POWER 52
ENERGY INSTITUTE

ENERGY PROFESSIONAL

TRAINING PROGRAM CATALOG

2026

8775 Cloudleap Ct., Suite 11,
Columbia, MD 21045
(410) 777-9677
www.power52.org

FROM THE PRESIDENT…

"***Education is the passport to the future, for tomorrow belongs to those who prepare for it today.***" – Malcolm X

The decision to return to school is never an easy one, especially if you've been out of the classroom for a while, or in some cases have never even been inside a classroom at all. Everyone's situation is unique, and regardless of your reason, going back to school requires a personal commitment of time, talents and resources. In addition, it requires the support and commitment of those around you.

That is why the POWER52 Team is committed in assisting individuals like you! We strive to make sure your educational achievements and career goals in the energy sector are accomplished. Whether you are graduating from high school, a college graduate, a returning citizen, or a recovering substance abuse user; POWER52 is here to provide training, life skills development, and professional support to help you reach your highest potential.

If you are reading this, you have just taken the most important step in changing the rest of your life! On behalf of myself and the entire POWER52 family, we welcome you to the Energy Professional Training Program and wish you much success.

This handbook was developed to outline the expectations of our trainees, and the policies & procedures of the program. Trainees should familiarize themselves with the handbook. The handbook holds the answers to many of your questions regarding the POWER52 training program.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Warm regards,

Cherie Brooks

Cherie Brooks
President/CEO
POWER52 Foundation

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ORGANIZATIONAL OVERVIEW/MISSION

MISSION

Power52's mission is to break the cycle of poverty, unemployment, under employment, and incarceration in our urban communities across the nation through economic empowerment and clean energy access.

VISION

To promote an inclusive clean energy economy that drives economic empowerment.

VALUES

- Integrity
- Trustworthiness
- Equal opportunity and inclusiveness
- A measurable impact

GOALS

The program has three major goals:

- Increase a community's interest and knowledge about working in the renewable energy sector, its role in a green community, and what benefits having access to clean energy will offer them.
- Empower the community through clean energy access, training, and job creation.
- Advance low-income community resilience, offering disaster relief support and resources.

Power52, Inc. dba Power52 Foundation (hereafter referred to as "Power52") is a 501(c)(3) not for profit which is governed by a Board of Directors. Power52 Energy Institute Howard County is owned and operated by Power52. The Executive Director is the Chief Executive Officer of the Corporation and has general charge and control of all its business affairs and properties.

BOARD OF DIRECTORS

Michael Phillips, COO T.D. Jakes Enterprises, POWER52 Foundation Board of Directors Interim - Chairman
Cherie Brooks, President/CEO & Co-Founder, POWER52 Foundation
Antawan Anderson, President & CEO, Anderson & Company LLC
Erick King, Executive Director, Capital Youth Empowerment Program
Barbara Ebel, Labor Exchange Administrator, MD Department of Labor
Ray Lewis, Co-Founder, POWER52 Foundation (Advisor)

BRIEF HISTORY

In the aftermath of the 2015 riots in Baltimore, POWER52 was founded with a mission to help strengthen communities and inspire people to achieve their potential through hands-on job training in the energy sector. Power52 launched their Energy Professional Training in March 2017, bringing workforce development, resiliency, and wraparound services to low- and medium-income communities. This same year Power52 partnered with Living Classrooms Foundation to convert their community centers into resiliency hubs, offering disaster relief support to their neighboring communities, the first resiliency hub project in the nation to service a public housing community. In October 2017, Power52 Foundation established Power52 Energy Institute, Baltimore City, the first clean energy private career school in the State of Maryland to be approved by The Maryland Higher Education Commission (MHEC). Power52 Foundation is one of two foundations to be approved to own and operate a private career school in the State of Maryland's history. Power52 became an Accredited Training Sponsor in 2017 by The National Center for Construction, Education and Research and have provided their accredited training curriculum since that time. Power52 is also an approved provider of the North American Board of Certified Energy Practitioners (NABCEP) Examination. In February 2018, Power52 opened their second career school, Power52 Energy Institute, located in Howard County, MD broadening their footprint to service at-risk individuals throughout the state.

POWER52 sought NCCER accreditation based on its desire for a portable, nationally recognized and standardized training process. This process is available without discrimination due to race, color, religion, national origin, gender, age, veteran status, physical or mental disability, sexual orientation, or any other reason prohibited by local, state or federal regulations.

PROGRAM OBJECTIVES

POWER52's Energy Professional Training program is accredited by The National Center for Construction on Education & Research (NCCER). The standardized curriculum covers the basic concepts of Solar Photovoltaic (PV) systems and their components. It also explains how PV systems are sized, designed, and installed. Power52 works alongside a strong network of industry partners to ensure our training stays aligned with current workforce needs. These partners provide ongoing input and guidance, so our programs reflect today's industry standards, helping participants build relevant, in-demand skills that employers value.

Ultimately the customized training program will, at a minimum, instruct trainees to do the following:

- Identify photovoltaic (PV) applications, advantages, system components and their functions
- Identify safety hazards associated with PV installations
- Trace a basic electrical circuit and perform calculations using Ohm's law
- List PV system sizing considerations and identify PV electrical and mechanical system design considerations
- Describe the tasks required to complete a site analysis

- Describe how to install a simple grid-connected PV system
- Explain how to assess system operation and efficiency
- Recognize the tasks required when performing PV maintenance and troubleshooting
- Identify appropriate codes and standards concerning installation, operation, and maintenance of PV systems and equipment

Power52 will provide wrap around services for our training program which includes extensive case management throughout the program and for twelve (12) months beyond, we ensure that participants of the program receive the support they need to be successful. In addition, the training curriculum includes "soft skills" training that teaches the importance of punctuality, work habits, professional appearance, time management, etc. Ultimately, the training program yields a marketable skill in an industry that has significant need for skilled workers and pays a living wage.

NABCEP – National Association for Board Certified Electrical Practitioners
NABCEP's Associate Program benefits new installers, experienced workforce personnel, employers and the public. Linking your name to the NABCEP Associate Credential tells employers that you are serious about a career in renewables. Having a NABCEP Associate Credential offers employers and consumers a quick reference to the kind of installer you will be. Before the interview, before even reading your resume or job application, featuring your NABCEP Associate Credential lets people know that you are armed with the fundamental knowledge of quality installations

- Introduction to NABCEP
- Verifying the System
- Managing the Project
- Installing electrical Components
- Completing System Installation
- Conducting Maintenance and troubleshooting

FIRST AID / CPR / AED – Certification
Cardiopulmonary Resuscitation is an emergency lifesaving procedure performed when the heart stops beating. Immediate CPR can double or triple chances of survival after cardiac arrest. The Standard First Aid / CPR & AED course is a general workplace course for those who need CPR certification for their job or to meet OSHA requirements. In this course, you'll learn how to perform CPR, how to use an AED, skills for treating choking and shock victims, and a few general first aid skills, such as Acting in an Emergency, and Preventing Disease Transmission. Your certification is valid for 2 years.

FIRST AID / CPR / AED COURSE OUTLINE

Module	Instruction Time	Notes / Optional Content
Acting in an Emergency	10 min	Optional: 10 min

Preventing Disease Transmission	5 min	Optional: 2 min
Check the Victim	10 min	Optional: 2 min
Recovery Position	5 min	—
Bleeding and Wound Care	45 min	Optional: 10 min
Shock	10 min	—
Burns	10 min	Optional: 10 min
Bone, Joint and Muscle Injury	35 min	—
Head and Spine Injury	20 min	Optional: 10 min
Sudden Illness	45 min	Optional: 10 min
Cold and Heat Emergencies	10 min	Optional: 10 min
Rescuing and Moving Victims	5 min	—
CPR and AED	80 min	Includes performance component
Choking	10 min	—
Course Exam	20 min	80% required to pass

PERFORMANCE CHECKLIST

Skill	**Evaluation**
Glove Removal	Pass | Fail
Initial Assessment	Pass | Fail
Recovery Position	Pass | Fail
Bleeding Control	Pass | Fail

The job readiness portion of the curriculum focuses on resume building, interviewing conduct, professional attire, social media networking and account creation, financial literacy, and life skills. Trainees successfully completing the required instructional/lab clock hours of the program and passing all module exams will sit for the North American Board of Certified Energy Practitioners (NABCEP) Entry Level Associates Exam administered by POWER52. Once all requirements have been met, trainees will receive NCCER Credentials, OSHA 30-Hour Construction Industry certification, First Aid, CPR & AED certification, POWER52 Certificate of Completion, and entry on the NABCEP Associate Credential Directory. These credentials will qualify the training candidate to apply for employment as a PV System Installer as well as an Entry Level Construction Worker.

PROGRAM GOALS

The primary goals of the training program at POWER52 are as follows:

- Provide a standardized training method that will verify and document a trainee's mastered skills
- Have a tangible method by which to ensure the qualifications of trainees
- Match job assignments with proven performance capabilities in a manner that will foster a sense of ownership, contribution, and pride
- Offer a program for trainees to advance in their jobsite roles through documented training
- Allow experienced trainees to "test-out" according to NCCER guidelines to verify their current knowledge

PROGRAM ACCREDITATION AND AFFILIATION

POWER52's Energy Professional Training program is accredited by The National Center for Construction on Education & Research (NCCER). NCCER is a not-for-profit 501(c)(3) education foundation created in 1996 as The National Center for Construction Education and Research. NCCER is headquartered in Alachua, Florida, and is affiliated with the University of Florida's M.E. Rinker, Sr. School of Construction Management. POWER52 will be responsible for the administration of the NCCER training curriculum.

