



CONNECTIONS



BUILDING

A BETTER

YOU

Resource Guide

Contents

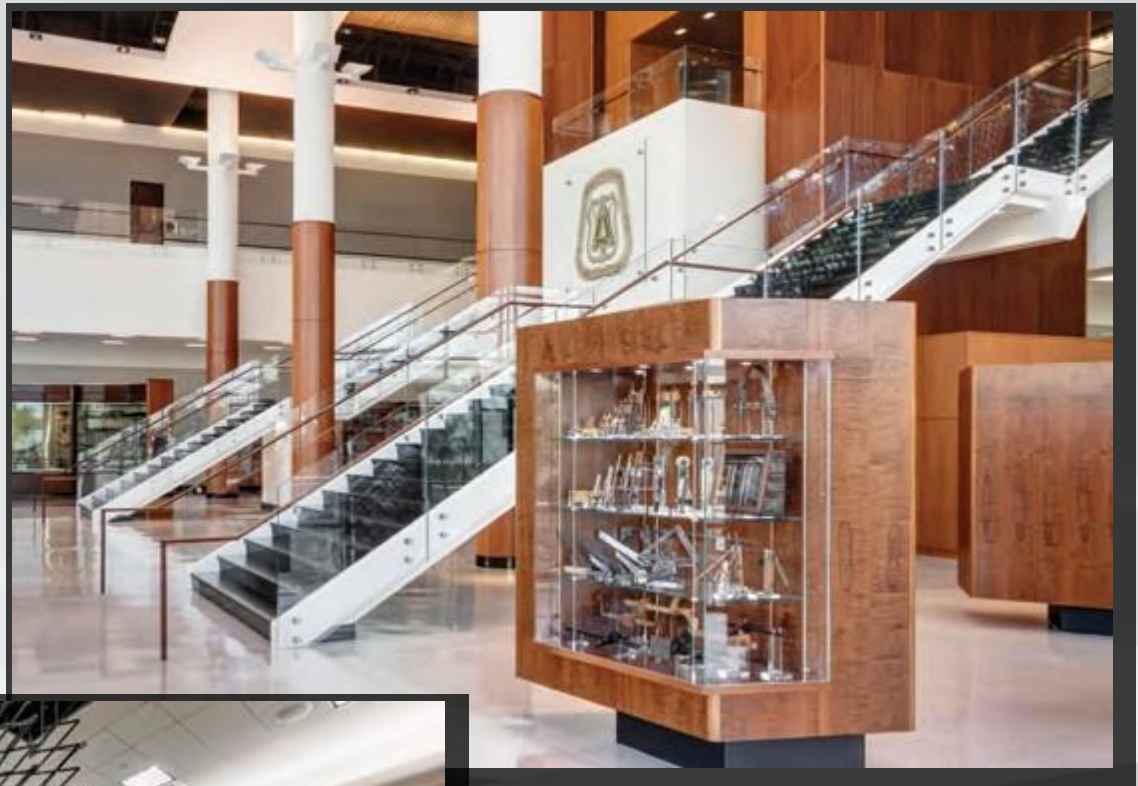
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**CARPENTERS
INTERNATIONAL
TRAINING
FUND**

212 Carpenters Union Way
Las Vegas, Nevada 89119

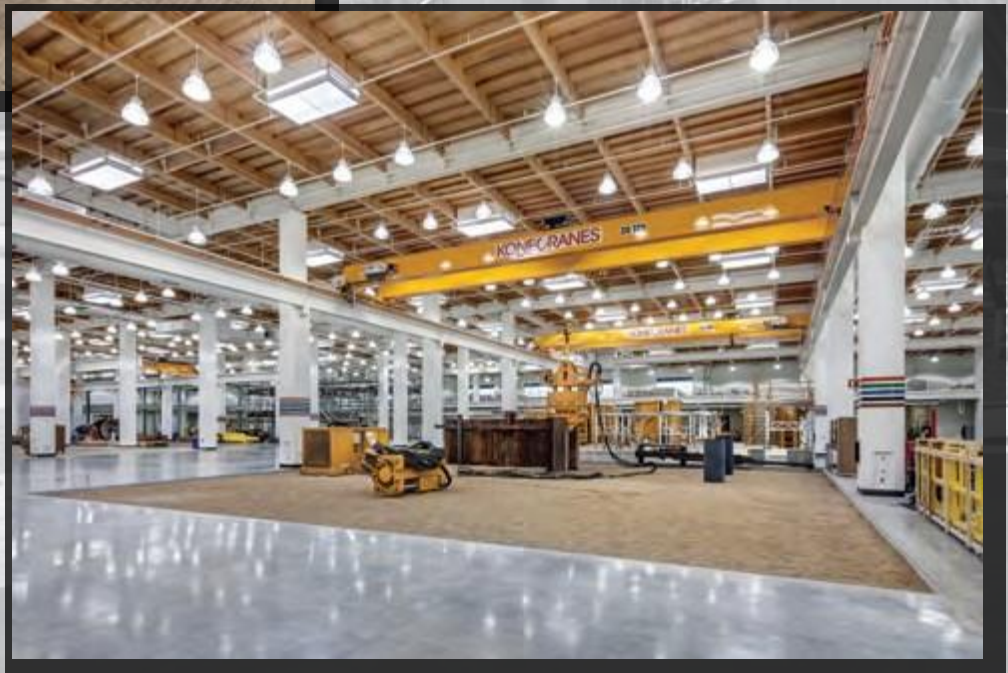


History Museum

Classroom



One of the Shop Areas



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The Carpenters International Training Fund (CITF) is dedicated to job training and certification programs for the membership of the United Brotherhood of Carpenters (UBC). In addition, CITF prepares and makes available instructional materials on careers in the construction trades for young people in career exploration and career preparation classes, such as high school Construction Technology and Carpentry. The Career Connections Series is such a program—a complete high school preparatory program in the carpentry trade and associated transferable skills.

The seriousness of the education effort is shown moreover by the UBC's development of the International Training Center in Las Vegas, begun almost two decades ago. To date, over \$250 million has been invested to make available to UBC members the finest state-of-the-art campus in the construction trades industry. Over one million square feet of classrooms, meeting and shop space, dorm rooms and kitchen facilities, and administrative support areas are available to advance skills and address the UBC's organizational needs. The most recent 300,000 square feet of space added to the facility has been designed to further advance these training and organizational goals. Displays addressing the history and work of the UBC as well as shop space to accommodate diver certification and robotics, additional classrooms, and auditorium space help us prepare for the decades and challenges to come.

Throughout North America there are also over 200 training facilities with 1,500 full-time and 1,500 part-time instructors fulfilling the needs of the construction industry by offering leading-edge training which is the most comprehensive in the industry.

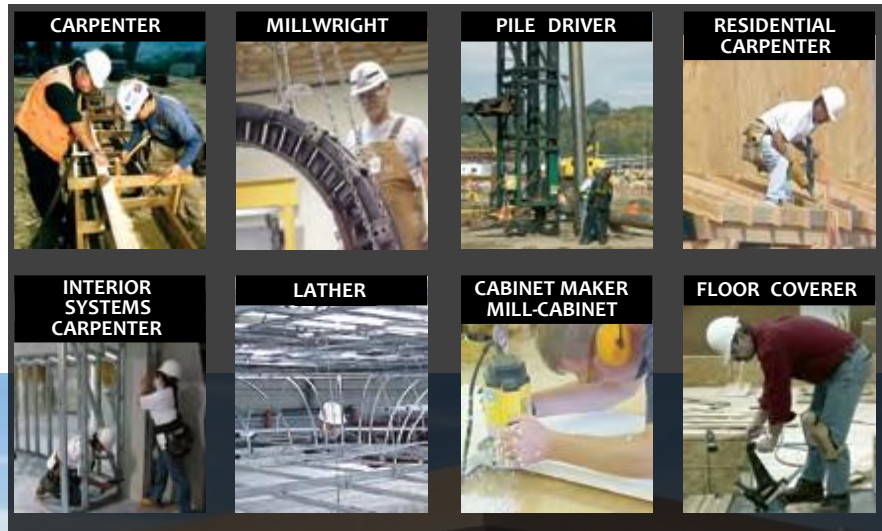
Ultimately, beyond all the training opportunities offered, it is effort on the job—attention to safety and safe practices, productivity, professionalism, and pride—that determines the success of workers, contractors, and the UBC.

CITF's creation of programs and instructional materials as well as the participation of construction professionals is a demonstration of commitment to excellence. CITF endorses that commitment as a critical factor leading to success in meeting the challenges of a competitive environment that continues to grow more challenging.



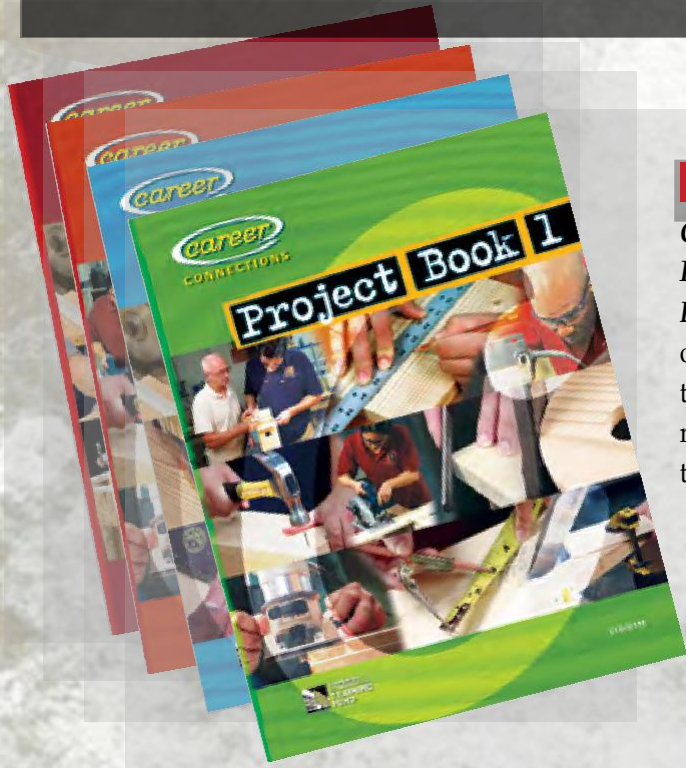
UBC Headquarters
Washington, DC

**Membership
in the UBC
offers these
diverse career
choices:**



COMPONENTS OF THE PROGRAM

Career Connections Program



Project Books

Career Connections: Project Book 1, Project Book 2, Project Book 3: Commercial Construction, and Project Book 3: Residential Construction present information on shop safety including safe practices, detailed descriptions of tools including proper operation, explanations of materials and fasteners, lists of student expectations, and thoroughly illustrated step-by-step procedures.

