



Central California
Chapter P.O. Box 80718, 1608 Norris Road, Bakersfield, CA 93380

Distance Learning Rules and Application

ABC is pleased to offer distance learning to help member companies provide their employees with the needed electrical trainee education. In order to participate in distance learning companies and students will need to meet their individual and joint responsibilities. ABC utilizes the NCCER Contren Connect and California Community College Phone Call in System CCC- Confer which offers a blended learning plan. Students will be able to call in to class when they are living or working at a distance greater than 60 miles from our Bakersfield campus. Students will still be required to attend school to take all module and practical exams. Students will also be responsible to attend the monthly lab sessions.

Company Responsibilities:

1. Before students may begin participating in the Distance Learning Program companies must provide written approval including dates and/or time frame and off-site location for each student utilizing the program.
2. Ensure students have phone access
3. Ensure students have computer access with internet (see computer requirements detailed on page 2)

To qualify to attend students must meet the following criteria:

1. Offsite training location must be a minimum of 60 miles from the main ABC Training Facility in Bakersfield (jobsite or residence).
2. Students must attend ABC orientation on the first night of class at the main ABC Training Facility in Bakersfield.
3. Students must call in every evening of their respective class. There will be one call-in number for each level of electrical instruction per night.
4. Students are required to complete assigned Contren Connect homework as a condition of continued enrollment in the Distance Learning Program.
5. Students must attend 5 hours of monthly Saturday lab work at the main ABC Training Facility in Bakersfield.
 - a. Level 1 - 2nd Saturday
 - b. Level 2 - 3rd Saturday
 - c. Level 3 & 4 - 3rd Saturday
6. There will be one 5 hour classroom make up available on the 1st Saturday of each month.

Instructors Responsibilities:

1. Instructors will take attendance before class begins, after break, and at end of class
2. Instructors will direct questions to students calling in as well as in the classroom
3. Instructor will assign homework from Contren Connect
4. Instructor will verify work is completed in timely manner and ensure notification of students who are delinquent in course work

Computer hardware/software requirements:

Windows® 2000 or later/ Macintosh® OSX

Connections and browsers: An Internet connection with a minimum connection speed of 56 kbps is required (though more is preferred,) and either of the following Internet browsers. Some features may not be compatible with other browsers. Microsoft® Internet Explorer, Version 6 or later and Mozilla Firefox 1 or later To upgrade your browser, go to your Home Page and click on Browser Tuneup. You also can download a later version from the appropriate manufacturer's website:

For Internet Explorer, go to <http://www.microsoft.com/>
For Mozilla Firefox, go to <http://www.getfirefox.com>

Browser settings: cookies, Javascript options, and pop-up blockers:

Our products use both cookies and JavaScript technology. Both of these features must be turned on in your browser, and are usually turned on by default. See your browser Help for instructions on how to view or change these browser options. Pop-up blockers should not interfere with our products.

Plug-ins:

- **Adobe® Reader®** - Needed to view some user guides and other resources posted as Adobe PDF files <http://www.adobe.com/products/acrobat/readstep2.html>
- **Apple® QuickTime®** - Needed to view full-screen video and streamed media, or hear audio files in any of 30 audio, video and image formats, including Flash <http://www.apple.com/quicktime/download/>
- **Macromedia® Flash™** - Needed to view animations <http://www.macromedia.com/software/downloads/>

Student Agreement

I have read the above requirements and agree to:

1. Call in to class from 6:00 p.m. to 8:30 p.m. on the nights of my scheduled class. _____
2. I understand that if I call in late or leave the call early it will be counted as an absence _____
3. I understand I must complete the Contren Connect course work as assigned _____
4. I understand that I must attend ABC Saturday Lab sessions at the main ABC Training Facility in Bakersfield , when it is scheduled for my class level one Saturday per month (per published schedule) _____
5. I understand that I must to take the module exams at the main ABC Training Facility in Bakersfield. I understand that it is my responsibility to schedule the module exams (during Saturday make up session or M-F 8a-4p. _____
6. I understand and agree that all ABC Rules, Regulations, and Policies in the Trainee Handbook apply to Distance Learning Participants _____

Student Name: _____

Student Signature: _____ Date: _____

Company Agreement

I have read the above requirements and agree to:

1. Ensure my employee has access to a phone during class time from 6:00 p.m. to 8:30 p.m. on class nights _____
2. Ensure my employee has access to a computer to access Contren Connect and complete coursework as required for the class _____

Note: Participating Level I students will be required to purchase in addition to their textbooks, the Core Book with Contren Connect Code. Contren Connect codes for Core are an additional \$25.00.

Above student will be participating in distance learning program from _____ to _____ at
Date Date

following address: _____

Company Representative: _____

Company Representative Signature: _____ Date: _____