NCCER's Registry system is a secure database maintained by NCCER to help manage Power52's training and assessment program. NCCER's industry-recognized credentials provide trainees with national portability of skills.

Each trainee will be given a full set of NCCER credentials that include:

- Certificate of completion
- Wallet card with ID number
- Transcript

Trainees can use the Registry to review their credentials. The registry provides access for trainees to have the ability to review their own training history and assessment history.

POWER52 is a North American Board of Certified Energy Practitioners (**NABCEP**) Official Provider.
It is the responsibility of the POWER52 Foundation to ensure that proper recordkeeping procedures are in place and adhered to concerning training for the trainee. In addition, POWER52 will be responsible for appropriate certification and training of appropriate personnel.

GENERAL INFORMATION

The policies and procedures explained in this document apply specifically to the training program of POWER52. POWER52 will serve as the sponsoring body in the NCCER program of Accreditation for training and provide services to all contracted entities under this sponsorship as requested or required. As such, policies stated within this document can be understood to apply to any NCCER certifiable training conducted by POWER52.

APPROVAL AUTHORITY

Approval for participation in POWER52's Training Program or authorized training programs remains the exclusive right and decision of POWER52.

ENERGY PROFESSIONAL TRAINING STAFF

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CRAFT INSTRUCTOR SELECTION

Instructor candidates are to be selected on the basis of their ability to communicate and assist others in a positive and informative manner. POWER52 will ensure all Instructor candidates must be at minimum, journey-level or technician level in the craft they are to teach, have worked in the craft field for a minimum of two years or they must have a minimum of three (3) years-experience as a certified teacher in a vocational/technical construction, maintenance, or pipeline-related training program.

In addition, instructors of this craft must:

- Possess a minimum of journey-level electrician experience
- Minimum of one year field experience installing solar PV panels

NCCER Requirement: Instructors must achieve certification by completing an Instructor Certification Training Program (ICTP) presented by a Master Trainer with current credentials. This requirement for certification shall be understood to apply to any instructor providing training as required by that material and extends to any third-party provider (vocational schools, community colleges, partnering trade association chapters, etc.) of instruction or training.

CASE MANAGEMENT

POWER52 Foundation provides trainees with unique access to essential services and support. Trainees are provided with one-on-one case management services that effectively aid in navigating solutions to reduce and resolve barriers directly connected to one's ability to be employable. Trainees receive investment planning strategies, individual career portfolio development, understanding of social and cultural workplace environments, as well as training in understanding the influence of technology and social media in the workforce. The trainees also have access to conflict resolution and mediation services, employment skills assistance, GED/college connections, financial literacy, computer skills, parenting skills, legal aid (child support and custody issues), food, clothing, tutoring and transportation assistance.

ADMINISTRATIVE POLICIES & PROCEDURES

STATEMENT OF NON-DISCRIMINATION

POWER52 does not discriminate on the basis of race, sex, creed, color, national origin, sexual orientation, disability, or age in admissions or treatment in its programs and activities, including advertising, training, placement, and employment and provides equal access to the trainees. The following person has been designated to handle inquiries regarding the non-discrimination policies:

POWER52 Foundation (Administrative Office)
Cherie Brooks, President/CEO
8775 Cloudleap Ct.
Suite 11, Columbia, MD 21045
(410) 777-9677

All matters will be addressed equitably and promptly to resolve complaints. Responses will be provided within seven business days. For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

AFFIRMATIVE ACTION

It is the policy of POWER52 to interview and enroll trainees without regard to race, color, creed, age, gender, or national origin. Furthermore, POWER52 has provided accessibility and utilization of public facilities for physically limited people. All matters relating to training and educational opportunities will be free from any and all discriminatory practices. All people with a sincere interest in career opportunities are encouraged to apply to the school.

TRAINING FACILITY

The Power52 Energy Institute is located at 8775 Cloudleap Court, Ste 11, Columbia, MD 21045. Located just minutes off I-95S via Rt. 175 W in the heart of Columbia, Power52 Energy Institute Howard County features 3,115 sq. ft. of space including approximately 1,500 sq. ft of training and classroom space and 1200 sq. ft of office space, and 415 sq. ft. of storage space.

Branded with the POWER52 logo, our classroom is 1,500 square feet with (13) thirteen (2) two-seater tables, with a seating capacity of 26. The room is also equipped with a smart board, a dry erase board, a supply cabinet, books, and other necessary items. There are two solar panels on the front wall of the classroom to bring forth the feel of the solar fields. Laptops are made available for use as needed. A coed restroom and a break room is located inside the training center.

POWER52 will provide adequate space and layout to carry out instruction and training with the required training equipment for realistic methods and procedures. POWER52 will supply adequate/appropriate materials, tools, and equipment needed to support the class size and instructional content for instructors and trainees.

TRAINING FACILITY REQUIREMENTS

Training itself may consist of formal classroom setting, computer-based learning, self-study, or a combination of delivery. In all cases, a certified Instructor or one approved/designated by the Site Representative will be responsible for the training and documented results.

POWER52 will provide adequate space and layout to carry out instruction and training with the required training equipment for realistic methods and procedures. POWER52 will supply adequate/appropriate materials, tools, and equipment needed to support the class size and instructional content for instructors and trainees.

The physical facilities will be well maintained and organized to accommodate teaching/learning /assessment activities such as lectures, discussions, laboratory work, module written & performance tests, administering assessments and performance verifications. The nature of training and/or assessments imposes a need for special types of space and equipment to provide for realistic construction, maintenance, and pipeline methods and procedures. It is important that the facilities be arranged to encourage interaction as warranted. The physical facilities must meet all regulatory and POWER52'S safety and health requirements.

TRAINEE RIGHTS

Statement of trainee's rights, privileges, and responsibilities: It is a trainee's right to receive the training for which he was enrolled. It is the trainee's privilege to be trained at the time and site that he expected. It is the trainee's responsibility to attend classes regularly, study to complete the program, and to respect the school's rules and regulations. It is the trainee's responsibility to participate in workstation and classroom clean-up. It is also the responsibility of the trainee to pay for all active meters for parking.

HEALTH/MEDICAL CARE

Trainees who become seriously ill or contract a communicable disease should stay at home and recover but remember to notify the school immediately. All medical and dental appointments should be made before or after school hours when appropriate. POWER52 training staff will provide trainees with a first-aid kit for instances of sudden injuries. During extreme emergencies Power52 staff will call 911 for medical assistance.

DRESS CODE

Power52 maintains a dress code that encourages both safety and professionalism. Faddish attire is not acceptable. No hats are to be worn in class. Trousers/pants should be clean and presentable and should not be worn in a manner that would prevent freedom of movement. Shorts and sweatpants are not acceptable. Pant leg length must be, at the minimum, to the ankles.

Excessively long pant legs which drag on the floor are a safety hazard and not acceptable. All trainees must wear properly laced and tied safety shoes. Closed-toe shoes must be worn at all times. Safety glasses must be properly utilized in designated areas. Length of hair is not only a professional issue, but a safety concern. Hair worn long must be tucked inside the shirt collar, tied up when around tools/equipment. Only ear studs less than 1⁄4" are permitted. Earrings that dangle are not allowed. Absolutely no jewelry is permitted in the lab due to shock hazard. The online dress code aligns similarly. No hats or hoods are permitted. All shirts must have sleeves (short or long).

ADMISSION PROCEDURES & REQUIREMENTS

All adult applicants must be at least 18 years of age but shall not be older than 50 years of age upon application and present a current driver's license, state ID, birth certificate, and/or social security card. Applicants 17 years of age may be referred from pre-approved High Schools for the Intro to Energy Professional Training Program. Those applicants must be at least 17 years of age, currently certified High School Seniors, and set to graduate within that school year. All applicants are required to pass an entrance test prior to acceptance into the program with a 10th grade Minimum TABE score. Applicants not obtaining the minimum cut score will be offered the opportunity to retake the required TABE assessments upon completion of all required refresher courses, such as basic Math and English that will be facilitated by their assigned case manager. All applicants must possess a high school diploma or GED. Non-high school (or GED) graduates and foreign applicants who have the ability to benefit from the training offered by the school will be given the opportunity to enroll in the GED classes as facilitated by their case manager. Upon successfully passing the GED exam the trainee will be enrolled at the start of the next cohort. Applicants unwilling to enroll in GED classes will no longer be eligible to continue the admissions process for the Power52 Energy Professional Training Program. Applicants who do not qualify for admission with Power52 will work with their case manager to research outside classes or opportunities that do not require a GED/ high school diploma or higher. Due to limited space in each class and the time involved in testing/processing, trainees are encouraged to schedule an appointment with a counselor and apply as early as possible. Appointments are made available Monday — Friday 9:00 am - 4:00 pm at the Power52 Energy Institute located at 8775 Cloudleap Court, Suite 11, Columbia, MD 21045.

RE-ADMISSION

Trainees who have been terminated and wish to re-enroll will become eligible for re-admission into the Power52 training program only after training for the following cohort has been completed. Trainees may request reinstatement by contacting Cherie Brooks, School Director, via email at Cherie@POWER52.org to request a re-entry meeting. A review of the trainee's educational transcript, prior attendance and participation in class is reviewed to determine if a meeting will be granted. After review and consideration of the trainee's academic progress, the school director will determine if a re-entry meeting will be granted. If a meeting is granted the school director and trainee will determine a strategic academic plan for re-entry. All trainees readmitted must repeat the necessary modules to remain in satisfactory status and will be required to sign a new

enrollment agreement. A maximum of one reinstatement past the original start date will be allowed, with mitigating circumstances approved by the school director. If a meeting is not granted by the director, a denial letter will be emailed to the trainee.

