



CARPENTERS
TRAINING INSTITUTE
Application for Training

☐ Carpenter

Date:	Apprentice Name: (Last, First, M)		
Contact Information:			
Address: (Street, City, State, Zip):			Phone:
Email:		Social Security Number:	Birth Date: (MM/DD/YY):

Apprentice Demographics Information:			
Sex: ___ Male ___ Female ___ Did Not Self Identify	Education Attained: (Circle One) GED High School Diploma Other: _____	Race: (Select All that Apply) American Indian or Alaska Native Asian Black or African American Native Hawaiian or other Pacific Islander White Do not wish to answer	Veteran: (Circle One) Non-veteran Non-veteran, other eligible individual Veteran, eligible Did not self-identify Branch: _____
Preferred Language: ___ English ___ Spanish	Ethnicity: (Circle one): Hispanic or Latino Not Hispanic or Latino Did Not Self Identify		
Experience:			
Are you a graduate from a Post-Secondary Vocational Program in Carpentry? ___ Yes ___ No			
If yes, name of program _____			
Have you ever applied for this program before? ___ Yes ___ No If yes, when? _____			
Have you been a registered apprentice in another program and/or trade? ___ Yes ___ No			
If yes, what trade? _____			
Do you have any non-union carpentry experience? ___ Yes ___ No			
If yes, Contract Name _____			

How Did You Learn about the Program - PICK ONLY ONE			
<input type="checkbox"/> Job Corps	<input type="checkbox"/> Job Fair/Career Fair	<input type="checkbox"/> School Counselor	<input type="checkbox"/> Community Based Organizations
<input type="checkbox"/> Business Representative	<input type="checkbox"/> Technical College	<input type="checkbox"/> Career Connections/High School	_____
<input type="checkbox"/> Advertising	<input type="checkbox"/> Youth Build	<input type="checkbox"/> Family/Friend	
<input type="checkbox"/> Contractor	<input type="checkbox"/> Website	<input type="checkbox"/> Other	

Signature	
*By signing this form, I acknowledge I have 10 days after this application is completed and a sponsorship letter is received to pay the membership fee as determined by the Regional Council of Carpenters or this application will be void. **I am in receipt of CTI's Privacy Policy. I understand the Policy and this consent form. I authorize CTI to send me text messages and to contact me via E-mail as set forth in the Privacy Policy.	
Signature of Applicant:	
Office Only	Application Number
Employer: _____	
Wage Rate	UBC:



References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____



CARPENTERS TRAINING INSTITUTE

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

Understanding

Do you understand that you have a probationary period of 1300 hours and 160 classroom hours, if hired by a signatory contractor?	YES	NO
Are you willing to work for the established wage scale during your training period?	YES	NO
Do you understand that it is required for you to comply with the related training requirements as established by the apprenticeship committee and non-compliance may lead to dismissal from training?	YES	NO
Do you understand you will be required to attend classes four weeks out of the year, Monday through Friday approximately one week per quarter?	YES	NO
Do you understand that drug testing is required under the terms of the labor agreement between the companies you may work for while an apprentice in the JATC program?	YES	NO



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Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to acceptance, I understand that false or misleading information in my application or interview may result in my release.

I acknowledge receipt of the Five Rivers Carpenter JATC Standards of Apprenticeship. I have read the Standards and do not have any questions regarding the Standards.

Signature: _____ Date: _____

The Carpenters Training Institute pledges that the training program will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability a person 40 years old or older, or any other characteristic protected by State or Federal Law. The Carpenters Training Institute will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the U.S. Department of Labor under Title 29, part 30 of the Code of Federal Regulations.

Any individual who has a concern or question about this Pledge is encouraged to contact Matt Campanario, Executive Director, Carpenters Training Institute, at (651) 888-0484. You may also find additional information about the pledge and these regulations online at: <https://www.apprenticeship.gov/about-us/legislation-regulations-guidance>.