One Trade, Many Careers

presents self-evaluation; goal setting; career investigations; employability skills; specific career information on carpentry and other construction trades; and descriptions and illustrations of workers at their jobs.

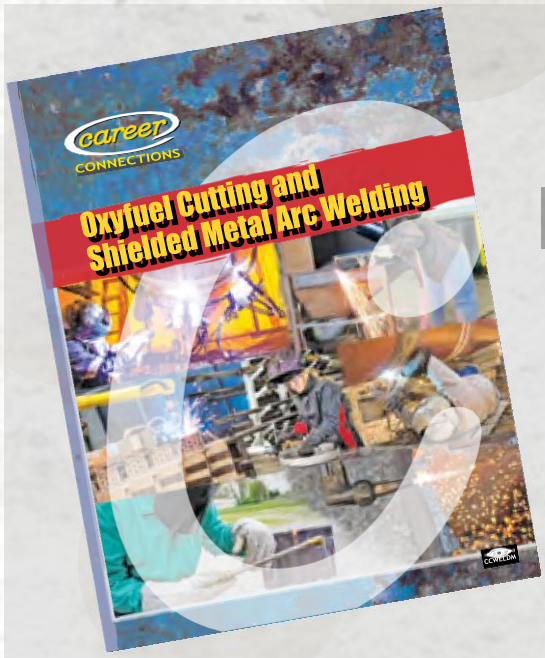
Math for the Trades

relates all basic math skills to real-life work scenarios. Includes area and volume measures.



Introduction to Millwrighting

presents an overview of the millwright craft; math skills for real-world scenarios; introduces various cutting, turning, striking, and holding tools, and hardware used by a millwright; includes illustrated step-by-step procedures.

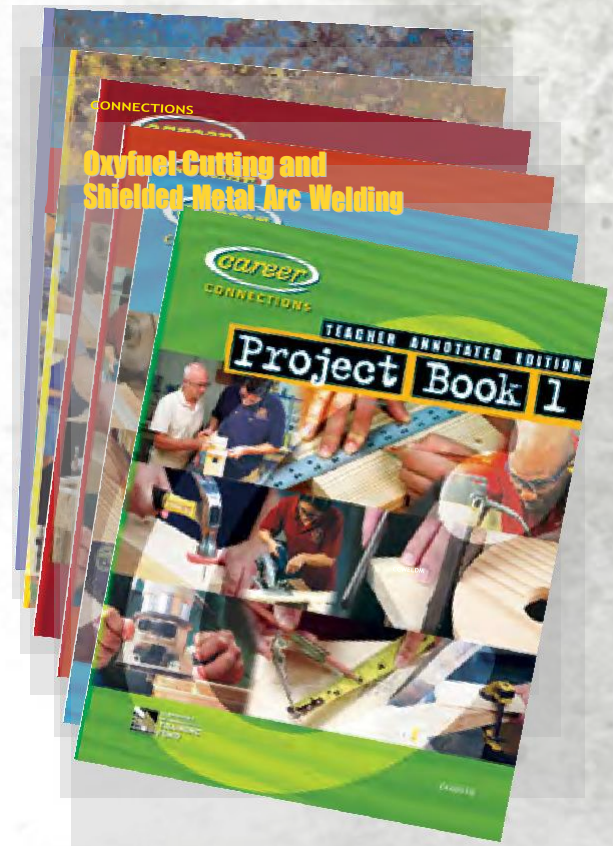


Oxyfuel Cutting and Shielded Metal Arc Welding

presents welding, cutting, oxyfuel, and shielded metal arc welding safety; introduces the tools used in welding and cutting and the weld symbols; includes illustrated step-by-step procedures.

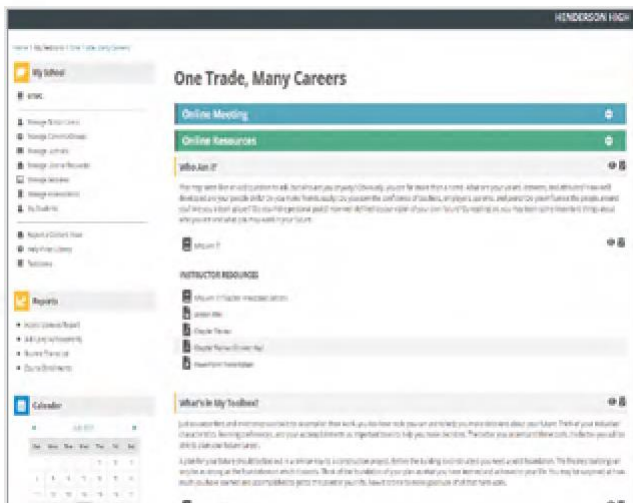
Teacher Annotated Editions

include resources such as: *Grading Rubrics, Evaluations, Skills Matrixes, Lesson Plans*, and page-by-page teacher notes throughout with teaching tips; Project Book TAEs include resources such as: *Safety and Operation Checklists, How to Set Up the Shop, Reusing Materials, Using the UBC as a Resource, and Ordering Information.*



LEARNING MANAGEMENT SYSTEM (LMS)

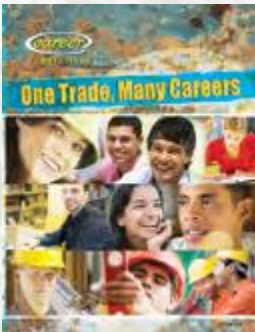
The LMS provides teachers with access to the entire Career Connections program, including tools such as *The Virtual Shop* containing step-by-step animations, *Career Connections Assessment Question Bank* containing content questions, *Lesson Plans, Grading Rubrics, Evaluations*, and *Project Drawings*. The student license allows students to access any sessions provided by the teacher.



CAREER CONNECTIONS CATALOG

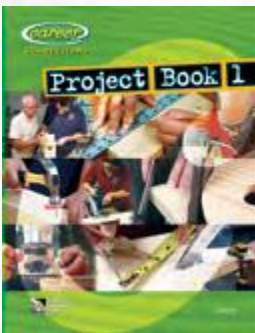
CAREER CONNECTIONS is a unique program designed for those preparing to be professional carpenters through training in pre-apprenticeship programs or through high school carpentry courses. Because the projects are derived from a skills matrix divided into basic, intermediate, and advanced skills, the teacher will find it easy to identify students at a particular skill level. At the core of the program is a book presenting decision making, goal setting, and employability skills. The program is unique because a team of UBC members with both teaching and field experience has designed the step-by-step project procedures and the skills matrix that defines where a student is on the spectrum from beginner to accomplished carpenter. All student materials are framed by specific goals. Each project has a list of the competencies the student must show in building the project, a materials list, and a student evaluation form to be completed by the teacher for each project.

Note: All Career Connections materials may be ordered only through CITF-trained Career Connections Outreach Specialists at their respective training centers. A state-by-state contact list can be found on page 18.



ONE TRADE, MANY CAREERS Covers self-evaluation; goal setting; employability skills; specific career information on those trades within the UBC; real-world-of-work descriptions of workers on the job; interviews and features that appeal to young adults. The Teacher Annotated Edition, CC00SSG, contains Lesson Plans, suggested time frames for teaching, and page-by-page tips for teaching and using additional resources. A Resource Drive, CCTAEF, included with the Teacher Annotated Edition, contains PowerPoints®, Lesson Plans, and additional material to assist in teaching the class. A ten-minute video, “One Trade, Many Crafts,” CC0005D, produced by the UBC, is also included on the Resource Drive, along with a Discussion Guide.

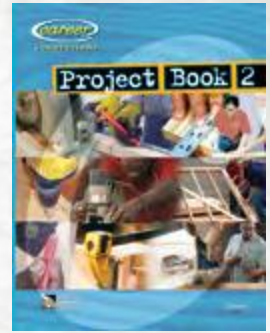
- **Student Manual** CC00SSM, \$10.28
- **Teacher Annotated Edition** CC00SSG, \$32.06
- **Resource Drive** CCTAEF, included with TAE



PROJECT BOOK 1 Presents safety information and precautions, descriptions of tools and safe operating procedures, and descriptions of materials and fasteners; contains 15 step-by-step projects that require basic skills including the tote box, step stool, CD rack, and storage chest. The Teacher Annotated Edition, CC0001G, contains Lesson Plans, suggested time frames for teaching, and page-by-page tips for teaching and using additional resources. A Resource Drive, CCTAEF, included with the Teacher Annotated Edition, contains all PowerPoints®, Lesson Plans, and Grading Rubrics for each project; Skills Matrix for all projects; and a Safety and Operation Checklist for evaluating student performance in the use of each tool.

