

**2025 - 2026**

# **Adult Evening & Apprenticeship Related Instruction**



**Course Catalog and Handbook**

# WELCOME

Dear Students, Apprentices, and Sponsors,

Welcome to the Norfolk Technical Center! We are thrilled to welcome both new and returning apprentices and evening school students. For over 50 years, the Norfolk Technical Center has been dedicated to providing high-quality adult education, ensuring that each apprenticeship and evening school program delivers valuable instruction to support your career growth. We are excited about the upcoming school year and look forward to offering you top-tier opportunities in apprenticeship and adult education, helping you thrive in today's dynamic workplace.

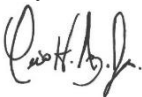
Norfolk Public Schools (NPS) and the Norfolk Technical Center (NTC) remain committed to lifelong learning. This commitment is reflected in our comprehensive Apprenticeship Program and adult education courses. We are also proud to have multiple award-winning apprenticeship instructors who bring exceptional expertise and dedication to the classroom.

We proudly offer the following apprenticeship programs: Barbering, Cosmetology, Electricity, HVAC, Dispensing Optician, and Plumbing. Each program has its own set of requirements, tailored to its field of study. Additionally, we offer evening school courses in Digital Painting, Expressive Oil Painting, and Welding.

This catalog provides essential information for registering in our apprenticeship programs and evening school courses. For any questions or additional information, please feel free to contact the Evening School Office at 757-892-3300. You will also find our summer office hours on page 6 for your convenience.

Thank you for choosing us as your educational partner on the path to a bright and promising future. We are honored to be part of your journey.

Sincerely,

A handwritten signature in black ink, appearing to read "Cecil H. Avery, Jr.", written in a cursive style.

Dr. Cecil H. Avery, Jr.

Adult Evening and Apprenticeship Principal

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## 2025-2026 Important Dates

July 28	<b>Registration opens for the 2025-2026 school year</b>
August 26	Teacher Orientation Meeting
September 2	<b>Last day to register to avoid late registration fee</b>
September 1	<b>Labor Day Holiday ----- NPS Closed (No Classes)</b>
September 2	First class date for Tues / Thurs courses
September 3	First class date for Mon / Wed courses
September 24	<b>Last day to register for apprenticeships</b>
November 11	<b>Veteran's Day Holiday -----NPS Closed (No Classes)</b>
November 26, 27, 28	<b>Thanksgiving Holiday ----- NPS Closed (No Classes)</b>
December 22 - Jan 2	<b>Winter Break ----- NPS Closed (No Classes)</b>
January 19	<b>MLK, Jr. Day Holiday ----- NPS Closed (No Classes)</b>
February 16	<b>President's Day Holiday ----- NPS Closed (No Classes)</b>
April 6 - 10	<b>Spring Break ----- NPS Closed (No Classes)</b>
May 25	<b>Memorial Day Holiday ----- NPS Closed (No Classes)</b>

## Grading Period Ending Dates

	<b>Building Trades</b>	<b>Building Trades</b>
	<i>Mon/Wed Classes</i>	<i>Tues/Thurs Classes</i>
End Quarter 1	October 20	October 16
End Quarter 2	December 10	December 11
End Quarter 3	February 18	February 12
End Quarter 4	April 15	April 2
	<b>Cosmetology (Mon/Wed)</b>	<b>Barbering (Mon/Wed)</b>
End Quarter 1	October 22	October 20
End Quarter 2	December 17	December 10
End Quarter 3	March 2	February 18
End Quarter 4	April 29	April 15
	<b>OPT Year 1 (Tues)</b>	<b>OPT Year 2 (Wed)</b>
End Quarter 1	October 28	October 29
End Quarter 2	January 20	January 21
End Quarter 3	March 24	March 25
End Quarter 4	May 26	May 27

## **ADULT EVENING SCHOOL INFORMATION**

### **Enrollment Guidelines/Payment Options**

Adult students must complete an enrollment/registration form for the course(s) in which they wish to enroll. The following payment methods are acceptable: cashier's check, money order, debit card, and credit card. Registration forms with attached payments can be mailed to the **Evening School Office, Norfolk Technical Center, 1330 N. Military Highway Norfolk, Virginia 23502**. Registration forms can also be emailed to [AdultEveApprentice@nps.k12.va.us](mailto:AdultEveApprentice@nps.k12.va.us), if paying tuition with a credit card.

### **Textbooks**

Textbooks for apprenticeships and evening school courses are included in the tuition price.

### **Grade Reports**

Grading for all apprenticeship and evening school courses will follow the Norfolk Public Schools' grading scale. At the end of each apprenticeship and evening school course, the instructor provides all students with a final grade. Additionally, certificates are distributed, acknowledging successful completion of a program at the end of the 4<sup>th</sup> year.

### **Attendance**

Regular attendance is expected in each apprenticeship and evening school course. If a student must miss class, it is expected that the instructor will be contacted prior to the absence. At the end of each 9-week course, students will be awarded certificates of completion that identifies the number of instructional hours completed.

### **Age Requirement**

Must be at least 18 years of age prior to the first day of the first session.

## ADULT EVENING SCHOOL

### Course Offerings

The evening school classes, and adult training programs allow adults to expand their knowledge in various areas, welding, dynamic digital painting, and expressive oil painting. In addition, the classes are open to anyone over 18 desiring to pursue additional learning fields, hobbyists, and those who would like to venture into something new.

Adult students may be eligible to sit for various industry certifications and/or receive a Norfolk Technical Center certificate for passing specific classes.