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Are you Skilled/Qualified to accept work in these areas:

(BY NOT CHECKING ANY SKILLS DOES NOT DISQUALIFY YOU FROM APPRENTICESHIP)

- | | |
|---|--------------------------------------|
| () Architectural Sheet Metal (ARCHMTL) | () Insulation – Spray Foam (INSSPR) |
| () Bathroom Finish/Partitions (FINISHTP) | () Insulation – Blown (INBLW) |
| () Bilingual – Spanish (SPANISH) | () Metal Roof (MTLRF) |
| () Blueprints (BLUEPRNT) | () Nuclear Plant Experience (NUKE) |
| () Bridges/Highway (BRIDGEHH) | () Overhead Door (OHDR) |
| () Cabinet Installation (CABINET) | () Pile Driver (PILEDVR) |
| () Ceiling – Acoustical (CEILING) | () Refinery Experience (REFINERY) |
| () Cleanroom (CLNRM) | () Refrigeration Panels (REFPNL) |
| () Commercial Doors/Hardware (DRHDW) | () Residential Finish (RESFI) |
| () Commercial Finish (COMFIN) | () Residential Layout (RESLAY) |
| () Commercial Layout (COMLAY) | () Scaffold Experience (SCAFEXP) |
| () Commercial Lather (LATHER) | () Shingle (SHINGLE) |
| () Computer Floors (COPFLR) | () Shoring (SHORE) |
| () Concrete Forms (Forms) | () Siding (SIDING) |
| () Drywall Finish (DWFIN) | () Stair Building (STAIRS) |
| () Drywall on Steel (DWSTL) | () Steel Stud Framing (SSFRM) |
| () Drywall on Wood (DWWD) | () Trade Show Experience (TSEXP) |
| () Fixture Installation (FIXTURE) | () TWIC card holder (TWIC) |
| () Foreman – Commercial (COMFOR) | () Will work with heights (HEIGHTS) |
| () Foreman – Residential (RESFOR) | () Wood Floor Installation (WDFLR) |
| () Furniture/Partitions (FURNPAR) | () Wood Framing (WDFRM) |
| () Hilti Powder Actuated Tools (HILTI) | () Window Installation (WINDOW) |
| () OSHA 10 | () |



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Apprenticeship Notification of Work

NAME: _____
(APPRENTICE NAME)

CONTRACTOR: _____
(CONTRACTOR APPRENTICE WORKING FOR)

START DATE: _____
(DATE STARTED WITH CONTRACTOR)

STARTING LEVEL: _____
(APPRENTICE STARTING LEVEL WITH CONTRACTOR & UNION)

Local: _____
(LOCAL YOU WILL BE JOINING)

Business Agent: _____
(NAME OF BUSINESS AGENT)

FOR INTERNAL USE ONLY



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PREVIOUS CARPENTER TRADE WORK AFFIDAVIT

In lieu of a high school diploma or GED, individuals can demonstrate that they have worked a minimum of one thousand five hundred hours(1,500 hours) specifically in the carpenter trade in classifications represented by the UBC. Supporting documentation will be accepted only if verified by paystubs, W2 forms or a signed letter on company letterhead by a previous employer. Formal educational hours shall be counted towards the 1,500-hour requirement if documented by transcripts or completion certificate of a pre-apprenticeship.

Name: _____

Hours specifically in the carpenter trade: _____

Supporting documentation provided:

- ☐ Paystubs
- ☐ W-2 Forms
- ☐ Signed letter on company letterhead by previous employer
- ☐ Transcripts
- ☐ Completion certificate of pre-apprenticeship
- ☐ No records available. Provide the reason for not having any records to document the hours you have worked specifically in the carpenter trade. Include a description of the work you have performed. The JATC may require additional information from you.

By completing this form, I acknowledge I have completed more than 1,500 hours in the carpenter trade as disclosed above.

Signature

State of Iowa
County of _____

This instrument was acknowledged before me on ____ day of _____, 20____, by

Signature of notary



Program Registration and
Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration



Voluntary Disability Disclosure

OMB No. 1205-0223 Expiration Date: 07/31/2027

Please check one of the boxes below:

- ☐ YES, I HAVE A DISABILITY (or previously had a disability)
- ☐ NO, I DON'T HAVE A DISABILITY
- ☐ I DON'T WISH TO ANSWER

Your name: _____

Date: _____

Why are you being asked to complete this form?

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.^[1] To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, and intellectual disability (previously called mental retardation).

^[1] Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Apprenticeship website at <https://www.apprenticeship.gov/eoo>.

