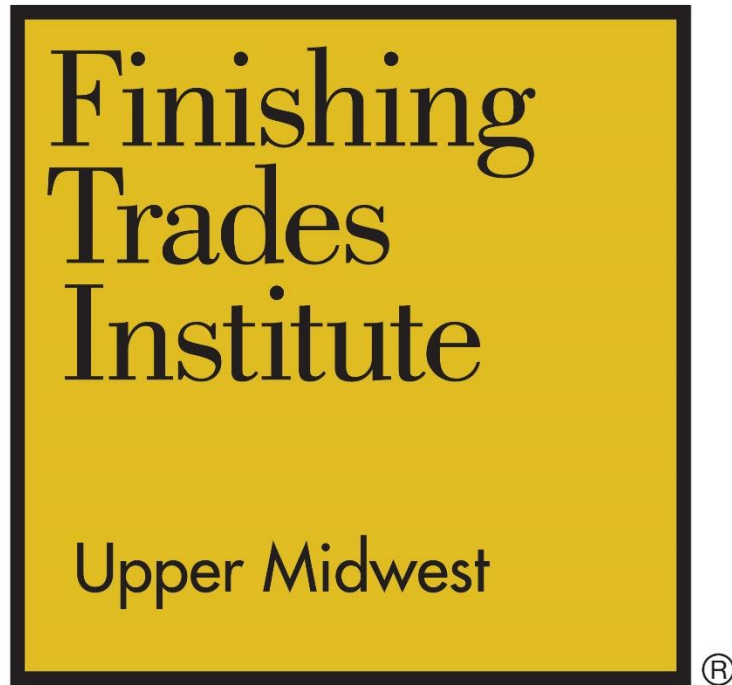


FTIUM CTE Student Handbook



Fall 2025 – Spring 2026

3205 Country Drive, Suite 150
Little Canada, MN 55117

Philip O'Neill
Licensed Teacher- CTE Instructor
Classroom F

Revised July 2025

Table of Contents

Table of Contents	2
Introduction.....	3
Mission Statement.....	4
FTIUM Information	4
Accreditation and Licensure	4
Minnesota Office of Higher Education (MOHE) Exemption Disclosure	4
FTIUM Faculty and Staff	5
FTIUM Full Time Faculty and Staff	5
FTIUM Part-Time Faculty	5
Admissions.....	6
Application Process.....	6
Eligibility Criteria	6
Academic Policies for Academic and Technical Programs	7
The Family Education Rights and Privacy Act of 1974	7
Grading System	7
Withdrawal Policy	8
Student Services	8
Computer Services	8
Library/Media Services	8
Academic Advising Services	8
Counseling Services.....	9
Student Conduct and Behavior	9
Attendance and Absenteeism.....	9
Discipline	9
Drug Free Campus.....	9
Harassment and Discrimination Policy	9
Student Expectations	11
Safety and Security.....	11
Campus Emergency Plan.....	11
Incident Reports.....	12
Inclement Weather Policy.....	13
General Safety.....	13
Campus Security.....	13
Student Health and Safety Plan	14
FTIUM CTE Fall 2025 & Spring 2026 Calendar	15
Hours of Operation	16
Acknowledgement.....	17
Non-Professional Talent Release.....	18

DISCLAIMER

The procedures and policies set forth in this Handbook are subject to revision from time to time. The most up-to-date available versions of the policies and procedures are contained in the electronic version of this document, which may be accessed online at our website www.ftium.edu

Introduction

Welcome to the Finishing Trades Institute of the Upper Midwest (FTIUM). We are pleased to bring you unique education and training programs that combine a traditional classroom environment and work-based learning. Our curriculum will provide you with an introduction to the finishing trades and the foundation for a future apprenticeship.

The opportunity to instruct high school students in career and technical education brings forth new opportunities and challenges. We look forward to working with each student to help them grow in technical skills and safety training, but also in employability skills. This career and technical education program for high school students can be used as a direct line into the trades. We encourage all our high school students to become apprentices in the finishing trades!