FEES

POWER52 does not charge fees for tuition, training materials, tutoring or certifications. Each trainee will be provided with a training manual, usage of classroom materials, and a one-time sitting fee for the NABCEP Exam. Additional exams may be taken for two years after the completion of the program at a cost to the trainee of $125 per re-take. A trainee may sit for a NABCEP Associate Exam up to six times every 12 months.

PROFESSIONAL SERVICES

POWER52 offers trainees the following career services: professional development advice, assistance with employment applications, resumes, and cover letters. These services are made available during the Life Skills module of the program curriculum as well as by appointment with their appointed case manager.

TRANSPORTATION ASSISTANCE

POWER52 provides information on trainees interested in carpooling. Bus cards may be available upon request. The school also maintains current bus information. Transportation to and from school is the trainee's responsibility.

POWER52 Energy Professional Training is offered on the following schedules:

Day Schedule:

Hybrid
Monday through Friday (30 clock hours per week/16 total weeks/320 total clock hours)
Three days per week are held via Zoom. Two days per week held in-person.
Class: 9:00 a.m. to 1:00 p.m.
Break: (3) Ten minutes breaks

In-Person
Monday through Friday (30 clock hours per week/16 total weeks/320 total clock hours)
Class: 9:00 a.m. to 1:00 p.m.
Break: Three (3), Ten (10) minute breaks

CLASS SIZES

The number of trainees assigned to each class is based on a trainee teacher ratio that provides adequate time allocation to each individual in classroom instructional and lab. The maximum trainee to instructor ratio for lab is 25:1. The maximum trainee to instructor ratio for classroom lectures is 25:1.

ACADEMIC/ATTENDANCE PROGRESS STANDARDS POLICY

GRADING STANDARDS

NCCER Curriculum training will consist of the following exams:

- A closed-book, written exam with an achieved score of 70% or higher
- A performance (hands-on) exam successfully completed to the satisfaction of the instructor using the criteria provided by NCCER in making his/her evaluation (This is a pass/fail test.)

Monthly progress reports are given to each trainee so that they are aware of their progress. Upon completion of training, grades are verified, and a final transcript is furnished to the trainee, based on a numerical system. Trainees attending the programs are graded by written exams and quizzes (theory based), and labs (practical). For purposes of comparison, the relationship between numerical and letter grades is shown below.

THEORY EXAMS	**PERFORMACE EXAMS**
A = 90 – 100%	P = PASS
B = 80 – 89%	F = FAIL
C = 70 – 79%	
F = Below 70%	
CPL = Credit for Prior Learning	

Note: Academic records are subject to inspection by the Maryland Higher Education Commission and maintained by POWER52 in perpetuity.

ACADEMICS

Craft Instructors will have a weekly meeting with trainees who are in jeopardy of academic expulsion to develop a plan of remedy. Monthly progress reports will serve as an evaluation checkpoint that will inform trainees if they are maintaining the required grade point average of at least 70% and a 95% attendance rate. Trainees who do not achieve the required academic and attendance minimum are placed on probation until their unsatisfactory requirements are remedied. Trainees on probation longer than a 30-day probationary period will be withdrawn from the training program.

Make up work must be scheduled with the instructor and completed prior to taking any final exams including NABCEP. Program make up clock hours must be scheduled directly with the instructor at a mutually agreed upon make up day and time. A trainee may be allowed to attend a session at another Power52 Energy Institute, schedule evening hours with the instructor, or possibly make up time over the weekend. Make up classes must be pre-approved by the instructor. Instructors are approved to only take a maximum of five (5) additional trainees at a time for make-up sessions outside of normal class/lab time. No trainee will be allowed to graduate until all missing assignments are accounted for.

A trainee who has taken any particular module previously at the Power52 EPTP or a NCCER accredited training facility and successfully completed it with passing grades; once the information is verified in the NCCER Registry, the trainee will receive credit for prior learning (CPL) for those exams associated with the verified module; however, that CPL will not have an effect on their current GPA. The trainee will be required to attend classes, but sitting for the exam will not be required.

PROGRESS REPORTS

Craft Instructors will have a weekly meeting with trainees who are in jeopardy of academic expulsion to develop a plan of remedy. Trainees will receive a progress report once a month, at which time all grades and attendance will be evaluated and reported in writing to the trainees. The instructor will provide the trainees with constructive comments/feedback. Upon receipt of the progress report, the trainee will also be given an instructor survey to be completed and submitted on the same day.

ATTENDANCE

All trainees will be required to attend classes as scheduled and on time with no grace period. Attendance rosters will be taken at the start of each class. Every fifteen (15) minutes late will equal one (1) clock-hour. Absences, including tardiness and leaving early, will be tracked and shall become a part of the trainee's permanent record. Trainees who are absent for twelve (12) clock hours will be placed on attendance probation, regardless of whether the missed clock hours have been made up. When placed on attendance probation the student will be notified that they are in jeopardy of being dropped from the program. Any trainee missing twenty-four (24) clock hours or more will be dropped from the program. Documentation will be maintained in the permanent file for each trainee regarding attendance. Trainees must sign off on the daily attendance form in order to receive credit for the clock hours. Students can make up for their clock hours missed; but the clock hours missed will count towards their attendance rate, which cannot be less than 95%. All trainees must complete the training program in a minimum of 320 clock-hours and a maximum of three hundred forty-four
(344) clock hours.

**Please reference the academic policy for the process of making up clock hours on p. 17.*

Exam Assessments: The doors are closed at the start of the session. Any participant arriving after the doors are closed will not be allowed to take the assessment. They will be required to report to their instructor and request rescheduling of the assessment. Trainees will be able to take this time to meet with their case manager or wait in the lobby to enter the training room once the exam is over.

ATTENDANCE PROBATION POLICY

Any trainee that has missed a total of twelve (12) clock hours will be put on attendance probation. The trainee will be required to make up the necessary clock hours to achieve the 95% attendance rate to graduate. Once the 95% attendance rate is achieved, the trainee will be removed from attendance probation. If the trainee fails to achieve the 95% attendance rate, he or she will be terminated from the program. Trainees who have been terminated and wish to re-enroll will become eligible for re-admission into the Power52 training program only after training for the following cohort has been completed. Upon re-admission, a new enrollment agreement must be completed. For further guidelines, please refer to the re-admission policy.

LEAVE OF ABSENCE POLICY

Due to the short time frame of the training program, we do not have a leave of absence policy in place. Any trainee in need of a leave of absence will be advised to take the class at a later date.

TRAINING VERIFICATION

All training sponsored by POWER52 (whether internally provided or through a third-party provider) must include a verification or testing process that will demonstrate successful completion of the training. The details of this process must be provided to both instructors and trainees at the beginning of instruction, prior to the administration of the first test.

NCCER Curriculum training will consist of the following tests:

- A closed-book, written test with an achieved score of 70 percent or higher
- A performance (hands-on) test successfully completed to the satisfaction of the instructor using the criteria provided by NCCER in making his/her evaluation (This is a pass/fail test.)

Should the trainee fail the written test, he/she may retake the written test after a minimum waiting period of forty-eight (48) hours. A trainee who has taken the written test two (2) times and does not attain the minimum 70% score will be allowed to re-take the same exam a third time after a minimum of ten (10) days provided that they have arranged scheduled tutoring with the instructor and/or WASP. If there are less than ten (10) days remaining in the 16-week training session the trainee must retake the test during the next scheduled cohort. A newly completed cohort intake form will be required. Performance test retakes will be given at the discretion of the Craft Instructor/Performance Evaluator whether immediately or at a later time designated by the Craft Instructor/Performance Evaluator.

“Testing out” will **not** be permitted; however, a trainee who has taken any particular module previously at a NCCER accredited training facility and successfully completed it with passing grades, once the information is verified in the NCCER Registry, the trainee will receive credit for prior learning (**CPL**) for those exams associated with the verified module; however, that **CPL** will not have an effect on their current GPA. The trainee will be required to attend classes but sitting for the exam will not be required.

TEST PROCEDURES AND SECURITY

Test results will be entered into the trainee's permanent record. Those results will be maintained and stored in perpetuity by POWER52. All scores, skill assessment prescriptions, program applications, program approvals, sign-in sheets, trainee enrollment agreements, transcripts, etc. will be filed in a secured physical and electronic filing system and entered into the corporate training database.

Administration of module written tests are to follow the time frame specified in the Instructor's Guide for that particular test. The classroom will be arranged so that the trainees cannot observe other trainees' tests. Talking or discussion of the tests while being conducted is prohibited. Written tests are then collected and graded by the instructor. Questions and discussion on the tests may be reviewed and answered in class or privately with the individual trainees.

TUTORING

A trainee who feels he/she is having difficulty with a module is urged to request assistance from the instructor. Hours for Instructor tutoring sessions can be available on weekdays, weekends, before or after class hours.

FIELD TRIPS

POWER52 believes that training is enhanced by real life applications. When appropriate, visits may be arranged to industrial or professional locations.

SPECIAL LECTURES

Guest lecturers are invited to speak to trainees about career opportunities and current industry applications of educational programs.

