Milling Operations and Programming	3
NIMS CNC Turning: Program, Setup and Operate	340MFGT – 137 CNC Turning Operations and Programming	3

*JARC graduates who have completed both CNC Milling and Turning (Program, Setup and Operate) may also receive credit for 340MFGT 140 – CNC Fundamentals at the discretion of Daley College.

Daley College degree or certificate seekers should contact the Manufacturing Technology Program for more information.

Catalog certified as true and correct in content and policy by JARC Executive Director, Guy Loudon

