



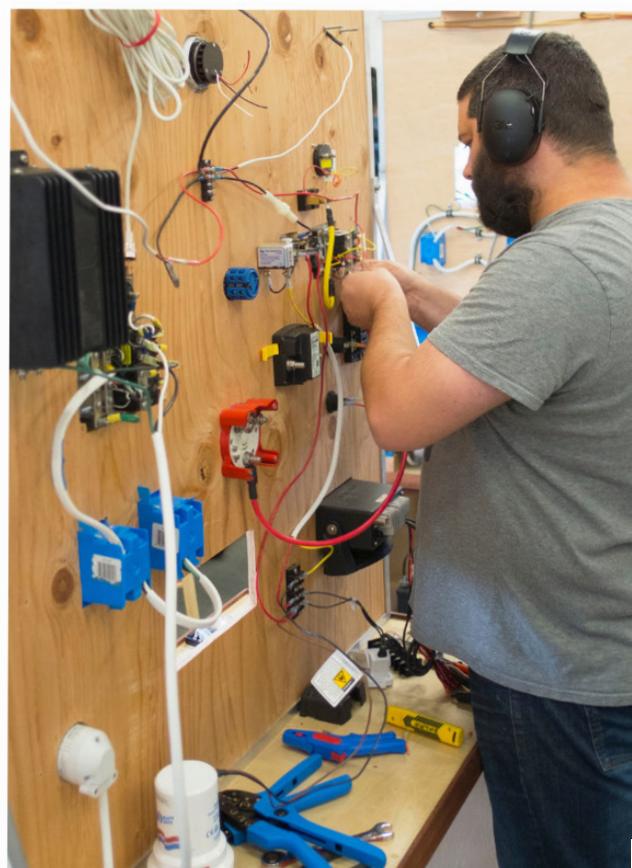
**NORTH WEST
SCHOOL *of* WOODEN
BOATBUILDING**

BOAT BUILDING • MARINE SYSTEMS

**2022-2023
SCHOOL
CATALOG**

Make a living, craft a life

www.nwswb.edu



Northwest School of Wooden Boatbuilding
42 N. Water Street, Port Hadlock, WA 98339
(360) 385-4948 • www.nswwb.edu • info@nswwb.edu

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Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, Virginia, 22201
(703) 247-4212

The school is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is listed by the U.S. Department of Education as a nationally-recognized accrediting agency.

Selected programs of study at the Northwest School of Wooden Boatbuilding (NWSWB) are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

NWSWB does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

The school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Training and Education Coordinating Board
128 10th Ave. SW, PO Box 43105, Olympia, WA 98504-3105
wtb.wa.gov
(360) 709-4600
pvs@wtb.wa.gov

NWSWB does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, gender, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. The following person has been designated to handle inquiries regarding the nondiscrimination policy:

Christina Ruben
Title IX Coordinator
42 N. Water St.
Port Hadlock, WA 98339
(360) 385-4948
christina@nswwb.edu

For more information about graduation rates, the median debt of students who complete the program, and other important information, please visit our website at: www.nswwb.edu

Table of Contents

A School with Heart and History.....	4
Message from the Executive Director and Chief Instructor	5
Academic Calendar.....	6
Hours of Availability.....	7
Life at the Boat School	9
What We Do.....	10
School History.....	11
About our Campus	12
Campus Map	12
Instructors Passing Along Traditions.....	13
Our Instructors.....	13
Student Life.....	17
Student Services.....	18
Activities	21
Academics.....	23
Programs	24
Boatbuilding Course Description	28
Marine Systems Course Description.....	35
Continuing Education.....	38
Prothero Internship.....	43
Admissions, Tuition & Fees, and Financial Assistance	45
Admissions	46
Tuition & Fees	50
Financial Assistance	53
School Policies.....	59
General Policies.....	60
Conduct and Disciplinary Policies	67
Filing a Complaint	75
Get to Know Us	79
Student Services, Facilities, and Administrative Staff	80
Program Advisory Committee.....	82
Board of Directors.....	83

A School with Heart and History

A Sketch in Words

By Evelyn Ansel, Maritime Historian and Writer

Port Hadlock lies in the southern crook of Port Townsend Bay, framed to the east by the twin ripples of Indian and Marrowstone Islands and backed up to the west by the fields of Chimacum and Irondale. Take your first left off Oak Bay Road and coast downhill and evergreens and ferns soon give way to sand and water. You'll know you have arrived when you see the transom and sawn-off after quarters of a once-elegant little yacht, repurposed and set up right alongside the road, repainted and serving a second life as a welcome sign. If you happen to be visiting in late spring or early summer and look uphill and to your left just here, you will be greeted by a bank of nodding yellow broom bush and wild orange poppies. Above the vibrant orange and yellow, there's a cluster of shop buildings. At the right time of day, you may even see industrious students carrying spiling battens down, or planks from one boat shop to the other.

But eyes back to the road — continue straight downhill too quickly and you might end up in the waters of Port Townsend Bay via the public launch ramp. Better follow the road to the left. Here are two boatbuilding shops and offices of the Northwest School of Wooden Boatbuilding. NWSWB's headquarters sit just at the water's edge, on what used to be "Hadlock's" main street, many years before the official addition of "Port." Facing the offices and shops you will find a restaurant occupying an 1870s vintage house followed by a neat row of shoebox cabins that seem to spring from the landscape around here like so many wild mushrooms. It can be difficult to imagine while walking down the quiet and tree-lined Water Street that Lower Hadlock was once a clear-cut bustling industrial center. However, the site upon which the School presently sits has a long and complex history.

The nearly seven acres comprising the Lower Hadlock campus curve around the edge of a shoreline hollow, built up over pilings, half on land and half on water. This is a place where timber has passed through human hands to meet the sea for centuries. Boats have been a constant fixture in this landscape since the earliest days of human habitation in the region, beginning with the graceful ancient complexity of the traditional Coast Salish cedar dugout canoes. Today, the School's waterfront view is punctuated by modern dinghies and yachts as well as traditional and classic designs. Several new boats are launched each year by graduating NWSWB students, who, like the designs of the boats they build, hail from across the globe.

In an immediate sense, NWSWB was born out of the craft revival movement of the 1970s. This period saw a resurgence of interest, both nationally and internationally, in preserving the incredible global diversity of wooden watercraft traditions that seemed on the brink of extinction at the time. The seventies folk revival had roots that stretched further back, connecting us today to practices that evolved over thousands of years regionally in response to the local landscapes and environmental conditions. Around the turn of the last century, as maritime industry standards began to shift increasingly toward materials other than wood as the primary construction medium, it became clear that a concerted effort to document and adapt would have to be made to ensure the legacy of wooden boatbuilding would not be relegated exclusively to the desks of archaeologists and historians. Where secrecy was once paramount to success and it was in the fisherman's or pilot's best interest to keep his designs and teaching methodologies within the family, the possibility of extinction slowly brought about a sea-change within the communities that historically relied on the production and use of wooden boats for survival. Instead, individuals began to document vessels in the universal language of lines plans, and schools began to form outside of the traditional shipyard or familial apprenticeship model. Just as contemporary CAD programs and modern photo editing software still use the language of hand drafting and the dark room, alternative methods and material applications grew out of traditional shapes and building techniques.

These values of craftsmanship are foundational and still underlie the teaching and work ethic as the school migrates to teach wood composites and marine systems. The timeless values of integrity and quality remain a fixture in the school's ethos.



Message from the Chief Instructor

One of the most intriguing aspects of the Boat School is the diversity of projects our students work on each day. From cold-molding human-powered submarines and hanging planks on a 36' motor sailor to installing diesel engines and wiring systems panels, our students practice a wide range of boatbuilding techniques. The methods and skills they learn while at the School prepare them to enter many fields in the maritime trades. Our students enter the workforce with an advantage. They graduate from the School with an incredible sense of craftsmanship and an innate ability to problem solve. This makes our graduates highly sought after in the trades. Thank you for considering the Boat School!

Sean Koomen
Chief Instructor
Northwest School of Wooden Boatbuilding
January 2022

Message from the Executive Director

The Boat School is a special community and I hope you choose to become part of it. Students here learn by doing -- whether it's spiling and installing a plank, or designing and installing an electrical system. You'll be surrounded by mountains, trees, and eagles, and a lively town devoted to the maritime trades. I am inspired daily as I watch students build tools, boats, skills, and life-long friendships with people from around the world. I feel fortunate to live and work within this community of people who value craftsmanship, authenticity, and integrity.

I verify this catalog certified as true and correct for content and policy.

Betsy Davis
Executive Director
Northwest School of Wooden Boatbuilding
January 2022

Mission Statement

To teach and preserve boatbuilding and marine systems skills while developing the individual as a craftsperson.

Vision

To offer a high-quality educational experience for learning craftsmanship through boatbuilding and marine systems.

Academic Calendar

2022-2023 School Year

October

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31						

2022 Fall Quarter

- 10/03/22 Fall Quarter Begins
- 10/10/22 Indigenous Peoples Day
- 11/11/22 Veterans Day
- 11/23/22-11/25/22 Thanksgiving Break
- 12/16/22 Fall Quarter Ends
- 12/19/22-01/02/23 Winter Break

January

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2023 Winter Quarter

- 1/02/23 New Year's Day (Observed)
- 1/03/23 Winter Quarter Begins
- 1/13/23 In-service Day
- 1/16/23 Martin Luther King Jr. Day
- 2/17/23 In-service Day
- 2/20/23 Presidents' Day
- 3/17/23 Winter Quarter Ends
- 3/20/23-3/31/23 Spring Break

April

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2023 Spring Quarter

- 4/03/23 Spring Quarter Begins
- 4/21/23 In-service Day
- 5/12/23 In-service Day
- 5/26/23-5/29/23 Memorial Day Break
- 6/16/23 Spring Quarter Ends & Graduation (Marine Systems)
- 6/19/23 Juneteenth
- 6/19/23-7/04/23 Summer Break

July

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August

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September

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2023 Summer Quarter

- 7/04/23 Independence Day
- 7/05/23 Summer Quarter Begins
- 7/28/23 In-service Day
- 8/18/23 In-service Day
- 9/01/23 In-service Day
- 9/04/23 Labor Day
- 9/15/23 Summer Quarter Ends & Graduation (Boatbuilding)

Legend:

Quarter Begin/End	School Holiday	National Holiday	In-service Day (no classes)
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Hours of Availability

The Northwest School of Wooden Boatbuilding's Main Office is open Monday through Friday from 8:00 am to 5:00 pm, excluding School closures and holidays.

The library and learning resource system is open during office hours with a librarian on-hand throughout the week.

Private tours of the School are available by appointment.

Changes Disclaimer

This catalog is current as of the date of publication. The Northwest School of Wooden Boatbuilding (NWSWB) reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees; academic programs and courses; school policies and procedures; faculty and administrative staff; academic calendar; and other dates and provisions. NWSWB also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

Additionally, it may be necessary for NWSWB to make changes to this catalog due to the requirements and standards of the school's accrediting body, state authorization agency, the United States Department of Education, or due to market conditions, employer needs, or other reasons. Such changes will not negatively affect currently enrolled students and will be vetted with the Workforce Training and Education Coordinating Board before use.

To see the most current version of the catalog, please visit our website at www.nswb.edu.





NORTH WEST
SCHOOL of WOMEN
BOATBUILDING
PORT HADLOCK, WA

Life at the Boat School

Hands down, the most educational thing I've done in my life. It's led to great things. It definitely made me competitive in the workforce.

Misha Bogart, Class of 2017 & 2019h
Boatbuilding & Marine Systems

Discover More

Follow the links below or visit us at www.nwswb.edu for access to more great content.

“Building on Tradition”

Learn more about the school in videos found on our website.



Keep in Touch!