CONDUCT OF CLASS

Instructors are required to arrive to the class site fifteen (15) minutes prior to start time to ensure the following:

- Facility access (includes ADA accommodation as required)
- Proper classroom set-up (seating) and climate control
- Appropriate audio-visual equipment and power supply
- Adequate amount of training materials (books or manuals for each trainee, testing equipment, etc.)
- Adequate safety provision (entrance and exit, fire extinguishers, first aid kits and/or trained personnel, emergency phone numbers and phone access, safety audit of equipment, tools, and materials to be used, etc.)
- Attendance recording

All instructors are required to provide their trainees with Power52's approved policies concerning their participation in the program. These policies should be provided in writing, and the instructor should make every effort to ensure that the trainees understand these policies. These policies should include, but not be limited to:

- Class times and attendance policies
- Classroom conduct and appearance
- Testing and results procedures
- Safety procedures
- Equipment and material handling (including HAZCOM or MSDS issues)
- Expectations of the training program

All instructors are expected to present a professional appearance and manner and be available to trainees (for a reasonable time period) for discussion and/or consultation outside of the normal classroom environment. Instructors should be made aware that they are not just "teaching" the material, but to a smaller or greater extent serving as a role model for those people who wish to develop their skills and advance their careers with POWER52 and within the industry. Instructors are required to ensure the security of training materials, equipment, and NCCER Curriculum tests under their control. Any breach of this security or awareness of the same is to be reported to the school director immediately.

These policies apply to all third-party providers of training contracted and conducting services for POWER52.

VIRTUAL CONDUCT

Power52's Solar Professional Training Program is delivered in a virtual, live instructor setting via Zoom. Therefore, professional and appropriate classroom behavior is expected at all times. You must treat your virtual classroom as you would an in-person learning environment.

- Log in from a quiet, distraction-free location. Avoid public areas or rooms where other activities are occurring and close all unnecessary applications on your device to ensure the best video and audio quality.
- Stay present and engaged. Being present means more than just clicking "Join Meeting." You should be able to view the screen, listen attentively, and avoid distractions. Do not multitask, sleep, browse social media, watch TV or videos, drive, exercise, or do anything you wouldn't do in a physical classroom setting.
- Your video must remain on during the entire session. You must be clearly visible from shoulders to the top of your head and ear to ear. If your camera is off, you will not receive credit for that day. Be mindful of your lighting and surroundings to ensure you are clearly seen on screen.
- Sit upright in a chair. Do not lie in bed or lounge. Dress appropriately and take care of personal hygiene and eating before class begins.

- Keep your microphone muted unless you are speaking. To participate or ask a question, use the “Raise Hand” feature, then unmute yourself once called on by your instructor.
- Use the chat feature respectfully to ask questions or seek clarification without interrupting class. All chat messages are public and archived.
- You may step away briefly for the restroom or a drink but return quickly. Anyone away for more than 5 minutes may be removed from the course and will not receive credit for that day.
- When given a break, return at the exact time instructed (e.g., if told to return at 11:32 a.m., do not return at 11:33 a.m.). Do not log off during breaks; simply mute your microphone and stop your camera, but remain logged in.
- If you are seen sleeping during class, you will be removed from the session and will not receive credit.
- If you experience a technical issue that causes disconnecting, contact staff immediately so we can document the issue and assist you in rejoining the class.
- Refrain from using profanity or inappropriate language at any time.
- All sessions are recorded. Students are expected to follow all approved Power52 policies to receive credit and complete the program successfully.

By following these expectations, you help maintain a professional, respectful, and productive learning environment for everyone.

CANCELLATION OF CLASSES

In the event of inclement weather, school may be canceled or delayed. A group text will be sent or call the school for a recording regarding any delays or cancellations. The program schedule will be modified to accommodate for all missed days due to inclement weather.

PROGRAM EVALUATION

Trainees are required to evaluate the training program and instructor prior to graduation. Evaluation forms must be completed and submitted to the instructor by the last day of class.

RELEASE OF INFORMATION

All trainees will be required to complete and sign a registration and release form authorizing the POWER52’s Administrator to verify training and/or assessment information of NCCER training. This release form will also authorize NCCER to verify this information to other NCCER Accredited Training Sponsors/Assessment Centers as appropriate and requested. The signature of this release form will hold harmless NCCER as well as POWER52 and its member companies for this verification process. POWER52 will not provide any training and/or assessment records of any trainee who participated in training and/or assessment program(s) without prior written request and consent of that specific individual.

TOBACCO USAGE POLICY

Any and all tobacco usage is prohibited throughout all classrooms, offices, restrooms, break rooms and faculty offices. Failure to comply with the POWER52 tobacco usage policy can result in discipline measures including suspension and ultimately termination of training. Smoking or congregating outside the facility is allowed in designated areas only.

DRUGS, SUBSTANCE ABUSE, ALCOHOL AND FIREARMS POLICY

POWER52 intends to help provide a safe and drug-free work environment for our clients and our trainees. With this goal in mind and because of the serious drug abuse problem in today's workplace and training programs, we are establishing the following policy for existing and future trainees and trainees of POWER52.
Power52 explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other legal or illegal drugs, alcohol, or prescription medication without a prescription on POWER52, training facility, or on-site training or retreat premises or while performing assignments.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the POWER52 or training premises, if such impairment or influence adversely affects the trainee's work performance, the safety of the trainee or of others, or puts at risk the POWER52's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the POWER52 or training premises, if such activity or involvement adversely affects the trainee's work performance, the safety of the trainee or of others, or puts at risk the POWER52's reputation.
- The presence of any detectable number of prohibited substances in the trainee's system while riding/driving any of POWER52's vehicles, while on the premises of any class sites, or while on POWER52 business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the trainee.

It is the policy of POWER52 to maintain a work environment that is safe for all people, including the community, and conducive to attaining high work standards. To achieve these objectives, POWER52 is committed to a strong stand against firearms and weapons in the work environment.

It is POWER52's policy to maintain a firearms and weapons free workplace and prohibit the possession of firearms and weapons regardless of any license which would otherwise authorize or permit that an individual may have to carry firearms or weapons. POWER52 will strictly enforce this policy.

PROHIBITED CONDUCT

(a) The transportation of firearms or weapons in school vehicles is prohibited. This includes but is not limited to, (1) to and from class, (2) when conducting training, (3) at all times in school-owned or leased vehicles.

(b) The carrying of permitted and non-permitted firearms while at training centers, parking lots, sponsored events, outreach events and job sites.
(c) The carrying of weapons while at training centers, school offices, parking lots, sponsored events, and job sites.
(d) Exception: power actuated tools which are manufactured for the use of fastening building materials are not part of this policy.

SUBSTANCE ABUSE DISCIPLINE

(a) Violations of any portion of this policy will result in the trainee's immediate expulsion from the training program.
(b) Violations by a trainee in any portion of this policy will constitute insubordination and serious misconduct that will mandate the trainee for immediate removal from Power52's premises and barring future access to any Power52 premises and programs.

DRUG ABUSE PREVENTION

Referral to an offsite drug abuse prevention program is available to any trainee of the POWER52 program. If you feel there are needs that need to be addressed, please contact your instructor. Referral to the appropriate program will be made by the **case manager**. * Please see the Drug Policy on p. 24.

HARASSMENT POLICY

Harassment is any annoying, persistent act or actions that singles out any trainee to their objection or detriment because of race, sex, age, religion, ancestry, national origin, physical handicap, mental condition, marital status or veteran status. Harassment may include any of the following:

- Verbal abuse or ridicule. This includes abusive or derogatory comments, slurs or unwanted sexual advances, invitations or comments.
- Interference with a trainee or trainees work. This includes physical contact such as assault, blocking normal movement or interference with work directed at an individual because of his/her sex or other protected status.
- Displaying or distributing sexually offensive, racist or derogatory materials. This includes derogatory posters, cartoons, drawings, gestures or intimate physical contact.
- Demanding favors (sexual or otherwise).
- Retaliation for having reported harassment.
- Harassment is grounds for disciplinary action up to and including termination and those who feel they have been harassed must report it immediately to their instructor or to the Institute's School Director. The school will change the victim's academic situation, if changes are requested by the victim, and are reasonably available. The school Director will act in accordance with the school crime awareness and campus security policy.

POWER52 is committed to full compliance with applicable local, state, and federal laws. POWER52 will ensure all registering of individuals, training program administration, testing, credentialing, and release/reporting of information will be conducted without regard to race, religion, national origin, gender, age, veteran status, physical or mental disability, sexual orientation, or any other reason prohibited by local, state, or federal regulations. Harassment of any kind by any instructor, classmate, case manager, or staff member is improper and will not be tolerated.

TRAINEE CONDUCT AND DISCIPLINE

The following statements define some behaviors that are not in harmony with the educational goals of POWER52 Training Program:

- Academic dishonesty such as cheating, plagiarism or knowingly furnishing false information to the school.
- Forgery, alteration, misuse or mutilation of institute documents, records, identification, educational materials and institute property.
- Obstruction or disruption of teaching, administration, disciplinary procedures or other school activities including public service functions or other authorized activities on or off premises.
- Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
- Theft or damage to property of POWER52 and partners; using or attempting to use school property in a manner inconsistent with its designed purpose. This includes any surveillance equipment.
- Unauthorized entry to; or use of; or occupation of school facilities.
- Intentional or unauthorized interference with a right of access to school facilities or freedom of movement or speech of any person on the premises.
- Use or possession of firearms, ammunition or other dangerous weapons, substances or materials or bombs, explosives or incendiary devices prohibited by law.
- Disorderly or lewd conduct, indecent or obscene conduct or expression.
- Violation of federal, state and local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which a violation occurs on school property or at a school function (Please refer to the Drug Free Policy established by the school)
- Rioting, aiding, abetting, encouraging or participating in a riot.
- Allowing access to the school to unauthorized people, children are not permitted in the building at any time.
- Failure to comply with verbal or written directions of any school official acting in the performance of his/her duty and in the scope of his/her authority or resisting a security officer while acting in the performance of his/her duties.
- Aiding and abetting or inciting others to commit any act of misconduct set forth in the above listed.
- Criminal Charges of a serious nature (in the determination of the school's director) is enough to warrant discipline. Upon filing charges in court involving an offense of a serious

nature; and it is administratively determined that the continued presence of the trainee would constitute a threat or danger to the school community, such trainee may be temporarily expelled pending disposition of the charges in court.
- Refusal to abide by the trainee dress code policy.
- Speaking negatively about a fellow classmate or trainee of the school, encouraging rumors about the school or other trainees.

