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COURSE CATALOG

Effective February 2024

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Home Building Academy Overview – In 2023, Home Builders Care, a 501(c)(3) organization sponsored by the Home Builders Association of Central Arizona (“HBACA”), opened the Home Building Academy (the “Academy” or “HBA”). The Academy is a residential construction training program designed to deliver high quality career education in the residential construction industry within the Phoenix metropolitan area. The Academy utilizes training and curriculum developed by its operating partner, Home Building Institute (“HBI”).

The Home Builders Care Board of Directors is comprised of the HBACA’s Chief Executive Officer Jackson Moll, former CEO Connie Wilhelm, Scott McDonald, and Reed Graham. The Academy’s operations are managed by HBI.

Graduates of the Home Building Academy, with these industry recognized certificates, will have employment opportunities in Phoenix’s residential construction industry. Through its partners at the HBACA, students will interact with various employers throughout their time in the program. Students will be provided with career counselors to assist in navigating these employment opportunities.

Programs Offered – The Home Building Academy offers two programs: Pre-Apprenticeship Certificate Training Carpentry and Pre-Apprenticeship Certificate Training Electrical. During the Academy’s 9-week training program, students will earn a certificate of Pre-Apprenticeship Certificate Training (“PACT”) in the chosen field in addition to a PACT CORE certificate. Students may chose the CORE only certificate which is a 4-week training program. The PACT CORE certificate is a prerequisite to completing the carpentry, or electrical certificate.

Admission Requirements – To be eligible for admission, prospective students of the Academy must be at least 18 years old, physically capable of completing construction activities, and able to legally work in the United States and the State of Arizona. They must also be willing to commit to the program, show up on-time every day, and have an eagerness to learn.

Grading Policy – Students are graded on skills and certificates are issued on a pass/fail basis based on the required score to complete. All quizzes and exams administered at the end of each level of training require a score of 75% or higher to pass. Each skill is recorded in the student’s grade report. A student's transcript will list the skills each student passed.

Satisfactory Academic Progress – Students’ academic progress will be continuously monitored through the duration of the program, including quizzes and exams at the end of each level of training. Satisfactory Academic Progress requires:

1. Students show up to class every day and on time except for excused absences.
2. Students work well with partners, instructors, and staff.
3. Students follow all program policies.
4. Students actively participate in the program activities including hands-on training and timely completion of any Learning Management Software homework.
5. Students demonstrate the ability to perform each required skill.

If a student is not keeping Satisfactory Academic Progress, the student will be provided one on one support with the instructor and the Regional Career Development Coordinator (“RCDC”). The student will also be given a verbal warning. If no improvement is achieved within 2 to 4 days (depending on training level), the student may be terminated or rescheduled for a future cohort.

Graduation Requirements

1. Complete the program with 95% attendance.
2. Practice and enhance written and oral communication skills.
3. Earn the PACT Certification with a score of 80% with an OSHA 10 score of 70%.
4. Learn and demonstrate employable skills.
5. Complete career development plan and financial literacy.

Tuition – There is no cost to attend the Home Building Academy. The cost of attendance is funded by the Home Builders Association of Central Arizona.

Cancellation and Non-Refund Policy – Since Home Building Academy provides training opportunities to individuals that enroll in a course at no direct cost to them, learners who discontinue training are not eligible to receive any refund of the cost of training. However, learners who receive course materials and equipment will be required to:

1. Return any textbooks or supplies accepted.
2. Return any equipment issued for their use during the training.

Tool Agreement – After enrolling in Home Building Academy, you will be provided with the tools and materials necessary to complete the program. Should you be terminated or withdraw from the program, you will be required to return your tools and materials to Home Building Academy. If you lose or damage any of the tools or materials prior to returning them, you will be responsible for the replacement cost of said tool or material.

General Expectations – Students should have a proficiency in reading and math that will enable them to learn the trade, understand and follow instructions, and adhere to safety regulations and procedures. Each student’s reading and math proficiencies are self-reported and discussed between the student and instructors during intake, orientation, and enrollment. These proficiencies are very important to ensure the student’s ability to properly use power tools, equipment and machinery and to adhere to OSHA/industry safety guidelines.

Students should be prepared for physically demanding work, such as bending, lifting, standing, climbing, and kneeling. These physical movements are all part of the job. Also, residential construction involves math and problem solving. Construction jobs often involve many different indoor and outdoor tasks in a single day and at different locations.

Class/Shop Expectations – While the majority of learning will be hands-on (the “how”) through training stations and work-based learning, “book work” is required to become proficient in declarative knowledge (the “what”). In addition, employability skills and safety will be incorporated every day using resources on HBI CTEtechWorks® learning management system. Evaluation will be conducted through the use of paper quizzes and exams at the end of each level of training. In addition, students will undergo performance-based evaluations in which an instructor will watch students perform a task to evaluate the work process and outcome. All instruction will be in-person and class based.

