

## WHO WE ARE - **NECEC**

The center was founded with a clear mission: to deliver high-quality, practical construction education that supports the development of the next generation of licensed professionals. We are proud to soon offer all Massachusetts Plumbing & Gas Fitting Tier Programs, the mandated continuing education sessions required by the Board of Examiners, and a wide range of additional construction-related courses—all from our new, state-of-the-art facility.

## CONTACT US - **NECEC**

Adjacent to Frank P. McCartin's Industrial Supply building. (front)

Address: 149 Congress Street, Lowell Ma. 01852

Phone: (978) 375-3379

Email: [info@neconstructioned.com](mailto:info@neconstructioned.com)

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# New England Construction Education Center



## Student Handbook POLICIES



## TABLE OF CONTENTS

Overview of Tier Programs.....	2
Other Courses.....	4
Registration.....	5
Rules and Regulations.....	8-12
Satisfactory Progress/Grading.....	4
Attendance.....	4
Job Placement Assistance/Guidance/Career Strategy.....	4
Student Complaint Resolution Process.....	6
School Calendar.....	5
Withdrawal Policy/Financial Aid .....	7

“At the **New England Construction Education Center**, we offer more than just instruction—we bring a unique perspective shaped by real-world experience. Our direct involvement as staff within the **International Code Council** gives us a deep understanding of the intricate relationships between codes, standards, and the jurisdictions that enforce them. This insight allows us to deliver education that not only meets regulatory requirements but also prepares students to navigate the practical realities of the industry with confidence and clarity.”

## MA PLUMBING COURSES INCLUDE

### Mass Plumbing Tier Programs



This program delivers targeted instruction aligned with the requirements set forth by the Massachusetts Board of Examiners of Plumbers and Gas Fitters. Each attendee receives the mandated curriculum and training necessary to meet state licensure standards. The program consists of five comprehensive 110-hour courses, meticulously designed to prepare individuals for the Massachusetts Journeyman or Master Plumber licensing examinations.



Each Tier provides participants with comprehensive instruction in plumbing and fuel gas theory. A certificate of completion will be awarded to individuals upon successful completion of each Tier.

**Our goal is to ensure that every student develops the knowledge and proficiency necessary to successfully obtain their Journeyman and/or Master Plumber’s License within the Commonwealth of Massachusetts.**

## REGISTRATION & SCHOOL HOURS

Page 3 reserved for marketing with regards to upcoming classes:

**School Office is open Monday-Thursday from 4:00 pm – 9:00 pm**

### **Massachusetts Tier Program**

CANDIDATES MUST SATISFY ALL THE FOLLOWING REQUIREMENTS PRIOR TO REGISTERING FOR THE SELECTED COURSE

1. BE AT LEAST 16 YRS OLD (BIRTH CERTIFICATE REQUIRED)
2. HAVE A HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT
3. BE ABLE TO READ AND COMPREHEND THE ENGLISH LANGUAGE
4. PROVIDE VALID STATE IDENTIFICATION AND PROFESSIONAL LICENSES, WHEN APPLICABLE
5. CURRENT REGISTERED APPRENTICE CARD ISSUED BY THE BOARD OF THE EXAMINERS OF PLUMBERS AND GAS-FITTERS - (TIERS 2 THRU 5 ONLY)
6. POSSESS A CURRENT EDITION OF THE MASSACHUSETTS FUEL GAS AND PLUMBING CODE; OR, PURCHASE THE BOOK FROM THE SCHOOL AT AN ADDITIONAL COST
7. PROVIDE PREVIOUSLY COMPLETED CERTIFICATES OF COMPLETION IN ORDER TO ADVANCE TO THE NEXT TIER
8. HAVE ACCESS TO, OR POSSESS, A LAPTOP OR PERSONAL COMPUTER-(PC) THAT INCLUDES THE FOLLOWING:
  - a. A HIGH-SPEED INTERNET CONNECTION PLUGGED INTO YOUR COMPUTER WITH AN ETHERNET CABLE
  - b. A WEB-CAMERA (INTERNAL TO A LAPTOP OR EXTERNALLY MOUNTED WHEN USING A PC); AND,
  - c. A SPEAKER PHONE/HEADSET OR A COMPUTER HEADSET WITH MICROPHONE.

NOTE: FOR QUESTIONS REGARDING THE ABOVE REQUIREMENTS PLEASE EMAIL US AT [INFO@NECONSTRUCTIONED.COM](mailto:INFO@NECONSTRUCTIONED.COM).