Website: www.nwswb.edu

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or search for “nwswb”

Instagram: www.instagram.com/nwswb
or search for “nwswb”

FlickrR: www.flickr.com/photos/nwswb/collections

YouTube: www.youtube.com/user/NWBOATSCHOOL

LinkedIn: www.linkedin.com and search for “nwswb”

What We Do

Provide Quality Education and Job Preparedness

In an increasingly digital world, we provide experiential education to teach time-honored skills to new generations of craftspeople who learn how to problem-solve in the physical world. While the skills are taught in the context of building and working on boats, the general knowledge that students gain opens the door to many employment opportunities. Employers help shape the school’s curriculum to ensure that it is relevant to current jobs, and the school helps connect students with employers when they’re ready to look for work. The boatbuilding program teaches students how to use tools, work with wood, read plans, and build complex shapes, which prepares them for jobs in boatbuilding, composites, home construction, and other maritime and woodworking trades. The Marine Systems program teaches students to design, install, maintain and troubleshoot across multiple disciplines – opening the door to a variety of jobs for marine technicians. Many employers from around the country contact the Boat School when they have job openings, and we pass that information on to the school’s alums.

Please see our website for detailed information about our program employment rates.

Teach and Preserve Craftsmanship

The school serves as a repository of knowledge that is preserved through active practice. Boats built in the program reflect strong craftsmanship – quality construction, efficient methods, and effective project management. The school contributes to the broader community knowledge by consulting for other organizations, writing articles for publications, giving presentations at conferences, and partnering with other like-minded organizations.

As described by Instructor Emeritus Jeff Hammond in the tradition of the school’s founder Bob Prothero “A skilled craftsman gets a job done well, quickly, efficiently, and at a reasonable cost. Integrity is not just doing a good job to your standards; it also means spending your client’s resources as efficiently as you can. We believe that good craftsmanship is a measure of the harmony with which the tasks for any given project are finished.”

We carry on this tradition in our competency-based Marine Systems Program, which includes both theoretical and hands-on practice across multiple disciplines (e.g. electrical systems, hydraulic systems, corrosion, diesel engines, marine plumbing etc.) Students learn to work to industry standards. There is a focus on quality, workmanship, safety, and “getting it right”.

Bring Vitality to our Local Community

The Boat School is located in the heart of more than 50 maritime businesses on Port Townsend Bay. We are proud to introduce each year's class to the local community, and honored by the support our community gives to students – everything from providing housing options to helping the students get out on the water. The Port Townsend Marine Trades Association is a very active organization of this community, where one in five jobs is maritime-related. Some Boat School graduates elect to stay in the local community and start businesses, or become involved in other marine or wood-related jobs. The uniquely high level of experience and talent in the local marine trades community creates opportunities for both students and businesses that would be hard to find in other communities.

School History

In 1977, the first Wooden Boat Festival was held in Port Townsend. Its success led to establishing the Wooden Boat Foundation in 1978 and extending the Festival to include the first Wooden Boat Symposium in 1980. Libby Palmer (mathematician and educator) coordinated the 1980 Symposium and invited local boatbuilding legend Bob Prothero to be a Symposium lecturer. Palmer and her husband Henry Yeaton (professional sculptor) then reached out to Prothero to join them in launching a boatbuilding school.

Bob Prothero was a renowned Puget Sound master shipwright who had worked for fifty years in the wooden boatbuilding industry (along with his brother, Frank), before he helped found NWSWB. His family actively built boats in Seattle since their relocation from Scotland in the 1870s. Throughout his professional career, Bob co-owned his yard and employed up to 60 people at a time. He turned out more than 200 projects in new construction and more than 12,000 projects in restoration and repair.

He brought everything he knew – including the lofting process – to the school. His students remember his priority was to teach craftsmanship, with boatbuilding as a useful platform for that instruction.

The nearby town of Port Townsend, on the north end of the Bay, is recognized as the wooden boat capital of the west coast. Boatbuilders, sail makers, riggers, blacksmiths, and other marine tradespeople draw customers from around the world. The annual Port Townsend Wooden Boat Festival celebrates the traditions for more than 25,000 visitors each September. The local school district has committed to the Maritime Discovery schools Initiative, and the Race to Alaska draws the attention of more than 11 million people through social media. The area's reputation for skilled boatbuilders (many of whom trained at NWSWB) led the owners of *Western Flyer*, featured in John Steinbeck's book [Log from the Sea of Cortez](#), to select Port Townsend for the boat's restoration.



About our Campus

The Port Hadlock Heritage Campus is located on the waterfront in lower Port Hadlock, Washington, a quiet town surrounded by the natural beauty of the Olympic Peninsula.

The school's property includes a seven-acre campus with over 20,000 square feet of indoor space for programs. Buildings include the historic, two-story, 7,500-square-foot Captain Westrem building, which accommodates a lumber-milling room, boatshop, administration offices, sail loft, and a maritime library. Next door, the 3,500-square-foot McPherson building is comprised of a boatbuilding shop and faculty office. Overhead skylights and south-facing windows flood the shop with natural light. Across the street is the Birkenfeld Admin Building and the historic Galster House, home of the Ajax Cafe.

The Hammond building sits up the hill and features a 6,300 square feet of shop space – large enough to accommodate three to four large boat projects a year, a 1,000-square-foot milling room, and a 1,325 square foot Mezzanine Classroom. Adjacent to the Hammond Shop is the new 4,800 square-foot building dedicated to the Marine Systems Program. The shop includes three multi-function shop spaces and a dedicated classroom space with full IT networking for presentations and computers. It accommodates a wide range of disciplines, including marine electrical, corrosion, plumbing, heating and cooling, hydraulics, outboard engines, diesel engines, and steering and propulsion.

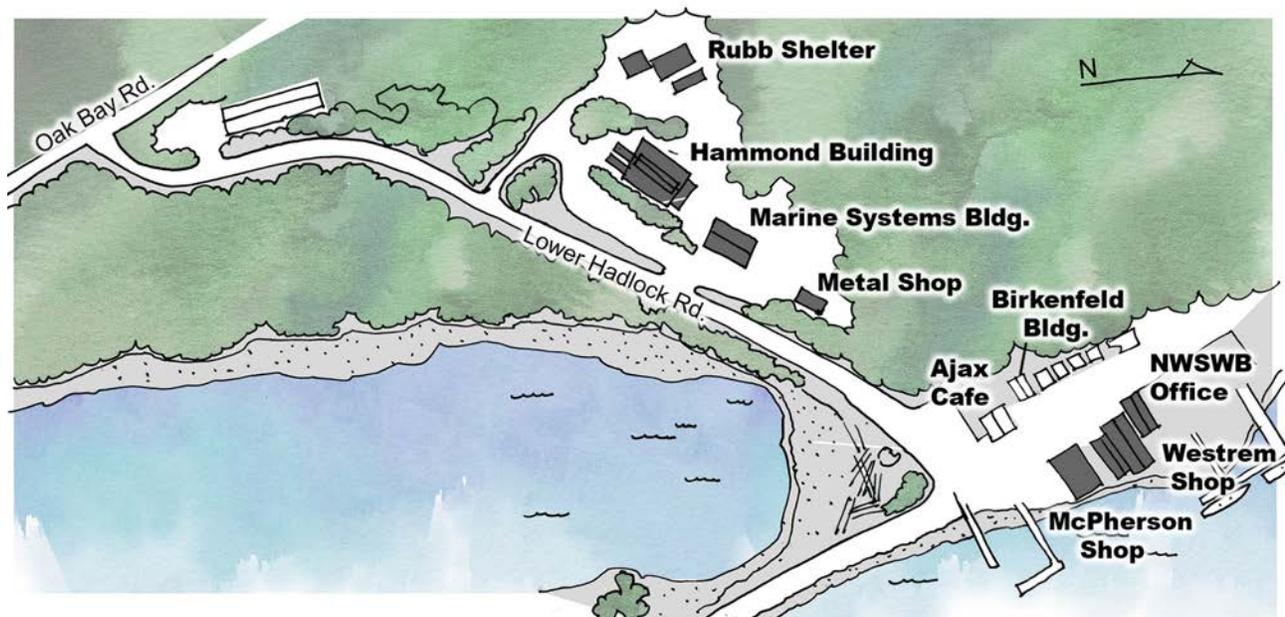
The upper part of the campus also includes a student parking lot, a 3,500-square-foot “Rubb Shelter” that serves as a multipurpose space, and an 800-square-foot machining and welding shop.

The small commercial center of Port Hadlock is located on the hill above the school. Students can purchase groceries, tools, and supplies from the local stores. There are also a few coffee shops within walking distance of the school.

Training equipment for the boatbuilding programs includes equipment such as: power saws, band saws, jig saws, lathes, routers, multi-masters, thickness sanders, table saws, circular saws, sawzalls, jointers, shapers, stationary sanders, and power sanders. Training equipment for the marine systems program includes equipment such as: multimeters, thermal imagers, submersible ROVs, inverters, battery chargers, diesel engines, and load testers.

There is parking available in a well-lit parking lot. The facility is located in close proximity to public transit. Male, female, and gender-neutral lavatories are available. This is an ADA accessible facility with ramps and lavatories, and reasonable accommodation will be provided at the request of the student.

Campus Map



Instructors Passing Along Traditions

Our instructors have used a hands-on methodology to teach more than 1,600 students the art of wooden boatbuilding and marine systems. The Chief Instructor position has been held by only four people, beginning with Bob Prothero who passed the position on to Jeff Hammond who guided and inspired students for 30 years.

As the school's Chief Instructor for more than 30 years, Jeff led thousands of students through the lofting and building of more than 80 vessels ranging in size from 8' to 50'. Jeff was instrumental in the direct instruction of our students and in the mentorship of the next generation of boatbuilding instructors at the school. While Bob established the foundation for the school, Jeff was instrumental in developing and refining the methods and curriculum for which the school is known and continues to mentor through regular visits to the school. Tim Lee was the next to take on the position and he helped the school

transition to the new Port Hadlock Heritage Campus.

Following Tim Lee's tenure as Chief Instructor, Sean Koomen was the unanimous choice of the instructors, board, and Jeff Hammond to fill the role. After running his own small boat shop while studying cello in college, Sean attended the Boat School as a student of Jeff's in 2004. After graduating from NWSWB, Sean worked for a decade in boat shops on both coasts. He worked with Rutherford's Boat Shop in Richmond, California on historically significant vessels at San Francisco Maritime Museum, and honed his skills in new construction at Brooklin Boatyard in Maine.

With the addition of the School's Marine System Program, Kevin Ritz joined the Boat School team as the Lead Marine Systems Lead Instructor. Kevin is a nationally recognized marine electrical and marine corrosion investigator and taught for 10 years as an ABYC marine systems instructor.

Our Instructors

We believe that our team of motivated and skilled instructors is our most important resource. All of our instructors are skilled craftspeople – each with years of experience in boatbuilding, woodworking, and marine systems.

The student/teacher ratio in the shop environment is generally 12:1, providing each student with the training and supervision they need at each stage of the learning process. Our teaching methodology is based on a hands-on approach.



Sean Koomen

Chief Instructor and Boatbuilder (Alum 2004)

Sean has packed several lifetimes of experience in boatbuilding and craftsmanship since he graduated from the Northwest School of Wooden Boatbuilding in 2004. While still attending college studying cello performance at St. Olaf College in Minnesota, Sean launched his own small boat shop. Subsequently, he worked at some of the most prestigious boat yards in the country, concentrating on historically significant vessel restorations, including the 138-foot Steam Yacht Cangarda and the 1929 Schooner Viveka, at Rutherford's Boat Shop in Richmond, CA. Sean led the restoration of Wanda, a 90-foot Ted Geary design. He also worked as a shipwright for the San Francisco Maritime Museum before heading to Maine to expand his skills in new construction and cold molding at Brooklin Boatyard.



Bruce Blatchley

Instructor and Boatbuilder (Alum 1996)

Bruce graduated from NWSWB in 1996 and has subsequently worked in various boat yards in both Bellingham and Port Townsend, Washington. His experience covers a broad spectrum, including work as shop foreman at Seaview North Boatyard, repair and restoration, and the construction of a variety of contemporary vessels. In 2011, Bruce was recruited by the boatbuilding facility in Taichang China to enhance their boatbuilding skills and planning around cold-molded boat construction. He has also taught epoxy use and fiberglassing techniques at the Port Townsend Wooden Boat Festival and Everett Community College. In 2011, Bruce and his students started the construction of a Robert Perry-designed, 62' double-ended day sailor. This boat brought a new level of challenge to the Boat School.