Director of Academic Education
Chief Administrative Officer



Director of Technical Education
Accreditation Liaison

Mission Statement

Finishing Trades Institute of the Upper Midwest (FTIUM) is an educational institute dedicated to developing professional tradespeople, advancing their skills, and certifying their qualifications in the Upper Midwest. Our diverse, inclusive programming provides lucrative, exciting career pathways for high school students, seasoned workers, and everyone in between. Our strong relationships with local employers provide networking opportunities at every stage of our alums's careers.

FTIUM Information

Accreditation and Licensure

The FTIUM has standards of apprenticeship on file with the Minnesota Department of Labor and Industry, Apprenticeship Division. Inquiries regarding this registration should be addressed to:

Meghana Shroff
Minnesota Department of Labor & Industry
Apprenticeship Division
443 Lafayette Road N
St. Paul, MN 55155 www.dli.mn.gov

The FTIUM is accredited by the Commission of the Council on Occupational Education (April 2021). Inquiries regarding this accreditation status should be addressed to:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350 www.council.org

Minnesota Office of Higher Education (MOHE) Exemption Disclosure

The Finishing Trades Institute of the Upper Midwest is a private institution that meets the exemption requirements under Minn. Stat. 136A.653, Subdivision 2: Educational program; nonprofit organizations as:

1. The associate degree program is sponsored by a bona fide and nonprofit trade union (and)
2. The associate degree program is conducted solely for the membership of the International Union of Painters and Allied Trades (IUPAT) District Council 82.
3. The associate degree program is not available to the public on a fee basis.

The exemption expires on April 7, 2027.

Inquiries regarding exemption status should be addressed to:

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St Paul, MN 55108

FTIUM Faculty and Staff

FTIUM Full Time Faculty and Staff

John Burcaw, Chief Administrative Officer & Director of Academic Education, B.S. – Empire State, A.A.S – Mountwest CTC

Tom Aasheim, Director of Technical Education & Accreditation Liaison, B.S. – Empire State College, A.A.S. – Mountwest CTC

Brian Hagberg, Coordinator, A.A.S – Mountwest CTC

Demetri Debe, Grant Administrator, Ph.D. – University of Minnesota

Jordan Bremseth, Recruiter, A.A.S – FTIUM

Phil O'Neill, CTE Teacher, B.A. – University of MN, Minneapolis, A.A. – Minneapolis CTC

Keith Bailey, Instructor

Mark Duttenhefner, Instructor, A.A.S. – Mountwest CTC

Tony Osborn, Instructor, A.A.S. – Mountwest CTC

Grecia Palomar, Instructor, A.A.S. – FTIUM

Amy Peterson, Instructor, A.A.S. – Mountwest CTC

Liz Fall, Educational Administrator, A.A.S – Wisconsin Indianhead TC

Tami Moe, Office Administrator, A.A. – Minneapolis CTC

FTIUM Part-Time Faculty

Colleen Wood, Adjunct Professor, Ph.D. – Columbia University, M.A. – Columbia University

Yvonne Lerew, Adjunct Professor, Ed. M. – Harvard University, B.A. – Oberlin College

Michelle Sawyer, Adjunct Professor, M.S. – Marshall University, B.A. – Marshall University

Patrick Tracey, Adjunct Professor, B.S. – University of Northwestern

Admissions

Application Process

- a. Applications are submitted through the student's home high school or Finishing Trades Academy directly.
- b. No cost membership in the International Union of Painters and Allied Trades (IUPAT) is required.
- c. The following documents must be presented:
 - i. Verification of Rigor 2 ability (ie, Official transcripts, recommendation letter, etc.).
 - ii. Records of immunizations (home-schooled students only)
 - iii. Copy of IEP or 504 Plan (if applicable)

Eligibility Criteria

FTIUM ELIGIBILITY CRITERIA FOR CTE PROGRAM

Must be a Senior or Non-graduating senior in high school and have an interest in "Hands On" or work-based learning.

Public School Student CTE Eligibility – 11th or 12th Grade, Minnesota Statutes, section 124D.09, subdivision 5(a).

An 11th or 12th grade pupil enrolled in a district or an American Indian-controlled tribal contract or grant school eligible for aid under section 124D.83, except a foreign exchange pupil enrolled in a district under a cultural exchange program, may enroll in a CTE course offered by a Minnesota state college or university.