- **Student Manual** CC0001M, \$12.53
- **Teacher Annotated Edition** CC0001G, \$51.00
- **Resource Drive** CCTAEF, included with TAE

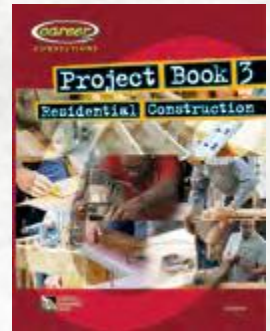
PROJECT BOOK 2 Reviews safety, tools, and materials information; contains 13 step-by-step projects that require intermediate skills including the octagonal picnic table, skateboard ramp, Adirondack chair, and shed with a gable roof. The Teacher Annotated Edition, CC0002G, contains Lesson Plans, suggested time frames for teaching, and page-by-page tips for teaching and using additional resources. A Resource Drive, CCTAEF, included with the Teacher Annotated Edition, contains all PowerPoints®, Lesson Plans, and Grading Rubrics for each project; Skills Matrix for all projects; and a Safety and Operation Checklist for evaluating student performance in the use of each tool.



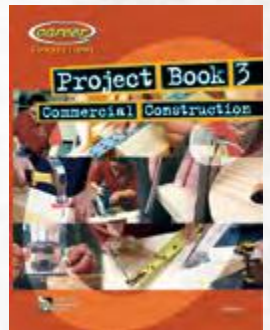
- *Student Manual* CC0002M, \$16.24
- *Teacher Annotated Edition* CC0002G, \$50.72
- *Resource Drive* CCTAEF, included with TAE

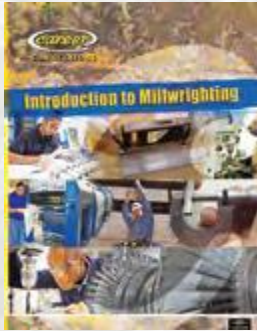
PROJECT BOOK 3: RESIDENTIAL CONSTRUCTION

PROJECT BOOK 3: COMMERCIAL CONSTRUCTION These project books develop advanced building skills. A safety chapter is included in each book. Reviews of tools, materials, and fasteners are included prior to the building projects. Lead-Up exercises are provided. Procedures include determining the partition layout; marking door and window openings; installing top and bottom track; establishing plumb; constructing a header; building an interior wall system; making and installing a soffit; assembling an equal slope hip roof; calculating and laying out a hip rafter; hanging and finishing drywall; and installing ceilings.



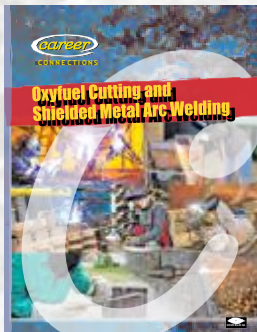
- *Student Manual* Project Book 3: Residential Construction CC003RM, \$19.71
- *Teacher Annotated Edition* Project Book 3: Residential Construction CC003RG, \$62.71
- *Student Manual* Project Book 3: Commercial Construction CC003CM, \$23.98
- *Teacher Annotated Edition* Project Book 3: Commercial Construction CC003CG, \$83.19
- *Resource Drive* CCTAEF, included with TAE





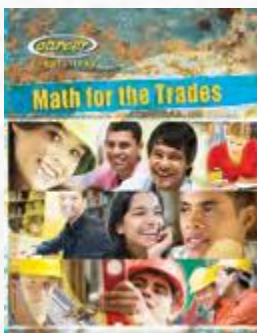
CAREER CONNECTIONS: INTRODUCTION TO MILLWRIGHTING Tells the student exactly what a millwright is, what the job responsibilities are, and the industries that provide job opportunities. Employability skills are covered. All of the toolbox and gang box tools are described and illustrated. The math needed for millwrights to perform their tasks is covered and examples are given. The Teacher Annotated Edition provides chapter review questions, an objective final exam with answers, teaching tips, and tool safety checklists. The Resource Drive provides PowerPoints®; additional chapters taken from the UBC/CITF manual used for apprentices as an introduction; and electronic copies of the final exam.

- *Student Manual* CCIMWM, \$30.03
- *Teacher Annotated Edition* CCIMWG, \$38.21
- *Resource Drive* CCTAEF, included with TAE



CAREER CONNECTIONS: OXYFUEL CUTTING AND SHIELDED METAL ARC WELDING Introduces students to welding and provides practice in basic welding skills. The book meets AWS guidelines for its high school SENSE program. Safety is a primary emphasis of the book. Oxyfuel cutting is covered first. Welding equipment and weld symbols are also discussed along with an in-depth presentation of shielded metal arc welding (SMAW). At the beginning students are introduced to the job duties and employability skills required of the capable welder. The Teacher Annotated Edition provides chapter review questions and an objective 50-question final exam with answers; page-by-page teaching tips; end-of-chapter projects; and rubrics, evaluation, and tool safety checklists. The Resource Drive provides the PowerPoints®, projects, and electronic rubrics, evaluations, and safety checklists.

- *Student Manual* CCWELDM, \$17.91
- *Teacher Annotated Edition* CCWELDG, \$30.79
- *Resource Drive* CCTAEF, included with TAE

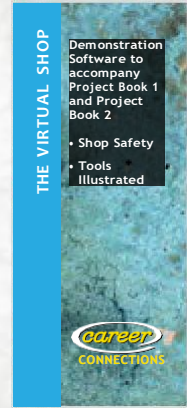


CAREER CONNECTIONS: MATH FOR THE TRADES This manual makes up the math component of an effective high school trades curriculum. All of the math concepts are linked to real-life situations in the world of construction work. This manual is a basic treatment of tech math beginning with general math, fractions, and decimals. Measurement and measurement tools, layout, area measure, and volume are all explained in detail with numerous exercises. Additional exercises for practice and remediation are contained on the Resource Drive accompanying the Teacher Annotated Edition. A special effort has been made to set exercises in the context of real-life technical work tasks.

- *Student Manual* CCMATHM, \$19.15
- *Teacher Annotated Edition* CCMATHG, \$50.72
- *Resource Drive* CCMATHE, included with Teacher Annotated Edition

THE VIRTUAL SHOP Demonstration software in lifelike 3-D for all projects in Project Books 1 and 2; also contains instruction on safety and a 3-D tools presentation.

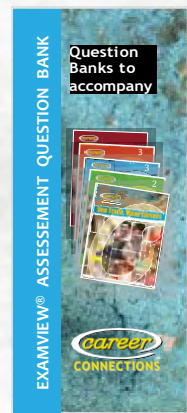
■ *Software* CC0004F, \$35.00



CAREER CONNECTIONS EXAMVIEW® ASSESSMENT QUESTION

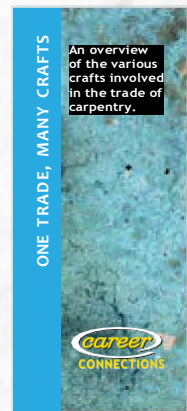
BANK This ExamView® question bank accompanies the Career Connections program and consists of more than 1,600 objective questions. ExamView® Assessment Suite software is included. Types of questions include multiple choice, fill in the blank, true/false, and critical thinking. The test questions cover all five books in the program: One Trade, Many Careers; Project Book 1; Project Book 2; Project Book 3: Commercial Construction; and Project Book 3: Residential Construction. Question banks are arranged in folders by book title. Teachers may use these as final assessments when students complete each book or throughout the class as tools for grading. All questions relate to objectives and procedures found in each of the books. The successful completion of any part or all of these assessments is not regarded as part of the requirement for a Certificate of Completion.

■ *Assessment Question Bank* CCEVQBF, \$20.00



ONE TRADE, MANY CRAFTS A ten-minute video produced by the UBC provides an overview of the various crafts involved in the trade of carpentry. The video shows UBC members at work on the jobsite and is a useful and motivational introduction to the many crafts in the UBC.

■ *Software* CC0005F, \$3.50





CAREER CONNECTIONS LEARNING MANAGEMENT SYSTEM (LMS)

INSTRUCTOR SUITE The Career Connections Learning Management System (LMS) provides instructors with access to the entire Career Connections program including: One Trade, Many Careers; Project Book 1; Project Book 2; Project Book 3: Commercial Construction; Project Book 3: Residential Construction; Career Connections: Math for the Trades; Career Connections: Introduction to Millwrighting; Career Connections: Oxyfuel Cutting and Shielded Metal Arc Welding; and The Virtual Shop software program. Having all the Career Connections components available allows organizations to customize their programs to meet the needs of their students. In addition, the grade book feature streamlines the tracking of student skill level achievement and record keeping. Instructors will also have access to the Career Connections: 1,600 Question Objective Test Bank. Additional instructor resources are provided online including lesson plans, grading rubrics, project evaluations, and project drawings.

■ *Instructor Suite - 1 Year* CCLMSIS1YR, \$101.00

■ *Instructor Suite - 3 Year* CCLMSIS3YR, \$303.00



CAREER CONNECTIONS LEARNING MANAGEMENT SYSTEM (LMS)

STUDENT LICENSE The LMS student license gives students the ability to read assigned text, view the Virtual Shop videos, complete assessments, track their skill level progress, and view received badges.

■ *Student License* CCLMSSTDLIC, \$17.00



SESSION BADGE - GOLDEN LEVEL Highest achieving student in all categories including project evaluation sheets, all safety and operations checklists, safe work habits, attendance, work ethic, positive attitude, and people skills. These hard hat stickers can be awarded to students that have been presented with a session badge by their instructor. Session badges will be awarded based on the student's overall performance. This includes project evaluations, testing, instructor assessment, and any other areas the instructor deems appropriate. The badges will be issued through the LMS and the hard hat stickers provide a way for the students to show what they have accomplished.

■ *Item # CCSBGLDH Set of 25, Contributing Member Cost \$7.75*

SESSION BADGE - SILVER LEVEL Second highest achieving student in all categories including project evaluation sheets, all safety and operations checklists, safe work habits, attendance, work ethic, positive attitude, and people skills. These hard hat stickers can be awarded to students that have been presented with a session badge by their instructor. Session badges will be awarded based on the student's overall performance. This includes project evaluations, testing, instructor assessment, and any other areas the instructor deems appropriate. The badges will be issued through the LMS and the hard hat stickers provide a way for the students to show what they have accomplished.