Leland Gibson

Instructor and Boatbuilder (Alum 2007)

Leland was raised on Lake Superior in Northern Michigan and spent his early life learning how to build boats with his dad (sometimes off the grid). He traveled extensively in his late teens and early twenties, most notably spending a year in India. After attending college for two years on a track to become a biologist, Leland decided it was not the right path and left school. At the age of 26, Leland realized that he had been threatening to pack up and be a boatbuilder for so long that one day he did. After graduating from the Northwest School of Wooden Boatbuilding in 2007, he started working at Haven Boatworks where he worked for 10 years. During his time there he had the opportunity to work on many projects including the multi-phase *Adventuress* restoration. He has always had an interest in how boats have evolved regionally and has spent the last few years learning about the Pacific Northwest workboat to help understand and meet material constraints and environmental conditions. Since attending the School, Leland has owned, sailed, and repaired a string of wooden boats, ranging in size from 13' to 40', always with a dream of sailing to New Zealand. Outside of boats, Leland's interests lie in food and bicycles.



Kevin Ritz

Marine Systems Lead Instructor

Kevin leads instruction for the school's Marine Systems program, a 9-month course that combines marine electrical, electronics, diesel mechanics, corrosion protection, and anything else that makes a boat go. Kevin is a nationally recognized authority in investigation of electrocution on the water. He has worked as an instructor for the American Boat and Yacht Council.



Jordan Primus

Marine Systems Instructor (Alum 2011)

Jordan grew up in the mountains of Colorado and caught on to sailing and boating during college, where he took care of the boats in the University's sailing program. He launched his work as a marine technician with fabrication and rigging installation in the Virgin Islands, then servicing a fleet of 50 boats in Berkeley, CA. Jordan graduated from the Northwest School of Wooden Boatbuilding's Contemporary Boatbuilding class in 2011 and completed a follow-on two year project at the school. He spent six years as a Marine Technician at CSR Marine in Seattle and deepened his experience working for the Port of Edmonds.



Student Life

The school environment is rich in learning experiences in and out of the classroom, and students have the opportunity to help the instructors shape their individual education.

Student Body

Common threads expressed by the people who attend NWSWB are an affinity for wood, boats, fine craftsmanship, attention to detail, safety, technical acumen, and interest in innovation. Students include recent high school and college graduates, veterans, professionals making career changes, international students, and retirees learning new skills. Experience ranges from novices to seasoned carpenters and technicians seeking to apply their skills in a new way. Students learn and work in an immersive environment. Boat School graduates have gone on to work in boat yards, but also to apply their skills in other ways such as architectural construction and RV renovation.

It's Your Talent!

Your reputation as a woodworker and marine systems technician will spring from the knowledge you acquire and the talent you develop. At the Northwest School of Wooden Boatbuilding, our educational emphasis is on developing your growth as a craftsman. We impart knowledge, skill, aesthetics, and innovation in woodworking and marine systems. Our commitment is to ensure your time as a student is productively directed by providing excellent instructors, an invigorating learning environment, and informative courses.

A Typical School Day

The school day usually begins with morning lecture in both programs. Students spend the remainder of the day in the shop working on bench projects, drafting, lofting, and building boats in the boatbuilding program and working on competencies and projects in the areas of marine electrical, corrosion, plumbing, and disassembling diesel engines. Instructors take into account the skills, interests, and goals of each student to shape their educational experience. Students typically work in groups of 12 students per instructor for the boatbuilding program and as individuals or small teams in the marine systems program. Instructors conduct demonstrations, educational meetings, and field trips throughout the year.

During the day, students have a short morning and afternoon break in addition to their hour lunch break. Students participate in all aspects of the work of a commercial boat shop. In the boatbuilding program this may include sorting, selecting, and milling lumber; blocking up and moving boats; sanding, painting, and varnishing; and adjusting and servicing tools. In the marine systems program, this may include researching appropriate components and products, ordering parts, project management, and performing corrosion surveys on real world boats in the water. At the end of the school day, everyone cleans up the assigned areas around the campus.

Students are required to complete one research project per quarter (approximately one hour of research each week) on a maritime subject of their choosing, using the school's library resource system and community's local maritime libraries.

Student Services

Student Services can assist students with resource networking related to academic advising, financial aid, transportation, housing, healthcare, counseling, crisis management, conflict resolution, veterans services, disability services, and other local support services. Sponsored events may include: Welcome Potluck, Veterans Day Observance, movie nights, Pancake Lunch, Bring your Family to School Day, Memorial Day Observance, volunteer events, and Graduation.

Academics, attendance, and conduct oversight is provided in tandem by the Chief Instructor and Student Services Manager. Students in need of personal counseling may request referrals through the Student Services Manager.

Career Services

NWSWB offers career services to its current students and graduates and assistance with job search planning and implementation, resume writing, digital portfolio development, employment application completion, interview and networking skills, and email communications with job opportunities*.

Several networking events are held throughout the year including 'Pints & Possibilities', an event for current students and alumni with employers, and the annual Alumni Happy Hour during the Port Townsend Wooden Boat Festival.

Career advising is available through instructors or Career Services. The Career Services office may be contacted for more information or to schedule an appointment to receive assistance.

****Student and Career Services staff aid students with training and support needed to apply for jobs in the boatbuilding and marine systems industry, however, no guarantee of employment is offered or implied.***

Communication

Students can receive packages at the school address, use the office phone for local calls, and send faxes from the office at no charge. Computers and printers are available in the school library and WiFi is available throughout the campus.

Housing

Most students choose to live in Port Hadlock, Port Ludlow, Port Townsend, Chimacum, Marrowstone Island, or Discovery Bay. The school does not have on-campus student housing, nor do we guarantee housing; however, the school does provide an updated local housing list to all enrolled students. This is a great resource for students, as many of the listed rentals have been rented to Boat School students for years. The list provides a wide variety of accommodations, including marinas and mooring options.

Learning Resources System

The school library houses more than 1,200 books and periodicals on a wide variety of maritime subjects. It is open during school hours. The school's Learning Resource System materials are integrated into the school's curriculum and program requirements as a mechanism to enhance the educational process and to facilitate positive learning outcomes for students. NWSWB provides learning resource materials that are commensurate with the level of education provided and appropriate to the courses of study in sufficient quantity and scope to meet the educational objectives of each program. In addition, the library offers computers, books, internet/WiFi access, and research assistance. Students will obtain a Jefferson County Public Library card upon enrollment which gives access to two special maritime collections. Students will be trained to locate and use information through the learning resource system.

Learning Center at Boat Haven: This multipurpose space is located in the heart of the Port of Port Townsend's boatyard and working marina. This space supports field training for students, vendor presentations, intensives, and other educational opportunities for students and the community.

On-the-Water Experiences

“Believe me, my young friend, there is nothing— absolutely nothing half so much worth doing as simply messing about in boats.” Kenneth Grahame

We understand that messing about on wooden boats not only rounds out the program we offer at the school, but is a gateway to adventure, fun, and new challenges for some of our students. This creates a deeper connection to student learning in the classroom. Port Townsend has a rich maritime history and is active with sailboat racing, historic schooners, small boat aficionados, rowers, and more. Staff at the Boat School are available to help connect students to local, on-the-water opportunities through organizations such as:

- Port Townsend Sailing Association
- Schooner *Martha* Foundation
- Sound Experience aboard the Schooner *Adventuress*
- Northwest Maritime Center
- Community Boat Project
- Rat Island Rowing & Sculling Club

Veteran Services

As a designated Veteran Supportive Campus by the Washington State Department of Veterans Affairs, we are committed to ensuring veterans are successful by providing resources that include:

- Veteran Supportive Staff
- VetCorps Member
- Approved to receive GI Bill® tuition funds
- Veteran Advisory Committee
- Veteran designated space: The veteran student resource center includes areas to sit, use a computer, hold private conversations, and learn more about resources for veterans. The center is located adjacent to the main campus within a short walking distance.
- Information and resources specific for veterans
- Quarterly veteran student meet-ups
- Informational sessions on accessing veteran benefits and services

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

Workshops

NWSWB and other partner organizations may offer a variety of non-credit, non-clock hour workshops throughout the year for an additional charge. Students are able to participate in these workshops after regular school hours, thus expanding the educational opportunities available to them. Topics may include:

- Marlinspike Seamanship
- Marine Wiring and Diesel Troubleshooting
- America's Boating Class
- Boat Design
- Introduction to Machining and Welding
- Marine Communications Systems
- Sail making, Rigging, and Marine Canvas
- From the Forest to Sea: 11th Century Norse Boatbuilding
- Beginning Carving
- Introduction to Blacksmithing and Toolmaking
- Piloting
- Introduction to Bronze Casting
- Sail training aboard the Schooner *Martha*
- Introduction to Keelboating with the Northwest Maritime Center

Activities

Port Townsend Wooden Boat Festival

Students participate in the Wooden Boat Festival each year prior to graduation. The Wooden Boat Festival is the most educational and inspiring wooden boat event in the world, with over 300 boats on land and water, 120 presentations, dozens of exhibitors, live music all day, interactive exhibits for kids, and an array of local food and drink. The Wooden Boat Festival is held annually the weekend after Labor Day.

NWMC Complimentary Membership

The Northwest Maritime Center (NWMC) offers a wide range of programs year-round at its waterfront facility in Port Townsend. Students receive a complimentary membership. This gives students discounts at the Chandlery, for programs of all kinds, and on admission to the annual Port Townsend Wooden Boat Festival.

Recreation

The Boat School encourages students to explore Port Townsend Bay in the evenings and on weekends. Many hundreds of miles of protected cruising waters spread out from Port Townsend Bay. Sailing experience is also available in Port Townsend aboard vessels ranging in size from 20' sloops to 100' schooners. The Student Services office can connect students to local recreation opportunities.

In addition to sailing, nearby recreation includes hiking in the Olympic and Cascade Mountains, exploring the rural roads of Jefferson County by bike, and exploring the San Juan Islands, Port Townsend, Sequim, and Port Ludlow. Sailing events and activities can be found at www.ptsail.org. The Olympic Discovery Trail is a great hiking/biking/horseback riding path that spans 100 miles of the Olympic Peninsula (www.olympicdiscoverytrail.com). The Olympic National Park and the Olympic National Forest are excellent for weekend explorations, and include miles of mountain and beach hiking: www.nps.gov/olym and www.fs.usda.gov/olympic. Port Townsend offers community events, live music, entertainment, arts, theatre, dance, sports, and more: www.facebook.com/PTguide. See also: www.enjoypt.com.

Family Resources

There are many volunteer, recreational, and educational opportunities for family members who move with students to Jefferson County. The <https://www.co.jefferson.wa.us/1454/9930/Community-Resources> and www.enjoypt.com websites provide many resources for families within the county. There is also a Facebook page for family members/partners of Boat School students: www.facebook.com/groups/nwswbnetwork.



Academics



Boat School taught me patience, helped me build my technical woodworking skills, and brought my confidence to an all-time high.

Zachary Haroth, Class of 2017h
Boatbuilding

Programs

NWSWB offers instruction in boatbuilding and marine systems. Programs include a 12-month Associate of Occupational Studies (AOS) Degree in Boatbuilding and a 9-month Diploma in Marine Systems.

12-Month Associate of Occupational Studies (AOS) Degree in Boatbuilding

NWSWB offers an accelerated, one-year, Associate of Occupational Studies (AOS) Degree. Associate degrees at most schools take two years to complete; because activities at the Boat School revolve around a full-time Monday - Friday daily schedule, students are able to complete the AOS degree within a 12-month period.

Students awarded an AOS degree must successfully complete 90 quarter-credits, 76 of which are in the core occupational subjects and 14 quarter-credits are in general education or applied general education courses. Students complete 10 quarter-credits of applied general education by completing the Drafting and Lofting courses during the fall quarter.

An additional four general education or applied general education quarter-credits are required to complete the AOS degree. These credits may be transferred in from another approved post-secondary school or military transcript at no cost. We also offer a four-credit applied general education course to help students satisfy the general education or applied general education requirement for their associate degrees. See page 34 for more details.

9-Month Diploma in Marine Systems

NWSWB offers an accelerated 9-month Diploma program in Marine Systems. Students awarded a 9-month diploma must successfully complete 63 quarter credits. This consists of 21 credit hours each quarter on a full-time Monday - Friday schedule. All credit hours are the core occupational subjects.

Requirements

All students must have earned a high school diploma or a recognized equivalency certificate (GED) prior to the first day of class.