CARPENTERS AND JOINERS APPRENTICESHIP AND JOURNEYMEN TRAINING TRUST FUND

OUTSTANDING DEBT POLICY

You are receiving this Outstanding Debt Policy because the Carpenters and Joiners Apprenticeship and Journeymen Training Trust Fund (the "Fund") may be paying an expense on your behalf or allowing you to use Fund property. This Outstanding Debt Policy is effective for all debts incurred by the Fund on or after October 22, 2018. Follow these instructions:

1. Read Section 1 describing when you may have an outstanding amount that is owed to the Fund and the consequences if such outstanding debt is not repaid;
2. Sign and date Section 2 acknowledging your receipt of this Outstanding Debt Policy and provide your UBC ID# (if applicable); and
3. Keep a copy of this Outstanding Debt Policy for your records and deliver one copy to the Fund at the main office for the Carpenters Training Institute located at 740 Olive Street, St. Paul, MN 55130.

SECTION 1: Outstanding Debt Policy

I understand that the Fund was created for the purpose of providing and maintaining apprenticeship and training-related benefits and I understand that the financial integrity of the Fund is critical to its ability to maintain its operations and continue providing apprenticeship and training-related benefits.

I understand that the Fund may advance certain expenses related to my training-related activities including, but not limited to: training and/or class registration fees, equipment rental, travel expenses, Fund owned property or equipment (such as iPads and tools). I acknowledge that if I am advanced or provided Fund owned property I am responsible for the care, maintenance, and return of that property in the same condition I received it.

I understand that if I fail to return Fund property, damage Fund-owned property and/or fail to attend scheduled training-related activities and that if the Fund does not excuse or authorize my absence prior to the training-related activity, I will be responsible to immediately repay the Fund in full, and under no circumstances more than thirty (30) days after payment is requested, for expenses incurred by the Fund.

Examples of the "outstanding debt" that I may owe to the Fund include, but are not limited to, flight and/or hotel cancellation fees, training course fees, and other expenses paid for my training when I do not attend as scheduled. Outstanding debt may also include the replacement cost of unreturned or damaged Fund property, including but not limited to iPads and tools.

I understand that the consequences for failing to repay any outstanding debt to the Fund may include, but are not limited to the following:

1. I will not be allowed to register through the Fund for, and/or participate in, **ANY** additional apprenticeship or training-related activities approved and/or sponsored by the Fund;
2. I will not be allowed to graduate from the apprenticeship training program sponsored by the Fund;
3. I will not be allowed to participate in any classroom training activities sponsored by the Fund;
4. I will not receive a certificate of completion for any training sponsored by the Fund that I have completed; and/or
5. I will not receive any additional financial assistance from the Fund.

SECTION 2: Acknowledgement of Receipt

My signature on this page acknowledges that I have received and read the Carpenters and Joiners Apprenticeship and Journeymen Training Trust Fund's Outstanding Debt Policy.

Signature: _____

UBC ID#: _____

Print Name: _____

Date: _____

CARPENTERS AND JOINERS APPRENTICESHIP AND JOURNEYMEN TRAINING TRUST FUND

LODGING REQUEST POLICY

You are receiving this Lodging Request Policy because the Carpenters and Joiners Apprenticeship and Journeymen Training Trust Fund (the "Fund") may be paying lodging expenses on your behalf for you to attend scheduled training and/or attend classes ("Training"). This Lodging Request Policy is effective for all lodging expenses paid by the Fund on or after April 1, 2021. Follow these instructions:

1. Read each Paragraph in Section 1 describing the terms and conditions that apply when the Fund pays lodging expenses on your behalf;
2. Read each Paragraph in Section 2 describing the terms and conditions that apply if you fail to accept and/or comply with this Lodging Request Policy;
3. Sign and date Section 3 acknowledging your receipt of this Lodging Request Policy and provide your UBC ID# (if applicable); and
4. Keep a copy of this Lodging Request Policy for your records and deliver one copy to your local training campus.

SECTION 1: Acceptance of the Lodging Offer

If I wish to request lodging when I attend scheduled Training, I will contact my Campus and my request must include the specific dates I am requesting a hotel room. I understand that the Fund will pay for my lodging expenses under the terms and conditions provided in this Section 1 if the Training occurs **(Sun. – Thurs.) more than eighty (80) miles** from the registered address of my primary residence. Failure to arrive on your requested check-in date or checking out prior to your approved departure date may result in being billed for any charges incurred by the Fund.