Academic Policies for Academic and Technical Programs

The Family Education Rights and Privacy Act of 1974

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulates a wide range of privacy-related activities, including:

- Management of student records maintained by the school
- Regulations regarding who has access to student records
- For which purposes is access to student records granted

School officials will release educational information upon receipt of a signed, dated, written consent of the student, which must specify the records that may be disclosed and identify the party to whom the disclosure may be made, including:

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, Section 152, and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.
- In connection with Financial Aid, to organizations conducting studies on behalf of educational agencies.
- To Federal or State educational authorities.
- To accrediting organizations.
- In compliance with a lawfully issued subpoena.
- In connection with a health or safety emergency.

Non-school individuals (including parents except as described above) *may not have access* to educational records other than Directory Information unless authorization from the student is obtained or a lawful subpoena/court order is issued to the school. Examples of records not released include grades, grade point average, the specific number of hours/credits enrolled, passed, or failed, Social Security number, student ID number, name of parents or next of kin, and/or residency status.

Students may complete a form authorizing the Administrator's Office to permit non-school individuals to view the student's academic record.

Grading System

Students will receive a percentage grade for each course taken. A grade of 70% or higher is required to pass all courses.

Withdrawal Policy

Students who wish to withdraw from the program should send a request in writing to their teacher. Confirmation of the withdrawal will be shared with the student's home high school. Students who withdraw are not eligible for tuition refunds.

Student Services

Computer Services

The FTIUM has a media services room which is open to students according to the hours posted. Whether using this service on your own time or during class, the following rules apply:

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- **Discriminatory or harassing**
- **Derogatory to any individual or group**
- **Obscene, sexually explicit, or pornographic**
- **Defamatory or threatening**
- **In violation of any license governing the use of software**
- **Engaged in for any purpose that is illegal or contrary to FTIUM policy or business interests**

Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet, and bulletin board system access, and similar electronic media is not reviewed by the FTIUM. However, FTIUM reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other FTIUM policies. Students should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.

Library/Media Services

The FTIUM maintains a curricular support library on campus, which functions as a resource center for the courses offered. Within this library, we maintain online all required and supplemental texts and readings for all courses, as well as print materials including a collection of reference guides, collections of journals and periodicals related to the finishing industry and construction trades, and a variety of videos and CDs related to craft specialization and labor history. The school also has access to numerous online databases in the construction field.

Academic Advising Services

Staff is available for consultation on student progress and remediation requirements. The instructor and FTIUM Care Team are available to provide general advisement on available services. Students must schedule an appointment to discuss these services. Additionally, all students can communicate with their academic advisor at their home high school.

Counseling Services

The FTIUM does not provide any direct counseling services. We encourage students to seek any assistance that they require. Students are directed to their home high school counselor for any additional assistance. The FTIUM Care Team provides counseling services four days a week to students who may need support.

Student Conduct and Behavior

Attendance and Absenteeism

All students are required to be present and punctual on each scheduled class day. Multiple absences or failure to make up classes may result in the cancellation of your program.

Discipline

Failure to comply with the rules and policies of the program will result in disciplinary measures, including but not limited to those outlined in this document. Potential disciplinary measures include, but are not limited to, being sent home for the day, suspension, or cancellation of the program.

Drug Free Campus

The unlawful sale, purchase, distribution, possession, or use of any controlled substance or the unlawful possession and use of alcohol is prohibited in or on the school-owned or controlled property, or within a 200-foot perimeter of school property. No student is to report to class or any school activity while under the influence. If a student reports to FTIUM classes under the influence, he/she will be sent home for the day.

Harassment and Discrimination Policy

PURPOSE

The FTIUM is committed to maintaining a school and workplace free from harassment and discrimination. The purpose of this document is to explain FTIUM's policy and procedures regarding harassment and discrimination in the workplace.