Boatbuilding

90 credits or 1,460 clock hours - Monday, 9am to 5pm and Tuesday through Friday, 8am to 5pm

Maximum Number of Students: 48 **Credential Awarded:** Associate of Occupational Studies Degree

Educational Objective

This comprehensive program trains students to build a variety of boats using traditional wooden boat construction techniques and wood composite methods. Traditional construction techniques include both carvel and lapstrake methods of planking. Wood composite techniques include using strip planking, stitch-and-glue, plywood, cold molding, vacuum infusion, foam core and laminating techniques.

Larger projects might include fishing boats, tugs, cruising yachts, and motorboats. Smaller vessels might include rowing skiffs, motor launches, daysailers, and small working craft. Project selection is based on designs that maximize student learning. These include builds that allow students to see projects through to completion, from lofting to launching.

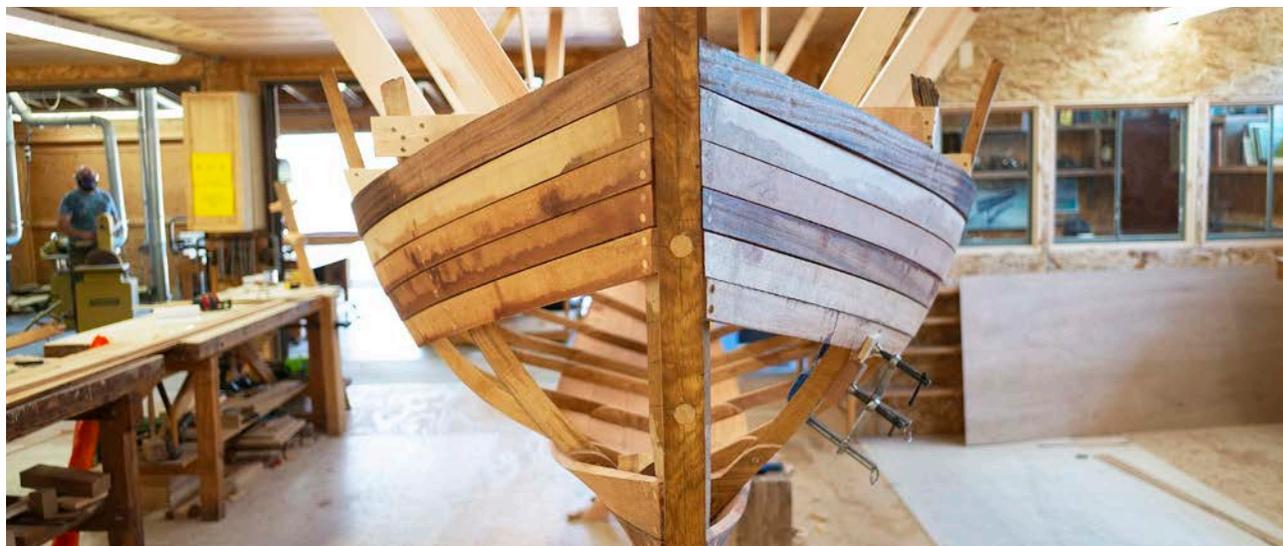
Boatbuilding Program Goals

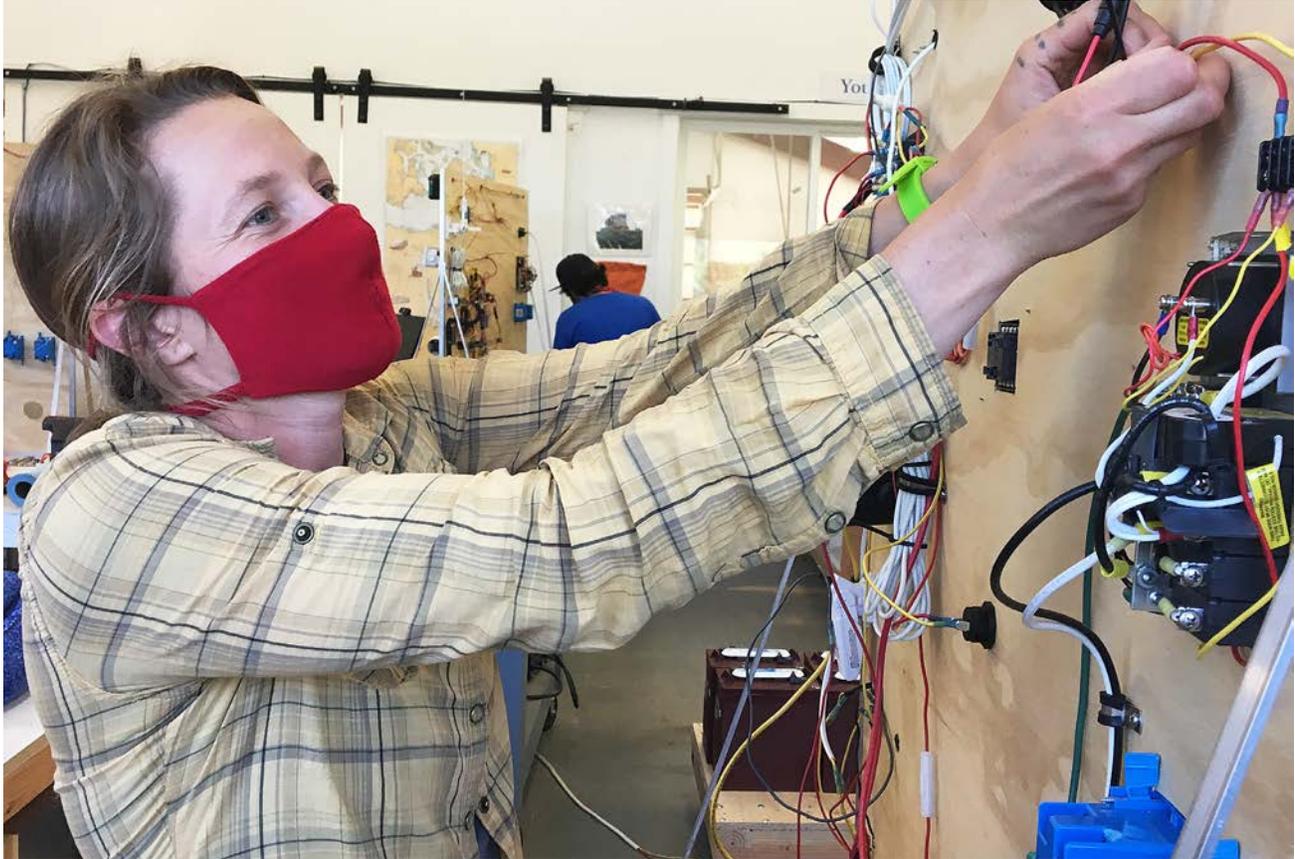
Completion of the 12-month AOS degree program in Boatbuilding prepares students for entry-level employment opportunities in boat shops and vessel manufacturing. Graduates find entry-level employment in boat shops, ship yards, educational institutions, cabinet shops, and in related woodworking trades, such as furniture-making, architectural woodworking, and musical instrument making.

Scope and Sequence

The 12-month AOS Degree program in Boatbuilding starts annually in October.

Quarter	Courses
Fall Quarter: Basic Skills for Boatbuilders	110 Classic Woodworking 120 Drafting 125 Lofting 130 Skiff Construction
Winter Quarter	140 Boatbuilding - Part I
Spring Quarter	240 Boatbuilding - Part II
Summer Quarter	340 Boatbuilding - Part III
TBD	190 Introduction to Rhino (optional)





Marine Systems

63 credits or 1,095 clock hours - Monday, 9am to 5pm and Tuesday through Friday, 8am to 5pm

Maximum Number of Students: 18 **Credential Awarded:** Diploma

Educational Objective

The Marine Systems program is a competency-based education designed to teach skills needed by and to meet the demand for entry-level marine technicians. The program strikes a balance between a theoretical and a hands-on approach to provide students with necessary skills to enter the expanding market for marine systems technicians. The program covers tasks integral to marine systems installation, service, and repair in topics such as electrical and solar systems; electronics; corrosion; diesel, outboard and electrical propulsion; steering and controls; hydraulics; plumbing; and heating and air-conditioning.

Marine Systems Program Goals

Completion of the 9-month Diploma program in Marine Systems prepares students for entry-level employment opportunities in the marine trades with an emphasis on marine systems. Graduates find entry-level employment in boat shops, ship yards, educational institutions, and maritime museums. Skills are transferrable to service of RVs, emergency vehicles, and tiny homes.

Scope and Sequence

The 9-month Diploma program in Marine Systems starts annually in October.

Quarter	Courses: Topics covered
Fall Quarter	170 Marine Systems - Part I <ul style="list-style-type: none"> • Marine Systems Introduction • Marine Electrical I • Diesel Engines • Marine Plumbing • Applied Projects
Winter Quarter	270 Marine Systems - Part II <ul style="list-style-type: none"> • Electronics • Marine Heating, Refrigeration, AC, and LPG • Steering & Controls • Propulsion • Corrosion • Applied Projects
Spring Quarter	370 Marine Systems - Part III <ul style="list-style-type: none"> • Marine Electrical II • Outboard Engines • Marine Hydraulics • Marine Environmental Stewardship • Business Operations Fundamentals • Applied Projects

Prerequisites

All students must successfully complete each quarter before moving on to the following quarter.

Boatbuilding Course Description

Fall Quarter: Basic Skills for Boatbuilders

Boatbuilding students take these introductory courses for the first quarter.

Scope and Sequence

110 Classic Woodworking	7 quarter-credits/109 clock hours
120 Drafting	4 quarter-credits/62 clock hours
125 Lofting	6 quarter-credits/92 clock hours
130 Skiff Construction	6 quarter-credits/102 clock hours

Students enrolled in Boatbuilding must successfully complete all four fall quarter courses to continue to the next quarter.

110 Classic Woodworking

7 quarter-credits/109 clock hours | Three weeks of fall quarter

This course teaches students how to care for and use hand and power tools, provides them with knowledge of important woodworking techniques, and develops their skills in executing typical joinery found in wooden boatbuilding.

Before students are able to successfully build a wooden boat, they must first develop their woodworking skills. In wooden boatbuilding, very little of the work is square. Wood is beveled, twisted, and joined at many angles. This makes it imperative that a boatbuilder be highly skilled in the use of hand tools. This section lays the foundation for skills through a series of bench projects, each with an increasing level of challenge.

Students learn how to: layout and measure accurately, how to use handsaws and chisels to cut complex joinery, and how to use other hand tools specific to the boat building trade. Students learn to select, sharpen, and care for their tools.

Basic joinery exercises develop skills with hand tools as students' progress to complex shapes and joinery typical of wooden boat construction. Students build several tools that will become a part of their tool kit; for example: a mallet, bevel gauge, bevel board, and spar gauges.

Stationary machinery and portable power tools are integral parts of woodworking. Students learn to safely use and care for band saws, table saws, planers, jointers, drill presses, routers, jig saws, and other tools typical of those found in most boat yards and cabinetry shops.

This classic woodworking course culminates with the construction of a dovetailed toolbox that will draw on all of the student's new skills. It requires careful planning and layout, accurate machine use, and skilled handwork.

120 Drafting

4 quarter-credits/62 clock hours
One and one-half weeks of fall quarter

The drafting course teaches students how to develop the shape of a hull on paper using a lines drawing. Students learn to visualize the three-dimensional shape of the hull described by these two-dimensional drawings.

Using a numerical table of offsets generated to record the coordinates of points along a vessel's hull shape, students draft a set of lines that includes four views: the body plan, profile and half-breadth, and diagonals. They learn how to measure in scale and how to manipulate splines, ships curves, and straight edges to carefully draw the intersecting views.



125 Lofting

6 quarter-credits/92 clock hours
Two and one-half weeks of fall quarter

The lofting course teaches students how to lay down the lines of a boat and make developments from which they will make patterns to transfer to the building stock.

This course brings together an appreciation of the lines of a hull with an understanding of its structure. The precise application of sound lofting principles is an essential skill. It is here that the real construction of a boat begins. Lofting and creating patterns makes boatbuilding predictable. The patterning and construction of all the major components of the hull makes for quick, accurate, and efficient assembly of the vessel.



130 Skiff Construction

6 quarter-credits/102 clock hours
Three weeks of fall quarter

This course introduces students to basic wooden boatbuilding by integrating the skills and joinery techniques practiced in Classic Woodworking 110 into basic flat-bottom boat construction.