I understand that the lodging arrangements paid by the Fund will be single occupancy. I understand that I am required to conduct myself in a civil and reasonable manner. I understand that guests, pets, and illegal drug use, and other disruptive conduct are **not permitted** in my hotel room. I agree that if I do not comply with this Lodging Request Policy, any of the following may occur:

- I will be asked to vacate the single occupancy hotel room, I will be billed for up to one hundred percent (100%) of the cost of my single occupancy hotel room, and I must arrange for alternative lodging at my sole expense for the duration of the Training;
- I will not receive any reimbursement for my single occupancy hotel room; and/or
- I will be required to leave the hotel designated by the Fund for the Training and not allowed to participate in the Training.

I agree that I am personally responsible for all additional charges to my hotel room resulting from my personal conduct including, but not limited to, food and beverage expenses, any physical damage to the hotel, the hotel room or its contents, or any other incidental charges that may be incurred.

I agree that if I fail to complete the Training, I will be billed for all lodging expenses incurred by the Fund for the related Training.

If I am not able to attend the Training as scheduled, if my Training schedule has changed, or lodging need has changed to different dates and/or locations, I agree that I am required to contact my local training campus no later than 4:00 PM Central Standard Time on the Thursday before the

first day of my scheduled Training. I understand that if I fail to provide such notice, I will be billed for one hundred percent (100%) of the cost of my standard single occupancy hotel room.

I agree that if I fail to comply with any of the terms and/or conditions provided in this Lodging Request Policy, the Fund may not pay and/or reimburse any of my lodging expenses related to any future Training.

SECTION 2: Declining of the Lodging Offer

If I **DO NOT** accept and/or comply with the terms and conditions of this Lodging Request Policy, I understand that I **WILL NOT** be reimbursed for any lodging expenses I incur while I attend Training. I understand that I will be solely responsible to make arrangements and pay for my lodging for all Training.

SECTION 3: Acknowledgement of Receipt

Signature: _____ UBC ID#: _____

Print Name: _____ Date: _____

PRIVACY POLICY

Our Privacy Policy was last updated on August 16, 2021.

Carpenters Training Institute ("CTI") maintains this policy (the "Privacy Policy") to inform all users who visit or access www.carpentertraininginstitute.org (the "Site"), and who receive or provide electronic communications, including text messages ("Communications"). This Privacy Policy outlines CTI's policies, procedures and process for the collection, use, protection, and disclosure of certain types of information about you, including information that can be used to identify you ("Personal Information"). As used in this Privacy Policy, all references to "we", "us" or "our" shall be construed to mean CTI and all references to "you", "your", "yourself" shall refer to you, the user who visited or accessed the Site or receives or exchanges Communications with us. The Site and our Communications will be referred to collectively as the "Platform."

CTI is committed to respecting and protecting your privacy with respect to the information you provide or we otherwise collect from you. By using, accessing, or visiting our Site, or when you provide us with your email address or mobile telephone number, you accept the practices described in this Privacy Policy. If you have any questions about this Privacy Policy or our use of your information, please contact us in accordance with Section 11 below.

The Platform and our apprenticeship programs are hosted in and provided from the United States of America. If you are accessing our Platform from any location outside the United States of America, please note that the Personal Information we collect will be transferred to, used, stored, and otherwise processed in the United States of America. We do not represent that the Platform or our processing of your Personal Information will comply with the laws of any jurisdiction outside of the United of America.

1. Information We Receive About You

A. Information You Provide to Us

We may collect information about you, including Personal Information, in a variety of ways. The primary means by which we do so occurs through what you voluntarily provide to us, including when you submit an application, form response, or any other form of written information to us through our Platform. This information may include information that personally identifies you, such as your name, email address, phone number, state of residence or any of the information we are required to collect and retain under 29 C.F.R. Parts 29 and 30. We may also collect certain information from you via a third party, such as if you direct your school or employer to provide us with information about your enrollment or employment. We do not maintain educational or related records for schools or other educational institutions, and we do not obtain or retain any information about you from such third parties unless you direct them to share your information with us on your behalf. We may also combine information you provide to us with information from public and other reputable sources, including, for example, updated contact information and demographic data.