POLICY STATEMENT

It is the policy of the FTIUM to promote and maintain a school and work environment in which all students and employees are treated with respect and decency, and to maintain an atmosphere free of harassment, discrimination, intimidation, or coercion, and to abide by all federal and state laws prohibiting such conduct. No form of discriminatory, harassing, or disrespectful conduct (as described below) by or toward any employee or student of the FTIUM will be tolerated. The supervisory and management personnel of FTIUM are responsible for implementing this policy, and their success in their jobs depends, in part, on its successful implementation.

POLICY DEFINITIONS

Discrimination: Discrimination is based on race, creed, religion, sex, sexual or affectional preference, color, national origin, ancestry, familial status, age, disability, marital status, status with regard to public assistance, or any other class. Discrimination of a protected class is a violation of Title VII of the Civil Rights Act and/or state human rights law and is also a violation of FTIUM policy. The FTIUM prohibits discrimination based on membership in a protected class with respect to hiring, termination, discipline, compensation, benefits, or any other term or condition of employment.

Harassment: Sexual harassment and harassment based on membership or perceived membership in a protected class (e.g., racial harassment, religious harassment) is also a violation of Title VII of the Civil Rights Act and/or state human rights laws and a violation of Company policy. Any suggestion explicitly or implicitly, that sexual contact is a term or condition of employment, or that submission or rejection of such conduct is used as a basis for employment decisions, or any conduct which has the purpose or effect of "unreasonably" interfering with an individual's performance on the job or any conduct that creates any intimidating, hostile or offensive work environment will not be tolerated.

Some examples of conduct, which may be considered harassment, include but are not limited to:

- Any indication expressed or implied that a student's position or an employee's job security, job assignment, conditions of employment, employment benefits, or opportunities for advancement are dependent upon or related to granting sexual favors or submitting to sexual contact of any kind.
- Any adverse action taken against an employee or student for refusing to grant sexual favor or engage in sexual conduct.
- Unwelcome requests for sexual contact or social contact unrelated to the institute's business.
- The use of offensive or demeaning terms or names with sexual connotations or based on membership in a protected class.
- Offensive or demeaning jokes or remarks involving sex or membership in a protected class.
- The deliberate or careless dissemination or display of offensive or demeaning materials (such as cartoons, articles, pictures, etc.) of a sexual nature or relating to membership in a protected class.

Included Individuals: The guidelines of this policy apply to all FTIUM employees and students, including but not limited to the following positions: full-time, part-time, secondary students, apprentice, journeyworker, staff, clerical, supervisory, and management positions. The policy applies not only to conduct between an employee and their supervisor, but also to conduct between employees and students, such as customers and suppliers. Further, this policy applies not only to conduct between male and female employees and students, but also to conduct between employees and students of the same sex.

Disciplinary Action: Upon the conclusion of the FTIUM's investigation into allegations concerning discrimination or harassment, appropriate disciplinary action will result if the FTIUM concludes that such discriminatory or harassing conduct occurred. Appropriate disciplinary action will also result if the FTIUM determines that suspected discrimination or harassment was reported, and the required investigation or subsequent reporting was not performed. In either case, such disciplinary action may include any and all responses the FTIUM deems appropriate up to and including immediate discharge from employment or the program.

PROCEDURE

All employees and students should always treat their co-workers, subordinates, supervisors, and fellow students with respect and decency. Any employee or student who feels he or she is being subjected to discrimination or harassment in any form, or who believes he or she has witnessed discrimination or harassment in any form, should promptly report the conduct to their supervisor. If the employee's or student's supervisor is the perpetrator of the conduct, the conduct should be reported to any other supervisor, an FTIUM Coordinator, or Directors. Supervisors who become aware of harassing or discriminatory conduct by employees or students must immediately report the incident(s) to the FTIUM Directors. In any case, all complaints of such conduct will be promptly investigated by the FTIUM.

***No retaliation of any kind will occur because you have reported an incident of suspected discrimination or harassment.*

Student Expectations

- 1) I will be prepared for the school day by bringing all FTIUM-provided materials, including books and writing utensils.
- 2) I will wear the proper attire or uniform to school each day to be allowed in class.
- 3) I understand that plagiarism or cheating may result in the cancellation of my program.
- 4) I will not deface the property of FTIUM; otherwise, I will be required to pay to replace any damaged or destroyed property and may be dropped from the program.
- 5) I will not use any form of tobacco or vaping on FTIUM property.
- 6) I will only use my cell phone during class when approved by my teacher.
- 7) I know that horseplay and profanity are not allowed in the FTIUM Training Center.
- 8) I will follow the discrimination and harassment policy as detailed in this document to protect myself and others.