Students work with their bench-project team to build a small skiff that puts all their new woodworking skills directly to work. Half-laps, rolling bevels, and jointed edges are practiced as students build on their hand and power tool skills. They are introduced to the powerful technique of spiling, which they will continue to use and refine throughout their boatbuilding education.



Winter Quarter

Boatbuilding: Part I-140

21 quarter-credits/365 clock hours each quarter for a total of 63 quarter-credits/1,095 clock hours

Course Description

Students take part in the building of sail and power vessels in the range of 8 to 36 feet. In this second quarter of the program, students are focused on lofting of boat projects and setting up the backbone, planking, and framing of the hull. Topics to be covered are spiling and building of complex components, reading and analyzing plans, building and set-up of molds, building the backbone, building a pattern or mold for the ballast, framing and planking, caulking and fairing of the hull, and the use and safe handling of adhesives and related products. Both traditional and wood composites techniques will be reviewed.

This course is the first in the series for the Boatbuilding Program and is the prerequisite for Boatbuilding Part II-240.

Students learn how to:

- Read and analyze plans used in vessel construction.
- Loft, develop, and assemble components of the hull used in row, sail, and power vessels.
- Analyze and calculate the necessary material and compile a materials and vendors list.
- Evaluate grades and species of a variety of woods use in vessel construction.
- Apply the process of spiling in describing a variety of components in the makeup of a vessel.
- Use the galvanic series and corrosion principles in evaluating metals and alloys.
- Select and install fasteners of appropriate size, alloy, and type.
- Select and apply bedding compounds where appropriate.
- Build and use steam apparatus to steam-bend components in a variety of applications.
- Safely use epoxy as an adhesive and coating.
- Scarf plywood and solid wood components.
- Prepare for and apply paints and coatings used on traditional and wood composite vessels.

Teaching Philosophy

The Boatbuilding Program provides both conceptual and hands-on instruction. Students are expected to meet all of the course goals and demonstrate proficiency in accomplishing the tasks involved in completing the course projects. Instruction includes lectures and demonstrations but is heavily hands-on and operation based. The course requires extensive work on individual projects, as well as coordination with a group of students to complete the primary course projects. Assignments require students to draw upon skills learned in earlier course work using a combination of traditional and wood composite boatbuilding techniques. Student assessment is based on the individual completing tasks and projects, coordination of projects within a group, project presentations, and demonstration of skills. Students are expected to explain the procedures they have followed in completing the assigned projects. Projects must be completed to industry standards to help meet this requirement.

Training/Instructional Aids and Facilities

Students learn through methods such as lectures, demonstrations, instructor feedback, homework assignments, field trips, and real-world boat projects individually and in small groups. Tools provided by the school include power saw, band saw, jig saw, lathe, router, multi-master, thickness sander, table saw, circular saw, sawzall, jointer, shapers, stationary sander, and power sander located in dedicated boat shops.

Spring Quarter

Boatbuilding: Part II-240

21 quarter-credits/365 clock hours each quarter for a total of 63 quarter-credits/1,095 clock hours

Course Description

Student will take part in the building of the deck and superstructure, power, rigging and related systems for sail and power vessels in the range of 8 to 36 feet. Topics to be covered in the course will include a review of safety procedures in working with hand and power tools; lofting and development; an overview of career opportunities in the marine industry; the use of lofting and spiling in the building of complex components; house and cabin construction; building the rudder; spars, standing and running rigging; engine and related systems installation, and advanced techniques used to build various craft that will incorporate vacuum bagging, lamination, cold-molding, core materials, and sheathing/coating methods.

This course is the second in the series for the Boatbuilding Program and is the prerequisite for Boatbuilding Part III-340.

Students learn how to:

- Read and analyze plans used in vessel construction.
- Loft, develop, and assemble components used in traditional and wood composite row, sail, and power vessels.
- Analyze and calculate the material needs and compile a materials and vendors list.
- Evaluate grades and species of a variety of woods used in traditional construction.
- Loft, build, and install the cabin or house and related components.
- Prepare for and apply fiberglass cloth as a protective sheathing.
- Loft, build, and install a hatch.
- Design, loft, build, and install a skylight.
- Loft, build, and install a foot well and cockpit.
- Analyze the rigging plan and build the mast, boom, and related spar work.
- Analyze the standing/running rigging and communicate with the rigger to complete the rig for a sailing vessel.
- Install an engine and prepare the vessel for engine related systems.

Teaching Philosophy

The Boatbuilding Program provides both conceptual and hands-on instruction. Students are expected to meet all of the course goals and demonstrate proficiency in accomplishing the tasks involved in completing the course projects. Instruction includes lectures and demonstrations but is heavily hands-on and operation based. The course requires extensive work on individual projects, as well as coordination with a group of students to complete the primary course projects. Assignments require students to draw upon skills learned in earlier course work using a combination of traditional and wood composite boatbuilding techniques. Student assessment is based on the individual completing tasks and projects, coordination of projects within a group, project presentations, and demonstration of skills. Students are expected to explain the procedures they have followed in completing the assigned projects. Projects must be completed to industry standards to help meet this requirement.

Training/Instructional Aids and Facilities

Students learn through methods such as lectures, demonstrations, instructor feedback, homework assignments, field trips, and real-world boat projects individually and in small groups. Tools provided by the school include power saw, band saw, jig saw, lathe, router, multi-master, thickness sander, table saw, circular saw, sawzall, jointer, shapers, stationary sander, and power sander located in dedicated boat shops.

Summer Quarter

Boatbuilding: Part III-340

21 quarter-credits/365 clock hours each quarter for a total of 63 quarter-credits/1,095 clock hours

Course Description

Using the completed hull and deck from previous course work, students will learn how to plan, lay out and install the components that are required to complete the interior partitioning and finish joinery on motor and sailing vessels. Students will begin by learning how to read the construction plans used to describe a vessels interior layout and joinery details. They will learn the design and layout of interior partitioning, cabinet joinery, and mill work drawing heavily on their experience in prior course work in drafting, lofting, and spiling to accomplish the necessary tasks required to complete a vessel interior. The student will also learn to select appropriate materials for interior joinery as well as procedures for determining complex component shapes unique to the interior construction of the boat.

This is the final course in the series for the Boatbuilding Program.

Students learn how to:

- Read and analyze plans related to layout and joinery detail on row, sail, and power vessels.
- Develop interior components on the loft floor.
- Line-out the interior for the sole and ceiling.
- Line-out for the bulkheads.
- Select the materials for and mill and install the sole, ceiling, and bulkheads.
- Ergonomically lay-out and install settees, berths, and other horizontal interior components.
- Design and build marine carpentry including face frames, doors, and drawers.
- Design, build, and install the finish joinery commonly found on sail and power vessels.
- Prepare for and apply marine finishes and coatings.
- Prepare a vessel interior for the installation of the engine, electrical, and related systems.

Teaching Philosophy

The Boatbuilding Program provides both conceptual and hands-on instruction. Students are expected to meet all of the course goals and demonstrate proficiency in accomplishing the tasks involved in completing the course projects. Instruction includes lectures and demonstrations but is heavily hands-on and operation based. The course requires extensive work on individual projects, as well as coordination with a group of students to complete the primary course projects. Assignments require students to draw upon skills learned in earlier course work using a combination of traditional and wood composite boatbuilding techniques. Student assessment is based on the individual completing tasks and projects, coordination of projects within a group, project presentations, and demonstration of skills. Students are expected to explain the procedures they have followed in completing the assigned projects. Projects must be completed to industry standards to help meet this requirement.

Training/Instructional Aids and Facilities

Students learn through methods such as lectures, demonstrations, instructor feedback, homework assignments, field trips, and real-world boat projects individually and in small groups. Tools provided by the school include power saw, band saw, jig saw, lathe, router, multi-master, thickness sander, table saw, circular saw, sawzall, jointer, shapers, stationary sander, and power sander located in dedicated boat shops.



Applied General Education Courses

Students in the Boatbuilding program will earn 86 of the 90 quarter-credits needed for an AOS degree with standard school coursework each quarter. An additional four general education or applied general education quarter-credits are required to earn an AOS degree at NWSWB. Students can either transfer credit (if available), or they can take a four quarter-credit course offered by the school. The course, instructor, and dates offered are subject to change. The current course option is *Introduction to Rhino* (listed below) and is offered during the school year.

185 Applied General Education Elective

Students with available credits from either an approved post-secondary school or from military service may transfer credits with a provided official transcript at no cost. For more information regarding Transfer Credits, please see page 46.

190 Introduction to Rhino

This optional course is offered for no additional charge to enrolled students that need to satisfy the four quarter-credits of applied general education required to complete the AOS degree. First priority in the course is given to students without transfer credits.

4 quarter-credits/50 clock hours | Optional

Maximum Enrollment: 12 per course

Course dates: To be determined

Course Description

This course introduces students to computer aided design (CAD) using Rhino. The course begins with a series of exercises to build familiarization with NURBS surface modelling techniques. Students then model a hull using these skills and produce a lines drawing. In addition to modelling hull forms, students learn techniques to design parts and prototypes using modern manufacturing methods such as laser/water-jet cutting, 3D printing, and CNC routing. An undercurrent of the course is choosing design, modelling, and manufacturing techniques appropriate for the task at hand. As such, students are asked to assess the merits of CAD versus traditional shop methods.

Course Objectives:

- Create basic two-dimensional objects (lines, curves, circles, arcs, etc.)
- Create three dimensional surfaces and solids
- Model to meet precise dimensional or geometric constraints
- Modify modelled objects
- Analyze geometry, dimensions, and fairness of modelled objects
- Use import and export functions to transfer models between programs
- Produce two dimensional printed drawings
- Render modelled objects
- Prepare models for additive manufacturing/rapid prototyping
- Describe the steps to produce a three-dimensional Computer Numerically Controlled (CNC) milled object from a model
- Recognize appropriate uses of computer modelling/manufacturing versus traditional shop methods

Marine Systems Course Description

Fall Quarter

Marine Systems: Part I-170

21 quarter-credits/365 clock hours

Course Description

In this first course of the Marine Systems program students will research, study, and practice skills in many marine systems disciplines. Our target industries include small to medium sized vessels, both commercial and recreational. All topics will be covered using classroom teaching methods, reinforced with extensive competency-based hands-on learning. After learning boat nomenclature, hand tool use, and shop safety, students will launch immediately into the main program coursework. These topics will include studies in marine electrical systems, diesel engines, and marine plumbing. All courses will be taught using a broad scope of applicable marine industry accepted standards. These include:

- CFR (Code of Federal Regulations)
- ABYC (American Boat and Yacht Council)
- NFPA (National Fire Protection Association)
- ABS (American Bureau of Shipping)

This course is the first in the Marine Systems program and is the prerequisite for Marine Systems 270.

Students learn how to:

- Practice appropriate shop, equipment, and tool safety.
- Identify parts of a boat.
- Apply appropriate marine industry standards.
- Design, install, and troubleshoot marine electrical systems.
- Service marine diesel engine systems.
- Design, install, and troubleshoot marine plumbing systems.
- Design and install tanks, plumbing, through-hulls and bilge pumps.
- Identify, maintain, and repair engine and steering control.

Teaching Philosophy

The Marine Systems Program provides both conceptual and hands-on competency-based instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices and standards.

Training/ Instructional Aids and Facilities

Students will learn while using a variety of instructional aids, including: state-of-the-art systems components, system mock-ups, boat simulators, real-world boat projects, and field training. For example, while studying marine electrical systems, students will build a marine electrical board with multiple components, learning to use digital voltmeters, clamp meters, thermal imagers, wire termination tools, and other test equipment. The school will provide a variety of engines and components for demonstrations and hands-on practice. Some will be used for teardown and reassembly, and some for troubleshooting and test running.

Winter Quarter

Marine Systems: Part II-270

21 quarter-credits/365 clock hours

Course Description

In this second course of the Marine Systems program, students will build on fundamental knowledge and skills learned in Marine Systems Part I-170 and move onto more in-depth and additional topics. These topics will include additional coursework in electronics, heating, refrigeration, and air conditioning, steering and controls, marine propulsion, and marine corrosion. All courses will be taught using a broad scope of applicable marine industry accepted standards, which includes excerpts from:

- CFR (Code of Federal Regulations)
- ABYC (American Boat and Yacht Council)
- NFPA (National Fire Protection Association)
- ABS (American Bureau of Shipping)
- NMEA (National Marine Electronics Association)

This course is the second in the Marine Systems program and is the prerequisite for Marine Systems 370.