B. Information We Collect Automatically

When you visit our Site, we may automatically receive other information about your visit, including your internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and click stream data. For instance, we may log your IP address or unique device ID, your page requests at the Site, and other information collected from "cookies". A cookie is a small text file that is sent to your computer's browser or your mobile device when you visit a website. Cookies remain on your computer or device until they are deleted and may tell us, for example, how you arrived at our Site (including search engines and search terms) and how you navigate around our Site (including what you search for and browse). Please note that some internet browsers and device platforms allow you to block or reject cookies, although this may materially impact your ability to use the standard features of our Site. We may combine information collected via cookies with Personal Information provided by you. Our use of cookies do not track users over time or across third-party websites, so the Site does not respond differently when it receives a web browser "do-not-track" signal.

C. Exceptions

We are not responsible for the privacy of any information you voluntarily reveal or post in any public forum (e.g., message board, chat room, social media page, etc.) whether or not such public forum is offered or sponsored by us, nor are we responsible for the privacy practices of websites that are operated or owned by third parties.

2. Our Use and Sharing of Information

We may use your information provided to or collected by us in accordance with this Privacy Policy to review, verify or process your application, to contact you, to improve the quality of our Platform and apprenticeship programs, to identify and promote apprenticeship opportunities, and to provide our apprenticeship program or any related services to you. We may use your e-mail, mobile phone number, postal and/or mailing address to notify you of important information regarding our Platform, our apprenticeship programs or our policies and practices. In addition, we may email you information about special offers, new programs and/or other information we think may be of interest to you. If you do not wish to receive these Communications from us, you may “opt-out” or “unsubscribe” from these Communications by following the instructions contained in the e-mail or text message or by contacting us directly as described in Sections 7, 8 and 11 below. We may also share your information:

- to promote our apprenticeship programs;
- with prospective employers in order to match you with potential career opportunities, if you are enrolled in the apprenticeship program;
- with your school, in order to recognize your accomplishments within the apprenticeship or your school's apprenticeship-related curricula;
- when we believe in good faith that it is necessary to respond to subpoenas, court orders, or to comply with law or any regulatory authority;
- when we believe in good faith that it is necessary to establish or exercise our legal rights or defend against legal claims;
- when we believe it is necessary to share information in order to investigate, prevent, or take action regarding suspected illegal activities, fraud, situations involving potential threats to the physical safety of any person, violation of any of this Privacy Policy;
- if we are acquired by or merged with another organization, your information may be one of the assets transferred to or acquired by a third party;
- for any other purpose disclosed by us when you provide the information; or
- with your consent.

Third parties may automatically collect information about your online activities over time and across different websites when you use our Site. For example, third-party providers of certain embedded content and tools on our Site, your device manufacturer, or your internet service provider may collect information directly from you or your device in connection with your interaction with such content and tools of our Site. Such provider's use of the information is subject to their own privacy policies, which we recommend you review. We are not responsible for such providers' or any other third party's privacy practices, which are not covered by this Privacy Policy.

3. Security of your Personal Information

We are committed to online data security, and for that reason we take steps to make sure that the Personal Information we receive or collect is stored, processed, and maintained in accordance with reasonable security practices designed to secure your Personal Information from accidental loss and from unauthorized access, alteration, disclosure, or misuse. To the extent we engage with third-party vendors to provide the necessary technology

infrastructure required to run our Platform and business, we use reasonable efforts to ensure that these third-party vendors commit to industry standard security practices designed to related to secure your Personal Information from accidental loss and from unauthorized access, alteration, disclosure, or misuse.

Please note that we cannot completely guarantee the security of any information which is submitted or transmitted via the internet or via mobile platforms and, by engaging in any of these activities, you understand that any such submission or transmission is done at your own risk. You are also responsible for preventing unauthorized access to your account and Personal Information through your computer or other devices. We recommend you limit access to your computer or other devices through which you accessed the Platform by signing off after you have finished accessing your account. We are not responsible for your circumvention of any privacy settings or security measures we provide.

