

# January 2025

## Skill Enhancement Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
	ARC First Aid/CPR/AED 4:30pm-8:30pm		ARC First Aid/CPR/AED 4:30pm-8:30pm			
12	13	14	15	16	17	18
	Open Welding 4:30pm-8:30pm					
	Evening Vinyl Heat Welding 4:30-8:30pm					
19	20	21	22	23	24	25
	MEWP's 4:30pm-8:30pm					
26	27	28	29	30	31	1
	Procure					
2	3	Notes				

**Carpenter's Training Institute**

Des Moines Campus - Altoona (515)265-3467

# February 2025

## Skill Enhancement Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
	Confined Space 4:30pm-8:30pm					
9	10	11	12	13	14	15
	PITO Industrial 4:30pm-8:30pm					
16	17	18	19	20	21	22
	Solid Surface 12 Hour 4:30pm-8:30pm					
	Solid Surface Refresher 4:30pm-8:30pm					
23	24	25	26	27	28	1
	PITO Industrial Forklift 4:30pm-8:30pm					
2	3	Notes				

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# March 2025

## Skill Enhancement Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3	4	5	6	7	8
	Scaffold Refresher 4:30pm-8:30pm					
9	10	11	12	13	14	15
	Basic Flooring 4:30pm-8:30pm					
16	17	18	19	20	21	22
	ARC First Aid/CPR/AED 4:30pm-8:30pm					
	Hardwood Flooring 4:30pm-8:30pm					
23	24	25	26	27	28	29
	Foreman Training 4:30pm-8:30pm					
30	31	Notes				

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# April 2025

**Skill Enhancement Schedule**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
	MEWP's 4:30pm-8:30pm					
6	7	8	9	10	11	12
	PITO Rough Terrain Forklift 4:30pm-8:30pm					
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	Groove 90 Soffit Class 4:30pm-8:30pm					
27	28	29	30	1	2	3
	Silica 8 Hour 4:30pm-8:30pm					
	Carpet Install 4:30pm-8:30pm					
4	5	Notes				

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# May 2025

## Skill Enhancement Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6	7	8	9	10
	Rafters Layout & Framing 4:30pm-8:30pm					
11	12	13	14	15	16	17
	Ergonomics 4:30pm-8:30pm					
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	Notes				

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# June 2025

## Skill Enhancement Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	HILTI PLT 300 Layout Machine 4:30pm-8:30pm					
15	16	17	18	19	20	21
	Rigging Refresher 4:30pm-8:30pm					
	PITO Rough Terrain Forklift 4:30pm-8:30pm					
22	23	24	25	26	27	28
	Print Reading 4:30pm-8:30pm					
29	30	1	2	3	4	5
6	7	Notes				

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# July 2025

## Skill Enhancement Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
6	7	8	9	10	11	12
	ARC First Aid/CPR/AED 4:30pm-8:30pm					
	Epoxy Flooring 4:30pm-8:30pm					
13	14	15	16	17	18	19
	MEWP's 4:30pm-8:30pm					
20	21	22	23	24	25	26
	ICRA Refresher 4:30pm-8:30pm					
27	28	29	30	31	1	2
	Scaffold Refresher 4:30pm-8:30pm					
	PITO Industrial Forklift 4:30pm-8:30pm					
3	4	Notes				

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# August 2025

## Skill Enhancement Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	Builders Level & Transit Level 4:30pm-8:30pm					
10	11	12	13	14	15	16
	Basic Flooring 4:30pm-8:30pm					
17	18	19	20	21	22	23
	Print Reading 4:30pm-8:30pm					
	Building Envelope 4:30pm-8:30pm					
24	25	26	27	28	29	30
	OSHA 10 4:30pm-10:00pm					
	PITO Rough Terrain FL 4:30pm-8:30pm					
31	1	Notes				



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# September 2025

## Skill Enhancement Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13
	ARC First Aid/CPR/AED 4:30pm-8:30pm					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	MEWP's 4:30pm-8:30pm					
	Open Welding 4:30pm-8:30pm					
28	29	30	1	2	3	4
	Construction Master Pro 4:30pm-8:30pm					
5	6	Notes				