Safety and Security

Campus Emergency Plan

All students are urged to acquaint themselves with the locations of exits, emergency paths, fire alarm switches, fire escapes, first aid kits, and fire extinguishers throughout the school. These emergency drawings are located in every classroom, office, and on the training floor.

Fires: In case of fire and if the fire alarm has not been triggered, pull the nearest fire alarm. Call 911 immediately. Give the operator the precise location of the fire in the building and provide the emergency services with the FTIUM address: 3205 Country Drive, Suite 150, Little Canada, MN 55117

Emergency Evacuation: When a fire alarm sounds, please proceed to the closest exit, and assemble in the far parking lot at the south end of the building for a head count.

Police: To summon the police, call 911, and the operator will alert the police department.

Criminal Activity: If you witness or become aware that a criminal act has occurred, please report it immediately. For an emergency, please call 911. Report to the administrative office, a coordinator, or an instructor for a non-emergency. If possible and safe to do so, observe ongoing criminal activity until response personnel arrive. Avoid disturbing any potential physical evidence that may be at the scene.

Medical Emergency: When there is doubt as to procedure in the case of a medical emergency, immediate medical advice should be secured by calling 911. State the current address: 3205 Country Drive, Suite 150, Little Canada, and describe the symptoms of the victim. Stay on the line until you are told to hang up. Render any first aid appropriate to your level of training. Automatic External Defibrillators are located throughout the building.

Mental Health Crisis: When there is doubt as to procedure in the case of a mental health crisis, immediate mental health advice should be secured by the Ramsey County Crisis Line at 651-266-7900. State the current address: 3205 Country Drive, Suite 150, Little Canada, and describe the behaviors of the student. Stay on the line until you are told to hang up. Render any first aid appropriate to your level of training.

Severe Weather: If you are notified by an instructor, Coordinator, or administrator to take shelter because of severe weather, go immediately to the nearest stairway or lower-level restroom. Stay away from doors, outer walls, and any windows. Avoid the training floor and other places with wide-span roofs. Use your arms to protect your head and neck. Stay sheltered until the "all clear" message is received.

Hazardous Material: If a spill of hazardous material occurs, you must report the spill to the nearest instructor or Coordinator. If the spill is too large to contain or clean up safely, refer to the medical emergency routine. Evacuate the area and confine the spill area until the area can be cleaned up or emergency personnel arrive.

Pandemic/Epidemic: FTIUM follows all federal, state, and local guidance before closing or reopening the school. It follows all procedures for personal protective equipment and protection for students, faculty, staff, and visitors.

In any of these emergency situations, FTIUM employees and faculty, to the best of their ability, should ensure students and visitors are aware of these procedures and help anyone who may require assistance to reach a safe shelter site.

Incident Reports

Technical Education or the Coordinator within 24 hours. Blank copies of reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact the Coordinator, and then file an incident report as described above. Any incident involving serious injury should be reported at any time during the day or night to emergency response at 911, then file an incident report as described above. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

Inclement Weather Policy

FTIUM closings will be determined by the Director of Technical Education and the Director of Academic Education based on road and weather conditions. Your teacher will contact you with closure information. If your school/school district closes, students are responsible for contacting the teacher at least 30 minutes prior to the start of class.

General Safety

FTIUM prides itself on teaching and implementing important safety procedures for all students and staff.

- 1) Students are required to be neat and clean in their appearance.
- 2) In the shop areas, all students must wear work boots and work clothes. In the welding shop, work clothes cannot have loose threads hanging from them.
- 3) Students will check all scaffolding and ladders for defects and weight allowances. They will not use any that are defective. They will properly identify defective equipment and tools. They will report the defects to the teacher.
- 4) Students will not use any hazardous materials until they have been instructed in the proper precautions needed when using such materials. They will use the approved protective equipment furnished for use with such materials.
- 5) Students will properly store and dispose of hazardous waste materials.
- 6) Students will not create any hazards for others and will clean up all spills as soon as possible.
- 7) Students will not operate any equipment until they have been adequately instructed in its safe use.
- 8) Students will wear personal protective equipment as needed. Please come prepared each day with a hard hat and safety glasses.