### Welding

Start a path to learn a new job skill or improve your present welding skills. With individual instruction, learn the basics of welding machines, safety setups and operational techniques. Topics include SMAW, GMAW, GTAW-FCAW, Oxy-fuel cutting & welding and plasma cutting. This course focuses on using hands on activities supplemented with lectures. Class is 90% hands on welding. **(Limited to 15 students)** Small classes ensure attention to individual students' needs.

**Tuition - \$225.00**

**Wednesdays**

**Room: C-10**

Orientation Dates: Quarterly Schedule:

<b>Aug 25, 2025</b>	<b>Qtr 1:</b> Aug 27 <sup>th</sup> – Oct 22 <sup>nd</sup>	6:00PM - 9:00PM
<b>Oct 27, 2025</b>	<b>Qtr 2:</b> Oct 29 <sup>th</sup> – Jan 14 <sup>th</sup>	6:00PM - 9:00PM
<b>Jan 26, 2026</b>	<b>Qtr 3:</b> Jan 28 <sup>th</sup> – Mar 25 <sup>th</sup>	6:00PM - 9:00PM
<b>Mar 30, 2026</b>	<b>Qtr 4:</b> Apr 1 <sup>st</sup> – May 27 <sup>th</sup>	6:00PM - 9:00PM





## Dynamic Digital Painting

This course prepares student hobbyists to learn basic digital painting and illustration skills to develop their artistic voice. Starting with the basics of Procreate on the iPad, learn how to apply traditional painting methods to your digital painting. Discover techniques to paint landscapes, still life, figures, and portraits. Manipulate your reference photos to make your digital paintings more expressive. Merge photographs into elements of your painting to create unique collages. Create custom brushes to develop your voice within your work. Students will discover tips and tricks to make their digital images look their best.

***Tuition - \$225.00***

***Wednesdays***

**Room: A-10**

**Oct 29<sup>th</sup> - Jan 14<sup>th</sup>**

**5:30 PM - 8:30 PM**



## Expressive Oil Painting

This course prepares student hobbyists to learn basic skills in drawing and painting to develop their artistic voice. Artists will learn the basics of mixing colors and color foundations as they develop skills to build a painting from a sketch to a finished masterpiece. Learn to paint from a limited palette and expand to express your work with full color. Develop your voice and artistic vision through oil. Discover techniques to paint landscapes, still life, figures, and portraits. **Starter Oil Painting Supply Kit Included.**

**Tuition - \$225.00**

**Wednesdays**

**Room: A-10**

**Apr 1<sup>st</sup> – May 27<sup>th</sup>**

**5:30 PM - 8:30 PM**



**Oil Painting  
Starter Kit Included**



**Spring 2026**

**5:30pm - 8:30pm**

**Wednesday Classes**

**1330 N. Military Hwy  
Norfolk, VA 23502**

**Email: [AdultEveApprentice@nps.k12.va.us](mailto:AdultEveApprentice@nps.k12.va.us)**

**757.892.3300**

# **Learn Expressive Oil Painting**

## APPRENTICESHIP INFORMATION

### Enrollment Guidelines/Payment Options

Apprentices must complete the enrollment/registration form. Proof of State Apprenticeship Registration must accompany the registration form (for first year courses only). If enrolling as a Non-Apprentice, the Non-Apprentice fee is to be paid at the time of registration. We accept the following methods of payment: check, money order, debit card, and credit card. Registration forms with attached payments can be mailed to the **Apprenticeship Office, Norfolk Technical Center, 1330 N.**

**Military Highway Norfolk, Virginia 23502.** Registration forms can also be emailed to [AdultEveApprentice@nps.k12.va.us](mailto:AdultEveApprentice@nps.k12.va.us), if paying tuition with a credit card.

### Late Fees and Deadlines for Enrollment

Apprentices must enroll by August 31, 2025, to avoid the late fee of \$50.00 per student. No one will be enrolled for Apprenticeship Related Instruction classes after the **fourth-class** meeting. **Late enrollees will be marked absent for any classes missed due to late enrollment.**

July 28 <sup>th</sup> – September 6 <sup>th</sup> Enrollment Hours				
Monday	Tuesday	Wednesday	Thursday	Friday
28 Registration Hrs. (8 am - 4 pm)	29 Registration Hrs. (8 am - 4 pm)	30 Registration Hrs. (8 am - 4 pm)	31 Registration Hrs. (8 am - 4 pm)	1 <b>CLOSED</b>
4 Registration Hrs. (11 am – 5 pm)	5 Registration Hrs. (11 am – 5 pm)	6 Registration Hrs. (11 am – 5 pm)	7 Registration Hrs. (11 am – 5 pm)	8 Registration Hrs. (8 am – 2 pm)
11 Registration Hrs. (11 am – 5 pm)	12 Registration Hrs. (11 am – 5 pm)	13 Registration Hrs. (11 am – 5 pm)	14 Registration Hrs. (11 am – 5 pm)	15 Registration Hrs. (8 am – 2 pm)
18 Registration Hrs. (11 am – 5 pm)	19 Registration Hrs. (11 am – 5 pm)	20 Registration Hrs. (11 am – 5pm)	21 Registration Hrs. (11 am – 5 pm)	22 Registration Hrs. (8 am – 2 pm)
25 Registration Hrs. <b>(2 pm – 8 pm)</b>	26 Registration Hrs. <b>(2 pm – 8 pm)</b>	27 Registration Hrs. <b>(2 pm – 8 pm)</b>	28 Registration Hrs. <b>(2 pm – 8 pm)</b>	29 Registration Hrs. (8 am – 2 pm)
1 <b>Holiday</b>	2 <b>***Late Fee***</b> Registration Hrs. <b>(2 pm – 8 pm)</b>	3 <b>***Late Fee***</b> Registration Hrs. <b>(2 pm – 8 pm)</b>	4 <b>***Late Fee***</b> Registration Hrs. <b>(2 pm – 8 pm)</b>	5 <b>***Late Fee***</b> Registration Hrs. (8 am – 2 pm)

**The last day of registration is September 23, 2025.**

## Payment Requirements

**Fees are due and must be paid at the time of enrollment.** Anyone who is not a Virginia Registered Apprentice **must** pay the NON-Virginia Apprentice fee. See eligibility requirements for a Virginia Registered Apprentice (Pg 11).