The following rules are required as part of the training and must be adhered to, in addition to the Student Safety Rules.

1. There will be no unacceptable language in the shop.
2. Ripped, torn or holey clothing is unacceptable at any time and may present safety hazards.
3. There will be absolutely no sleeping, resting, “daydreaming,” or general “goofing off” allowed.
4. Students must do as requested, when requested, and in the manner it was requested.

5. The instructor's office is a place of business. Student must knock and be acknowledged prior to entry, every time. Students shall only enter with permission and take only requested items and materials.
6. Students will be required to become a member of a diverse "team" on the very first day. Our goal is to succeed at every effort in an outstanding manner, every time. Students must be willing to respect and work with, in an acceptable manner, all other members of the shop at any given time, on any given task.
7. Being treated like a mature, responsible and trustworthy member of the team is of utmost importance.
8. Many times students will be assigned tasks away from the shop with little supervision. Students will be required to conduct themselves in a business-like manner, with as little disruption to work as possible.
9. Students will encounter staff and outside businesspeople of many different types. Students must always be respectful. Mannerly, professional, and polite students are the expectation. Students are representing the Home Building Academy, HBI, and its staff.
10. All personal items and issued tools are to be secured by each student as designated by the instructor.

Curriculum – Home Building Academy uses curricula developed by the Home Building Institute based on National Skills Standards developed in partnership with the National Association of Home Builders ("NAHB"), industry professionals, and educators. Incorporating blended learning through HBI's CTEtechWorks online platform and traditional classroom environments provides instructors with diverse learning modalities to train a diverse student population. However, the cornerstone of HBI curricula remains the same: performance-based, hands-on instruction and assessment that supports graduates entering the workforce.

Student Records – The Home Building Academy will collect and maintain student records in perpetuity, including, application materials, student academic records, certificate records, and career development and employment verification records. These records will be provided to the student upon written request.

Student Learning Objectives – CORE – The following outlines the student objectives by subject area. Upon completion of the program, students will have achieved the learning objectives and earn a pre-apprentice certificate. All students are expected to complete these core learning objectives before moving on to their elected course of study in electrical or carpentry. **140 Hours**

- Safe Working Practices and Job Site Practices
 1. Describe and practice safe use of hand and power tools
 2. Distinguish between safe and unsafe installation practices
 3. Inspect work area to ensure a safe working environment
 4. Identify hazardous conditions associated with tools and equipment
 5. Identify hazardous conditions associated with work areas
 6. Identify hazardous conditions associated with chemicals/supplies
 7. Select and wear proper safety attire on the job site including PPE
 8. Accept the responsibility for the personal safety of others
 9. Demonstrate the ability to report all injuries to the instructor immediately
 10. Demonstrate personal safety rules/OSHA regulations
 11. Demonstrate shop safety rules/OSHA regulations
 12. Locate and operate fire safety equipment
 13. Demonstrate safe use of ladders and scaffolding
 14. Demonstrate safe fall protection procedures and equipment use
 15. Demonstrate the ability to properly lift and carry construction materials
- Basic First Aid
 1. Identify locations of all first aid equipment and materials
 2. Demonstrate basic first aid practices
- Basic Construction Math

1. Read a ruler to the nearest 16th of an inch
 2. Calculate whole numbers using addition, subtraction, multiplication, and division
 3. Calculate fractions using addition, subtraction, multiplication, and division
 4. Calculate decimals using addition, subtraction, multiplication, and division
 5. Add, subtract, multiply, and divide measurements using measuring tools
 6. Calculate square foot and lineal foot measurements
 7. Apply specific formulas for estimating materials
 8. Calculate ranges, ratios, and indexes such as a HERS Energy Index
- Print Reading
 1. Read and interpret basic construction prints
 2. Identify basic architectural symbols and abbreviations
 3. Demonstrate proper use of tools used to determine square
 4. Demonstrate proper use of tools used to determine plumb
 5. Demonstrate proper use of tools used to determine level
 - Hand and Power Tools – Identification and Use
 1. Demonstrate the proper use, care, and maintenance of hand and power tools
 2. Describe the safety rules for each hand and power tool
 3. Demonstrate the proper use, care, and maintenance of ladders and scaffolding
 4. Identify/select appropriate hand tools for specific tasks in various trades
 5. Demonstrate the proper use, storage, and handling of materials, chemicals, and compounds used in various trades
 - Construction Materials – Identification and Use
 1. Demonstrate the proper use, storage, and handling of materials, chemicals, and compounds used in various trades
 2. Identify/select appropriate construction equipment and materials for specific tasks in various trades
 - Construction Materials – Measuring and Calculating
 1. Demonstrate proper use of measurement tools
 - Preparing for Workforce
 1. Obtain documentation for employment, including government issued driver's license or identification
 2. Identify and describe industry-related job qualifications
 3. Use media, internet, and other resources to contact employers for job opportunities
 4. Practice and successfully complete a job application
 5. Create a resume
 6. Practice and interview for a job
 7. Follow up with employers about interview and job
 - Professionalism in the Workplace
 1. Demonstrate compliance with a drug-free workplace
 2. Respond appropriately to supervision
 3. Follow written and verbal directions
 4. Complete assigned tasks
 5. Work safely
 6. Dress appropriately for work
 7. Arrive for work on time
 8. Show respect for tools, materials, and other's property
 9. Work as a team member with diverse races, sexes, ages, and cultures, treating everyone with respect