Students learn how to:

- Install and troubleshoot marine electronics systems.
- Design, install, and troubleshoot marine heating, refrigeration, air conditioning, and liquid propane-gas systems.
- Identify, maintain, and repair engine and steering control.
- Install and maintain various types of steering systems.
- Recognize effects of rudder design and hull speed.
- Design, install, and troubleshoot marine propulsion systems including bearings, shafts, and propellers.
- Perform corrosion surveys aboard a variety of vessels.
- Analyze corrosion survey results, and make recommendations for corrosion prevention using a variety of systems.
- Identify and troubleshoot factors promoting marine corrosion.
- Select appropriate metal alloys used in the marine environment.

Teaching Philosophy

The Marine Systems Program provides both conceptual and hands-on instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices.

Training/ Instructional Aids and Facilities

Students will learn while using a variety of instructional aids, including: state-of-the-art systems components, system mock-ups, boat simulators, real-world boat projects, and field training. During the corrosion module, students will spend time in the field performing corrosion surveys aboard vessels of various types. Mock-ups and components will be provided for all other subjects as well.

Spring Quarter

Marine Systems: Part III-370

21 quarter-credits/365 clock hours

Course Description

In this third course of the Marine Systems program, students will continue to build-on, study, and practice skills and competencies from prior quarters. Marine Electrical II expands into more technically advanced systems such as inverters, isolation transformers, and solar technologies. This quarter also covers outboard motors, fundamental marine hydraulics, marine environmental stewardship, and fundamental business operations. The course will be taught using a broad scope of applicable marine industry accepted standards which includes excerpts from:

- CFR (Code of Federal Regulations)
- ABYC (American Boat and Yacht Council)
- NFPA (National Fire Protection Association)
- ABS (American Bureau of Shipping)

This course is the final course in the Marine Systems program.

Students learn how to:

- Work with inverters, isolation transformers, and solar systems.
- Service and install outboard engines.
- Install, troubleshoot, and maintain marine hydraulic systems.
- Perform basic hydraulics tasks such as inspecting systems and making hoses.
- Identify best boatyard and marine systems practices for stewardship of the marine environment.
- Consider the practices around marine systems business fundamentals.

Teaching Philosophy

The Marine Systems Program provides both conceptual and hands-on competency-based instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices and standards.

Training/ Instructional Aids and Facilities

Students will learn while using a variety of instructional aids, including: state-of-the-art systems components, system mock-ups, boat simulators, real-world boat projects, and field training. The school will provide engines and components for demonstrations and hands-on practice.

Continuing Education

Marine Systems Intensives

NWSWB has developed non-credit continuing education courses in Marine Systems. These courses are a week long and offered at various time throughout the year. In order to receive a certificate in one of the courses, students must complete 32.5 clock hours of instruction. Courses may be taken individually and in any succession. The courses include: Marine Diesel Engines, Marine Electrical Systems, Marine Corrosion and Marine Hydraulics.

The Marine Systems Intensive courses are not approved for Veteran Education Benefits or Federal Student Financial aid.



Marine Diesel Engines

32.50 clock hours – Monday through Friday; 8 am to 5 pm

Credential Awarded: Certificate

Course Description

Students will be introduced to diesel engines and will cement their knowledge by taking engines apart and reassembling them. Students will learn in depth about fuel systems and get practical experience performing hands-on engine maintenance tasks. Working on functioning engines, students will learn how to diagnose and troubleshoot common problems. Students will also learn how to properly install an engine and how to recognize faulty installations.

Students learn how to:

- Identify the key components of diesel engine systems.
- Describe what causes combustion in a diesel engine system and how to identify key differences between gas and diesel engines.
- Disassemble and re-assemble an engine.
- Recognize failed, damaged, or worn components.
- Identify all the components in a diesel fuel system and what function each serves.
- Describe proper installation of a fuel system and identify appropriate materials to use in the system.
- Bleed the air out of the system.
- Identify problems common to diesel engines.
- Use reference materials to help with diagnosis.
- Diagnose and repair common problems with diesel engines.
- Properly perform common maintenance tasks for engine systems.
- Install an engine and related systems to American Boat and Yacht Council (ABYC) standards.

Teaching Philosophy

The Marine Systems Intensives provide both conceptual and hands-on instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices.

Training/ Instructional Aids and Facilities

The school will provide engines and components for demonstrations and hands-on practice. Some will be used for tear down and reassembly, and some for troubleshooting and test running. Hand tools such as wrenches, sockets, and other necessary tools will be provided. Students will have access to amp-meters and multi-meters for electrical troubleshooting. The school also provides an engine installation mock-up for training.

This course does not lead to initial employment. Completion of this course is not a prerequisite and does not provide credit towards any vocational program offered by the school.

Marine Electrical Systems

32.50 clock hours - Monday through Friday; 8 am to 5 pm

Credential Awarded: Certificate

Course Description

Students will be introduced to hazards related to working with electrical systems aboard vessels and will learn common industry best practices for identifying components of electrical systems. Students will learn to use meters to test marine electrical systems and will design, build, and test real-world electrical systems, including both DC and AC components. Students will learn about shore power components and real-life safety issues.

Students learn how to:

- Describe fundamentals of electrical basics including Ohm's Law and the Power Equations.
- Differentiate appropriate uses of series and parallel circuits.
- Draw circuits using basic electrical symbols.
- Calculate wire size, including ampacity and voltage drop, over current protection size and location, proper wire routing, support, and chaff protection.
- Describe recommended practices for standards-based color coding for DC and AC wiring aboard vessels.
- Use testing equipment properly, including digital voltmeters, clamp meters, circuit analyzers, and other specialized meters.

Teaching Philosophy

The Marine Systems Intensives provide both conceptual and hands-on instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices.

Training/ Instructional Aids and Facilities

Students will learn using a marine electrical systems simulator and will build a marine electrical board with multiple components. Students will learn to use digital voltmeters, clamp meters, wire termination tools, and other test equipment.

This course does not lead to initial employment. Completion of this course is not a prerequisite and does not provide credit towards any vocational program offered by the Boat School.

Marine Hydraulics

32.50 clock hours – Monday through Friday; 8 am to 5 pm

Credential Awarded: Certificate

Course Description

Students will learn fundamental concepts and principles about hydraulic systems and how these systems are used on boats. Students will learn how to read hydraulic schematic drawings, will design a system, and then create a schematic for it. Each student will learn to identify and describe components and differentiate various types of hydraulic systems. Students will practice hydraulic plumbing tasks, including making hoses, selecting fittings, installing and assembling components, and will practice adjusting and testing using a live hydraulic system. Students will learn how to identify common hazards when working on marine hydraulic systems and how to work safely.

Students learn how to:

- Recognize safety procedures when working around hydraulics.
- Describe how a hydraulic system works.
- Recognize concepts and principles like Flow and Pressure.
- Identify the components of a hydraulic system.
- Read a hydraulic system schematic.
- Identify and differentiate various types of hydraulic systems.
- Choose the right fittings and hoses for a given system.
- Make hoses.
- Design a hydraulic system.
- Use best practices for cleanliness and maintenance.
- Use appropriate procedures for determining and addressing common hydraulics problems.

Teaching Philosophy

The Marine Systems Intensives provide both conceptual and hands-on instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices.

Training/ Instructional Aids and Facilities

Students will use interactive online simulations to learn basic and advanced hydraulic concepts. Students will also use online simulations to practice designing and adjusting hydraulic systems. Students will operate a functioning hydraulic system to test and adjust flow and pressure, to recognize the effects. The school will provide hoses and a hose crimping machine for students to practice proper techniques for hydraulic plumbing. The school will also provide a variety of hydraulic system components for identification and disassembly.

This course does not lead to initial employment. Completion of this course is not a prerequisite and does not provide credit towards any vocational program offered by the Boat School.

Marine Corrosion

32.50 clock hours – Monday through Friday; 8 am to 5 pm

Credential Awarded: Certificate

Course Description

Students will learn how to properly conduct a corrosion survey aboard vessels of varying hull types. They will learn enough basic electrical and corrosion fundamentals to understand how a boat's electrical system affects corrosion aboard. Students will learn about environmental factors that promote corrosion and affect the rate of corrosion. Students will learn about cathodic protection and how it's appropriately applied. Students will practice taking corrosion potentials aboard a variety of vessels.

Students learn how to:

- Describe the basics of corrosion processes.
- Describe and use the galvanic series chart.
- Take proper electric potential readings aboard a vessel.
- Differentiate material properties of different alloys and their specific corrosion issues.
- Recognize the effects of the AC Shore power cord on the hull potential.
- Use a variety of specialized equipment used in the corrosion survey.
- Properly test galvanic isolators and understand their function.
- Identify the advantages and disadvantages of polarization and isolation transformers.
- Take corrosion preventative measures for hull materials such as wood, aluminum, steel and fiberglass.
- Describe galvanic corrosion processes.
- Describe stray current processes.
- Recognize and prevent a variety of corrosion types.
- Select and use specialized equipment for prevention of corrosion.
- Describe the appropriate application of specific sacrificial anode types.
- Complete a corrosion survey and advise the boat owner on appropriate preventive measures.
- Benefit of coating systems to prevent corrosion and reduce the amount of cathodic protection required.

Teaching Philosophy

The Marine Systems Intensives provide both conceptual and hands-on instruction. Students will handle system components, watch demonstrations, learn to describe a system's components and how they function, and will be able to perform specific tasks using industry best practices.

Training/ Instructional Aids and Facilities

The school will provide reference electrodes, digital voltmeters, pH meters, corrosion pit measurement tools, analog volt-ohm meter, hardened probes, extension for reference cells, reference materials, AC and DC clamp meters, and other specialized equipment.

This course does not lead to initial employment. Completion of this course is not a prerequisite and does not provide credit towards any vocational program offered by the Boat School.

Prothero Internship

Occasionally the school offers the Prothero Internship which enables a recent graduate of the school to work in a paid apprentice-style role. This allows a graduate to spend additional time at the school honing their skills in an environment that offers increasingly more challenging work, at a faster pace, and with more independence. To be considered, students must submit an application, attend an interview with the Chief Instructor and staff, have recently graduated, and have been in good academic standing.





Admissions, Tuition & Fees, and Financial Assistance

I was 30 years old and I felt like I didn't know how to do anything. I came to the school and found a chance to do something different, gratifying, and real.

Adam Snider, Class of 2017 & 2018h
Boatbuilding & Marine Systems

Admissions

NWSWB encourages diversity and applications from all minorities. NWSWB does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, gender, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. NWSWB acknowledges that information pertaining to an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, NWSWB will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the Admissions Manager upon registration for the program; some programs require medical documentation due to the rigors of the curriculum.

Eligibility

To be eligible for enrollment, all students must have:

- Earned a high school diploma or recognized equivalency certificate (GED) prior to the first day of class.
- The physical and health capacity to undertake the day-to-day work.
- The ability to understand written and oral instruction given in English.

Enrollment in programs at the Northwest School of Wooden Boatbuilding do not require prior woodworking, boatbuilding, or marine systems experience.

Physical Requirements

A typical day starts with 1-2 hours of lecture. The rest of the day is spent doing hands-on work in the shops, using a wide array of both hand tools and power tools, including table saws, band saws, planers, and jointers. Students must be prepared to handle the rigorous physical requirements of the school's workshop activities.

As a student, you must be able to:

- Be on your feet for extended periods of time. Students are in the boat shops from 10:00 am to 5:00 pm daily, with one hour off for lunch and two 15-minute breaks. That means about 6 hours a day on your feet;
- Have the flexibility to climb, crawl on the floor, and work in tight spaces;
- Work at varied heights, sometimes on scaffolding;
- Lift items as heavy as 50 lbs. multiple times throughout the day;
- Work with your arms raised above your head;
- Work near noise and dust wearing appropriate safety gear;
- Operate machinery and equipment.