## Textbooks

Textbooks will be distributed to each apprentice either upon the receipt of payment for a course or during the first-class session. **In some courses, the books used in previous years are required for the next year's instruction.** The books must be purchased if the apprentice did not take the previous course at the Norfolk Technical Center.

## Grade Reports

Apprentices receive quarterly grade cards. These grade cards have the grades and hours for that quarter. Grade cards marked "FINAL" will have the grades and total hours for the year. It is the responsibility of the apprentices to share their grade cards with their sponsor. **Employers may request interim reports from the instructor through the apprentice at any time.**

## Age Requirement

**Must** be at least **18 years of age** prior to the first day of the first session.

## Sponsorship/Employment Status

If an apprentice changes employers for any reason, Virginia Works (757-666-9846) and the Apprenticeship Related Instruction Office (757-892-3300) **must be immediately notified.**

## Adult Students with Learning Disabilities

It is the responsibility of the apprentice who requires accommodation for their disabilities to inform the concerned authorities, provide appropriate documentation, and request specific accommodations. Norfolk Public Schools will provide reasonable accommodations for qualified persons with disabilities. Adult students must inform the evening school administration when they require accommodations. Apprentices cannot rely on their high school or employer to communicate this information. The apprentice must provide recent documentation of their disability. If the disability has not changed, the administration will consider documentation dated within the past three years.

## Refunds

Refunds are granted only when the apprentice submits a written notice for a request for refund, proof of payment, and proof of registration to the Apprenticeship Related Instruction Office. The written request must be postmarked on or before **September 25, 2025**. A service charge of \$20.00 will be assessed for each refund. ***If books and/or materials were issued to the apprentice, the cost of these items are subtracted from the refund.*** In the event that an apprentice drops the course for any reason, the sponsor may not substitute another apprentice. However, a refund must be requested for the leaving apprentice and a new fee paid for the new enrolling apprentice. **Refunds are made payable only to the company or person who made the original payment. Please allow up to 4-6 weeks for processing.** Non-Apprentice students who become Virginia Registered Apprentices **before November 1, 2025**, may be refunded the \$75 non-registered apprentice fees. To do so, the new apprentice must submit a request for refund, proof of payment, and proof of registration to the Apprenticeship Related Instruction Office **before November 26, 2025**.

## Attendance

Upon completion of a course, credit is awarded for a year of related instruction. This assumes the apprentice has been in class for the total number of hours offered and has received related instruction in all parts of the curriculum for that year. If classes are missed, the apprentice will not have all the training required and will have gaps in their knowledge. The Department of Professional and Occupational Regulation (DPOR) requires a minimum of 144 hours of instruction (seat-time attendance) for the Building Trades. The apprentice must attend 144 hours of instruction regardless of the reason classes are not held, for example, the apprentice is absent, the school is closed due to inclement weather, or the instructor is absent. Therefore, regular attendance is **REQUIRED** if an apprentice is to receive credit for the year's related instruction.

### ATTENDANCE POLICY

To obtain credit for Related Instruction, an apprentice must attend a minimum of 85% of the Related Instruction classes scheduled. The following table shows the total class hours scheduled for various programs, and the minimum hours the apprentice must attend. Regardless of the grade earned, credit will be withheld for excessive absences. Therefore, apprentices should only be absent in emergency situations. If an apprentice leaves class early, without the instructor's permission, he/she will be considered absent for the entire class.

<b>Class Hours Scheduled</b>	<b>Minimum Hours of Attendance Required</b>
180	153
168	144

## EXCUSED / UNEXCUSED ABSENCES

An excuse only qualifies the apprentice to participate in the make-up class session process. Any excused absence must be made up to get credit for the hours. Unexcused absences cannot be made up.

Apprentices with excused absences may be granted make up sessions when documented by a letter from the employer on company letterhead, thus ensuring that the employer/sponsor has knowledge of the absence. Acceptable excuses include personal illness, injury, or the death of immediate family members (As the sponsor has agreed to train the apprentice, work related emergencies should never keep an apprentice from attending classes). In any case, the request to make up missed class work must be presented to the instructor within one week of the absence. The instructor submits the excuse to the Evening School and Apprenticeship Office for approval. Excused absences that are not made up will not be calculated into hours for credit.

## MAKE-UP PROCEDURE

Apprentices should strive to attend all scheduled classes. Absences that cannot be avoided should be made up as soon as possible. To make up missed class work, the apprentice must make arrangements with the instructor to receive alternative assignments such as arriving to class early, special projects, special homework, etc. This should be used on a limited basis and only with excused absences. The make-up work must be accomplished within two weeks of the absence.