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# October 2025

## Skill Enhancement Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8	9	10	11
	Foreman Training 4:30pm-8:30pm					
12	13	14	15	16	17	18
	Ceramic Tile 4:30pm-8:30pm					
19	20	21	22	23	24	25
	PITO Industrial Forklift 4:30pm-8:30pm					
26	27	28	29	30	31	1
	upon request					
2	3	Notes				

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# November 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	Notes				

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# December 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	Notes				

## CAMPUS Skill Enhancement Classes

**Advanced Metal Stud Framing:**

24 hour course. This class covers radius, sloped, light cove and more intricate framing techniques. Also includes an introduction to track bender.  
Prerequisite: Minimum 3 year apprentice  
Expiration: None

**2025 course offered:**

upon request

**American Red Cross CPR/First Aid/AED:**

8 hour course. This class provides a First Aid/CPR/AED qualification  
Prerequisite: None  
Expiration: 2 years

**2025 course offered:**

1/6&1/8 ; 3/17-3/18 ; 7/7-7/8 ; 9/8-9/9 ; 10/27-10/28 ;

**Architectual Sheet Metal:**

8 hour course.

**2025 course offered:**

upon request

**Armstrong Wall and Ceiling System:**

12 hour course. This class works with quick stick, soffit gigs, radius domes, drywall grid and suspended light cove framing.  
Prerequisite: None  
Expiration: None

**2025 course offered:**

upon request

**Blueprint Reading-Basic:**

8 hour course. This class covers general procedures, basic skills, and the necessary tools and materials needed to lay out a building. The architectural lines and symbols shown on site plan prints which are necessary to facilitate layout are also discussed.  
Prerequisite: None  
Expiration: None

**2025 course offered:**

6/23-6/24 ; 8/18-8/19

**Blueprint Reading-Advanced**

8 hour course. A more in depth look at prints, how to do advanced layout, possible intro to electronic print reading, and how to transfer information to shop floor.  
Prerequisite: Some experience with blueprints  
Expiration: None

**2025 course offered:**

upon request

**Construction Master Pro:**

**Confined Space:**

8 hour class. The Construction Master Pro teaches the use of the calculator to solve practically any problem involving measurements and can be used to save time and prevent errors. During the class you will perform common building projects such as estimating concrete volume, squaring-up foundations, framing roofs, ordering lumber, and many other projects. Calculator and workbook are available for purchase.

**2025 course offered:**

9/29-9/30 ;

16 hour course. This class deals with the characteristics of confined space and requirements for a permit-required confined space program.

Atmospheric hazards are described along with the methods of and time requirements for ventilation; and procedures for monitoring air quality. Prerequisite:

None

Expiration: None

**2025 course offered:**

2/3-2/4 ; 11/17-11/18

**Confined Space Refresher:**

8 hour course. This class refreshes Confined Space

Prerequisite: Confined Space

Expiration: None

**2025 course offered:**

upon request

**Construction Ingles:**

8 horas de clase. Esat clase cubrira las palabras en

Ingles basicas y mas usads en construccion,

sentencias en Ingles mas comunes, numeros y frases.

La segunda noche cubrira la practica de la

pronunciacion y diferentes escenarios en vivo.

No prerrequisitos

No tiene expiracion

**2025 course offered:**

upon request

**Construction Spanish:**

8 hour course. This class covers the basic and most used Spanish words in construction, most common Spanish sentences, numbers, and phrases. The

second night will cover practicing pronunciation and

different live scenarios. Prerequisite: None

Expiration: None

**2025 course offered:**

upon request

**Construction Math/Radius:**

8 hour course. This class covers radius math, how to layout radius without a center point. Also covers elliptical and octagon layout.

Prerequisite: Math for the Trades

Expiration: None

**2025 course offered:**

upon request

**Construction Fall Protection:**

8 hour course. This Construction Fall Protection class addresses safety requirements when working from an elevated area, and covers how to recognize and properly address hazards in our industry.

Prerequisite: None

Expiration: None

**2025 course offered:**

**Controlling Contaminants: Food and Bev:**

24 hour course. Food, Beverage and Pharmaceutical Industry specific. Policies and Procedures used to limit the amount of disruptions and contaminants in these facilities.

Prerequisite: None

Expiration: None

**2025 course offered:**

upon request

upon request

**Door Hardware 1:**

24 hour course. The classroom will cover the order of installation, different types of hardware, as well as NFPA and ANSI codes. On the floor you will layout, prep, and install cylinder and mortise locks. You will also install a rim exit device, trim, and closer.