In the Enrollment Agreement, there is a section titled "Physical Requirements." On that page, students can share with the school any disability, condition, or special needs that may require accommodations to meet the physical or other requirements of the program described above. Students with disability-related special needs are required to submit a statement from their medical provider or other professional to document the condition and provide recommendations for accommodation.

Enrollment Capacity

The stated capacity for each program is as follows:

Boatbuilding 12-month AOS degree:	12 per section, 48 total
Marine Systems 9-month Diploma:	18 per section, 18 total

Both the 12-month Boatbuilding AOS degree program and 9-month Marine Systems Diploma program start once per year in the fall. Students must successfully complete each quarter sequentially to continue their program into the next quarter.

Admissions & Enrollment Process

ALL PROSPECTIVE STUDENTS: To apply for a degree or diploma program, complete the following steps:

- Complete an online application on our website: www.nswb.edu
- Email, mail, or upload to your online student portal a copy of your high school diploma/transcript, GED certificate, or official college transcript.
- Pay the \$100 registration fee (non-refundable) and a \$200 tuition deposit (refundable).

After the above steps have been completed, admissions staff will initiate a phone call to review the application and discuss the student's expectations and how they fit in the program curriculum. After the phone call, the application will be presented to the Admissions Committee for evaluation. The Admissions Committee evaluates applications based on the following criteria: vocational interest, background in marine or other trades (e.g. military, agriculture, or others), expressed interest/goals in boatbuilding or marine trades (from the answers to the personal statement questions), successful work or military experience, and academic achievement (including any prior coursework at NWSWB).

VETERANS: If you would like to utilize VA Education Benefits, you must also provide the following documents by uploading to your online student portal or emailing admissions@nswb.edu:

- A copy of your current VA Certificate of Eligibility (COE). Your COE can be obtained from these websites: www.ebenefits.va.gov/ebenefits, or www.benefits.va.gov/gibill or www.vets.gov/education.
- A copy of your Military Transcript which can be obtained at: <https://jst.doded.mil/smart/signIn.do> for Joint Services Military Transcripts and <https://www.airuniversity.af.edu/Barnes/CCAF/> for Air Force Transcripts.
- A copy of your DD-214.

For Veteran Benefits support and questions please contact our Veteran Resources Specialist, Rita Frangione, at rita@nswb.edu.

INTERNATIONAL STUDENTS: There are additional requirements for the application and enrollment process for international students. Before the student can be accepted, the following must be completed:

- International students must first apply to the school. There is an additional fee to verify that submitted educational transcripts are equivalent to a U.S. high school diploma or GED.
- International students must demonstrate proof of financial support for educational and living expenses incurred for themselves (and for dependents traveling with the student) during their time of study in the United States. International students must complete the 'International Student Immigration Information and Declaration of Finances' form. This form is on the school's website or can be requested from the school's Admissions office.
- A copy of your passport and the passports of any dependents traveling with you.

Once the international student has been accepted, the school will generate a Form I-20. With the Form I-20, an international student may pay their SEVIS fee and apply for their visa.

Please view the International Students Procedures, Forms, & Frequently Asked Questions information on our website.

International Students

The Northwest School of Wooden Boatbuilding is approved by the U.S. Government to enroll non-immigrant international students. The entire process, from the academic transcript review required with an application, to acquiring the needed student visa can be time-consuming. Therefore, foreign students are encouraged to apply several months in advance of their program start date.

Assistance is available through the Admissions Office by calling (360) 385-4948 or by email at admissions@nswb.edu. Additional information about immigration procedures and forms are available for download from the school website: www.nswb.edu. General information from U.S. government about the international student process can also be found at <https://studyinthestates.dhs.gov>.

Transfer Credits

TRANSFER CREDITS TO NWSWB FROM ANOTHER INSTITUTION: Due to the unique occupational nature of the coursework offered at the Northwest School of Wooden Boatbuilding, transfer credits from other post-secondary institutions are not accepted to replace coursework taught at NWSWB.

Transfer credits are only necessary and accepted to complete the General Education requirement for the AOS Degree Boatbuilding program. Additional credits are not required to complete the Marine Systems Diploma program.

Students may transfer the four additional credits needed to complete an AOS degree from another approved post-secondary school transcript or from their military transcript. Students without the required general education or applied general education credits may take an option free course while at NWSWB (see page 34 for the current course option).

Credits awarded may be either general education courses or applied general education courses. General education courses are defined as those designed to develop essential basic academic skills. Examples include courses in written and oral communication, quantitative principles, natural and physical sciences, social and behavioral sciences, humanities, and fine arts. Applied general education courses are defined as those directly applicable to a specific occupational cluster in related natural and physical sciences, social and behavioral sciences, technology, humanities, and fine arts.

Before being approved by the school, possible transfer credits will be assessed and awarded using the following guidelines (this applies to either general education or applied general education credits):

- GPA: Students must have a minimum grade of 2.0 for course credits to be considered for transfer.
- Credibility of the source of the class: for example, another accredited educational institution or the military.
- Number of Credits Earned: A semester-length class at another institution will earn 4 credits at NWSWB and fulfill the requirement to complete an AOS degree. A quarter-length class at another institution will earn only 3 credits per class. Therefore, 2 quarter-length classes are required to earn 4 credits at NWSWB and fulfill the requirement.

The school maintains a written record of transcript evaluations for students providing a post-secondary or military transcript to fulfill the General Education requirement for the AOS Degree Boatbuilding Program.

TRANSFER CREDITS FROM NWSWB TO ANOTHER INSTITUTION: Credits earned at NWSWB may or may not be transferable to other institutions depending upon the policies of the receiving institution. Students wishing to transfer credits outside NWSWB should contact the receiving institution to determine which courses and how many credits might be transferable.

Additional Programs

Students who graduate from one program may choose to return to complete an additional school program. Students must follow the current admission and enrollment process and pay associated fees (see page 46 for current process).

Disability Accommodations

It is the policy of NWSWB to comply with all federal and state laws concerning facility access and the education of qualified individuals with disabilities. NWSWB will provide reasonable accommodations to students if the school is notified that a student with a disability requires an accommodation in order to pursue or continue training at NWSWB. An accommodation is not intended to lower or to substantially modify a course of study or its standards or expectations. NWSWB will work with the student to reasonably accommodate them so that they can learn in the classroom and lab settings, unless the accommodation causes undue hardship, fundamentally alters the program or course of study, or causes undue financial burdens.

Information related to an accommodation request will be treated as confidential, except that: a) faculty and staff may be informed, on a need-to-know basis, regarding necessary restrictions on the work or assignments of the student and any necessary accommodations, b) first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment, and c) government officials investigating compliance with the Americans with Disabilities Act shall be provided relevant information on request.

ADA Grievance Procedure

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NWSWB prohibits discrimination on the basis of disability for faculty, staff, students, and visitors. Any applicant, student, staff, faculty, or visitor who believes they have been subjected to discrimination on the basis of disability (or is unsatisfied with accommodations provided) may submit a grievance in writing to:

Christina Ruben, Title IX Coordinator
42 N. Water St. Port Hadlock, WA 98339
(360) 385-4948
christina@nswsb.edu

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Service and Emotional Support Animal Policy

Service Animals, as defined by the Americans with Disabilities Act (ADA), are dogs or miniature horses individually trained to do work or perform specific tasks for the benefit of a person with a disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, responding to and protecting a person who is having a seizure, or performing other duties.

Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA guidelines and are not permitted on the NWSWB campus.

Service animals must be house broken, must be clean and well cared for, and must remain on-leash and under the control of the handler at all times. If the service animal is out of control, or demonstrates a direct threat to the safety and health of any member of the campus community or NWSWB property, the school reserves the right to remove the service animal. A handler will be held responsible for any damage to NWSWB property or facilities.

Please contact the Student Services Manager to request a Service Animal accommodation, or if you have any questions or concerns regarding Service Animals on campus.

Tuition and Fees

Program	Credits	Clock Hrs	Days / Quarters	\$/Credit	Tuition
12-month Boatbuilding AOS Degree Program	90*	N/A	200 / 4	\$260.46	\$22,400.00
9-month Marine Systems Diploma Program	63	N/A	150 / 3	\$266.66	\$16,800.00
5-day Marine Systems Intensives Certificate Course	N/A	32.5	5 / 0	N/A	\$1,250.00

*Four of the 90 credits for the Boatbuilding program are general education or applied general education transfer credits and do not apply toward tuition costs, as there is no charge for transfer credits. These four additional credits of general education or applied general education are required to complete the AOS degree and may be either transferred in from an approved post-secondary school or military transcript or earned in an additional class offered free for students at NWSWB.

Additional Costs for Degree and Diploma Programs

Items	Cost	Notes
Registration fee	\$100.00	Due at time of application
Tuition Deposit	\$200.00	Due at time of application. Applied to 1st quarter tuition.
Tools for Boatbuilding AOS Degree Program	\$1,300.00 - \$1,500.00	Varies. Cost assumes student has no tools. Tool lists and purchasing information can be found on our website.
Tools for Marine Systems Diploma Program	\$1,500.00 - \$2,000.00	Varies. Cost assumes student has no tools. Tool lists and purchasing information can be found on our website.

Cost of Attendance 2022-2023

The Cost of Attendance (COA) estimates the cost to attend the school for the length of the program. It includes tuition, tools, supplies, and estimated living expenses for the typical student.

Items	12-Month Boatbuilding AOS Degree Program	9-Month Marine Systems Diploma Program	5-day Marine Systems Intensives
Tuition/fees	\$22,400	\$16,800	\$1,250.00
Tools/books/supplies*	\$1,500	\$2,000	Not applicable
Room/board*	\$14,200	\$10,650	Not applicable
Transportation*	\$1,848	\$1,386	Not applicable
Misc/Personal*	\$3,020	\$2,265	Not applicable
TOTAL cost of attendance	\$42,968	\$33,101	\$1,250.00

*Not provided by school or included in tuition and fees.

Tuition Payment Requirements

Tuition is due 30 days prior to the start of each program quarter for the degree and diploma programs. A student with a balance owing on an account may not be allowed to continue to the next term. For the Marine Systems Intensives, tuition is due prior to the start of the course.

Delinquent Accounts

In the event a student's account is delinquent, the student may be required to pay late fees and all reasonable collection costs, including attorney fees and collection agency fees in accordance with Washington State law. Student transcripts may also be held if an account is delinquent. Students will not receive a diploma or a degree if they have a balance owing at graduation. If a student wishes to re-enroll, any delinquent institutional debt must be cleared prior to re-enrollment.

Refund Policies for Termination, Withdrawal, or Discontinuance

Termination by the School

If a student is terminated, the termination notice will be given in writing stating the reasons for the action. NWSWB may terminate the enrollment of any student for any of the following reasons:

- The student does not meet the published Eligibility Requirements.
- The student fails to maintain satisfactory progress as detailed in the Satisfactory Academic Progress (SAP) Policy under "School Policies."
- The student violates the Standards of Conduct.

Withdrawal by the Student

A student may withdraw for any reason. When calculating refunds, the student's official date of withdrawal is the last date of recorded attendance, when:

- The school receives notice of the student's intention to discontinue the training program; or
- The student's enrollment is terminated for a violation of a published school policy that provides for termination; or,
- The student, without notice to the institution, fails to attend classes for 30 calendar days. (Additional rules may apply for students receiving Federal Student Aid).

Discontinuance of Instruction by the School

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students will be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid, unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program is discontinued or relocated. The refund will be paid within 30 days after receipt of such a request.

Refund Policy (Compliance with WAC 490-105-130)

Should the student’s enrollment be terminated or the student withdraw for any reason, all refunds will be made according to the following refund schedule:

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the tables below.
5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance: (1) When the school receives notice of the student’s intention to discontinue the training program; (2) When the student is terminated for a violation of a published school policy that provides for termination; (3) When a student, without notice, fails to attend classes for 30 calendar days.
6. Any refund due will be paid within 30 days from the last day of attendance, or within 30 days from the date of receipt of written notification of cancellation.