■ *Item # CCSBSILH Set of 25, Contributing Member Cost \$7.75*



SESSION BADGE - BRONZE LEVEL Third highest achieving student in all categories including project evaluation sheets, all safety and operations checklists, safe work habits, attendance, work ethic, positive attitude, and people skills. These hard hat stickers can be awarded to students that have been presented with a session badge by their instructor. Session badges will be awarded based on the student's overall performance. This includes project evaluations, testing, instructor assessment, and any other areas the instructor deems appropriate. The badges will be issued through the LMS and the hard hat stickers provide a way for the students to show what they have accomplished.

■ *Item # CCSBBRNZH Set of 25, Contributing Member Cost \$7.75*



SKILLS BADGE - HAND TOOLS Hand Tools (Lead-Up, Safety, and Operations): Student completes each hand tool safety and operations checklist and lead-up exercise. These hard hat stickers can be awarded to students that have been presented a specific skills badge by their instructor. The hard hat stickers provide a way for the students to show what they have accomplished.

■ *Item # CCSBHTH Set of 25, Contributing member Cost \$7.25*



SKILLS BADGE – MEASURING TOOLS Measuring Tools (Lead-Up, Safety, and Operations): Students complete each measuring tool safety and operations checklist and lead-up exercise. These hard hat stickers can be awarded to students that have been presented a specific skills badge by their instructor. The hard hat stickers provide a way for the students to show what they have accomplished.

■ *Item # CCSBMTH Set of 25, Contributing Member Cost \$7.25*



SKILLS BADGE – ONE TRADE, MANY CAREERS Students successfully complete all eight of the chapter reviews. The hard hat stickers can be awarded to students that have been presented a specific skills badge by their instructor. The hard hat stickers provide a way for the student to show what they have accomplished.

■ *Item # CCSBOTH Set of 25, Contributing Member Cost \$7.25*



CAREER CONNECTIONS PRICE LIST

Please note that all prices listed are net prices. They already contain a 30% discount off the unit cost of printing.

Inventory Code	Title	Cost
CC00SSM	One Trade, Many Careers	\$10.28
CC00SSG	One Trade, Many Careers TAE	\$32.06
CCTAEF	Resource Drive, USB drive for CC00SSG, CCPASSG, CC0001G, CC0002G, CC0003RG, CC0003CG*	\$3.50
CC0005D	One Trade, Many Crafts DVD, all TAEs	\$3.50
CC0001M	Project Book 1	\$12.53
CC0001G	Project Book 1 TAE	\$51.00
CC0002M	Project Book 2	\$16.24 ↑
CC0002G	Project Book 2 TAE	\$50.72 ↓
CC003CM	Project Book 3: Commercial Construction	\$19.71
CC003CG	Project Book 3: Commercial Construction TAE	\$62.71
CC003RM	Project Book 3: Residential Construction	\$23.98
CC003RG	Project Book 3: Residential Construction TAE	\$83.19
CCIMWM	Career Connections: Introduction to Millwrighting	\$30.03
CCIMWG	Career Connections: Introduction to Millwrighting TAE	\$38.21
CCWELDM	Career Connections: Oxyfuel Cutting and Shielded Metal Arc Welding	\$17.91
CCWELDG	Career Connections: Oxyfuel Cutting and Shielded Metal Arc Welding TAE	\$30.79
CCMATHM	Career Connections: Math for the Trades	\$19.15
CCMATHG	Career Connections: Math for the Trades TAE	\$50.72 ↓
CC0004D	The Virtual Shop	\$35.00
CCEVQBC	Career Connections ExamView® Assessment Question Bank	\$20.00
CCPASSM	One Trade, Many Careers for Pre-Apprenticeship Programs	\$13.13
CCPASSG	One Trade, Many Careers for Pre-Apprenticeship Programs TAE	\$34.59
CCLMSIS1YR	Career Connections Learning Management System (LMS) Instructor Suite - 1 Year	\$101.00 NEW
CCLMSIS3YR	Career Connections Learning Management System (LMS) Instructor Suite - 3 Year	\$303.00 NEW

Inventory Code	Title	Cost	
CCLMSSTDLIC	Career Connections Learning Management System (LMS) Student License	\$17.00	NEW
CCSBGLDH	Session Badge - Golden Level (set of 25)	\$7.75	NEW
CCSBSILH	Session Badge - Silver Level (set of 25)	\$7.75	NEW
CCSBBRNZH	Session Badge - Bronze Level (set of 25)	\$7.75	NEW
CCSBHTH	Skills Badge - Hand Tools (set of 25)	\$7.25	NEW
CCSBMTH	Skills Badge - Measuring Tools (set of 25)	\$7.25	NEW
CCSBOTH	Skills Badge - One Trade Many Careers (set of 25)	\$7.25	NEW
CCPOST	Outreach Posters (set of 3)	\$6.05	
CCPOST-L	Outreach Posters (set of 3) Large (3' x 4.5')	\$27.47	

* Resource Drive and/or DVD are included with TAE. Prices shown are for replacements only.

NOTE: Career Connections materials are only available through CITF/UBC Outreach Specialists. See the list of Outreach Specialists beginning on page 18 for the Specialist serving your state or province.

CAREER CONNECTIONS CERTIFICATES OF COMPLETION

The Carpenters International Training Fund (CITF), United Brotherhood of Carpenters (UBC) is pleased to offer a testimony, in the form of *Certificates of Completion*, to you and your students who have successfully completed all or part of the *Career Connections* instructional program.

Certificates Available *Certificates of Completion* for various skill levels of Career Connections are available to your students upon their successful completion of:

- *Project Book 1*
- *Project Book 2*
- *Project Book 3* (Either Commercial or Residential Construction or both)
- *Introduction to Millwrighting*

■ *Oxyfuel Cutting and Shielded Metal Arc Welding* Samples of the Certificates are found on the following pages.

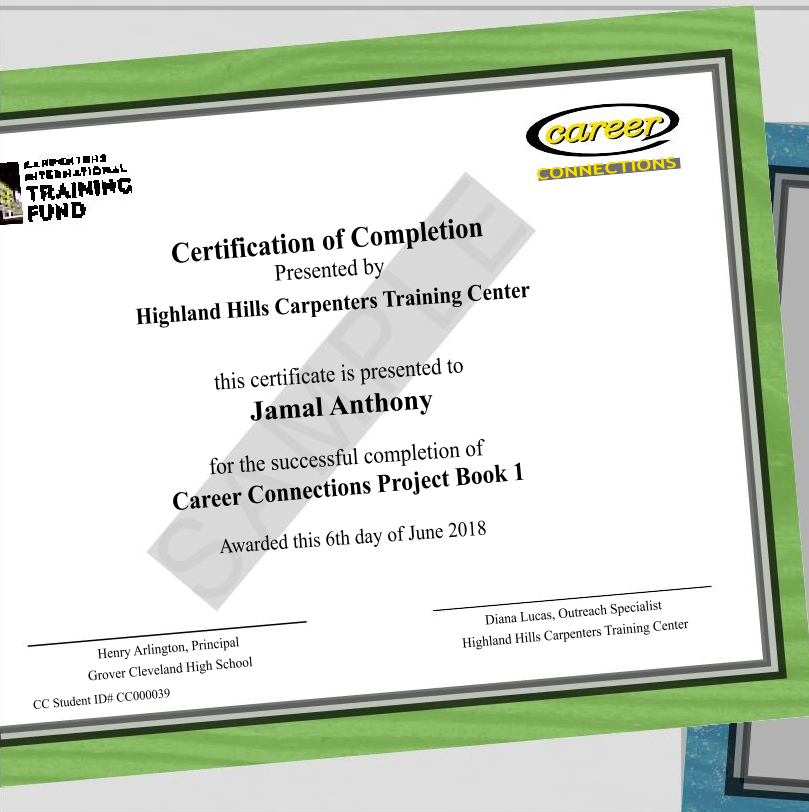
Benefits of the Certificate The *Certificate of Completion* affords the student a clear pathway to a lifelong career as a professional carpenter through UBC Apprenticeship training. Employers will understand the meaning of the Certificates: with Project Book 1 and Project Book 2 Certificates, a student has certain skills, clearly stated in the *Skills Matrix*; with a Project Book 3 Certificate, a student has entry-level professional carpentry skills.

With the *Certificate of Completion for Introduction to Millwrighting*, employers will understand that a student has had an introduction to the trade of Millwrighting and some of the tools used by the trade, as well as some of the required math. With the *Certificate of Completion for Oxyfuel Cutting and Shielded Metal Arc Welding*, employers will understand that a student has been introduced to basic welding principles and welding safety. These Certificates are also personally meaningful to a student, signifying the recognition of the UBC, an organization devoted to quality, productivity, and professionalism in the construction trades. Additionally, UBC Pre-Apprenticeship and Apprenticeship Training Centers can award credit or advanced placement in its programs to students holding *Certificates of Completion*.

Student Qualifications for the Certificate To qualify for a certificate, the student needs to have successfully completed each Level as described in the *Skills Matrix* according to the school's definition of "successful completion." This is either a letter grade above "F" or a number grade greater than whatever number is determined as failing by the school.

To earn a certificate for *Project Book 3*, the student needs to have completed only one of the two





books; either *Career Connections: Commercial Construction* or *Career Connections: Residential Construction*. However, some intensive programs may require students to complete projects from both books. The student must also be judged by the school representative to be eligible for the receipt of a high school diploma.

For Pre-Apprenticeship Programs At their discretion, these programs may admit students who have successfully completed any one or all levels of *Career Connections*, provided those students have earned either a high school diploma or a GED certificate in addition to the *Career Connections Certificate(s)*.