Campus Security

In addition to the health of our students, the safety and security of our students, their property, and campus property is of primary concern. The following policies are in effect to ensure this security.

- 1) All faculty, staff, and students are to report the loss or damage of school equipment to the Director of Technical Education or the Director of Academic Education. An incident report form should be used for this purpose.
- 2) No guns, knives, or other weapons are permitted on the campuses or in the parking lots at any time. Any student found to possess these items on campus or at their assigned workplace will be immediately dismissed.
- 3) Students are to report any threats or attacks made by fellow students to the Director of Technical Education or the Director of Academic Education. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed.
- 4) Any other incidents or actions that threaten the harmony or the security of the campus should be reported immediately to the Director of Technical Education, the Director of Academic Education, or the instructor.

Student Health and Safety Plan

Promotion of good health for all FTIUM students has always been our concern. For all FTIUM students, good health is essential to achieving educational goals.

It is the policy of the FTIUM that all incidents shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, and accidents are properly managed in a timely fashion, and that all causes (direct and contributory) are thoroughly identified, and that the appropriate actions are taken.

SCOPE

This policy applies to all students, employees, and visitors at any location at which work, study, or any other FTIUM-sanctioned activity is being conducted.

PURPOSE

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of the Training Center community or visitors. Injuries and incidents must be reported and investigated to fulfill legal requirements, ascertain compliance with applicable regulations and policies, and assist the Training Center in taking steps to remedy hazardous conditions to prevent recurrence.

DEFINITIONS

Student – an individual who is enrolled in a secondary program, is registered as an apprentice, or is a journey person

Visitor – an individual who is present on the FTIUM Training Center premises.

Accident – a sudden and unforeseen event attributable to any factor which caused (a) an injury to a member of the Training Center community while he/she was carrying out FTIUM activities or (b) material damage to Training Center property.

Incident – an event or a situation attributable to any factor which could cause (a) an injury or illness to a member of the Training Center community or (b) material damage to Training Center property.

Illness – An unhealthy condition of the body or mind; sickness.

Injury – arising out of or during an accident, or a disease, suffered by a student, employee, or a visitor as a result of the work/study/environment or activities performed in the course of employment, study, or work.

Employee – a person whom the FTIUM employs in either a part-time or full-time capacity.

POLICY

Internal Reporting

- All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, before leaving the Training Center premises, either to his/her instructor, Coordinator, or an authorized representative.

Investigation

- The primary responsibility for investigation of an injury or incident lies with the craft instructor/coordinator or an authorized representative.
- The authorized representative is responsible for writing the investigation report, which shall include:
 - An account of the injury or incident
 - Recommendations for remedial actions to prevent recurrence
 - The names of the departments, services, and people to whom the recommendations have been forwarded for follow-up

All reports are in each administrative office. A copy of the investigation report shall be sent to the Director of Technical Education.

REPORTING PROCEDURES FOR INJURY / INCIDENT REPORTING AND INVESTIGATION POLICY

Responsibilities of students, employees, and visitors:

- A student, employee, or visitor who is a victim of an injury or who has suffered an illness or disease shall:
 - Immediately report the injury to the authorized representative
 - Complete and sign the Injury, Illness, or Accident Report as soon as possible following the occurrence

An instructor, Coordinator, or administrator should:

- Ensure that the victim gets immediate medical attention if required
- Call 911 for Emergency Medical Services if necessary
- Obtain the names of any witnesses
- Ensure that anyone who is a victim of an injury, illness, or accident completes and signs the appropriate reporting form.
- Investigate the injury

FTIUM CTE Fall 2025 & Spring 2026 Calendar

September 10, 2025,
Fall 2025 CTE Orientation

September 22, 2025,
First Day of
Fall 25 CTE Classes

October 3, 2025,
No School

October 16-17, 2025,
No School (MEA Break)