**Door Hardware 2:**

32 hour course. The classroom will be a review from Door Hardware 1 as well as go over surface vertical rod adjustment and dead latch. The shop projects will consist of 4 different exit devices (9927, 22 ALK, 3347, 9975), 3 different closers (4041 XP, 4020, 4110) one with drop plate mount, coordinator, overhead stop, and talk about 9947 CVR and 9950 WDC. There will also be discussion about other double door hardware. Prerequisite: Take and score a 90% or higher in Door Hardware 1

**2025 course offered:**

upon request

**2025 course offered:**

upon request

**Door Hardware: Allegion Certified Installer:**

28 hour course. 4 hours of instruction, 24 hours of certification (6 - 4 hour modules). **Passing requirements:** complete each module in allotted 4 hour timeframe, no assistance from the instructor (questions or suggestions), 100% proper installation and operation  
Prerequisite: Take and score 90% or higher in both Door Hardware 1 and 2

**Door Hardware: Maintenance and Troubleshooting:**

16 hour course. Maintenance: classroom with PPT and scenarios, a walk through most common issues with doors and hardware (i.e hinge bind, stripped screws, closer leaks and readjustment, latch adjustments, sticky exit devices, drooping levers, etc) and affordable ways to repair them without cost of replacement, preventative maintenance to avoid the cost of replacement, help design a basic maintenance schedule, change handing of hardware and hinge location for temporary door use with previously used components. Troubleshooting: hands on experience of actual created scenarios with hardware  
Prerequisite: Journey level carpenter with door hardware field experience or Door Hardware 1 and Door Hardware 2

**2025 course offered:**

upon request

**2025 course offered:**

upon request

**Effective Communication for Foremen:**

4 hour course. This course focuses on effective communication for a foreman.  
Discussions will include actively listening, emotional intelligence, and listening to understand. This course will conclude with interactive exercises in a competitive group setting.

**EPIC - Formerly PRO 10:**

10 hour course. Professionalism, communication, diversity, Union history, safety, and "Big Picture".

**2025 course offered:**

**2025 course offered:**

upon request

upon request

**Firestop:**

8 hour course.  
Prerequisite: None  
Expiration: 4 years

**Foreman Concepts 1:**

4 hour course. A view of what it takes to be a good foreman. Concepts will include the key aspects of foreman success through safety, market share, customer retention and profit. This course is taught with class engagement, interaction, and the concluding understanding of the typical day as a foreman.

**2025 course offered:**

upon request

**2025 course offered:**

upon request

**Foreman: Safety Pays 1:**

4 hour course. Dedicated to safety leadership. This includes performing effective hazard assessments and gaining understanding of what injuries and lost time incidents actually cost an employer.  
Prerequisite: None  
Expiration: None

**Hazard Communication and Chemical Safety:**

8 hour course. This class is a revision of the OSHA manual, Material Safety Data Sheets. The focus in this revision is broader: chemical hazards and safety precautions are thoroughly discussed along with hazard recognition and chemical hazard protection.  
Prerequisite: None  
Expiration: None

**2025 course offered:**

upon request

**2025 course offered:**

upon request

**Hillti PLT 300 Layout:**

8 hour course. Digital blueprint reading and layout procedures.

**ICRA Best Practice in Health Care Construction:**

24 hour course. This class promotes the importance of infection control and outlines protection methods and safe work practices for those who perform construction work in these facilities.  
Prerequisite: None  
Expiration: 4 years

**2025 course offered:**

6/9-6/10

**2025 course offered:**

upon request

**Refresher:**

8 hour course. This class refreshes/ reviews the 24 hour ICRA course.  
Prerequisite: ICRA Best Practice in Health Care Construction  
Expiration: 4 years

**Intro to Multimeter:**

4 hour course. Introduces members to the basic functions and use of a multimeter. Included also in this class will be electrical safety and general knowledge information on measuring for volts, amps, continuity, etc.

**2025 course offered:**

upon request

**2025 course offered:**

upon request

**Intro to Reciprocating Compressor:**

**Intro to Welding:**



16 hour course. This class will describe the basic considerations when installing, maintaining, or servicing reciprocating compressors. Included is safety, disassembly/assembly, as found/as left measurement readings, and maintenance.