Requesting Certificates Schools using the Career Connections Learning Management System (CC LMS) can request their students' certificates directly through the CC LMS. Requests made through the CC LMS are electronically transmitted to an Outreach Specialist who will approve them and forward them for printing. For schools not using the CC LMS,

the first step in requesting certificates is to contact your local Outreach Specialist to receive an *Application Form*. The Outreach Specialist will either send or deliver as many *Application Forms* as you require. The Outreach Specialist is available to explain the form and answer any questions you might have.

Guide to Major Sections of the Application Form
School Information: this section requests the information for your school—name, address, and phone numbers.

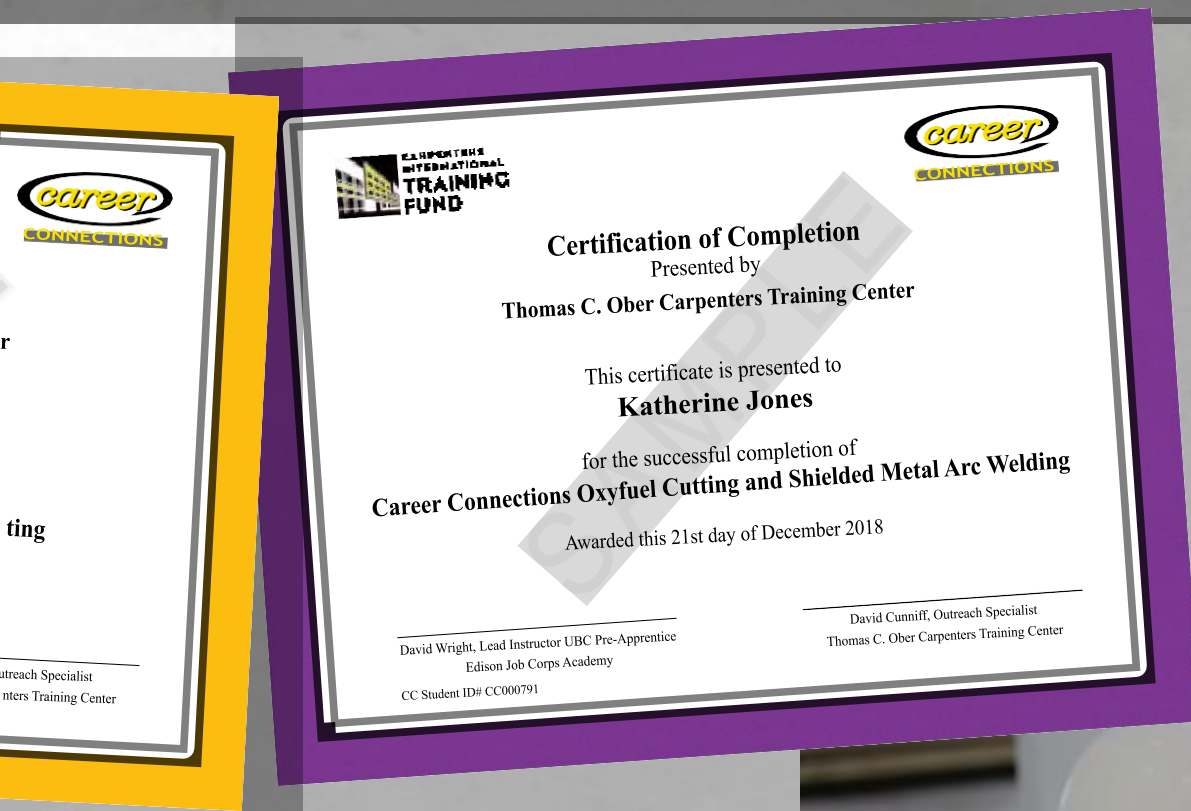
- **School Contact Information:** This section requests identification of the teacher and the school representative who will sign the certificates; in some cases this may be the teacher, while in other cases it may be the principal. You and your administrators will decide who should sign the certificates on behalf of the school.
- **UBC Local Training Center:** This section of the form is used by the Outreach Specialist to input his or her information.



- *Project Book 1 Applicant Information:* This section requests the student's name (first, middle, and last) along with the date they successfully completed the requirements for the *Project Book 1 Certificate*.
- *Project Book 2 Applicant Information:* This section requests the student's name (first, middle, and last) along with the date they successfully completed the requirements for the *Project Book 2 Certificate*. Additionally, at the UBC International Training Center, the student will be assigned a Career Connections identification number. This number is assigned by CITF and is used to track all Certificates and *Career Connections* training the student receives while advancing along his or her career path.
- *Project Book 3 Applicant Information:* The *Project Book 3 Application Form* requests the student's name (first, middle, and last), the Career Connections identification number, and the date they successfully completed the requirements for either *Project Book 3: Commercial Construction* or *Project Book 3: Residential Construction*.

This information will be kept on file with the UBC and is used to identify the student if he or she decides to enter a UBC Apprenticeship Program.

- *Introduction to Millwrighting Applicant Information:* This section requests the student's name (first, middle, and last), additional contact information for the student, and the date they successfully completed the requirements for the *Introduction to Millwrighting* course. Additionally, at the UBC International Training Center, the student will be assigned a *Career Connections* identification number. This number is assigned by CITF and is used to track all Certificates and *Career Connections* training the student receives while advancing along his or her career path. The number attests to the student's achievement should they apply to a UBC pre-apprenticeship or apprenticeship program and want to be considered for credit and advanced placement in the program.
- *Oxyfuel Cutting and Shielded Metal Arc Welding:* This section requests the student's name (first, middle, and last), additional



contact information for the student, and the date they successfully completed the requirements for the *Oxyfuel Cutting and Shielded Metal Arc Welding* course. Additionally, at the UBC International Training Center, the student will be assigned a *Career Connections* identification number if they do not already have one. The number attests to the student's achievement should they apply to a UBC pre-apprenticeship or apprenticeship program and want to be considered for credit and advanced placement in the program.

After you have completed the Application Form, return it to the Outreach Specialist for processing. Once the Application has been accepted and recorded, the completed signed Certificate will be returned to you for school signatures and distribution to the students. The *Project Book 3* Certificate will be accompanied by a congratulatory letter from Royce Peters, the Executive Director of CITF, who will also sign the Certificate.



THE BUILD-A-BOOK PROGRAM

This option is designed to enable teachers to choose chapters from any published Career Connections book so as to customize the program to meet classroom needs. The cover of the book and the accompanying Teacher Annotated Edition is then automatically created to reflect choices of instructional content in the student book.

Need for Flexibility. Students have differing levels of skill and experience in carpentry programs. Many students transfer from other schools or from academic programs to vocational programs. Teachers need to be able to mix and match concepts and projects so that a variety of student needs are met. In addition, the time constraints and requirements of each state and local regulatory organization vary.

Ordering Information. Information about how to order all CITF materials as well as how you can build a customized manual, and allow other interested parties to experience building a customized manual, is contained below.

The CITF Build-a-Book Experience

Online. The www.carpenters.org website provides two ways to experience the Build-a-Book process. Log-ins and passwords are not required for this introductory experience. To view the video and try out the Build-a-Book ordering process, select "Training and Skills" from the menu at the top of the home page at www.carpenters.org. Then select "Custom & Specialized Training." This page will give you the option to watch a video or try a demo of building a book at your convenience.

Ordering Career Connections

Materials. Career Connections materials and Build-a-Books created from the Career Connections program may only be ordered through trained Outreach Specialists. The Outreach Specialist program has been set up to serve schools and community-based construction technology programs. A major function of the Outreach Specialist is to serve teachers as the resource for ordering Career Connections materials and helping teachers through the Build-a-Book process. A list of Outreach Specialists, arranged by state, is included in this catalog. On the inside back cover of this publication there is a full description of the ways in which the Outreach Specialist can serve as a resource, mentor for students, and technical advisor.



CAREER CONNECTIONS: THE OUTREACH SPECIALIST

Before consulting the contact list of Outreach Specialists that follows, please read the following description of their role in assisting you to provide excellent Construction Technology instruction.

The Outreach Specialist is a unique teacher resource. These members of the United Brotherhood of Carpenters (UBC) are certified in a two-day training program to present Career Connections to teachers and to service accounts. They come to the training program as experienced craftsmen, instructors, and mentors of aspiring UBC members.

The following services are available to your school:

1. Once you have consulted the following list of Outreach Specialists, contact the person named for your location. The Outreach Specialist is the only person authorized to take orders for the learning materials in the Career Connections program.
2. The function of the Outreach Specialist most important to you and your school is the ability to facilitate the entry procedures for students into a UBC-sponsored apprenticeship program. Students' successful completion of your school's program, shown by Certification(s) of Completion, may provide direct entry and advanced standing in the UBC apprenticeship.
3. The Outreach Specialist is available to monitor your program in an ongoing way, if required.
4. The Outreach Specialist will speak to your class on technical or career aspects of the carpentry trade or will make speakers

available on request. Field trips can be made available to your students as well.

5. The Outreach Specialist provides feedback to the Carpenters International Training Fund on your suggestions for improving or making corrections to Career Connections.

Rather than a sales staff that takes orders, the services of the Outreach Specialist provide benefits to your school that a sales staff cannot offer.

1. The Outreach Specialist program provides all the support features previously mentioned throughout all four years of the Construction Technology course.
2. Career Connections requires minimal startup costs: shop projects require hand tools and portable power tools rather than stationary equipment such as table saws or drill presses. The Outreach Specialist can advise on what is required.
3. The entire print program is available through your local training center where the Outreach Specialist is located. The contact information is contained in the list that follows.
4. Outreach Specialists will be available to oversee the building of objects that then may be sold in school for fundraising efforts, either independently or in cooperation with community-based programs.
5. The Outreach Specialist will serve as a mentor for your students who choose to apply to UBC apprenticeship programs and will ensure that your students understand the procedures to gain entrance into the apprenticeship.