Violation of the fore-listed areas of conduct may subject the trainee to any of the following:
- Verbal Reprimand
- Specific restrictions imposed
- Expulsion

After being expelled, a trainee may be readmitted only after a written request is approved by the school director. Readmission will be on a probationary basis. Trainees returning must follow the reinstate procedure outlined in this catalog in the re-admissions policy on p. 8. Any other infractions will result in permanent expulsion. POWER52 understands that trainees have certain rights, which must be respected, just as they must respect their obligation to the school. Rights however are not absolute. Along with every right is a corresponding obligation and duty to respect the rights of others, to adhere to all reasonable rules and regulations established for the government of the school, the damaging of the property, rights and possessions of others. It becomes incumbent on the part of all trainees to follow the school's code of trainee conduct prescribed for the operations of POWER52. Any other offenses which may be detrimental to the trainees, faculty, administration, staff or graduates of POWER52 may result in penalties at the determination of the school director.

EXPULSION

A trainee may be expelled for failure to adhere to the school's trainee conduct policy or failure to make acceptable academic or attendance progress.

Expulsion from participation in the POWER52 training program is based on objective criteria. Some reasons for considering the expulsion of a trainee include, but are not limited to, the following:

- A trainee that is absent, four calendar days (24-clock hours) from scheduled class sessions (This is an indication that the trainee is unable or unwilling to attend regularly.)
- A trainee's conduct violates project or training Its program guidelines

There may be other reasons that warrant consideration of expulsion. Determination to remove trainees from training will be made by the school director with recommendation from the instructor. Some circumstances may be straightforward with the trainee in full agreement. Others may be controversial. If trainees disagree with the alleged reason(s) for expulsion, the instructor will document their position and ensure that trainees are clearly informed of the reason(s) for removing them from program.

APPEALS OF EXPULSION DECISION

Within forty-eight (48) hours of the date of the expulsion notice the trainee has the opportunity to request a meeting with the POWER52 Instructor to discuss their expulsion from participation in the training program. If a trainee offers documented information that could potentially reverse the expulsion decision, the information will be accepted and given due consideration by the school director. The school director will make all final decisions.

GRIEVANCE/APPEALS PROCESS

Grievance Procedure:

If a trainee has a complaint related to the training program, facilities, instructors, or POWER52 policies, the trainee should first address the issue directly with the individual(s) involved within forty-eight (48) hours of the occurrence.

If the issue is not resolved through informal discussion, the trainee must submit a written grievance to the School Director. The written statement should clearly describe the nature of the issue, the parties involved, and any previous attempts at resolution. The School Director will review the complaint and provide a written response outlining a resolution within ten (10) business days.

If the trainee is not satisfied with the School Director's decision, they may escalate the complaint by submitting a written appeal to the Executive Leadership Team of POWER52 within ten (10) business days of receiving the Director's response. The appeal must include all relevant documentation and a clear explanation of the reasons for the appeal.

The Executive Leadership Team will review the appeal, conduct any necessary interviews or investigations, and issue a final written decision within fifteen (15) business days. This decision will be final and binding.

Appeals Procedure:

Appeals may only be submitted after the initial grievance process has been completed. The appeal must be in writing and submitted to the Executive Leadership Team as outlined above. The trainee will be notified in writing of the final decision. No further appeals will be accepted beyond this step.

MITIGATING CIRCUMSTANCES

The school director may waive interim satisfactory standards for mitigating circumstances outside of the control of the trainee. Mitigating circumstances are defined as: death of a relative, injury or illness of trainees, or other special circumstances. The school director must approve all mitigating circumstances. Trainee will be required to make up necessary clock hours and exams to fulfill graduation requirements. A trainee may only acquire one waiver in any program session.

It must be demonstrated by the trainee and documented by a physician (if medical conditions are implicated) that the circumstance had an adverse impact on the trainee's satisfactory progress in his/her academic program. No waivers will be permitted for graduation requirements.

EXAMINATION OF TRAINEE RECORDS

Under the authority of the Family Educational Rights and Privacy Act of 1974, trainees have the right to examine certain files, academic records, and documents maintained by the institute which pertain to them. Academic records are subject to review by the Maryland Higher Education Commission and maintained by POWER52 in perpetuity. Trainees may request a review of their records in writing to the school director. Such review will be allowed during regular business hours under appropriate supervision. Trainees may request that the training program amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their right to privacy. Challenging the records for the purpose of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, grades and program evaluations can only be challenged on the grounds that they are improperly recorded. Challenges must be made with written consent. The procedure is as follows:

- The instructor involved will review the written challenge and meet with the trainee. A decision will then be made to retain, change or delete the disputed information.
- Should further review be requested, a grievance hearing will be held with the training program's school director at which time the trainee is afforded a full and fair opportunity to present evidence relevant to the disputed issues. The school director will then make a final recommendation.

A copy of the challenge and/or written explanation of the contents will then be included as part of the trainee's permanent record.

GRADUATION REQUIREMENTS

- Completion of three hundred twenty (320) hours of instructor and lab training.
- Completion of all required module written exams with a passing grade of at least 70% and "Pass" for all performance exams.
- Attendance rate is no less than 95% of the scheduled clock hours of the program.
- Completion and submittal of Instructor/Program evaluation form.
- Attend an exit interview.

JOB PLACEMENT

POWER52 has established an Industry Partner Network that has committed to employ our graduates for clean energy projects either originated or constructed by its organization. POWER52 Foundation cannot guarantee job placement or salaries earned.

TRACKING JOB PLACEMENTS

Case managers will use a shared database to track placement information including employer, industry, starting wage, and benefits. In addition, case managers will provide employment retention support to program graduates for up to one year with a minimum monthly check-in and connection to additional supportive resources.

PROGRAM PERFORMANCE

Trainees and prospective trainees may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and (if applicable) pass rate of graduates on any licensure examination. The web site address of the Maryland Higher Education Commission is http://www.mhec.maryland.gov.

POLICY AND PROCEDURE CHANGES

The policies and procedures for administering these programs are subject to change by POWER52 or where those policies are required by NCCER. All proposed policy revisions will be submitted to the Maryland Higher Education Commission for review and approval before implementation.

WORKPLACE HEALTH & SAFETY POLICY

POWER52 places the highest possible emphasis on workplace health and safety. This policy aims to remove or reduce the risks to the health, safety and welfare of all trainees and visitors. Accidents on a worksite are not only costly for the owner of the site, but also the developer, the contractor, the subcontractor and the trainee to whom the accident occurred. In order to avoid such instances and ensure a safe, productive workday for all involved, the following safety program must be strictly adhered to.

At the beginning of each workday, the instructors shall review with all trainees the Safety Procedure sheets that apply to whatever equipment shall be used that day. The Daily Pre-Lab Safety Checklist shall also be completed and shall be submitted by the Craft Instructor Lead. Any accidents/near accidents shall be reported promptly to the Director and a Near Miss Accident Report and/or an Accident-Occupational Injury & Illness Report, as applicable, must follow within 24 hours.

All Power52 training-related personnel are required to complete and maintain current safety certifications in accordance with their job responsibilities. This includes, but is not limited to, OSHA 30-Hour training, First Aid/CPR/AED certification, and other job-specific safety courses. Instructors must participate in annual safety refreshers and maintain documentation of all completed training. These requirements ensure a safe, compliant, and supportive learning environment for all students.

SAFETY RULES

- Observe and practice the safety procedures established for the job.
- Report all possible hazards to your supervisor immediately.
- In case of sickness or injury, no matter how slight, report at once to your supervisor/instructor. In no case should a trainee treat his own or someone else's injuries. In case of any accident resulting in a severe injury, the trainee is not to be moved unless authorized by medical personnel.
- Never distract the attention of another trainee, as you might cause him or her to be injured. If necessary to get the attention of another trainee, wait until it can be done safely.
- Do not wear loose clothing or jewelry around machinery.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hard hats, etc.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor/instructor.
- Keep your work area clean.
- Observe NO smoking regulations.
- Do not tamper with fire extinguishers or smoke detectors.
- Electrical accidents are a leading cause of fatalities in workers. Assume that all wires are live wires and treat them accordingly.
- Do not engage in practices that are inconsistent with ordinary and reasonable common sense safety rules.

Signature:
By signing below, you acknowledge receipt of the policies as listed above. You further acknowledge that you have read, understand, and accept each policy in its entirety. You acknowledge that you have retained the policies for your records and will abide by the policies accordingly. This Safety Policy Form will become part of your trainee record.

_____
Signature

_____ _____
Print Name Date

.