**2025 course offered:**  
upon request

8 hour course. Safety, terminology and welding process introduction for members with little or no welding experience.

**2025 course offered:**  
upon request

**i-Pad Basics and Intro to Bluebeam:**

8 hour course. This class introduces you to the i-pad and its basic functions. The second night will give you a basic overview of the Bluebeam application, screen design, basic tools and markup features.

**2025 course offered:**  
upon request

**Lathing-Basic:**

12 hour course. . This class includes information on and procedures for framing suspended ceilings, installing lathing trims, and installing lath on walls and ceilings.

Prerequisite: None  
Expiration: None

**2025 course offered:**  
upon request

**Lean Construction I:**

8 hr course. 2 four hour class modules that focus on production planning; uses Last Planner System  
Prerequisite: None  
Expiration: None

**2025 course offered:**  
upon request

**Lean Construction II:**

8 hr course. Focuses on Last Planner System.  
Disussion topics include: What does it mean to be a Superintendent on a lean project? What is the foreman's role.  
Prerequisite: None  
Expiration: None

**2025 course offered:**  
upon request

**Mass Timber:**

Mass Timber Construction materials,covers, job planning, tools, and installation best practices used.  
Prerequisite: None  
Expiration: None

**2025 course offered:**  
upon request

**Math for the Trades:**

**MEWP's:**

8 hour course. This class is a basic treatment of trade math beginning with general math, fractions, and decimals.

Prerequisite: None

Expiration: None

**2025 course offered:**

upon request

8 hour course. Formally known as aerial lift, covers safety issues and guidelines for mobile elevating work platforms that can be driven in an extended position and moves both inside and outside tipping lines. Class includes classroom theory, 50 question exam, and the required practical for Group A, Type 3 and Group B, Type 3. This class is required for anyone who was not previously aerial lift certified, or those members who do not have aerial lift certification on their TVC.

**2025 course offered:**

**1/20-1/21 ; 3/31-4/1 ; 7/14-7/15 ; 9/22-9/23**

**MEWP's-Supp:**

6 hour course. Formally known as aerial lift, covers safety issues and guidelines for mobile elevating work platforms that can be driven in an extended position and moves both inside and outside tipping lines. Class includes classroom theory, 30 question exam, and the required practical for Group A, Type 3 and Group B, Type 3. This class is for members who are currently certified and it appears on their TVC.

**2025 course offered:**

upon request

**MSHA**

24 hour course. This course covers OSHA regulations for mine safety.

Prerequisite: None

Expiration: 1 year, then refresh annually

**2025 course offered:**

upon request

**MSHA Refresher:**

8 hour course. This course reviews/refreshes OSHA regulations for mine safety.

Prerequisite: MSHA 24

Expiration: refresh annually

**2025 course offered:**

upon request

**OSHA 10:**

10 hour course. This course covers a basic OSHA overview, rights and responsibilities of employer and employee

Prerequisite: None

**2025 course offered:**

**8/25-8/26**

**OSHA 10 Industrial:**

10 hour course. This course covers a basic OSHA overview, rights and responsibilities of employer and employee for an industrial setting.

Prerequisite: None

Expiration: None

**2025 course offered:**

upon request

**OSHA 30:**

30 hour course. This course covers a more in depth examination of OSHA standards, rights and responsibilities of employer and employee

Prerequisite: None

Expiration: None

**2025 course offered:**

upon request

**PITO Industrial:**

8 hour course. This class introduces many kinds of lift trucks—their components and applications. The text focuses on industrial lift trucks.

**2025 course offered:**

2/10-2/11 ; 2/24-2/25 ; 7/28-7/29 ; 10/20-10/21 ;

**PITO Rough Terrain:**

8 hour course. This class introduces many kinds of lift trucks—their components and applications. The text focuses on rough terrain lift trucks.

**2025 course offered:**

4/7-4/8 ; 6/16-6/17 ; 8/25-8/26 ; 11/10-11/11 ;

**Rigging (CRS - Certified Rigger & Signaler):**

40 hour course. This class introduces and supports the hands-on portion of the Rigging and Signaling course. An introductory chapter on the history of rigging is followed by chapters on safety, wire rope, chain construction, slings, hardware, and knot-tying techniques.