Ordering Information

The local Outreach Specialist will handle orders and reorders for materials.

Information may also be found at www.carpenters.org

OUTREACH SPECIALIST CONTACT LIST

UNITED STATES

ALABAMA

Potts, John

100 Commerce Dr.
Pelham, AL 35214
256-685-9031
(c) 205-527-9495
jpotts@mscrcttf.org

Schuelly, Jay

100 Commerce Dr.
Pelham, AL 35214
256-685-9031
(c) 205-503-8434
jschuelly@mscrcttf.org

ALASKA

Mucci, Frank

8751 King St
Anchorage, AK 99515
907-344-1541
(c) 907-351-2751
frank@alaskaworks.org

ARIZONA

Sandez, Fabian

4547 W McDowell Rd.
Phoenix, AZ 85035
(c) 602-499-9463
fsandez@swcarpenters.org

Stewart, James

4547 W McDowell Rd.
Phoenix, AZ 85035
602-550-1241
jstewart@swcarpenters.org

Scott, Jeffrey

3250 East Shelby St. #137
Ontario, CA 91764
909-909-824-9033
(c) 213-718-2790
jscott@swcarpenters.org

Whitlinger, Charlene

3250 East Shelby St. #137
Ontario, CA 91764
909-824-9033
(c) 909-755-6501
cwhitlinger@swcarpenters.org

LaBruno, Michael

8595 Miralani Dr.
San Diego, CA 92126
858-621-2670
(c) 858-880-8683
mlabruno@swcarpenters.org

ARKANSAS

Spradley, Bryan

3908 N. Tulsa Ave.
Oklahoma City, OK 73112
(c) 405-249-5294
bspradley@aokcat.org

CALIFORNIA

Nance, Ryan

911 20th St.
Bakersfield, CA 93301
(c) 661-426-1716
rnance@swcarpenters.org

Baisley, Marcus

1200 Corporate Center Dr.
Monterey Park, CA 91754
909-373-4683.
(c) 213-407-5678
mbaisley@swcarpenters.org

Scott, Jeffrey

3250 East Shelby St. #137
Ontario, CA 91764
909-824-9033
(c) 213-718-2790
jscott@swcarpenters.org

Walton, Clayton

2350 Santa Rita Rd.
Pleasanton, CA 94566
925-462-9644
(c) 925-750-3033
cwalton@ctcnc.org

Lopez, David

412 Dawson Dr.
Camarillo, CA 93012
(c) 805-910-9524
dlopez@swctf.org

Cobian, Omar

13408 Triple Crown Ct.
Moreno Valley, CA 92555
(c) 909-501-1453
ocobian@swcarpenters.org

Whitlinger, Charlene

3250 East Shelby St. #137
Ontario, CA 91764
909-824-9033
(c) 909-755-6501
cwhitlinger@swcarpenters.org

LaBruno, Michael

8595 Miralani Dr.
San Diego, CA 92126
858-621-2670
(c) 858-880-8683
MLaBruno@swcarpenters.org

COLORADO

Bayless, Shannon

4290 Holly St.
Denver, CO 80216
(c) 720-955-3297
sbayless@swcarpenters.org

Flores, Julio

3250 East Shelby St. #137
Ontario, CA 91764
909-373-4683
(c) 909-503-8590
jflores@swcarpenters.org

COLORADO, continued

Scott, Jeffrey

3250 East Shelby St. #137
Ontario, CA 91764
909-909-824-9033
(c) 213-718-2790
jscott@swcarpenters.org

Whitlinger, Charlene

3250 East Shelby St. #137
Ontario, CA 91764
909-824-9033
(c) 909-755-6501
cwhitlinger@swcarpenters.org

LaBruno, Michael

8595 Miralani Dr.
San Diego, CA 92126
858-621-2670 ext. 3019
(c) 858-880-8683
MLaBruno@swcarpenters.org

CONNECTICUT

Fischer, Thomas

13 Holman Rd.
Millbury, MA 01527
508-792-5443
(c) 508-930-6241
careerconnections@nectf.org

DELAWARE

Sommers, Thomas

75 Fieldcrest Ave.
Edison, NJ 08837
732-372-6020
(c) 609-820-0837
tsommers@ncatf.org

FLORIDA

Elliott, Jeffrey

2840 NW 27th Ave.
Ft Lauderdale, FL 33311
954-739-9200
(c) 813-784-2681
jelliott@fcttf.org

Paturalski, Brian

7930 US Hwy. 301 North
Tampa, FL 33637
813-988-3997
(c) 407-307-8739
bpaturalski@fcttf.org

GEORGIA

Valdez, Anthony

3500 Atlanta Industrial Dr. NW
Atlanta, GA 30331
770-773-5343
avaldez@sectt.com

HAWAII

Tamayo, Paul

1311 Houghtailing St., Suite 201
Honolulu, HI 96817.
808-848-0794 ext. 182
(c) 808-859-2812
ptamayo@hicarpenterstraining.com

Hamatake, Mereane

2040 Lauwiliwili St.
Kapolei, HI 96707
808-848-0794
(c) 808-859-3983
mhamatake@hicarpenterstraining.com

Seto, Darrell

2040 Lauwiliwili St.
Kapolei, HI 96707
808-848-0794
(c) 808-330-1755
dseto@hicarpenterstraining.com

Kusunoki, Errol

330 Hookahi St.
Wailuku, HI 96793
808-242-6891 ext. 608
(c) 808-223-9500
ekusunoki@hicarpenterstraining.com

Acquavella, April

2040 Lauwiliwili St.
Kapolei, HI 96707
808-848-0794 ext. 181
(c) 808-376-9211
aacquavella@hicarpenterstraining.com

Kodama, Dusseigneur

2040 Lauwiliwili St.
Kapolei, HI 96707
808-848-0794 ext. 183
(c) 808-542-7458
dkodama@hicarpenterstraining.com

Tackett, Christian

2040 Lauwiliwili St.
Kapolei, HI 96707
808-682-7326
(c) 808-859-2850
ctackett@hicarpenterstraining.com

IDAHO

Arouxet, Gilles

965 Industry Way #104
Meridian, ID 83642
503-287-3708
(c) 208-800-1136
garouxet@nwcarpenters.org

ILLINOIS

Roche, Kenny

2290 S Illinois St.
Belleville, IL 62220
618-277-2051
(c) 618-910-8620
kroche@cjtf.org

McAfee, Kina

1256 Estes Ave.
Elk Grove Village, IL 60007
847-640-7373
(c) 847-946-3914
kmcafee@chicap.org

Swegle, Rob

904 Brenkman Dr.
Pekin, IL 61554
309-353-4232
(c) 309-360-2922
rswegle@mcircc-jatc.com

Ceron, Victor

1256 Estes Ave.
Elk Grove Village, IL 60007
847-640-7373
vceron@chicap.org

Tumpach, David

1256 Estes Ave.
Elk Grove Village, IL 60007
847-640-7373
(c) 708-426-5826
davidt@chicap.org

INDIANA

Burke, Jerry

711 Greenwood Springs Dr.
Greenwood, IN 46143
317-807-1112
(c) 502-417-4079
jerryburke@ikorccjatf.org

Nelson, Sidney

5400 Covert Ct.
Newburgh, IN 47630
812-853-9312 ext. 107
(c) 812-449-4478
snelson@ikorccjatf.org

Charters, Christopher

1565 East 70th Ct.
Merrillville, IN 46410
219-947-3348
(c) 219-488-6054
ccharters@ikorccjatf.org

IOWA

Smith, Mark

1555 1st Ave. North
Altoona, IA 50009
515-265-3467
(c) 515-490-0788
msmith@ncsrcc.org

Wikoff, Blake

1555 1st Ave. North
Altoona, IA 50009
515-265-3467
(c) 515-371-8902
bwikoff@ncsrcc.org