## APPEAL PROCESS

An apprentice may appeal a denial of credit to the Related Instruction Principal. The appeal must be in writing and supported by documentation such as letters from doctors, employers, etc. **Appeals must be made within 2 weeks of the end date of the course for which the credit was denied.**

## **APPRENTICESHIP PREPARATION**

### **Apprenticeship Eligibility What makes one a Virginia Registered Apprentice?**



All of the following must apply:

the apprentice must be working for a Virginia employer in an apprentice related trade,

the apprentice must have registered with the Virginia Works; and

the apprentice must have a registration card or Apprenticeship registration agreement (Apprenticeship Action Form A.A.F.) from the State of Virginia.

All Virginia Registered Apprentices are required to enroll in Related Instruction classes. Those who are not Virginia Registered Apprentices are welcomed in most programs on a space available basis. (This does not apply to Barbering, Cosmetology or Dispensing Optician). Virginia Registered Apprentices pay a reduced fee because a portion of their training costs are covered by special state funds for apprenticeship training.

### **Completion of Apprenticeship Training**

Virginia Registered Apprentices who complete an entire program consisting of Work Process and Related Instruction will receive a Certificate of Completion of Apprenticeship from the Commonwealth of Virginia and are eligible to take the Tradesman Certification (Journeyman) exam. Non-registered students will receive a certificate of completion and a transcript record archived by the Norfolk Technical Center.

## **APPRENTICESHIP FAQS GUIDE**

**Please contact the apprenticeship representatives, Virginia Works, 757-666-9846 for information about:**

- How to get registered
- How to transfer registration from one employer to another
- Completion requirements
- Licensing certification requirements
- Record logbooks and record keeping requirements
- What to do if you feel you are not being properly trained on the job
- What to do if problems occur on the job; and
- How to obtain a duplicate copy of your apprenticeship agreement or card.

**Please contact the Apprenticeship Related Instruction Office at the Norfolk Technical Center, 757-892-3300, for information related to:**

- Enrollment in classes
- Fee schedules and refunds
- Textbooks
- Attendance or grades
- Course outlines
- Changes of address or employers
- Transcripts for grades or attendance
- Comments regarding either course materials or instruction.

**Please contact the Virginia Employment Commission for information about:**

- Employment counseling, Referrals
- Vocational assessment and placement assessment

### **Why Should I Attend Apprenticeship Classes if I am not working in the trade?**

- ✓ Enrolling in Apprenticeship classes although you are not sponsored shows that you are a SELF STARTER.
- ✓ In class, your attendance will be documented, and your class records will show that you are DEPENDABLE.
- ✓ By earning good grades, you will have proof that you are a good TRAINING INVESTMENT.
- ✓ Employers like SELF STARTERS; they want people who are DEPENDABLE; they want a good return on their INVESTMENT.

## STEPS TO BECOMING A REGISTERED APPRENTICE

### **STEP 1: Identify the occupation that is either right or appropriate for you.**

All prospective apprentices should start by identifying the trade or craft they wish to learn.

### **STEP 2: Identify an employer who will sponsor your apprenticeship.**

A sponsor, also known as a business, must be identified to provide on-the-job training for the apprenticeship program to be conducted. If prospective apprentices know of a business establishment that is willing to hire them in the trade or craft they wish to learn, the prospective apprentice should contact an Apprenticeship Representative at the Virginia Department of Labor and Industry (see address and phone number below).

### **STEP 3: Contact an Apprenticeship Representative from the Virginia Department of Labor and Industry.**

The apprenticeship representative from the Department of Labor and Industry will meet with the prospective apprentice and sponsor, usually at the sponsor's business establishment. At the meeting, the training program will be outlined and discussed. The length of time an individual will be required to serve on-the-job and to attend related instruction will be discussed. The sponsor and apprentice sign an apprentice action form, which formalizes the apprenticeship agreement. This is not a contract, but rather an agreement as to the timeframe and terms of the apprenticeship.

### **Virginia Works - Apprenticeship Representatives**

<i>Maynard Stowe</i>	<i>757-666-9847</i>	<i>Maynard.Stowe@virginiaworks.gov</i>
<i>Clayton Duvall</i>	<i>757-666-9846</i>	<i>Clayton.Duvall@virginiaworks.gov</i>

#### **Barbering/ Cosmetology**

<i>Andrew Johnson</i>	<i>804-305-5979</i>	<i>Andrew.Johnson@virginiaworks.gov</i>
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### **STEP 4: Work, learn, and earn during your apprenticeship.**

Once the apprenticeship training program is completed, the apprentice is provided with a transcript for the apprentice to verify successful completion of the program. The representative from the Department of Labor and Industry must then be contacted to ensure that the action form is signed. The apprentice will receive a Certification of Completion of Apprenticeship Training issued by the Virginia Department of Labor and Industry upon submission of the action form.

## **Credit-by-Exam Challenge Tests**

Apprentices may qualify for advanced placement in a higher-level course based on their prior training. The credit-by-Exam (CBE) process evaluates whether an apprentice can earn credit by successfully passing a challenge exam. This option is available for those who wish to contest their placement in a first-year course. To pass the challenge exam, an apprentice must achieve a minimum score of 85%. Apprentices are not eligible to take the challenge exam based solely on their job experience; they must submit a written request along with an official transcript from an accredited training institution.

Exams are offered in the following trades: Barbering, Cosmetology, Electrical 1, HVAC 1, and Plumbing 1.

### **Requirements:**

The requirements to take a challenge exam are:

1. Submit a written request
2. Show documentation of formal training in your particular trade area equaling the approximate class time being challenged

### **Fees:**

A non-refundable fee of \$70.00 for each exam is payable at the time of the exam.

All exams are administered at the Norfolk Technical Center by appointment only. Please contact the Apprenticeship Office to set up a date for testing.