2026 – 2027 Calendar-At-A-Glance

Monday – Friday
9am – 1pm
16 weeks (320 clock hours required)

Cohort 28
2/9/2026 – 6/1/2026

Feb 9th	**First Day of Class**
April 3rd	Good Friday **School Closed**
May 25th	Memorial Day **School Closed**
May 26th – June 2nd	**Solar Installer Boot Camp**
June 2nd	**LAST DAY OF CLASS**
June 4th	Speed Interviews
July 9th	NABCEP Exam
June 11th	Graduation

Cohort 29
7/13/2026 – 10/30/2026

July 13th	**First Day of Class**
Sept 7th	Labor Day **School Closed**
Oct 26th – Oct 30th	**Solar Installer Boot Camp**
Oct 30th	**LAST DAY OF CLASS**
Nov 3rd	NABCEP Exam
Nov 4th	Speed Interviews
Nov 5th	Graduation

Cohort 30
1/11/2027 – 5/4/2027

Jan 11th	**First Day of Class**
Jan 18th	Martin Luther King Holiday **School Closed**
March 26th	Good Friday **School Closed**
April 26th – April 30th	**Solar Installer Boot Camp**
May 4th	**LAST DAY OF CLASS**
May 6th	NABCEP Exam
May 11th	Speed Interviews
May 13th	Graduation

POWER52 ENERGY PROFESSIONAL
Program Outline

EPTP 101-01 (Part A)						
Intro to Solar *(PV Associates)*						
Book Module #	**Module ID #**	**Module Name**	**Performance Test**	**Classroom**	**Lab**	**Clock Hours**
Title:	**Life Skills**					
Prerequisite:	N/A					
1	00000-01	Self-Awareness	**No**	4	0	4
2	00000-02	Etiquette	**No**	4	0	4
3	00000-03	Communication Cues	**No**	3	0	3
4	00000-04	Conflict Resolution	**No**	2	0	2
5	00000-05	Digital Education	**No**	2	0	2
6	00000-06	Financial Literacy	**No**	2	0	2
7	00000-07	Getting the Job	**No**	1.5	0	1.5
8	00000-08	Keeping the Job	**No**	1.5	0	1.5
			Total Hours:	**20**	**0**	**20**
Title:	**OSHA-30**					
Prerequisite:	N/A					
1	10-0001	Intro to OSHA (Part 1)	**No**	1	0	1
2	10-0002	Intro to OSHA (Part 2)	**No**	1	0	1
3	10-0003	StartSafe. StaySafe. ®	**No**	1	0	1
4	10-0004	Materials Handling	**No**	1	0	1
5	10-0005	Hand and Power Tools	**No**	1	0	1
6	10-0006	Excavations	**No**	1	0	1
7	10-0007	Health Hazards in Construction	**No**	1.5	0	1.5
8	10-0008	Personal Protective Equipment	**No**	1	0	1
9	10-0009	Fall Hazards (Part 1)	**No**	1.5	0	1.5
10	10-0010	Fall Hazards (Part 2)	**No**	1.5	0	1.5
11	10-0011	Struck-By Hazards	**No**	1	0	1
12	10-0012	Caught-In or Between	**No**	1	0	1
13	10-0013	Electrocution Hazards	**No**	1.5	0	1.5
			Total Hours:	**15**	**0**	**15**
Title:	**Core Curriculum: Introductory Craft Skills**					
Prerequisite:	N/A					
1	00101-15	Basic Safety (Construction Site Safety Orientation)	**Yes**	12.5	4	16.5
2	00102-15	Intro to Construction Math	**No**	10	0	10
3	00103-15	Introduction to Hand Tools	**Yes**	10	4	14

4	00104-15	Introduction to Power Tools	**Yes**	10	4	14
5	00105-15	Intro to Construction Drawings	**Yes**	10	4	14
7	00107-15	Basic Communication Skills	**Yes**	7.5	4	11.5
8	00108-15	Basic Employability Skills	**No**	7.5	0	7.5
9	00109-15	Intro to Materials Handling	**Yes**	5	4	9
			Total Hours:	**72.5**	**24**	**96.5**
Title:	**Your Role in the Green Environment**					
Prerequisite:	Core Curriculum: Introductory Craft Skills					
1	70101-15	Your Role in the Green Environment LEED v4	**No**	15	0	15
			Total Hours:	**15**	**0**	**15**
Title:	**Solar Photovoltaic System Installer**					
Prerequisite:	Core Curriculum: Introductory Craft Skills					
1	57101-11	Introduction to Solar Photovoltaics	**No**	40	0	40
			Total Hours:	**40**	**0**	**40**
				Total Combined Hours:		**186.5**
*Written and/or Performance exams will be given at the end of each module.						

Solar PV Installer *(Advanced)*						
Book Module #	**Module ID #**	**Module Name**	**Performance Test**	**Classroom**	**Lab**	**Clock Hours**
Title:	**Solar Photovoltaic System Installer**					
Prerequisite:	Core Curriculum: Introductory Craft Skills					
1	57102-11	Site Assessment	**Yes**	10	4	14
2	57103-11	System Design	**Yes**	25	6	31
3	57104-11	System Installation and Inspection	**Yes**	60	12	72
4	57105-11	Maintenance and Troubleshooting	**Yes**	10	4	14
			Total Hours:	**105**	**26**	**131**
Title:	**Intro to Microgrids**					
Prerequisite:	Core Curriculum: Introductory Craft Skills					
1	80305-12	Introduction to Smart Grids	**No**	2.5	0	2.5
			Total Hours:	**2.5**	**0**	**2.5**
				Total Combined Hours:		**133.5**
*Written and/or Performance exams will be given at the end of each module.						

LIFE SKILLS Outline

(20 clock hours)

Self-Awareness

- Journey to Now
- Mindfulness
- Identifying Personal Barriers
- Navigating Resources
- Learning Style + Study Tips
- Career Assessment
- #Goals

Etiquette

- Phone
- Workplace
- Social Norms/Cues

Communication- Verbal, Written, and Non-Verbal cues

- Handshake 101
- 30-second commercial
- Presentation Skills

Conflict Resolution

- Family & Dating Relationships
- Workplace Relationships
- The Art of Positivity

Digital Education

- Navigating Email
- Navigating Social Media/LinkedIn

Financial Literacy

- Needs vs. Wants
- Budgeting
- Credit 101

Getting the Job

- The Docs: Resume, Cover Letter, References
- Interviewing Skills
- Job Search

Keeping the Job

- Workplace Ethics
- Who's Who in the Workplace
- Common Employer Complaints

Career Prep Outputs:

MD Work Exchange enrollment
Learning/career assessments
VARK (Visual/Aural/Read-Write/Kinesthetic)
Holland Code
Resume
Cover letter
References
LinkedIn account
Professional email address

OSHA 30-Hour Construction Industry
Clock Hours: 30

The **OSHA 30-Hour Construction Industry** course provides advanced safety training for individuals preparing for employment or advancement in construction, solar, and energy-related occupations. The course delivers comprehensive instruction on occupational safety and health standards, hazard recognition, and accident prevention strategies applicable to construction worksites.

This course is designed for participants who require a deeper understanding of workplace safety, including those seeking roles with increased responsibility or leadership expectations.

Course Content Includes:

- Introduction to OSHA, workers' rights, and employer responsibilities
- Safety and health management systems
- Hazard communication
- Focus Four Construction Hazards: falls, struck-by, caught-in/between, and electrocution
- Personal protective equipment (PPE)
- Health hazards in construction, including noise, silica, and heat stress
- Materials handling, storage, use, and disposal
- Hand and power tool safety
- Cranes, derricks, hoists, and rigging awareness
- Excavation and trenching safety
- Scaffolding safety
- Stairways and ladders
- Electrical safety
- Fire prevention and protection
- Confined space awareness
- Ergonomics
- Welding, cutting, and hot work safety

Completion Requirements
Students must successfully complete all required instructional modules and assessments to earn a **Certificate of Completion**. Upon successful completion, students are eligible to receive an **OSHA 30-Hour Construction Industry wallet card**, typically issued within **4–6 weeks**.

Program Outcome
Successful completion of this course demonstrates knowledge of construction safety standards and hazard prevention practices recognized by employers in construction and energy industries.

Introduction to OSHA (Part 1)
This module introduces the Occupational Safety and Health Administration (OSHA), its purpose, and its role in protecting workers.
This module covers:

- Explain the meaning of "OSHA," its history, and purpose
- Identify the four major categories of businesses covered under OSHA standards
- Describe employer responsibilities under OSHA
- Identify worker rights and responsibilities
- Locate OSHA standards and additional regulatory resources

Introduction to OSHA (Part 2)
This module expands on OSHA enforcement, standards, and worker protections.
This module covers:

- Employer responsibilities for maintaining safe and healthful workplaces
- Use and application of OSHA standards
- The OSHA inspection process
- Worker protections during inspections
- Available OSHA safety and health resources

StartSafe. StaySafe®
This module introduces CareerSafe's safety philosophy and emphasizes personal responsibility for safety.
This module covers:

- What CareerSafe is
- The definition of workplace safety
- Why safety matters to workers and employers
- The StartSafe. StaySafe® philosophy
- Personal accountability in maintaining a safe work environment

Managing Safety and Health
This module focuses on developing and maintaining effective safety and health programs.
This module covers:

- Elements of a safety and health program
- Safety leadership and accountability
- Job Hazard Analysis (JHA)
- Hazard recognition and prevention
- Incident reporting and corrective actions

Focus Four: Fall Hazards
This module addresses fall hazards, the leading cause of fatalities in construction.
This module covers:

- Common fall hazards in construction
- Fall protection systems and requirements

- Ladder and scaffold-related fall risks
- Planning and training for fall prevention