IOWA, continued

DeLany, John

350 Waconia Ct. SW
Cedar Rapids, IA 52404
319-365-9519
(c) 319-533-2027
johndelany@5riverscarpenters.com

Duehr, Derek

350 Waconia Ct. SW
Cedar Rapids, IA 52404
563-582-8521
(c) 563-590-3463
dduehr@ncsrcc.org

Doubek, Bob

350 Waconia Ct. SW
Cedar Rapids, IA 52404
319-365-9519
(c) 319-444-6184
bdoubek@ncsrcc.org

Nienhaus, Steve

1008 William St., Suite 101A
Iowa City, IA 52240
319-338-1638
(c) 319-855-2153
snienhaus@ncsrcc.org

KANSAS

Cisneros, Mo

8955 East 38th Terrace
Kansas City, MO 64129
816-471-0883
(c) 816-960-8134
mcisneros@cjtf.org

KENTUCKY

Harp, Hope

1245 Durrett Ln.
Louisville, KY 40213
502-366-8668
(c) 502-889-1677
hharp@ikorccjatf.org

LOUISIANA

Repka II, Jerry

2850 Massachusetts Ave.
Metairie, LA 70003
504-305-6525
(c) 504-638-7589
jwrepka@carpenterstfla.org

MAINE

Fischer, Thomas

13 Holman Rd.
Millbury, MA 01527
508-792-5443
(c) 508-930-6241
careerconnections@nectf.org

MARYLAND

Sommers, Thomas

75 Fieldcrest Ave.
Edison, NJ 08837
732-372-6020
(c) 609-820-0837
tsommers@ncatf.org

MASSACHUSETTS

Fischer, Thomas

13 Holman Rd.
Millbury, MA 01527
508-792-5443
(c) 508-930-6241
careerconnections@nectf.org

Richard, Rachel

13 Holman Rd.
Millbury, MA 01527
508-792-5443 ext. 5764
(c) 617-206-5764
careerconnections@nectf.org

Glispin, Sarah

13 Holman Rd.
Millbury, MA 01527
617-206-5760
sglispin@nasctf.org

Wright, Michelle

13 Holman Rd.
Millbury, MA 01527
508-792-5443
(c) 857-488-0065
mwright@nasctf.org

MICHIGAN

Al, Jamal

1401 Farrow Ave.
Ferndale, MI 48220
313-285-5000
(c) 313-350-7386
jamal.al@hammer9.com

Krieg, Kevin

1401 Farrow Ave.
Ferndale, MI 48220
248-541-2740
(c) 734-352-0490
kevin.krieg@hammer9.com

Hines II, Frank

1401 Farrow Ave.
Ferndale, MI 48220
248-541-2740
(c) 313-575-4612
frank.hines@detcarpapp.org

Reed, Jason

2410 Industrial Dr.
Grayling, MI 49738
989-348-8542
(c) 231-409-1254
jason.reed@hammer9.com

MICHIGAN, continued

Taylor, Jeff

500 Reno Dr.
PO Box 457
Wayland, MI 49348
269-561-8115
(c) 269-209-1464
jeff.taylor@hammer9.com

MINNESOTA

Johnson, Adam

5238 Miller Trunk Hwy.
Hermantown, MN 55811
218-729-9003
(c) 218-606-0650
ajohnson@ncsrcc.org

Wille, Nick

6692 10th Ave. SW
Rochester, MN 55902
651-646-7337
(c) 651-341-4448
nwille@ncsrcc.org

Campanario, Matt

740 Olive St.
Saint Paul, MN 55130
218-729-9003
(c) 651-888-0484
Mcampanario@carpenterstraininginstitute.org

Liljedahl, Edward

740 Olive St.
Saint Paul, MN 55130
651-646-7337
(c) 651-341-4423
eliljedahl@ncsrcc.org

Wright, Aaron

5238 Miller Trunk Hwy.
Hermantown, MN 55811
218-741-6010
(c) 218-290-3409
awright@ncsrcc.org

Busch, Michael

740 Olive St.
Saint Paul, MN 55130
651-646-7337
(c) 651-328-0355
mbusch@ncsrcc.org

Huling, Ken

740 Olive St.
Saint Paul, MN 55130
651-646-7337
(c) 320-249-3189
khuling@ncsrcc.org

Raines, Brian

740 Olive St.
Saint Paul, MN 55130
651-646-7337
(c) 763-291-0439
braines@ncsrcc.org

MISSISSIPPI

Potts, John

100 Commerce Dr.
Pelham, AL 35214
256-685-9031
(c) 205-527-9495
jpotts@mscrcttf.org

MISSOURI

Hurley, Matthew

5218 Business Hwy. 50 West
Jefferson City, MO 65109
573-556-6040
(c) 573-616-9692
mhurley@cjtf.org

Catizon, RJ

8300 Valcour Ave.
Saint Louis, MO 63123
314-457-8300
(c) 314-337-8399
rcatizon@cjtf.org

Cisneros, Mo

8955 East 38th Terrace
Kansas City, MO 64129
816-471-0883
(c) 816-960-8134
mcisneros@cjtf.org

Johnson, Henry

8300 Valcour Ave.
Saint Louis, MO 63123
314-457-8300
(c) 314-608-5750
hjohnson@cjtf.org

MONTANA

McCauley, Riley

780 Carter Dr.
Helena, MT 59601
406-443-3255
(c) 406-200-4940
rmccauley@nwcarpenters.org

NEBRASKA

Kircher, Brittini

10761 Virginia Plaza #101
Papillion, NE 68128
402-513-1934
(c) 651-888-1629
bkircher@carpenterstraininginstitute.org

Merk, Chris

10761 Virginia Plaza #101
Papillion, NE 68128
402-401-7842
(c) 402-670-4488
cmerk@ncsrcc.org

NEVADA

Boehme, Wayne

4245 W Sunset Rd.
Las Vegas, NV 89118
702-531-1881
(c) 702-539-0848
wboehme@swcarpenters.org

Johnson, Jovan

4245 W Sunset Rd.
Las Vegas, NV 89118
702-531-1814
(c) 702-371-0087
jjohnson@swcarpenters.org

Clinton, Otha

1360 Financial Blvd.
Reno, NV 89502
775-856-4660
oclinton@swcarpenters.org

Stoffer, Dave

1360 Financial Blvd.
Reno, NV 89502
775-856-4660
dstoffer@swcarpenters.org

NEVADA, continued

Scott, Jeffrey

3250 East Shelby St. #137
Ontario, CA 91764
909-887-2524
(c) 213-718-2790
jscott@swcarpenters.org

Whitlinger, Charlene

3250 East Shelby St. #137
Ontario, CA 91764
909-824-9033
(c) 909-755-6501
cwhitlinger@swcarpenters.org

LaBruno, Michael

8595 Miralani Dr.
San Diego, CA 92126
858-621-2670 ext. 3019
(c) 858-880-8683
mlabruno@swcarpenters.org

NEW HAMPSHIRE

Fischer, Thomas

13 Holman Rd.
Millbury, MA 01527
508-792-5443
(c) 508-930-6241
careerconnections@nectf.org

NEW JERSEY

Sommers, Thomas

75 Fieldcrest Ave.
Edison, NJ 08837
732-372-6020
(c) 609-820-0837
tsommers@ncatf.org

NEW MEXICO

Suarez, Matthew

3900 A Pan American Freeway NE
Albuquerque, NM 87107
505-256-3396
(c) 505-715-8125
msuarez@swcarpenters.org

Scott, Jeffrey

3250 East Shelby St. #137
Ontario, CA 91764
909-909-824-9033
(c) 213-718-2790
jscott@swcarpenters.org

Whitlinger, Charlene

3250 East Shelby St. #137
Ontario, CA 91764
909-824-9033
(c) 909-755-6501
cwhitlinger@swcarpenters.org

LaBruno, Michael

8595 Miralani Dr.
San Diego, CA 92126
858-621-2670
(c) 858-880-8683
mlabruno@swcarpenters.org

NEW YORK

Bogardus, Richard

16 Corporate Circle
Albany, NY 11203
518-438-0901
(c) 774-317-0539
rbogardus@nasctf.org

Akono, Jomo

1159 Maryvale Dr.
Cheektowaga, NY 14225
71-632-1033
(c) 716-270-7866
jakono@nasrcc.org

Cavalluzzo, Maria

270 Motor Pkwy., Dept. B
Hauppauge, NY 11788
631-952-9555 ext. 1004
631-240-2026
(c) 631-263-0801
mcavalluzzo@nasctf.org

Hayes, Jim

270 Motor Pkwy., Dept. B
Hauppauge, NY 11788
631-952-9555
(c) 631-252-0554
jhayes@nasrcc.org

Williams, Ian

181 Industrial Pkwy.
Horseheads, NY 14845
607-739-4685
(c) 607-238-6190
iwilliams@nasrcc.org

May, Matthew

21 Jet View Dr.
Rochester, NY 14624
585-436-1110
(c) 716-909-4864
mmay@nasctf.org

Iorizzo, Tom (Francis)