Student Learning Objectives – Pre-Apprenticeship Certificate Training Carpentry – The following outlines the student learning objectives by subject area for the carpentry program. Upon completion of the program, you will have successfully completed the learning objectives and earn a pre-apprentice certificate in carpentry. **175 Hours**

- Carpentry Tools and Safety
 1. Identify and describe the safe use of carpentry hand and power tools
 2. Demonstrate the proper use of carpentry tools and equipment
- Lumber Identification and Use
 1. Describe lumber defects
 2. Describe standard lumber sizing
- Calculate Square and Lineal Foot Measurements
 1. Calculate square foot, lineal foot measurements, and cubic measurements
 2. Translate measurements from paper to work environment
- Build Concrete Forms
 1. Identify the types of forms (conventional and engineered) and components
 2. Build forms for concrete walls, columns, and piers with proper bracing
 3. Strip concrete forms and roofs
- Frame Floors, Walls/Partitions, Ceilings, and Roofs
 1. Identify the components of floor framing systems (conventional and engineered systems)
 2. Identify the components of wall framing systems (wood and metal)
 3. Identify the components of roof framing systems (conventional and engineered)
 4. Frame walls, floors, and ceilings to 16” and 24” on center
 5. Frame a basic roof structure and roof shingles
- Apply Roof Shingles
 1. Understanding basic roofing concepts
 2. Understand all basic roofing safety techniques
 3. Trim, position, and affix roof shingles properly
- Install Exterior Doors and Windows
 1. Identify different types and sizes of doors and windows
 2. Install exterior doors and windows per manufacturer’s instructions and recommendations
- Install Siding and Exterior Trim
 1. Identify types of siding and exterior finish systems
 2. Measure, cut, and install siding per manufacturer’s recommendations
- Install Insulation and Wallboard
 1. Identify different types and sizes of drywall and sheet goods
 2. Identify types of insulation and their uses
 3. Install insulation per manufacturer’s recommendations
 4. Install drywall and plywood paneling per manufacturer's recommendations
- Install Interior Doors and Trim
 1. Install interior doors per manufacturer’s recommendations
 2. Install interior trim per manufacturer's recommendations
- Perform Minor Repairs
 1. Identify common carpentry repair problems
 2. Perform minor repairs correctly

Student Learning Objectives – Pre-Apprenticeship Certificate Training Electrical - The following outlines the student learning objectives by subject area for the electrical program. Upon completion of the program, you will have successfully completed the learning objectives and earn a pre-apprentice certificate in electrical. **175 Hours**

- Electrical Safety
 1. Demonstrate basic electrical safety
 2. Demonstrate proper use of electrical safety equipment
 3. Identify and demonstrate safe/proper use of hand and power tools used in the electrical trade
 4. Demonstrate proper Lockout/Tagout procedures
- Electrical Trades – Tools and Equipment
 1. Explain the safe use of hand and power tools and cabling equipment
 2. Demonstrate the proper use of tools and equipment used in the electrical trade
 3. Identify conductors and cables found in residential applications
 4. Identify types of conductors commonly found in commercial applications
 5. Identify boxes (junction, pull, conduits, etc.) and their proper use in the electrical trade
 6. Identify fittings (connectors, couplings, straps, etc.) and their proper use in the electrical trade
- Basic Electrical Concepts
 1. Follow proper electrical construction procedures when performing a task
 2. Describe job responsibilities for electrical occupations
 3. Identify basic electrical terminology
 4. Demonstrate familiarity with terms used in the NEC
 5. Describe basic provisions and the purpose of the NEC 110 and 250 for residential electricians
 6. Describe Ohm's and Watt's laws
 7. Solve electrical circuit problems using Ohm's and Watt's laws
 8. Describe three common electrical faults (short circuit, open circuit, and ground fault)
 9. Identify the characteristics of alternating current and direct current
 10. Identify common residential electrical construction symbols
 11. Demonstrate proper use of electrical testing equipment
 12. Identify renewable energy sources and electrical connections
- Circuits, Switches, and Outlets
 1. Identify, describe, then wire single pole, switch loop, three-way, and four-way switching circuits
 2. Identify, describe, then wire duplex, GFCI, and split receptacles
 3. Identify, describe, and explain the characteristics of a simple series circuit, simple parallel circuit, and simple series parallel circuit

Hours and Daily Schedule – Monday through Friday, 8:00 am to 4:00 pm. From time to time, the Academy may offer evening training opportunities.