### **MASS PLUMBING AND GAS TIER SCHEDULE**

Tier One – Mondays, 5:00-9:00 PM Beginning March 9<sup>th</sup>, 2026

Tier Two – Tuesdays, 5:00-9:00 PM Beginning March 3<sup>rd</sup>, 2026

Tier Three – Wednesdays, 5:00-9:00 PM Beginning March 4<sup>th</sup>, 2026

Tier Four – Thursdays, 5:00-9:00 PM Beginning March 5<sup>th</sup>, 2026

Tier Five – Fridays, 5:00-9:00 PM Beginning March 6<sup>th</sup>, 2026

Students may contact the Massachusetts Division of Occupational Licensure's Office of Private Occupational School Education (DOL) at any time at [occupational.schools@mass.gov](mailto:occupational.schools@mass.gov) or 617-701-8719

## Withdrawal policy

Per 230 CMR 15.04(7) and (8)

(7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:

- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
- (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination

(8) If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:

- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
- (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
- (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

## Financial Aid

230 CMR 15.04 (5) and (6)

(5) After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.

(6) In addition to the requirements of M.G.L. c. 255, § 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c. 255, § 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost.

## Satisfactory Progress:

Your progress through each tier is evaluated through a combination of assignments, quizzes, and final assessments. These elements are critical to your understanding of the material. Your final grade (70% or greater), along with demonstrated effort and completion of coursework, will determine whether you successfully advance to the next tier. Instructors will make every effort to communicate the lessons and assignments in a clear professional manner. If you fail to obtain a 70% passing grade, you will be required to retake the tier at your own expense before moving on to the next tier.

## Job Placement, Guidance & Licensing Support Policy:

While we cannot guarantee job placement, the New England Construction Education Center is proud to offer meaningful support in helping students connect with employment opportunities. With decades of experience in the New England built environment, we have developed a broad network of industry professionals across the region. We are happy to make introductions and provide guidance to help you explore potential career paths upon program completion.

In support of your licensing success, if you successfully complete and pass all five Tier programs through our center but do not pass your Massachusetts licensing exam, you will be eligible to attend any future licensing prep session at no additional cost. This opportunity reflects our commitment to your long-term success and readiness in the field.

## School Closure Policy:

If a scheduled class is canceled for any reason, the school will provide information regarding the rescheduling or makeup of the affected class. NECEC follows the Lowell Public Schools weather/emergency cancellation notifications. **Satisfactory Progress**

Each student will receive a written evaluation of their progress upon 50% of each Tier completion to ensure their knowledge of the materials and highlight any areas of deficiency. Instructors will make every effort to ensure that each student is well prepared and fluent in the curriculum presented.

## Complaint Resolution:

If a student has a complaint, they should submit it in writing, including the date and send it to the school to address the issue. According to 230 CMR 15.07(2) the school must respond in writing to student complaints within ten days of receiving them. If the complaint is not resolved within 30 days of initial submission, A dismissed student has the right to appeal the decision.

Students may contact the Massachusetts Division of Occupational Licensure's Office of Private Occupational School Education (DOL) at any time at occupational.schools@mass.gov or 617-701-8719.

# Rules & Regulations for Conduct, Attendance & Discipline

## Table of Contents

1. Purpose
2. General Expectations for Conduct
3. In-Person Classroom Conduct
4. Virtual Classroom Conduct
5. Attendance & Punctuality
6. Prohibited Conduct
7. Progressive Disciplinary Action
8. Immediate Dismissal Offenses
9. Acknowledgment of Policies
10. Student(s) appeal process

### 1. Purpose

These Rules & Regulations establish clear expectations for attendee behavior in all adult education programs, including **in-person** and **virtual** learning environments. The policies exist to promote a safe, respectful, and productive space that supports learning, professionalism, and success.

### 2. General Expectations for Conduct

#### 2.1 Professional Behavior

All attendees must:

- Conduct themselves with professionalism, courtesy, and respect.
- Follow all school policies and instructor directions.
- Maintain academic integrity in all coursework and evaluations.

#### 2.2 Engagement & Participation

Attendees are expected to:

- Participate actively in discussions, assignments, and activities.
- Avoid behaviors that detract from the learning environment.
- Use language and communication that aligns with professional standards.

### 3. In-Person Classroom Conduct

#### 3.1 Attentiveness

- Attendees must remain alert and engaged at all times.
- **Sleeping**, laying heads down, or disengaged behavior is prohibited.
- Continued inattentiveness may result in removal from class.

#### 3.2 Impairment & Fitness to Participate

- Attending class under the influence of drugs, alcohol, or any impairing substance is strictly prohibited.
- Any attendee showing signs of impairment will be removed immediately.
- An incident report will be completed and placed on file.

