

Southern Nevada Teamsters 631 Construction Training Policy Sheet

These policies apply to both Grant and Trust applicants.

- ➡ If you agree to attend any course offered upon enrollment and cannot attend, you must contact the training center 24 hours prior to the start of the course. Otherwise you will be fined \$50.00 and removed from all training lists. You will not receive any further training until the fine is paid in full (money order only). You have the right to appeal the fine and ineligibility to the Board of Trustees if you disagree. As of January 1, 2013, send all letters to: Northwest Administrators 7674 W. Lake Mead Blvd. # 100 Las Vegas, NV 89128.
- ➡ You will be removed from all classes requested if you have been deemed ineligible for dispatch. You will be allowed to re-apply for training upon presentation of proof for eligibility for dispatch or employment with a signatory employer (i.e. hiring hall or union dues receipt), at which time the student will be placed at the bottom of their respected request list(s).
- ➡ It is the student's responsibility to notify the training center of any address or phone number changes. The hall does NOT notify us of any contact information changes you have made with them.
- ➡ Proper identification must be presented before a change of address or phone number can be made.
- ➡ Proper identification must be presented before courses can be added or deleted.
- ➡ If we have attempted to contact you three times for a specific class, you will be removed from this list, it is the student's responsibility to re-apply for training.
- ➡ Applicants will be selected for training using an "A", "B" or "C" training list as determined by the number of hours worked by the applicant for a contributory employer. The "A" status includes applicants that have 500 or more hours worked for a contributory employer. The "B" status includes all applicants that have 1-499 hours worked for a contributory employer. The "C" status includes all applicants that do not have any hours worked for a contributory employer. If you have worked with a company signatory with Teamsters Local 631, please contact the Training Center to find out if they are contributory with the Construction Training Trust.
- ➡ To add contributory hours to your file, it is the student's responsibility to contact Northwest Administrators (877-304-6702) and request your hours be sent to the Training Center.
- ➡ For all classes that require a drug test, a deposit of \$35.00 must be taken to the training center (cash or money order only!). The deposit will be returned after a negative drug test is reported to the training center and the class requested has been completed. Please visit the training center for the return of your deposit. Drug test deposits not picked up within 30 days upon completion of the class will forfeit their money to the training trust. In the event of a positive report or non-completion of the requested class, your deposit will not be returned.
- ➡ Applications will be kept on file until the end of the year. Applicants must re-apply for training at the start of the new year.
- ➡ Only local telephone numbers will be called.
- ➡ If a student does not meet the prerequisites for certain classes requested, the classes will not be added to the student's courses requested until the prerequisites have been fulfilled. The student must notify the training center when these obligations have been met.
- ➡ For current training information, please visit us online at www.631train.com

Any questions please contact a construction training representative at:

(702) 651-0344 or

By fax at (702) 212-4870

By e-mail at: Construction@631train.com

Or visit us at the Training Center

4601 E. Cheyenne Ave.

Suite 103