# NTC EVENING TEXT ALERTS



**SCAN THE CODE TO DOWNLOAD  
THE APP & SIGN UP TODAY**



**Get the latest info on enrollment, inclement weather  
updates and more!**

## APPRENTICESHIP RELATED INSTRUCTION

### Course Offerings

#### Barbering (BAR 101)

This course is designed to teach the barbering apprentices the needed information to support passing their licensure exams. Classes are open to anyone, but students must become registered apprentices and complete the minimum number of required clock hours in a shop. This, in addition to their classroom hours, qualify them to test for the Virginia State Board Exam. Costs do not include the apprentices' kit but do include the use of all necessary *tools for the trade*, all chemicals, the manikin, and all consumables associated with the training. The course includes Related Instruction Theory and at least two practice State Board reviews. In addition, two of the scheduled classes will be adjusted to a 3pm to 9pm schedule to accommodate the simulation of the State Board theory and practical examinations.

**\$600.00 Tuition**

Room: A-27

**\$193.00 Lab**

**\$340.00 Textbook**

**\$7.00 Transcript Fee**

**Total \$1,140.00**

**Start Date:** Sept 3, 2025 - April 15, 2026 *Mon/Wed* 6:00 PM-9:00 PM  
(56 Class Sessions)

***Non-Apprentice Surcharge: \$75.00***

Prerequisite: Computer Access for Online Assignments

**\*\*Call Evening School Office for Available Tuition Payment Plan\*\***



## Cosmetology (COS 101)

COS 101 is limited to only Virginia Registered Apprentices. The apprentice must bring their card or enclose a copy of it when enrolling. Costs do not include the apprentices' kit but do include the use of all necessary *tools for the trade*, all chemicals, the manikin, and all consumables associated with the training. The course includes Related Instruction Theory and at least two practice State Board reviews. In addition, two of the scheduled classes will be adjusted to a 3pm to 9pm schedule to accommodate the simulation of the State Board theory and practical examinations.

**\$600.00 Tuition**

Room: A-28

**\$353.00 Lab**

**\$410.00 Textbook**

**\$7.00 Transcript Fee**

**Total \$1,370.00**

**Start Date:** Sept 3, 2025 - April 29, 2026 *Mon/Wed* 5:30 PM-8:30 PM  
(60 Class Sessions)

***Non-Apprentice Surcharge: Does Not Apply***

Prerequisite: Computer Access for Online Assignments

**\*\*Call Evening School Office for Available Tuition Payment Plan\*\***



### Dispensing Optician 1 Hybrid (OPT-H 101)

OPT-H 101 is limited to only Virginia Registered Apprentices. This year-long course, which is divided into quarterly topics, provides the fundamental foundation for a Dispensing Optician. Instructional topics offer an understanding of the ocular history, language, ocular anatomy and physiology, basic light theories, and theories of Optical Dispensing and the Optical lab.

**\$600.00 Tuition**

Room: A-21

**\$50.00 Lab**

**\$95.00 Textbook**

**Total \$745.00**

**Start Date:** Sept 2, 2025 - May 26, 2026 **TUES** 6:00 PM - 9:00 PM

**Hybrid Model Class Sessions Weekly Format:** 5 hours weekly =

(1) In Person 3-hour session + (1) Virtual 2-hour session

**Non-Apprentice Surcharge: Does Not Apply**

Prerequisite: Computer Access for Online Sessions and Assignments

### Dispensing Optician 2 Hybrid (OPT-H 201)

This yearlong hybrid course, which is divided into quarterly topics, provides the essential content for a Dispensing Optician, who is preparing for the Virginia Optician License Exams. Instructional topics offer an understanding of the ocular history, language, ocular anatomy and physiology, light theories, and theories of Optical Dispensing and the Optical lab.

**\$600.00 Tuition**

Room: A-21

**\$50.00 Lab**

**\$125.00 Textbook**

**\$7.00 Transcript**

**Total \$782.00**

**Start Date:** Sept 3, 2025 - May 27, 2026 **WED** 6:00 PM-9:00 PM

**Hybrid Model Class Sessions Weekly Format:** 5 hours weekly =

(1) In Person 3-hour session + (1) Virtual 2-hour session

**Non-Apprentice Surcharge: Does Not Apply**

Prerequisites: Computer Access for Online Sessions and Assignments



**Plumbing 1 (PLU 101)**

Installation Practices: This course covers an introduction into the plumbing trade, history, careers, tools, jobsite safety, rough in – copper and plastic – cast iron soil pipe – steel pipe, and an introduction into blueprint reading. Also covered are plumbing mathematics, related science, and first aid.

**\$425.00 Tuition**

Room: Media Center

**\$50.00 Lab**

**\$145.00 Textbook and Core: Intro to Basic Construction**

***Total \$620.00***

**Start Date:** Sept 3, 2025 - April 15, 2026 ***Mon/Wed*** 6:00 PM-9:00 PM  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access for Online Assignments

**Plumbing 2 (PLU 201)**

Installation Practices: This course covers the rationale for the development of plumbing code for general regulations, fixtures, water supply and distribution, water heaters, sanitary drainage, vent systems, traps and interceptors, and storm drainage. Also taught are estimating blueprints and plumbing mathematics. Book price includes International Plumbing Code book, which is a required textbook used in courses taken the next two years. ***Welding labs are also a part of this course and are required for successful course completion.***

**\$425.00 Tuition**

Room: Media Center

**\$95.00 Lab**

**\$205.00 Textbook and Code Book Commentary**

***Total \$725.00***

**Start Date:** Sept 2, 25 - Apr 2, 26 ***Tues/Thurs*** 6:00 PM – 9:00 PM  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access  
for Online Assignments



**Plumbing 3 (PLU 301)**

**Installation Practices:** This course covers navigating the International Plumbing Code book and sizing of roof drainage systems. The International Plumbing Code book used the previous year is required. An introduction to the International Fuel Gas Code is discussed. Additional topics covered are plumbing mathematics, sizing gas lines, related science, and blueprint reading.

