



OPERATING & MAINTENANCE ENGINEERS

Apprenticeship & Training Trust Fund for Southern California

Los Angeles Trade-Technical College
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Topic: Supervisory Training Course

Dear IUOE Local 501 Members under BOMA Contract,

The IUOE Local 501, Operating & Maintenance Engineers Apprenticeship & Training Trust Fund for Southern California, has an objective and strives to be the best by promoting skilled training and education for operating & maintenance engineers. To accomplish the objective at hand, there must be a well-developed onsite training and academia courses for all membership.

The Los Angeles Trade Technical College (LATTC), in partnership with IUOE Local 501, Operating & Maintenance Engineers Apprenticeship & Training Trust Fund for Southern California, have created the Supervisory Training course for IUOE Local 501 Members under BOMA contract, with the ambition and desire to progress as skilled tradespersons.

Course Overview:

Dates: June 5, 2021 through July 31, 2021 (total of (8) eight Saturdays).

Calendared Dates: June 5, 12, 19, 26 through July 10, 17, 24, 31 (exception, Holiday on July 3, 2021).

Hours: 8:00am-2:30pm (including, (30) thirty-minute lunch break), total of (48) forty-eight hours.

Remote Education: The class will be conducted remotely using the LATTC district platform CANVAS.

Purpose: This class is intended to provide supervisory and crew leader training to staff contracted through the BOMA Collective Bargaining Agreement. The typical supervisor oversees a crew of 3 to 5 workers charged with various maintenance and operational activities in office and industrial spaces within the Southern California area.

Textbook or Supplies: Details to be advised at a later date. Any and all supplies or fees are covered through the IUOE Local 501, JATC.

Course Content: The following topics will be covered during this class (*adapted from Basic Supervision in Public Works from the American Public Works Association*): **The Nature of Supervision *The Qualities of Leadership *Why Supervisors Must Be Good Communicators *Organizing and Planning *The Importance of Effective Delegation *The Nature of Change *Challenges in the Workplace *Developing Effective Employees and Work Teams.*

Course Requirement: Each student will be required to attend class sessions regularly, completion of at least (48) forty-eight hours, complete all assignments, successfully pass all quizzes, as well as, the midterm exam, and the final exam. All bargaining unit members/students will have to do their due diligence and become LATTC students to qualify for enrollment in the course, directives pages #2. Lastly, once enrollment and LATTC student ID# is received, please email the JATC office at jatc-lainfo@local501.org with necessary information so that the course is paid in advance for guaranteed enrollment.

Course Credits: Course Credits are currently under review and will be determined at a later date, at which point we will communicate the details. BOMA recertification hours will be applied based on the actual number of hours attended for the course, with a maximum of (48) forty-eight hours.

Dear IUOE Local 501 Members under BOMA Contract,

This is a 2-step process. Once you have completed the required information, you should receive an alpha numeric CCCID#. After you receive the initial CCCID#, follow the process for your numerical LATTC Student ID#.

- CCCID # will look like: *Ex. XYZ1234*
- LATTC Student ID # will look like: *Ex. 88 123 4567 or Ex. 90 123 4567*

Step 1: CCC APPLICATION INSTRUCTIONS

Complete and submit a student application with Los Angeles Trade-Technical College (LATTC) through CCCApply by following below link:

<http://www.laccd.edu/Students/opencccapply/applylattc/Pages/default.aspx>

The first page asks for Credit or Non-Credit application, select College Application.



*If you have a CCCID #, use it to log in and finish your LATTC Student Application to acquire your LATTC Student ID #.

*If you do not have a CCCID #, apply here by creating an Open CCC account:

https://www.openccc.net/uPortal/p/AccountCreation.ctf1/max/render.uP?pP_source=https%3A%2F%2Flogin.cccmypath.org%2F%2F&pP_target=https%3A%2F%2Fwww.cccmypath.org%2FuPortal%2Fopenid_connect_login%3FcccmisCode%3D746&pP_locale=en

Step 2: LATTC APPLICATION FOR ADMISSION INSTRUCTIONS

Once you have your CCCID#, follow the link below:

<http://www.laccd.edu/Students/opencccapply/applylattc/Pages/default.aspx>

Please note that the Application for Admission will take about 20 minutes to complete and you must answer all questions. Otherwise, the application will be rejected/delayed due to missing information.

Initially, you will receive a California Community College (CCC) ID#, which will be alpha-numeric (*e.g., AB1234*).

*You must take action on the follow-up email that requests that you now complete the campus specific application. Select the campus Los Angeles Trade Technical College (LATTC) and follow the instructions.

*Typically, you will receive your LATTC Student ID# within one week. The LATTC ID # will start with a "88....." or "90.....".

Any questions about the application process, follow the link below:

<http://www.lattc.edu/services/ar>

Click here to chat with Admissions and records, if you have questions:

<http://www.lattc.edu/services/ar>

Please Note:

- Your password can only contain numbers or letters. No symbols are allowed.
- The application does not work in Microsoft Edge. You must use another browser, such as Google Chrome.
- There is no option for an undecided major. You must select a major. Your major can be updated later.

All potential students must include the following information in their enrollment request:

- A). First and Last Name
- B). IUOE Local 501 Card/Reg#
- C). LATTC Student ID#
- D). Email address (non-work/employer email)
- E). Cell Phone
- F). Mailing address