Focus Four: Struck-By Hazards
This module addresses hazards involving flying, falling, swinging, or rolling objects.
This module covers:
- Causes of struck-by incidents
- Vehicle and equipment-related hazards
- Tool and material hazards
- Work zone awareness and visibility

Focus Four: Caught-In or Between Hazards
This module focuses on hazards involving crushing, pinching, or entrapment.
This module covers:
- Common caught-in or between hazards
- Machinery and equipment risks
- Trenching and excavation hazards
- Machine guarding awareness

Focus Four: Electrocution Hazards
This module covers electrical hazards and prevention strategies.
This module covers:
- Common causes of electrocution
- Overhead and underground power line hazards
- Use of Ground Fault Circuit Interrupters (GFCIs)
- Electrical tool and equipment safety

Personal Protective Equipment (PPE)
This module reviews proper PPE selection and use.
This module covers:
- Types of PPE used in construction
- Proper fit, use, and maintenance
- Employer and worker responsibilities
- Limitations of PPE

Health Hazards in Construction
This module covers health hazards that can cause long-term illness.
This module covers:
- Noise exposure and hearing protection
- Airborne contaminants and silica exposure
- Chemical hazards
- Heat and cold stress
- Respiratory hazard awareness

Materials Handling, Storage, Use, and Disposal
This module addresses safe handling of materials and equipment.
This module covers:

- Common material-handling injuries
- Safe lifting techniques
- Mechanical handling equipment hazards
- Safe storage and disposal practices

Hand and Power Tools
This module focuses on safe use of tools.
This module covers:

- Common hazards associated with hand and power tools
- Inspection and maintenance requirements
- Tool guarding and safe operation
- Electrical safety related to tool use

Cranes, Derricks, Hoists, and Rigging
This module provides awareness-level training for lifting operations.
This module covers:

- Common crane and hoisting hazards
- Operator qualifications and communication
- Rigging equipment basics
- Safe work practices near lifting operations

Excavation and Trenching
This module addresses hazards associated with excavation work.
This module covers:

- Types of excavation hazards
- Soil classification
- Protective systems (sloping, shoring, shielding)
- Inspections and access requirements

Scaffolding
This module covers scaffold safety and hazard prevention.
This module covers:

- Types of scaffolds
- Load capacity and stability
- Fall protection requirements
- Scaffold inspection and safe use

Stairways and Ladders
This module addresses safe use of stairways and ladders.

This module covers:

- Ladder and stairway types
- Proper setup and use
- Inspection and maintenance
- Common ladder-related hazards

Fire Prevention and Protection

This module focuses on fire hazards and emergency response.

This module covers:

- Common construction fire hazards
- Fire prevention planning
- Fire extinguisher types and usage
- Emergency evacuation procedures

Confined Space Awareness

This module introduces confined space hazards.

This module covers:

- Definition of confined spaces
- Permit-required confined space hazards
- Atmospheric hazards
- Emergency response awareness

Ergonomics

This module addresses musculoskeletal injury prevention.

This module covers:

- Ergonomic risk factors
- Proper lifting and body mechanics
- Tool and equipment considerations
- Early signs of injury

Welding, Cutting, and Hot Work

This module addresses hazards associated with hot work activities.

This module covers:

- Fire and explosion risks
- Ventilation requirements
- PPE for hot work
- Safe handling and storage of compressed gases

PROGRAM CURRICULUM

MODULE ONE

00101-15 Basic Safety (Construction Site Safety Orientation)

Module One explains the importance of safety in construction and industrial crafts. Trainees will learn how to identify and follow safe work practices and procedures and how to properly inspect and use safety equipment. Trainees will be able to describe the safety practices associated with elevated work; energy release; and various hazards encountered on job sites. **NOTE:** The successful completion of this module will award a Construction Site Safety Orientation credential.

Learning Objectives:

- Describe the importance of safety, the causes of workplace incidents, and the process of hazard recognition and control.
- Describe safe work requirements for elevated work, including fall protection guidelines.
- Identify and explain how to avoid struck-by and caught-in-between hazards.
- Identify common energy-related hazards and explain how to avoid them.
- Identify and describe the proper use of personal protective equipment (PPE).
- Identify and describe other specific job-site safety hazards.

Performance Tasks:

- Properly set up and climb/descend an extension ladder demonstrating proper three-point contact.
- Inspect PPE items for serviceability.
- Properly don, fit, and remove PPE items.
- Inspect a typical power cord and GFCI to ensure serviceability.

Teaching Time: 12.5 Hours (Five 2.5-Hour Classroom Sessions)
Prerequisites: None

MODULE TWO

00102-15 Introduction to Construction Math

Module Two introduces trainees to basic math skills needed in the construction environment. The module reviews whole numbers and fractions; working with decimals; the four primary math operations; reading rulers and tape measures; the Imperial and metric units of measurement; basic geometric figures; and area and volume calculations for two-dimensional and three-dimensional objects.

Learning Objectives:

- Identify whole numbers and demonstrate mathematical operations.
- Explain how to work with fractions.
- Describe the decimal system and explain operations.
- Identify and use tools to measure length.
- Convert between imperial and metric systems.
- Identify angles and geometric shapes and calculate area and volume.

Performance Tasks:

- This is a knowledge-based module; there are no performance tasks.

Teaching Time: 10 Hours (Four 2.5-Hour Classroom Sessions)
Prerequisites: None

MODULE THREE

00103-15 Introduction to Hand Tools

Module Three instructs trainees in the identification, use, and care of hand tools. Developing the knowledge to properly choose and safely use hand tools is an essential part of the construction industry.

Learning Objectives:

- Identify and explain how to use various types of hand tools.
- Identify and describe how to use measurement and layout tools.
- Identify and explain how to use cutting and shaping tools.
- Identify and explain how to use other common hand tools.

Performance Tasks:

- Inspect a minimum of five hand tools for safety.
- Safely and properly use a minimum of three hand tools.
- Make a straight, square cut using a crosscut saw.

Teaching Time: 10 Hours (Four 2.5-Hour Classroom Sessions)
Prerequisites: None

MODULE FOUR

00104-15 Introduction to Power Tools

Module Four identifies and describes some of the power tools used by construction workers. The construction of each tool is discussed, along with information regarding the safe usage and typical maintenance requirements of power tools. **NOTE:** Trainees are required to successfully complete Module 00101-15, *Basic Safety* (*Construction Site Safety Orientation*) before studying this module.

Learning Objectives:

- Identify and explain how to use various types of power drills and impact wrenches.
- Identify and explain how to use various types of power saws.
- Identify and explain how to use various grinders and attachments.
- Identify and explain how to use miscellaneous power tools.

Performance Tasks:

- Safely and properly demonstrate the use of three specified power tools.

Teaching Time: 10 Hours (Four 2.5-Hour Classroom Sessions)
Prerequisites: Modules 00101-15; 00102-15; 00103-15

MODULE FIVE

00105-15 Introduction to Construction Drawings

Module Five provides trainees with the information and skills needed to read and understand construction drawings. This module includes a set of four oversize drawings, which is included as an Appendix in the Trainee Guide. The drawings are also available for download from www.nccerirc.com.

Learning Objectives:

- Identify and describe various types of construction drawings and their components.

Performance Tasks:

- Using supplied floor plan, locating wall, determining dimensions and elevations.

Teaching Time: 10 Hours (Four 2.5-Hour Classroom Sessions)
Prerequisites: Modules 00101-15; 00102-15; 00103-15; 00104-15

MODULE SEVEN

00107-15 Basic Communication Skills

Module Seven provides trainees with the information and skills needed to communicate effectively and clearly. Developing good communications skills enables the construction professional to become a confident, reliable asset to their craft.

Learning Objectives:

- Describe communication, listening, and speaking processes.
- Describe reading and writing skills related to job performance.

Performance Tasks:

- Perform task after listening to oral instructions.
- Fill out work-related form.
- Read instructions and orally instruct another person.

Teaching Time: 7.5 Hours (Three 2.5-Hour Classroom Sessions)
Prerequisites: Modules 00101-15; 00102-15; 00103-15; 00104-15; 00105-15

MODULE EIGHT

00108-15 Basic Employability Skills

Module Eight provides trainees with guidance related to finding and securing a position in the construction trades. In addition, guidance in the areas of problem-solving and effective interaction with others is offered to help ensure their success in the construction trades.

Learning Objectives:

- Describe opportunities in construction and workforce entry.
- Explain importance of critical thinking.
- Explain importance of social skills in construction trades.

Performance Tasks:

- This is a knowledge-based module; there are no performance tasks.

Teaching Time: 7.5 Hours (Three 2.5-Hour Classroom Sessions)
Prerequisites: Modules 00101-15; 00102-15; 00103-15; 00104-15; 00105-15; 00107-15

MODULE NINE

00109-15 Introduction to Material Handling

Module Nine provides safety guidelines for workers handling materials on the job site. It covers proper procedures and techniques to use when lifting, stacking, transporting, and unloading materials. It also introduces basic motorized and non-motorized material-handling equipment commonly found in the construction environment.

Learning Objectives:

- Describe material handling concepts and safety precautions.
- Identify types of material handling equipment.

Performance Tasks:

- Demonstrate safe manual lifting techniques.
- Demonstrate tying two common knots.

Teaching Time: 5 Hours (Two 2.5-Hour Classroom Sessions)
Prerequisites: Modules 00101-15 through 00108-15

MODULE 70101-15

70101-15 Your Role in the Green Environment

Module 70101-15 covers the impacts of the built environment on the green environment. It introduces methods to reduce negative environment impacts and explains how to apply the principles of a green building rating system.