**\$425.00 Tuition**

Room: Media Center

**\$230.00 Textbook and Plumbing Code Book w/Tabs**

**\$25.00 Instructional Supplies**

***Total \$680.00***

**Start Date:** Sept 3, 2025 - April 15, 2026 ***Mon/Wed*** 6:00 PM-9:00 PM  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

**Prerequisite:** Computer Access for Online Assignments

**Plumbing 4 (PLU 401)**

**Installation Practices:** This course includes a comprehensive look into the International Plumbing Code book used in previous courses. The course also presents numerous code-related tests that prepare apprentices for the licensing exam once the course is completed. Additionally, the International Fuel Gas Code book is reviewed so that apprentices are prepared to take the exam for that license.

**\$425.00 Tuition**

Room: Media Center

**\$260.00 Textbook and Virginia Plumbing Code Book**

**\$25.00 Instructional Supplies**

**\$7.00 Transcript**

***Total \$ 717.00***

**Start Date:** Sept 2, 25 - Apr 2, 26 ***Tues/Thurs*** 6:00 PM – 9:00 PM  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

**Prerequisite:** Computer Access  
for Online Assignments



**HVAC 1 (AC 101)**

This course covers safety, introduction, mathematics, refrigeration fundamentals, compression systems, refrigerants, recovery, electrical, and work drawings. The apprentice is expected to retain the textbook for the entire four years.

**\$425.00 Tuition**

Room: B-10-B

**\$50.00 Lab**

**\$198.00 Textbook w/ EduHub Online Resources**

**Total \$673.00**

**Start Date:** Sept 2, 2025 - April 2, 2026 **Tues/Thurs** 6:00 PM-9:00 PM  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access for Online Assignments

**HVAC 2 (AC 201)**

This course covers applied mathematics, refrigeration systems, servicing and installation, AC fundamentals - heating - cooling - humidifying, heat pumps, electrical circuits and controls, motors, and an introduction to troubleshooting. Lab Fee includes CFC Certification.

**\$425.00 Tuition**

Room: B-10-B

**\$50.00 Lab**

**\$112.00 International Mechanical Code Book**

**\$110 EduHub Online Resources**

**Total \$697.00**

**Start Date:** Sept 2, 25 - Apr 2, 26 **Tues/Thurs** 6:00 PM – 9:00 PM  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access  
for Online Assignments



### **HVAC 3 (AC 301)**

This course covers AC systems, heat loads, refrigerators and freezers, commercial systems, servicing, installation, absorption systems, and troubleshooting. **{IMCB Required}**

**\$425.00 Tuition**

Room: B-10-B

**\$50.00 Lab**

**\$110.00 EduHub Online Resources**

{Required to already have International Mechanical Code Book}

**Total \$585.00**

**Start Date:** Sept 2, 2025 - April 2, 2026 **Tues/Thurs** 6:00 PM-9:00 PM  
(56 Class sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access for Online Assignments; IMCB

### **HVAC 4 (AC 401)**

This course covers commercial systems - heat load sand piping, special refrigeration systems and applications, solar energy, electric circuits and controls and troubleshooting. **{IMCB Required}**

**\$425.00 Tuition**

Room: B-10-B

**\$50.00 Lab**

**\$110.00 EduHub Online Resources**

**\$75 NFPA 31**

**\$7.00 Transcript Fee**

{Required to already have International Mechanical Code Book}

**Total \$667.00**

**Start Date:** Sept 2, 2025 - April 2, 2026 **Tues/Thurs** 6:00 PM-9:00 PM  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access  
for Online Assignments; IMCB



**Independent Electrical 1 (IE 101)**

This course covers safety, math hand tools, power tools, introduction to blueprints, basic rigging, hand bending, anchors and supports, introduction to the National Electric Code, conductors, services, voltage drop, DC theory, series/parallel circuits, and residential wiring.

**\$425.00 Tuition**

Room: C-7

**\$145.00 Textbook plus Core: Intro to Basic Construction**

**\$25.00 Instructional Supplies**

**Total \$595.00**

**Start Date:** Sept 3, 2025 - April 15, 2026 **Mon/Wed** 6:00 PM-9:00 PM  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access for Online Assignments

**Independent Electrical 2 (IE 201)**

This course covers AC theory, motors, grounding, conductor, installations, cable tray, conductor terminations and splices, electrical services, circuit breakers and fuses, contractor and relays, and lighting.