November 7, 2025,

January 14, 2026
Spring 2026 CTE Orientation

January 26, 2026
First Day of
Spring 26 CTE Classes

February 6, 2026
No School

February 16, 2026
No School

March 6, 2026

Spring 2025 Applications Due

November 7, 2025,
No School

November 21, 2025,
No School

November 27-28, 2025,
No School (Fall Break)

December 5, 2025,
No School

December 15, 2025,
Fall 25
CTE Completion Ceremony

December 18, 2025
Last Day of Fall 25 CTE Classes

No School

March 23-27, 2026
No School (Spring Break)

April 3, 2026
Fall 2026 Applications Due

April 3, 2026
No School

April 16-17, 2026
No School

May 1, 2026
No School

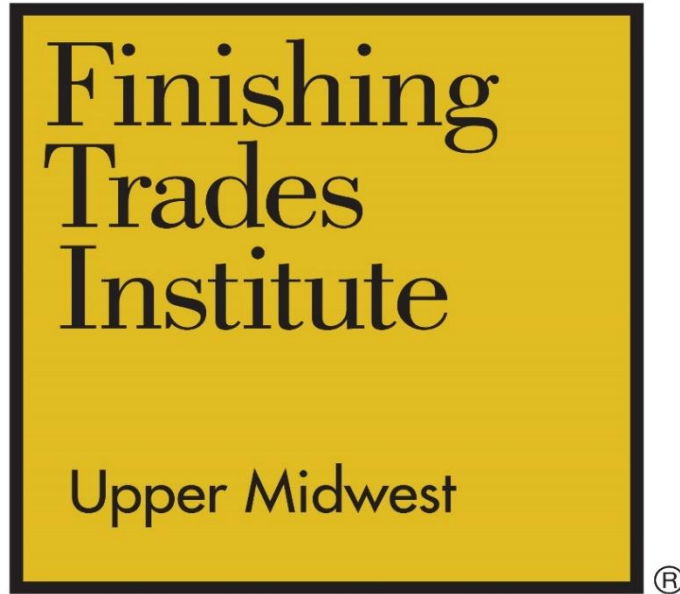
May 11, 2026
Spring 26
CTE Completion Ceremony

May 14, 2026
Last Day of Spring 26 CTE Classes

Hours of Operation

FTI Offices are open from Monday through Friday from 7:00 a.m. to 4:30 p.m. except for legal holidays. Evening building hours vary due to class scheduling needs.

Acknowledgement



I have read the 2025-2026 CTE Student Handbook, including the rules and regulations of the Finishing Trades Institute of the Upper Midwest. I fully understand the rules and regulations. I agree to abide by the rules and regulations. I understand the potential consequences of failing to comply with the rules and regulations.

Print Name

Date

Signature

Non-Professional Talent Release



FTIUM frequently uses pictures, video, and sound recording to market and recruit for CTE, Apprenticeship, and Degree programs. All students are encouraged to share their experiences and provide consent to promote learning at FTIUM for future students.

Students release and consent to the use of photographs, video, and sound recording taken of themselves as described above for advertising purposes, trade and commercial purposes, publicly or publication in any lawful manner and hereby release Finishing Trades Institute of the Upper Midwest and the assignees of Finishing Trades Institute of the Upper Midwest from any and all liability to me for such use of the aforementioned. Students declare that they have the right to use their support materials, and they are free of and/or not encumbered by copyright, and/or they have secured the rights to said materials.

Students understand that Finishing Trades Institute of the Upper Midwest will rely upon this consent and release and that Finishing Trades Institute of the Upper Midwest may make commitments to others regarding the use of said materials, including IUPAT District Council 82. Students understand and agree that if they wish to revoke this release, they will give Finishing Trades Institute of the Upper Midwest a written notice by certified mail at the above address and that such revocation will apply only to the future use of such photographs for which Finishing Trades Institute of the Upper Midwest has made no commitments.

Student Name (printed): _____

Student Name (signature): _____ Date: _____

Parent Signature (if under 18): _____ Date: _____