#### 3.3 Device Usage

- Phones must be silenced and only used during approved times.
- Unauthorized texting, internet browsing, gaming, or recording is not allowed.
- Laptops/tablets may only be used for class-related activities.

### 4. Virtual Classroom Conduct

#### 4.1 Camera & Visibility Requirements

- Cameras must remain **on** unless permission is granted.
- Attendees must appear on screen dressed appropriately, seated, and attentive.
- "Ghost attendance" (logged in but not present) is prohibited.

#### 4.2 Online Behavior Standards

- Sleeping, lying in bed, driving, or multitasking during class is not allowed.
- Backgrounds, behavior, or noise that disrupts instruction may result in removal.
- Attendees must remain engaged, responsive, and visually present.

#### 4.3 Technology Responsibility

- Attendees must ensure access to a functional device and stable internet.
- Technical issues must be communicated immediately.
- Ongoing issues may affect course credit.

## **5. Attendance & Punctuality**

**5.1 Expectations** - Consistent attendance is essential to your success in this program. Three (3) unexcused absences (no-shows) will be considered sufficient cause for dismissal from the current tier. All absences, tardiness and or dismissals should be communicated in advance when possible and accompanied by appropriate documentation if necessary. If for any reason a scheduled class will be virtually taught, you will be informed a week in advance whenever possible.

- Attendees must arrive/log in on time for all sessions.
- Excessive lateness or absence may impact course completion or credit.

### **5.2 Notification Requirements**

- Advanced notice must be provided for anticipated lateness or absences.
- Early departures or lost instructional time may require makeup work.

## **6. Prohibited Conduct**

The following behaviors are not allowed and may trigger disciplinary action:

- Harassment, discrimination, or inappropriate conduct.
- Use or possession of illegal substances, or attending class impaired.
- Disruptive, abusive, or disrespectful behavior.
- Academic dishonesty: cheating, plagiarism, falsifying work.
- Unauthorized audio or video recording.
- Destruction of property or misuse of digital platforms.

## **7. Progressive Disciplinary Action**

The school uses a structured disciplinary process unless a severe incident requires immediate action.

### **Step 1 – Verbal Warning**

For minor issues such as inattentiveness or minor disruption.

### **Step 2 – Written Warning**

Student/issue addressed and a formal complaint placed in the attendee's file.

### **Step 3 – Instructor Removal**

Student temporarily removed from the class session and attempt to rectify issue(s).

### **Step 4 – Administrative Review**

May result in probation, corrective action plans, or additional conditions.

### **Step 5 – Final Warning / Probation**

Indicates that any further violation will result in dismissal from tier.

### **Step 6 – Dismissal from Program**

Dismissal may occur for:

- Repeated violations
- Impairment in class
- Harassment or threats
- Major dishonesty
- Safety risks

Re-enrollment restrictions may apply.

## **8. Immediate Dismissal Offenses**

The following behaviors may result in **immediate removal** without prior warnings:

- Threats, violence, or aggressive behavior
- Severe impairment or intoxication
- Possession or use of illegal substances
- Significant academic fraud
- Unauthorized distribution of class content
- Willful property damage

## **9. Acknowledgment of Policies**

All attendees must complete and sign the **Handbook Acknowledgment Form** confirming receipt, understanding, and acceptance of these policies before participating in any course.

NECEC is committed to maintaining a professional, safe, and respectful learning environment. Students subject to disciplinary action have the right to appeal in accordance with the process outlined below.

## **10. Written Appeal Submission**

**Step 1** - The student must submit a **written appeal** to NECEC within **five (5) business days** of receiving notice of the disciplinary action.

The appeal must include:

- The specific disciplinary action being appealed
- A clear statement of the reason(s) for the appeal
- Any supporting documentation or evidence

Appeals must be submitted to NECEC administration via email or in writing.

### **Step 2 – Administrative Review**

The appeal will be reviewed by the **School Director or a designated administrative representative** who was not directly involved in the original disciplinary decision. The review will assess whether school policies, procedures, and standards of conduct were properly applied.

### **Step 3 – Appeal Meeting (If Applicable)**

If deemed appropriate, NECEC may schedule an appeal meeting with the student. This meeting may be conducted **in person or virtually** and provides the student an opportunity to:

- Clarify information contained in the appeal
- Present additional relevant facts
- Respond to the findings that led to the disciplinary action

NECEC may also review instructor statements, attendance records, or other relevant documentation.

### **Step 4 – Final Determination and Notification**

NECEC will issue a **written final decision** within **seven (7) to ten (10) business days** following completion of the review or appeal meeting.

The decision will indicate whether the disciplinary action is:

- Upheld
- Modified
- Overturned

The determination of NECEC administration is **final** and not subject to further appeal.