**\$425.00 Tuition**

Room: C-7

**\$110.00 Textbook**

**\$162.00 National Electrical Code Book**

**\$25.00 Instructional Supplies**

**Total \$722.00**

**Start Date:** Sept 2, 2025 - April 2, 2026 **Tues/Thurs** 6:00 PM-9:00 PM  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access  
for Online Assignments



### Independent Electrical 3 (IE 301)

This course covers load calculations, conductor selection and calculations, over current protections, wiring devices, distribution systems, motor calculations, HVAC AC systems, and hazardous locations. **IE 301 requires students to have a copy of the *National Electrical Code Book*. (NEC Book cost is not included in total tuition).**

**\$425.00 Tuition**

Room: A-7

**\$110.00 Textbook**

**\$25.00 Instructional Supplies**

***Total \$560.00***

**Start Date:** Sept 3, 2025 - April 15, 2026 **Mon/Wed** 6:00 PM-9:00 PM  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access for Online Assignments

### Independent Electrical 4 (IE 401)

This course covers commercial/Industrial lighting, specialty lighting standby and emergency systems basic electronic theory, fire alarm systems, advanced controls, HVAC controls, welding machines and heat tracing, and freeze protection. **IE 401 requires students to have a copy of the *National Electrical Code Book*. (NEC Book cost is not included in total tuition).**

**\$425.00 Tuition**

Room: B-4

**\$110.00 Textbook**

**\$25.00 Instructional Supplies**

**\$7.00 Transcript Fee**

***Total \$567.00***

**Start Date:** Sept 2, 2025 - April 2, 2026 **Tues/Thurs** 6:00 PM-9:00 PM  
(56 Class Sessions)

**Non-Apprentice Surcharge: \$75**

Prerequisite: Computer Access for Online Assignments



# Become A Youth Registered Apprentice



## Students Receive Paid On-the-Job Training

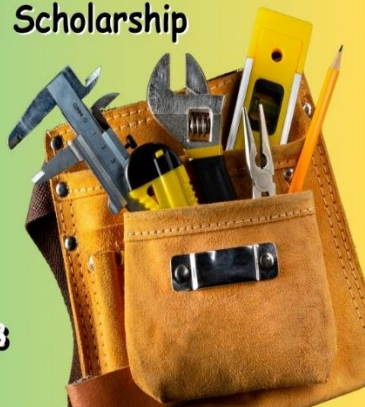
### Benefits of Youth Apprenticeship

- Train in a High-Demand Industry
- Learn Safety Education
- Receive Mentorship from Master Tradesmen
- Earn NTC Adult Evening School Scholarship

**Contact Youth Registered  
Apprenticeship Office**

**757.892.3300**

**[AdultEveApprentice@nps.k12.va.us](mailto:AdultEveApprentice@nps.k12.va.us)**



## **Joint Apprenticeship Training Committee (JATC)**

### **JATC Electrical 1 (JE 101)**

**Start Date:** Aug 25, 2025 – May 18, 2026

6:00 PM – 9:00 PM *Mon/Wed*

(67 Class Sessions)

Room TBA

### **JATC Electrical 2 (JE 201)**

**Start Date:** Aug 25, 2025 – May 18, 2026

6:00 PM – 9:00 PM *Mon/Wed*

(67 Class Sessions)

Room TBA

### **JATC Electrical 3 (JE 301)**

**Start Date:** Aug 25, 2025 – May 18, 2026

6:00 PM – 9:00 PM *Mon/Wed*

(67 Class Sessions)

Room TBA

### **JATC Electrical 4 (JE 401)**

**Start Date:** Aug 25, 2025 – May 18, 2026

6:00 PM – 9:00 PM *Mon/Wed*

(67 Class Sessions)

Room TBA

### **JATC Electrical 5 (JE 501)**

**Start Date:** Aug 25, 2025 – May 18, 2026

6:00 PM – 9:00 PM *Mon/Wed*

(67 Class Sessions)

Room TBA

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For more information contact Meghan Hurt (757) 480-2812

## **Policies and Regulations of The School Board of the City of Norfolk**

The following are excerpts from the Policies and Regulations of the School Board of the City of Norfolk. This listing is not intended to be comprehensive, but rather, to cover some of the more significant policies.

### **GRADING**

Grade cards are distributed to apprentices each quarter. It is the apprentice's responsibility to share this information with their sponsor. Sponsors may request progress reports, from instructors, for their apprentices at any time.

Numerical grades are used, and letter grades are assigned according to Norfolk Public Schools grading scale:

A	= 93 – 100
A-	= 90 – 92
B+	= 87 – 89
B	= 83 – 86
B-	= 80 – 82
C+	= 77 – 79
C	= 73 – 76
C-	= 70 – 72
D+	= 67 – 69
D	= 64 – 66
E	= 63 and Below

An apprentice receiving a failing grade of “E” will **NOT EARN HOURS OR CREDIT** and must repeat the course to earn the hours.

### **INCLEMENT WEATHER**

In case of extreme weather conditions, it may be determined that in the best interest of safety, attendance of staff, faculty, and apprentices is not warranted. Notice of school cancellations are announced over local popular TV, radio stations, and NTC Evening Text Alerts. **Should Norfolk Public Schools and the Norfolk Technical Center day school close, the evening school is closed** (virtual classes may be held in the event of school closures). In the event of inclement weather conditions emerging later in the day, staff, faculty, and apprentices report unless it is specifically announced that classes are canceled. Because of the extreme difficulty in making up days lost due to inclement weather conditions, the first day lost may not be made up unless

announced by the Evening School Administrator and Instructor for the course. In the event that school closings are excessive, the Evening School Administrator may extend the “School Year” to reschedule all or part of the lost days.

### **PROHIBITED CONDUCT**

Students at Norfolk Technical Center must conduct themselves in a professional and appropriate manner to promote professionalism, reasonable standards of behavior, effective citizenship, and an environment conducive to learning. We expect our students to be responsible and mature, respectful of others' rights and feelings, and respectful of school property. A student attending apprentice programs or adult evening school is under the jurisdiction of the School Board of the City of Norfolk and must follow the rules established in order to succeed.

