

## Unpaid Related Instruction Requirements

### HVAC

The apprentice must complete satisfactorily 120 hours of unpaid school hours, as prescribed by the ABC of WI Apprenticeship Advisory Committee. *The apprentice shall obtain at least 24 hours per year in unpaid related instruction.*

#### **Mandatory**

- **First Aid/CPR/OSHA**

The apprentice shall obtain certification in First Aid and CPR and a minimum of a Construction 10-Hour OSHA Safety course during the first 12 months of the contract. The First Aid and CPR certifications must be kept current. *Please do NOT take online First Aid or CPR courses, as they are not approved by the committee. Online OSHA courses must be taken through an OSHA-Authorized Online Outreach Training Provider.*

Who to contact to register for First Aid and CPR:

- ABC of WI Apprenticeship and Training Trust (800-829-9926 or [www.abcwi.org](http://www.abcwi.org) and look under “ABC Events/Training Schedule”)
- American Heart Association at ([www.americanheart.org](http://www.americanheart.org))
- American Red Cross ([www.redcross.org](http://www.redcross.org))
- Hospital or Fire department
- Technical College

Who to contact to register for OSHA:

- ABC of WI Apprenticeship and Training Trust (800-829-9926 or [www.abcwi.org](http://www.abcwi.org) and look under “ABC Events/Training Schedule”)
- Technical College

- **30 hours Minimum of Welding (maximum of 60 hours)**

- **Blueprint Reading Class**

- **Transition to Trainer**

The apprentice is required to take the 8-hour Transition to Trainer course in the final year of the apprenticeship.

#### **Suggested Unpaid Related Instruction Classes (approved by the Committee)**

- AutoCAD
- OSHA Construction Safety
- Air Balance
- Confined Space Entry
- HVAC, and CFC Recovery
- Basic Electricity
- Knot Tying
- Line Rigging
- Architectural Drafting for Light Construction
- Natural Gas Flexible Piping