Holiday Schedule – The Home Building Academy is closed on the following observed holidays: 2024

New Years Day	January 1 st
Martin Luther King Jr.	January 15 th
Presidents' Day	February 19 th
Memorial Day	May 27 th
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	September 2 nd

Indigenous Peoples' Day	October 14 th
Veterans' Day	November 10 th
Thanksgiving	November 28 th & 29 th
Winter Break	December 25 th – January 1 st

Program Completion Requirements – In order to complete the program and earn the certificates, students must meet the following requirements:

- Complete the program with 95% attendance
- Practice and enhance written and oral communication skills
- Earn the PACT Certification with a score of 80%
- Earn the OSHA 10-hour Certification with a score of 70%
- Learn and demonstrate employable skills
- Complete career development plan and financial literacy

Attendance Policy – Students must achieve a 95% attendance rate to complete the program. Students will be seated in class at the times shown on the daily schedule. Students arriving more than 15 minutes late will be given a late attendance. Students must provide notice of routine appointments at least two days prior to the appointment.

Students may request an excused absence from the Instructor or Regional Career Development Coordinator (“RCDC”) up to a week in advance, but no later than the day of the absence as needed. The request is reviewed and approved by the Operations Manager, Instructor, or RCDC as an excused absence. Upon return, the student will be required to make up any work missed in the classroom, shop, or on the Learning Management System.

Class Cancellation - Home Building Academy is committed to providing every student with the opportunity and support needed to complete the course from start to end. If for any unforeseen reason a course in-session must be cancelled, students will be immediately notified. Additionally, students impacted by a course cancellation will be given first seating priority to join an upcoming class.

A minimum of 4 weeks but up to 6 weeks before the class is scheduled to begin, students impacted by a cancelled course will be contacted and notified of the upcoming class start date.

Student Grievance Procedures – If students have a complaint about the program or believe he or she has been treated unfairly, these steps can be used to resolve the issue:

1. Try talking with the person you disagree with, or who you feel has treated you unfairly. This person could be your peer, your instructor, or your Regional Career Development Coordinator (“RCDC”).
2. If step one does not resolve the problem, speak with the person’s supervisor.
3. If you are still not satisfied with the results, or if the disagreement still has not been resolved, the next step is to bring your complaint to the Operations Manager. The Operations Manager, or designee, shall have five (5) business days in which to investigate and address the grievance. You must submit a written grievance to the Operations Manager no later than 1 week after the underlying incident/event occurred.

The Home Building Academy and HBI will investigate all complaints within five business days of receipt. If the student’s complaint cannot be resolved after exhausting the Academy’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details.

The State Board address is:
1740 W. Adams St, #3008 Phoenix AZ 85007
Phone: (602) 542-5709
Website: www.ppse.az.gov

Change in Student Status and Reenrollment – The Home Building Academy is committed to working with all students to complete the requirements outlined in this catalog, graduate, and find employment. However, from time to time, circumstances arise in which students are unable to meet the attendance requirements or otherwise need to depart from the program. In those instances where a student communicates a need to take a leave of absence, students will be eligible for reenrollment at the point in the course where the leave was taken.

If a student leaves the program for failure to maintain Satisfactory Academic Progress, the student may qualify to be reenrolled in the program at the level last completed if space is available. Reenrollment will be at the discretion of the Operations Manager. Considerations for reenrollment include previous attendance, performance, behavior, test scores, and the ability to successfully complete the training.

Student Termination and Appeal – Failure to fulfill the requirements outlined in this catalog will be an indication to the Home Building Academy that the student no longer wishes to continue the training program. A student termination from the Academy may request an appeal within two business days of notification of termination. The presiding members at the appeal must be comprised of the HBA/HBI staff, Instructor, RCDC, Recruiter, and the Operations Manager. The committee must meet within three business days after the students request for appeal. The committee will evaluate the circumstances and provide a decision. Students are granted one appeal for the duration of their 9-week training. If approved, students will be required to make up missed assignments.

Credit for Previous Experience – Students do not receive credit for any previous construction experience or training. The student must complete the program in full.