6920 Princeton Ct.
Syracuse, NY 13212
315-468-7901
(c) 315-559-8490
iiorizzo@nasrcc.org

McAnearney, Peter

16 Corporate Circle
Albany, NY 11203
518-453-3619
(c) 518-257-6382
pmcaneary@nasrcc.org

Brumsted, David

1159 Maryvale Dr.
Cheektowaga, NY 14225
716-632-1033
(c) 585-764-3248
dbrumsted@nasrcc.org

Grodner, Nicole

270 Motor Pkwy., Dept. B
Hauppauge, NY 11788
631-952-9800
(c) 631-620-1217
ngrodner@nasrcc.org

Ross, Matt

10 Corporate Park Dr., Suite A
Hopewell Junction, NY 14845
845-440-1024
(c) 845-763-2456
mross@nasrcc.org

Cappotelli, Stephen

21 Jet View Dr.
Rochester, NY 14624
585-436-1110
(c) 585-435-9124
scappotelli@nasctf.org

Czarnowski, Jerry

52 Stone Castle Rd.
Rock Tavern, NY 12575
845-567-1810
(c) 518-407-7180
jczarnowski@nasctf.org

Middleton, Zachary

23 Northern Pines Rd.
Wilton, NY 12831
315-671-0672 ext. 3
(c) 518-410-3710
zmiddleton@easternnillwrights.com

NORTH CAROLINA

Valdez, Anthony

3500 Atlanta Industrial Dr. NW
Atlanta, GA 30331
770-773-5343
avaldez@sectt.com

NORTH DAKOTA

Dominguez, Ruben

603 Industrial Dr.
Center, ND 58530
701-255-3700
(c) 701-955-5986
rdominguez@ncsrcc.org

Roemmich, Daniel

603 Industrial Dr.
Center, ND 58530
701-255-3700
(c) 701-955-0907
droemmich@ncsrcc.org

Phelps, Nic

513 36th St. N
Fargo, ND 58102
701-235-4981
(c) 701-361-8468
nphelps@ncsrcc.org

OKLAHOMA

Spradley, Bryan

3908 N Tulsa Ave.
Oklahoma City, OK 73112
405-249-5294
(c) 405-249-5294
bspradley@aokcat.org

OHIO

Dennis, Jeremy

1899 Arlingate Ln.
Columbus, OH 43228
614-236-4205
(c) 419-566-3270
jdennis@ohcap.org

Starrett, Keith

361 Breden Dr.
Monroe, OH 45050
513-539-7849
(c) 937-603-4975
kstarrett@ohcap.org

Travis, Joe

361 Breden Dr.
Monroe, OH 45050
513-539-7849
(c) 937-545-0545
jtravis@ohcap.org

Sustin, Daniel

4100 Maple Dr.
Richfield, OH 44286
330-659-9495
(c) 440-570-4292
dsustin@ohcap.org

OREGON

Kilmer, Meg

4222 NE 158th Ave.
Portland, OR 97230
503-595-5453
(c) 503-816-9047
megkilmer@pnci.org

PENNSYLVANIA

Reckart, Robert

261 Patchway Rd.
Duncansville, PA 16653
814-693-0311
(c) 301-338-3392
rreckart@eascarpenters.org

Sommers, Thomas

75 Fieldcrest Ave.
Edison, NJ 08837
732-372-6020
(c) 609-820-0837
tsommers@ncatf.org

RHODE ISLAND

Fischer, Thomas

13 Holman Rd.
Millbury, MA 01527
508-792-5443
(c) 508-930-6241
careerconnections@nectf.org

SOUTH CAROLINA

Valdez, Anthony

3500 Atlanta Industrial Dr. NW
Atlanta, GA 30331
770-773-5343
avaldez@sectt.com

SOUTH DAKOTA

Mahan, Jon

4208 N Hainje Ave.
Sioux Falls, SD 57104
605-357-8284
(c) 605-777-5653
jmahan@ncsrcc.org

Steinberg, Lance

4208 N Hainje Ave.
Sioux Falls, SD 57104
605-357-8284
(c) 605-321-3941
lsteinberg@ncsrcc.org

TENNESSEE

Potts, John

100 Commerce Dr.
Pelham, AL 35214
256-685-9031
(c) 205-527-9495
jpotts@mscrcttf.org

TEXAS

Miller, Cammie

702 S Madison St.
Amarillo, TX 79101
806-373-4574
(c) 806-672-4424
ubc665@swbell.net

Jones, Paul

1825 S Interstate 35
Austin, TX 78741
512-236-9165
(c) 512-433-9423
paul.jones@tcmttf.com

Barron, David

5500 Spencer Hwy.
Pasadena, TX 77505
713-641-0275
(c) 281-330-0409
david.barron@tcmttf.com

Rodgers, Kevin

702 S Madison St.
Amarillo, TX 79101
806-373-4574
(c) 512-656-2541
kevin.rodgers@tcmttf.com

Vasquez, Bobby

1825 S Interstate 35
Austin, TX 78741
512-236-9165
(c) 512-487-9386
bobby.vasquez@tcmttf.com

UTAH

Scott, Jeffrey

3250 East Shelby St., #137
Ontario, CA 91764
909-909-824-9033
(c) 213-718-2790
jscott@swcarpenters.org

LaBruno, Michael

8595 Miralani Dr.
San Diego, CA 92126
858-621-2670
(c) 858-880-8683
mlabruno@swcarpenters.org

Whitlinger, Charlene

3250 East Shelby St., #137
Ontario, CA 91764
909-824-9033
(c) 909-755-6501
cwhitlinger@swcarpenters.org

VERMONT

Fischer, Thomas

13 Holman Rd.
Millbury, MA 01527
508-792-5443
(c) 508-930-6241
careerconnections@nectf.org

VIRGINIA

Sommers, Thomas

75 Fieldcrest Ave.
Edison, NJ 08837
732-372-6020
(c) 609-820-0837
tsommers@ncatf.org

WASHINGTON

Resa, Paula

20424 - 72nd Ave. S
Kent, WA 98032
253-437-5235
(c) 253-312-0231
presa@nwci.org

Talbott, Marianna

20424 - 72nd Ave. S
Kent, WA 98032
253-220-2070
(c) 206-531-5803
mtalbott@nwci.org

WEST VIRGINIA

Begovich, Luke

1560 Kanawha Blvd. East
Charleston, WV 25311
304-342-5000
(c) 304-550-5790
lbegovich@eascarpenters.org

May, Randall

1560 Kanawha Blvd. East
Charleston, WV 25311
304-342-5000
(c) 304-541-8465
rtmcarporg@aol.com

Beha, Nathan

110 Boyles Ln.
Parkersburg, WV 26104
304-428-1891
(c) 304-203-5257
nbeha@eascarpenters.org

Jeffers, Jeremy

110 Boyles Ln.
Parkersburg, WV 26104
304-428-1891
(c) 304-893-2529
jjeffers@kmlctf.org

McCallister, Gary

110 Boyles Ln.
Parkersburg, WV 26104
304-428-1891
(c) 304-494-1606
garywvcarpenter@gmail.com

WISCONSIN

Adamavich, Michael

N2218 North Bodde Rd.
Kaukauna, WI 54130
920-996-2300
(c) 920-946-0667
madamavich@ncsrcc.org

Jacobs, Matt

N2218 North Bodde Rd.
Kaukauna, WI 54130
920-469-1146
(c) 920-366-9256
mjacobs@ncsrcc.org

Hennessey, Kevin

2421 Larson St.
LaCrosse, WI 54603
608-788-6240
(c) 608-514-2519
khennessey@ncsrcc.org

Zimmerman, Aaron

5202 Monument Ln.
Madison, WI 53704
608-246-1055
(c) 608-516-7987
azimmerman@ncsrcc.org

Hernandez, Raul

N 25 W 23055 Paul Rd., Suite 3
Pewaukee, WI 53072
262-970-5777
(c) 262-422-1927
rhernandez@ncsrcc.org

Alters, Kyle

1630 County Rd. XX
Rothschild, WI 54474
715-355-0800
(c) 715-559-7426
kalters@ncsrcc.org

Mann, Steven

1630 County Rd. XX
Rothschild, WI 54474
715-355-0806
(c) 715-216-6607
smann@ncsrcc.org

Dorvinen, Steve

N2218 North Bodde Rd.
Kaukauna, WI 54130
920-766-1515
(c) 920-366-6623
sdorvinen@ncsrcc.org

Polencheck, Lee

N2218 North Bodde Rd.
Kaukauna, WI 54130
920-996-2300
(c) 920-427-2808
lpolencheck@ncsrcc.org

Price, Mike

5202 Monument Ln.
Madison, WI 53704
608-241-0960
(c) 608-516-2119
mprice@ctiwi.org

Anderson, James

N 25 W 23055 Paul Rd., Suite 3
Pewaukee, WI 53072
262-970-5777
(c) 262-787-8572
janderson@ncsrcc.org

Volland, Doug

N 25 W 23055 Paul Rd., Suite 3
Pewaukee, WI 53072
262-970-5777
(c) 262-389-5432
dvolland@ncsrcc.org

Kramer, Luke

1630 County Rd. XX
Rothschild, WI 54474
715-355-0806
(c) 715-571-1978
lkramer@ncsrcc.org

WYOMING

McCauley, Riley

780 Carter Dr.

Helena, MT 59601

406-443-3255

(c) 406-200-4940

CANADA

ONTARIO

Šemen, David

60 Sharer Rd

Woodbridge, ON L4L 8P4

416-740-5411 ext. 2225

(c) 647-453-9255

david@thecarpentersunion.ca

SASKATCHEWAN

Kroetsch, Dale

3730 Kinnear Pl.

Saskatoon, SK S7P 0A6

306-382-4355

(c) 306-862-9540

dkroetsch@myparc.ca

ADDITIONAL CONTACTS FOR CAREER CONNECTIONS

If you are having difficulties reaching a Career Connections Outreach Specialist in your state, these trained Outreach Specialists will be happy to assist you.

INTERNATIONAL TRAINING CENTER

Hamm, Lyle

212 Carpenters Union Way
Las Vegas, NV 89119
702-938-1111 ext. 2026
(c) 508-400-0284
lyle.hamm@carpenters.org

UNITED STATES EASTERN DISTRICT

Represents CT, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VA, VT, and WV

Jim Hayes

New England Carpenters Training Fund
631-952-9555
jhayes@ncatf.org

MIDWESTERN DISTRICT

Represents IA, IL, IN, KS, KY, MI, MN, MO, ND, NE, OH, SD, and WI

Joe Travis

Training Coordinator
Ohio Carpenters/Millwrights/Floor Layers Apprenticeships Indiana/Kentucky/Ohio Regional Council of Carpenters
JATCC.
513-539-7849
jtravis@ohcap.org

SOUTHERN DISTRICT

Represents AL, AR, FL, GA, LA, MS, NC, OK, SC, TN, TX

Jerry Repka Jr.

Coordinator, Louisiana Carpenters Regional Council Training Trust Fund
504-305-6525
jwrepka@carpenterstfla.org

WESTERN DISTRICT

Represents AK, AZ, CA, CO, HI, ID, MT, NV, OR, UT, WA, and WY

Michael LaBruno

Career Connection Outreach Specialist, Southwest Regional Council of Carpenters
858-621-2670
mlabruno@swcarpenters.org

CANADA

Bev Young

Training Director, National Construction Council
byoung@ubcja.ca
902-430-7670



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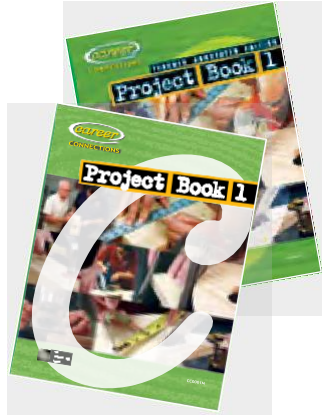
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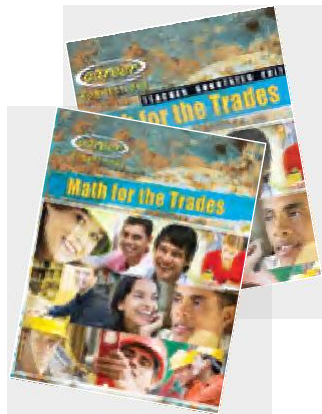
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Math for the Trades



Introduction to
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Oxyfuel Cutting and Shielded
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