**It is essential for apprentices and adult evening school students to follow the rules to avoid dismissal. Those dismissed from the course will not be eligible for a refund.**

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, sword, cane, machete, firearm, fireworks, pellet or air rifle, pistol, or other object that reasonably can be considered a weapon or wear clothing or jewelry with slogans, symbols, or pictures depicting weapons, gangs, or criminal activity.

Use, possession, or being under the influence of alcohol or unlawful, non-prescribed, prohibited substances on the property of this facility are prohibited. Such use, possession, etc. will be grounds for dismissal and/or expulsion and possible arrest.

Parking on non-pavement or shoulders, double parking, parking next to yellow curbs, parking in fire lanes, parking in handicapped spaces, or parking in such a manner as to inhibit safe entrance and exit of the building in an emergency is prohibited. Vehicles found in violation may be subject to citations or towing at the owner's expense.

Apprentices shall dress appropriately for safety requirements. This includes the use of safety glasses and safety shoes when needed. In all cases, shirts (with sleeves) and shoes are required. No person shall wear clothing with obscene or inflammatory language or graphics displayed.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

All visitors shall register at the main office on arrival.

No one may possess or consume any alcoholic beverage in or on the grounds of any public-school during school hours or school or student activities. In addition, no one may consume, and no organization shall serve any alcoholic beverage in or on the grounds of any public school after school hours or school or student activities, except for religious congregations using wine for sacramental purposes only.

In accordance with NPS policy, the use of Tobacco and Electronic Cigarettes on School Premises is not permitted in schools or school vehicles.

Any person found to be engaged in or advocating illegal activity while on school property shall be reported by the principal to the local enforcement authorities.

Any person who willfully and maliciously damages, destroys, or defaces any school district building, or damages or removes any school property from a school building, will be required to compensate the school division and may be prosecuted.

Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, may be prosecuted.

## **TOBACCO FREE SCHOOL FOR STAFF AND STUDENTS**

No persons (students, staff, contractors, visitors) are permitted to use or distribute any tobacco product at any time including non-school hours, in school property, on school premises, and at school-sponsored activities away from school grounds.

For purposes of this policy:

1. "School property" means:
  - a. in any building, structure, or vehicle owned, leased, or contracted by the division, both on- and off-site

- b. in any property surrounding buildings and structures, athletic grounds, parking lots, or any other outdoor property owned, leased, or contracted by the division, both on- and off-site
2. "Tobacco Product" includes cigarettes, cigars, blunts, bidis, pipe tobacco, snuff, chewing tobacco, electronic smoking devices, and any other products containing nicotine, as well as any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and liquids used in electronic smoking devices, whether or not they contain nicotine.
3. "Tobacco Use" includes smoking, chewing, dipping, electronic smoking device use, or any other use of tobacco products.

Infractions of Norfolk Public Schools Rules and/or Policies may become grounds for suspension or expulsion. Remember, we are guests of Norfolk Public Schools and the Norfolk Technical Center, therefore all adult students and instructors must abide by all rules, regulations, and guidelines.

**BEHAVIORS OF A SAFETY CONCERN (BSC)/ BEHAVIORS  
ENDANGERING SELF OR OTHERS.**

BSC 3: Drugs: Possessing drug paraphernalia - Students will not use, have in their possession, have dominion and/or control of drug paraphernalia on School Board property, at school sponsored activities, or while going to or from school. (e.g., pipes, DAB pens, E-cigarette if found to contain marijuana/THC oil or to have been used to smoke marijuana/illegal drug, and/or lighter when found with marijuana, illegal drugs and/or other drug paraphernalia).

BESO 5: Drugs: Possessing controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications: Students will not have in their possession or have dominion and/or control of marijuana or controlled substances on School Board property, at school sponsored activities, or while going to or from school.

BESO 6: Drugs: Being under the influence of controlled substances, illegal drugs, inhalants, or synthetic hallucinogens or unauthorized prescription medications Students will not be under the influence of marijuana or controlled substances on School Board property, at school-sponsored activities, or while going to or from school.

BESO 7: Drugs: Using controlled substances or using illegal drugs or synthetic hallucinogens or unauthorized prescription medications. Students will not use marijuana or controlled substances on School Board property, at school-sponsored activities, or while going to or from school.

# Why An Apprenticeship?

Over 85 Years in Virginia 1938 - 2025  
Good for Employers  Great for Employees

- Tuition Tax credit - ask your tax preparer if you qualify
- Virginia is one of the three largest Apprenticeship States. Structured classes qualify you to sit for the state licensing exams and you get national recognition as a journey worker.
- More than 300 trades are recognized as apprentice related in the Commonwealth of Virginia, with more added each year. Just because you don't see your trade listed in this brochure does not mean that it is not a recognized apprentice trade. Many different arrangements can be made to accommodate the Apprenticeship Related Instruction requirements for your trade.
- We are always in need of instructors. If you are good at your trade, hold a Master's License, or are good at public speaking, call us about how to become an ARI instructor.
- Bosses don't have time to teach but want to have more of a say about what apprentices learn. We need your input and advice. Please call about how you can give back by serving on our advisory committee. We only meet two to three times a year.
- Please call the evening school office to see what courses match your needs. We will do all in our power to keep the cost down and present meaningful material to you.

# Congratulations Graduates

PLUMBING



HVAC



ELECTRICAL





# Norfolk Public Schools

The cornerstone of a proudly diverse community



**1330 N. Military Highway**

**Norfolk, Virginia 23503**

**(757)892-3300**

**Fax: (757)892-3305**

**AdultEveApprentice@nps.k12.va.us**

**Dr. Cecil H. Avery, Principal**

**Adult Evening School and Apprenticeship Related Instruction**



**Scan the code to visit our webpage**