Prerequisite: None

Expiration: 4 years

**2025 course offered:**

upon request

**Rigging CRS Refresher:**

12 hour course. This class refreshes/reviews 40 hour CRS Rigging Course. Classroom portion is 3, 4 hour evenings. Written test is administered after the class at a Pearson Vue Testing Center. Information to schedule the written test is distributed by the International Training Center.

Prerequisite: Current CRS, refresher must be taken before CRS expiration. Class and Test Paperwork to be completed before class attendance.

Expiration: 4 years

**2025 course offered:**

upon request

**Rigging (Qualification - Rigger & Signaler Qualification):**

40 hour course. This class introduces and supports the hands-on portion of the Rigging and Signaling course. An introductory chapter on the history of rigging is followed by chapters on safety, wire rope, chain construction, slings, hardware, and knot-tying techniques.

Prerequisite: None

Expiration: 4 years

**2025 course offered:**

upon request

**Rigging Refresher (Qualification - Rigger & Signaler Qualification):**

16 hour course. This class refreshes/reviews 40 hour Rigger & Signaler Qualification Course..

Prerequisite: None

Expiration: 4 years

**2025 course offered:**

6/16-6/19

**Scaffold 40:**

40 hour course. This class provides clarification of the roles of a competent person and a qualified person and presents training requirements for erectors, dismantlers, and users. Information and guidance are given for calculating capacity and contributory leg loads.

Prerequisite: None

Expiration: 4 years

**Scaffold 40 Refresher:**

8 hour course. This class refreshes/reviews scaffold 40 hour class

Prerequisite: Scaffold 40

Expiration: 4 years

**2025 course offered:**

upon request

**2025 course offered:**

3/3-3/4 ; 7/28-7/29 ;

**Silica Awareness:**

2 hours course. This class covers understanding the hazards of silica, with an overview of OSHA Construction silica final rule.

**Solar Installation Awareness:**

8 hour course.  
Prerequisite: None  
Expiration: None

**2025 course offered:**

4/28-4/29 ; 12/8-12/9

**2025 course offered:**

upon request

**Stepping Up to Foreman:**

8 hour course. This class allows participants to learn about the responsibilities of UBC Foreman. The skills required of foremen, such as communication, job planning, scheduling, completing reports, and managing a crew are all discussed.  
Prerequisite: None  
Expiration: None

**Solid Surface:**

16 hour course. The Solid Surfaces class provides in-depth instruction in the technical aspects of working with solid surface material. The course covers epoxy, joining solid surfaces and proper surface finishing.  
Prerequisite: Minimum 3rd year apprentice or take the required safety class  
Expiration: 4 years

**2025 course offered:**

3/24-3/25 ; 10/6-10/7

**2025 course offered:**

2/17-2/19 ;

**Spectra Precision QML-800:**

8 hour course. Digital blueprint reading and layout procedures.

**Total Station I and II:**

8 hour course. Covers a combination of Total Station I and II. It will begin with a review of the fundamental workings of the total station and how building quadrants are established. The second day will cover the capabilities and functions of the total station layout equipment.

**2025 course offered:**

upon request

**2025 course offered:**

11/3-11/4

**Trade Show Installation & Dismantling:**

24 hr course. This class focuses on procedures and safety precautions for trade shows and special events.  
Prerequisite: Must have 3 of the following: Aerial Lift, First Aid/CPR/AED, OSHA, Scaffold, PITO

**Welding Enhancement - 8-16 hour:**

8-16 hour course. Self-paced opportunity to practice welding. SMAW, FCAW and GTAW available.  
Class will start promptly at 4:30pm  
Prerequisite: Intro to Welding

**2025 course offered:**

upon request

**2025 course offered:**

1/13-1/14 ;

**Welding Enhancement - Saturdays - 8 hour:**

**Welding for Steel Stud Ind - 16 hour:**

8 hour course. Self-paced opportunity to practice welding. SMAW, FCAW and GTAW available.

Class will start promptly at 7:30am

Prerequisite: Intro to Welding

**2025 course offered:**

upon request

16 hour course. Members can practice light gauge sheet metal welding in both SMAW and FCAW weld processed.

Class will start promptly at 4:30pm

Reccomended prerequisite: Intro to Welding.

**2025 course offered:**

upon request