Learning Objectives:

- Select actions to improve environmental impact.
- Identify technologies and practices reducing environmental impacts.
- Explain how craft workers contribute to LEED certification.

Performance Tasks:

- This is a knowledge-based module; there are no performance tasks.

Teaching Time: 15 Hours (Six 2.5-Hour Sessions)
Prerequisites: None

MODULE 57101-11

57101-11 Introduction to Solar Photovoltaics

Module 57101-11 is designed for trainees who wish to pursue a career in solar energy. It covers the basic concepts of PV systems and their components. It also explains how PV systems are sized, designed, and installed. Successful completion of this module will help prepare trainees for the North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level Exam.

Learning Objectives:

- Identify photovoltaic applications and advantages.
- Identify system components and functions.
- Identify safety hazards associated with PV installations.
- Trace basic electrical circuits and perform Ohm's Law calculations.
- List PV system sizing considerations.
- Identify electrical and mechanical system design considerations.
- Describe site analysis tasks.
- Identify environmental effects on panel output.
- Describe grid-connected PV installation.
- Explain system operation and efficiency.
- Recognize maintenance and troubleshooting tasks.
- Identify codes and standards for PV systems.

Performance Tasks:

- This is a knowledge-based module; there are no performance tasks.

Teaching Time: 40 Classroom Hours
Prerequisites: Core Curriculum recommended

MODULE 57102-11

57102-11 Site Assessment

Module 57102-11: A thorough site assessment is essential to the installation of an efficient system that meets the customer's needs. This module introduces the trainee to the site assessment process for a photovoltaic system.

Learning Objectives:

- Determine customer needs and energy usage.
- Assess site safety hazards.
- Identify and use PV survey tools.
- Select suitable array and equipment locations.
- Interpret solar radiation and temperature data.

Performance Tasks:

- Complete a supervised site survey and checklist.

Teaching Time: 10 Classroom Hours / 4 Lab Hours
Prerequisites: 57101-11

MODULE 57103-11

57103-11 System Design

Module 57103-11 describes system design considerations, including array configurations, component selection, and wire sizing. It also covers bonding, grounding, and the selection of overcurrent protection and disconnects.

Learning Objectives:

- Identify system designs and configurations.
- Determine size and capacity of components.
- Determine PV layout and mounting methods.
- Determine ampacity requirements.
- Select conductors and sizes.
- Identify overcurrent protection requirements.
- Determine bonding, grounding, and surge suppression.

Performance Tasks:

- Design a grid-connected PV system.

Teaching Time: 25 Classroom Hours / 6 Lab Hours
Prerequisites: 57101-11 and 57102-11

MODULE 57104-11

57104-11 System Installation and Inspection

Module 57104-11 explains the process of installing a solar photovoltaic (PV) system, inspecting the entire system, and then activating the system.

Learning Objectives:

- Review site assessment and permits.
- Perform job safety analysis.
- Plan installation using drawings and instructions.
- Install mounting hardware and raceway.
- Inspect components prior to installation.
- Install mechanical and electrical parts.
- Activate and test system.

Performance Tasks:

- Install and commission a system.

Teaching Time: 60 Classroom Hours / 12 Lab Hours
Prerequisites: 57101-11 through 57103-11

MODULE 57105-11

57105-11 Maintenance and Troubleshooting

Module 57105-11 introduces the trainee to the components and operation of PV systems and describes how to maintain and troubleshoot them.

Learning Objectives:

- Identify tools and equipment for maintenance.
- Measure system performance.
- Perform system maintenance.
- Perform diagnostic procedures.
- Verify system functionality.
- Compile and maintain records.

Performance Tasks:

- Demonstrate maintenance procedures.
- Troubleshoot malfunctioning system.

Teaching Time: 10 Classroom Hours / 4 Lab Hours
Prerequisites: 57101-11 through 57104-11

MODULE 80305-12

80305-12 Introduction to Smart Grids

Module 80305-12 introduces the smart grid concept and describes how it affects power distribution customers. It covers smart grid technology, as well as its applications and benefits.

Learning Objectives:

- Describe smart grid technology.
- Describe benefits of smart grid.

Performance Tasks:

- This is a knowledge-based module; there are no performance tasks.

Teaching Time: 2.5 Classroom Hours
Prerequisites: None

PROGRAM HOURS SUMMARY

Total Program Hours: 320 Clock Hours (Part A: 186.5 | Part B: 133.5). All trainees must complete the full 320 clock hours to meet graduation requirements.

All trainees complete OSHA-30 as part of the core curriculum. Select cohorts may also complete First Aid, CPR & AED certification based on program track or funding requirements.

TRAINEE ACKNOWLEDGMENT OF RECEIPT

I acknowledge receipt of the **2026–2027** POWER52 Energy Institute Catalog and agree to abide by all policies outlined herein.

Signature: _____

Printed Name: _____

Date: _____

OFFICIAL INCIDENT / ACCIDENT REPORT FORM

Confidential – Internal Safety & Compliance Document

PURPOSE STATEMENT

This form must be completed for all incidents, injuries, accidents, near-misses, unsafe conditions, and property damage occurring during training, lab activities, site visits, or work-based learning assignments.

SECTION 1: REPORT INFORMATION

Report Completed By: _____

Title/Role: ☐ Trainee ☐ Instructor ☐ Staff ☐ Visitor ☐ Contractor ☐ Other: _____

Date Report Completed: _____ / _____ / _____
Time Report Completed: _____ AM / PM

Date of Incident: _____ / _____ / _____
Time of Incident: _____ AM / PM

Exact Location of Incident:
☐ Classroom
☐ Lab
☐ Roof Training Area
☐ Office
☐ Work-Based Learning Site
☐ Off-Site Location
☐ Other: _____

If Off-Site, Provide Address: _____

Program:
☐ Energy Professional Training
☐ Career Readiness
☐ Lab / Performance Exam / Boot Camp
☐ Resiliency Hub Programming
☐ Office Duty
☐ Other: _____

SECTION 2: INDIVIDUAL(S) INVOLVED

Injured or Impacted Individual

Full Legal Name: _____
Trainee ID (if applicable): _____
Phone: _____
Email: _____
Status: ☐ Trainee ☐ Staff ☐ Instructor ☐ Visitor ☐ Contractor

Witness Information

Witness #1
Name: _____
Phone/Email: _____

Witness #2
Name: _____
Phone/Email: _____

Witness #3
Name: _____
Phone/Email: _____

Instructor / Supervisor Present

Name: _____
Was Supervisor Notified Immediately? ☐ Yes ☐ No
Time Notified: _____

SECTION 3: INCIDENT CLASSIFICATION

(Check all that apply)

☐ Injury / Illness
☐ First Aid Only
☐ Medical Treatment Required
☐ Emergency Services Contacted
☐ Near Miss
☐ Property Damage
☐ Equipment Failure / Malfunction
☐ Electrical Shock / Exposure
☐ Fall from Height
☐ Slip / Trip / Fall (Same Level)

☐ Heat or Cold Related
☐ PPE Violation
☐ Fire / Explosion
☐ Environmental Hazard
☐ Behavioral / Safety Violation
☐ Other: _____

SECTION 4: DETAILED INCIDENT DESCRIPTION

Provide a factual and objective account. Include:
• Task being performed
• Equipment/tools involved
• PPE being worn
• Environmental conditions
• Sequence of events
• Contributing factors

(Attach additional pages if necessary.)

SECTION 5: INJURY / MEDICAL DETAILS (If Applicable)

Nature of Injury: _____
Body Part(s) Affected: _____

Severity:
☐ Minor
☐ Moderate
☐ Severe
☐ Life-Threatening

First Aid Administered? ☐ Yes ☐ No
If Yes, By Whom: _____

Description of Care: _____

Referred for Medical Treatment? ☐ Yes ☐ No
Medical Facility Name: _____

Emergency Services Contacted (911)? ☐ Yes ☐ No
Incident Report Number (if available): _____

Was the individual transported? ☐ Yes ☐ No

SECTION 6: PROPERTY / EQUIPMENT DAMAGE (If Applicable)

Equipment or Property Involved: _____
Serial Number (if applicable): _____
Estimated Damage Cost: _____

Equipment Removed from Service? ☐ Yes ☐ No

SECTION 7: IMMEDIATE ACTIONS TAKEN

☐ Work Stopped
☐ Area Secured
☐ Equipment Locked / Tagged Out
☐ Supervisor Notified
☐ Safety Review Conducted
☐ Incident Reviewed with Class

Details of Immediate Actions:

_____

_____

_____

SECTION 8: ROOT CAUSE ANALYSIS

Primary Contributing Factor(s):

☐ Lack of PPE
☐ Inadequate Training
☐ Equipment Failure
☐ Environmental Hazard
☐ Human Error
☐ Failure to Follow Procedure

☐ Communication Breakdown
☐ Other: _____

Explanation of Root Cause:

SECTION 9: CORRECTIVE & PREVENTATIVE ACTION PLAN

☐ Additional Safety Training
☐ Equipment Repair or Replacement
☐ Policy or Procedure Update
☐ Disciplinary Action
☐ Hazard Removal
☐ PPE Reinforcement
☐ Engineering Control Implemented

Action Plan Details:

Responsible Party: _____
Target Completion Date: ____ / ____ / _____

SECTION 10: SIGNATURES

I certify that the information provided is accurate to the best of my knowledge.

Trainee / Employee
Signature: _____ Date: _____ / _____ / _____

Instructor / Management
Signature: _____ Date: _____ / _____ / _____

Program Director (*If required*)
Signature: _____ Date: _____ / _____ / _____