4. Your Rights to Restrict Disclosure of Personal Information

We offer you choices with regard to the use and disclosure of your Personal Information. These options include opting out of advertising provided by us or choosing for us not to share Personal Information with third parties. If you do not wish to receive these communications from us, you may “opt-out” or “unsubscribe” from these communications by contacting us directly as described in Section 7 below.

Of course, you are always free to not disclose information to us. In addition, you may set your browser to reject cookies or to alert you when a cookie is placed on your computer. You may also delete cookies as soon as you leave our Site. Additionally, you can disable or delete similar data used by browser add-ons, by changing the add-on's settings, or visiting the website of its manufacturer. Please note, however, that we have no liability or responsibility to any party with regard to your inability or unwillingness to disclose information to us or through the Platform.

5. Links to Other Sites

Our Platform may contain links to other sites owned, operated, or controlled by third parties. These links are provided for your convenience and information and we are not responsible for the privacy policies and/or practices on these other sites. If you follow a link to another site, you should read that site's privacy policy. The inclusion of any link does not imply our endorsement of the external site company, its website or websites, or the products or services it promotes or sells. When you leave our Site to visit one of these linked sites, the only information transferred to the third party is the fact that you came from our Site. We are not responsible or liable for the independent privacy policies of third parties.

6. Children's Privacy

Our Site is not directed or marketed at, nor intended for use by, children under the age of 13, and we do not knowingly collect information from children under the age of 13. If we learn we have collected or received information from a child under 13 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 13, please contact us as described in Section 7 below.

7. Text Messages

If you provide us with your mobile phone number, we may send you text messages. Text messaging may include one-time or recurring texts related to our programs, products, services, or tools. The only way to end text messages for a specific texting program is to reply STOP. You understand and approve that replying STOP to one texting program will not opt you out of all programs that you are enrolled in. You must reply STOP to each texting program that you no longer want to be a part of. In all programs, you may text HELP for help. Text messages may be sent to your mobile number using an automatic dialing system. Message and Data rates may apply. Text messaging may not be available from all carriers.

After you send "STOP" to us, we may send you a message to make sure that you no longer want to get text messages from that program. After this, you will no longer get text messages from us from that texting program. If you want to

join again, just sign up as you did the first time and we will start sending text messages to you for the programs you have signed up for.

We do not guarantee the successful delivery of text messages by your wireless provider.

You are responsible for updating us right away if your mobile number changes. It is your responsibility to give a correct mobile number and to update any changes. If you do not give us your new mobile number, we are not responsible for any text message sent to the wrong number.

We will not be liable for losses or damages that come from (i) a message not delivered, a message delivered late, or (ii) a message that goes to the wrong number; or (iii) inaccurate or incomplete content in a text message. We are not liable for your use or reliance on the content of any text message.

8. Email “Opt Out” and Other Rights Regarding Use of Personal Information

Promptly upon receipt of your request, we will:

- correct or update your Personal Information (provided that we reject any such request if we believe the proposed change would violate any law or legal requirement or cause the Personal Information to be incorrect);
- restrict the use of your Personal Information if you expressly indicate the same; and/or
- stop sending emails to your email address or other mailings to your physical address.

You can make these requests by sending an email to: ojt@carpenterstraininginstitute.org and/or by calling 651-646-7337.

9. Opting Out of Direct Marketing

As set forth in this Privacy Policy, CTI offers you the ability to opt out of our sharing of your Personal Information with third parties for their direct marketing purposes. To make such a request, follow the email opt-out instructions and clearly state your request, including your name, mailing address, email address and phone number. Please see Section 7 of this Privacy Policy for additional information.

10. Changes to this Privacy Policy

We may amend this Privacy Policy from time to time, at our discretion and we will post any amended Privacy Policy on this Site. Our use of information, including Personal Information, is subject to the Privacy Policy in effect at the time such information is used. Your continued use of our Site after any updated Privacy Policy is posted constitutes your agreement to the updated Privacy Policy. You should periodically review this Privacy Policy so as to be aware of the current applicable terms.

11. Questions?

If you have any questions or concerns about this Privacy Policy, please contact us at ojt@carpenterstraininginstitute.org.

740 Olive Street, Saint Paul, MN 55130 (P)
651-646-7337