DEGREE AND DIPLOMA PROGRAMS	
If the student completes this amount of training:	The school may keep this percentage of tuition:
One week or up to 10%, whichever is less	10%
More than one week or 10%, whichever is less, but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5-DAY MARINE SYSTEMS INTENSIVES	
If the student completes this amount of training:	The school may keep this percentage of tuition:
One day or up to 10%, whichever is less	10%
More than one day or 10%, whichever is less, but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

Financial Assistance

Financial Aid

Financial aid may be available for those who qualify. The school is approved to participate in Federal Student Aid programs, including the Federal Pell Grant program and the William D. Ford/Stafford Direct Loan program. Students who wish to apply for Federal Student Aid will need to complete a FAFSA (Free Application for Federal Student Aid) form online at www.fafsa.ed.gov. Our Federal school code is 041550.

Information regarding financial aid can be found on the school's website or questions can be directed to the school's Financial Aid Officer at (360) 385-4948.

NWSWB does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the awarding of student financial assistance.

Veterans Benefits

NWSWB qualifies for all chapters of Veterans Education benefits. Selected programs of study at NWSWB are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

NWSWB does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

To apply for benefits, you may apply online at www.gibill.va.gov. Return proof of application to the School Certifying Official along with a copy of your DD Form 214. You must also provide copies of transcripts from any other post-secondary institutions that you have attended, and obtain a copy of your Joint Services Military Transcript or Air Force Transcript. Upon completing the enrollment requirements and furnishing required documents for VA files, the School Certifying Official will certify school enrollment to the VA.

School Certifying Officials

Heidi Blehm, Admissions and Student Services Manager

heidi.blehm@nswsb.edu

(360) 385-4948 ext. 305

VA Student's Point of Contact

Rita Frangione, Veteran Resources Specialist, rita@nswsb.edu or veterans@nswsb.edu

85/15 Rule

The Veterans Administration requires that NWSWB limit student enrollment to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a class that has already reached the 85% cap, the veteran may do so but will not be eligible for VA funding. Chapter 35 and 31 students may enroll even if the 85% has been realized.

Title 38 United States Code Section 3679(e) School Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopted the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while payment to the institution is pending from the VA.

The school will permit any covered individual* to attend or participate in the course of education during the period beginning on the date on which the individual provides to NWSWB a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veteran Affairs (VA) website - eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates: (1) The date on which payment from VA is made to the institution, (2) 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

*A covered individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 G.I. Bill® benefits.

For any covered individual with an inability to meet their financial obligations to the school due to the delayed disbursement funding from VA under Chapter 31 or 33, the school will not:

- Prevent the student's enrollment;
- Impose any penalty, including the assessment of late fees;
- Require student secure alternative or additional funding; or
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

Military Active Duty and Reservist Policy

1. A student or military dependent leaving for active duty or due to relocation related to military service during an academic term will receive an Incomplete.
2. The student should request to resume academic work within six months of returning from active duty or relocating back to the area.
3. The school will place the student in the earliest possible enrollment period.
4. Upon returning and finishing the academic work for the class section, the Incomplete will be removed and a final grade for that section will be given.

Refund Policy for Active Duty

1. Refunds will be processed in accordance with the Title IV refund policy when applicable.
2. Upon returning, Military Active Duty students or military dependents whose training was interrupted due to military service will receive a waiver equal to the amount of prior tuition unless financial aid funds were used.

School-Based Scholarships

The Northwest School of Wooden Boatbuilding is pleased to offer scholarship opportunities to assist students with quarterly tuition payments when available. School based scholarships are dispersed as tuition reductions and are applied incrementally each quarter to help cover the cost of attendance. The number of scholarships awarded per year will vary based on funding.

Scholarship applications will be available during the student's first quarter of attendance. Maximum award amounts for each program are \$1,000 for the 12-month Boatbuilding program or \$750 for the 9-month Marine Systems program. Applications are reviewed by the Scholarship Committee and evaluated based on the scholarship eligibility criteria listed below.

Scholarship Eligibility Criteria:

1. Scholarships are need based. Applicants must have completed a FAFSA application to determine if they qualify for a scholarship.
2. Applicants must complete an NWSWB scholarship application, which includes three essay questions.
3. Priority will be given to needs-based applicants who plan to enter the maritime trades upon graduation.

Students awarded scholarships must be in good academic and attendance standing when each quarterly scholarship payment is made. If a student is put on probation for any reason, they will forfeit any unpaid scholarship amounts.

Outside Scholarships

For information on additional scholarship opportunities, please visit the school's website.

Tax Credits

Federal Income Tax credits can help offset the cost of attending school. Visit www.irs.gov and enter "education credits" in the search box for current details.

Returning Funds to Federal Student Aid (Title IV)

The law specifies how the Northwest School of Wooden Boatbuilding (NWSWB, the school) must determine the amount of the Title IV program assistance that is earned if a student withdraws from School. The Title IV programs that are covered by this law are: Federal Pell Grants; Iraq and Afghanistan Service Grants; Academic Competitiveness Grants; National SMART Grants; TEACH Grants; Stafford Loans; PLUS Loans; Federal Supplemental Educational Opportunity Grants; and Federal Perkins Loans.

When a student withdraws during a payment period or period of enrollment, the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If they received (or the school or their parents received on their behalf) less assistance than the amount that they earned, the student may be able to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by the school and/or the student.

The amount of assistance earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period or period of enrollment, they would earn 30% of the assistance they were originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, they earn all the assistance that they were scheduled to receive for that period.

If the student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that additional debt is not incurred. The school may automatically use all or a portion of that post-withdrawal disbursement of grant funds for tuition and fees, but needs the student's permission to use the post-withdrawal grant disbursement for any other charges. If the student does not give that permission, they will be offered the funds. However, it may be in their best interest to allow the school to keep the funds in order to reduce his/her debt at the school.

Because of other eligibility requirements, there are some Title IV funds that cannot be disbursed once the student withdraws. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program

before withdrawing, they will not receive the Direct Loans funds that they would have received had they remained enrolled past the 30th day.

If the student receives (or the Northwest School of Wooden Boatbuilding or their parents received on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of his funds, or
- The entire amount of the excess fund.

The school must return this amount even if it did not keep the amount of the student's Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that must be returned by the student or their parents must be repaid in accordance with the terms of the promissory note, meaning that scheduled payments are to be made to the holder of the loan over a period of time.

The amount of unearned grant funds that must be returned is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements governing Title IV program funds are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. The school's refund policy can be found on page 51. The school can also provide students with the requirements and procedures for officially withdrawing from the school.

Students with questions about the Title IV program funds, can contact the school's Business Manager or call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3242). TTY users may call 1-800-730-8913. Information is also available on the web at www.studentaid.gov.

Additional Third Party Funding Agencies

Information regarding refunds to the Veterans Administration can be found through www.va.gov.

NWSWB complies with all third-party funding agency refund policies. Students can request more information through the school Business Office by calling (360) 385-4948 or emailing info@nwswb.edu.

Satisfactory Academic Progress Requirements for Financial Aid Recipients

Satisfactory Academic Progress (SAP) holds students accountable for meeting the minimum academic standards in an eligible program of study per federal and state financial aid regulations. The Director of Financial Aid reviews SAP for all students before financial aid is awarded and at the end of every term aid is received.

Students must be making SAP in order to remain eligible for financial aid. To fulfill SAP requirements, students must:

1. Complete each course with a minimum GPA of 2.0 and have a minimum cumulative GPA of 2.0.
2. Quantitative/credit completion rules: All students at the Northwest School of Wooden Boatbuilding (NWSWB) attend full time in programs of either 21 or 23 credit hours per quarter. Students must successfully complete 100% of the credits associated with the full-time awards (meeting the minimum GPA 2.0) or aid will be terminated.
3. Progress in a program of study at a pace that allows completion within the maximum time frame of 150% (federal funds) and 125% (state funds) of program length.
4. Courses must be completed on time.

SAP is monitored during the quarter. Students not achieving the minimum standard for any course will be given written notice of academic probation and allowed a period of time deemed reasonable by the instructor to improve their grades (usually the end of the quarter). If a student fails to meet the minimum standards within the probationary time period, the student may be dismissed.

Official evaluations (i.e., for Title IV/SAP purposes) are completed at the end of the quarter. At this time, a student will be dismissed if SAP has not been achieved. The Student Services Manager will notify the Director of Financial Aid of the change in status. The Director of Financial Aid will meet with the student to discuss both the dismissal from the school and that financial aid funds for future quarters are terminated.

If a student wishes to appeal their grade and subsequent dismissal, they must submit a letter to the Chief Instructor within 3 days of the completed quarter, per the Grade Appeal Policy. If the appeal is successful, the student will be on Academic and Financial Aid probation for one quarter. Eligibility for aid may be reinstated after one payment period if SAP is achieved.

If a student withdraws, is dismissed for non-academic reasons, or otherwise does not complete a term, the Student Service Manager will notify the Director of Financial Aid. The Director of Financial Aid will calculate the return of Title IV funding (if applicable) and financial aid for future quarters is terminated. If the return of Title IV funds is necessary, the Returning Funds to Federal Student Aid (Title IV) Policy will be followed. See page 55 to review this policy.

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School Policies



Happiness comes from solving problems. The amount of confidence I built was transformational.

Ginny Wilson, Class of 2018h
Boatbuilding

General Policies

Adding or Repeating Courses

A student may request to add or repeat courses in a specific program and must pay additional tuition for those courses. The option of repeating a course is limited by space and scheduling. If a student repeats a course, the grade from the repeated course will replace the previous grade for that course in the calculation of the student's grade point average. Additional rules may apply for veterans and students receiving Federal Student Aid.

Attendance and Punctuality

Attendance records are kept daily and account for 25% of the student's grade. Attendance during the first week of class is essential and required. In very rare instances, exceptions to this rule may be allowed.

Five unauthorized absences constitute grounds for probation. When a student, without notice to the institution, fails to attend classes for 30 calendar days, that student's enrollment will be considered terminated. (Additional rules may apply for veterans and students receiving Federal Student Aid.)

Late arrivals/early departures to class or to the boat shop throughout the day are recorded as tardies. Two tardies are recorded as one absence. Ongoing tardiness may result in the student being placed on academic probation. A prolonged unexcused absence from class (more than 30 minutes) will be recorded as a minimum half-day absence, and possibly a full-day absence, depending on its length. Additional information regarding absences and probation or termination due to absences is located in the Student Handbook.

Class/Program Cancellations

The Northwest School of Wooden Boatbuilding makes every effort to meet the needs of its students; however, special circumstances may require the school to cancel classes or programs due to the changing needs of industry, insufficient enrollment, or funding. The school reserves the right to make such decisions as warranted.

Clock Hours and Quarter-Credits

A clock hour is defined as 50 minutes of instruction in a 60-minute period of time. A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution. The aforementioned academic activities are composed of didactic learning environment; supervised laboratory setting of instruction; externship; and/or out-of-classwork/preparation.

The contract hour conversion formula

- One quarter-credit hour equals 30 units composed of the following academic activities:
- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of outside class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit.

Comparable Programs

Information about comparable programs, tuition, and length of programs may be obtained by contacting:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Telephone: (703) 247-4212
www.accsc.org

Credentials Awarded

Students who satisfactorily complete their course of training in the boatbuilding program are granted an Associate of Occupational Studies Degree. Students who satisfactorily complete training in the Marine Systems program are granted a Diploma. Students who satisfactorily complete a Marine Systems Intensive Course are granted a certificate.

Conditions for Re-admission

If a student leaves a program without fully completing it, they may not be able to automatically return. Students who wish to return after leaving a program must follow this procedure:

1. The student submits a new application at least 60 days before proposed date of return.
2. The Chief Instructor reviews the application and makes a decision with input from other instructors.
3. Student Services Manager sends letter informing the student of the decision and rights of appeal.

Electronic Signature Policy

An electronic signature may replace a wet signature, or an electronic record may replace a paper document in official documents generated by NWSWB. This policy applies to all forms of electronic signatures and electronic records used to conduct official business. Official business includes, but is not limited to, electronic communications, transactions, procurements, contracts, and other official purposes. NWSWB is currently using DocuSign as the main method of acquiring electronic signatures, but other methods are allowed (for example, a scan of a signed document).

To the extent that a transaction or contract between NWSWB and a student requires any party to execute or sign an agreement or document, notice, agreement of authorization in order for such document to be effective, such signature is deemed to include electronic signatures as that term is defined in the Electronic Signatures In Global and National Commerce Act (“ESIGN Act”), 15 USC 7001, to the extent that NWSWB has approved the use of Electronic Signatures for such document. Each electronic signature shall be of the same legal effect, validity, and enforceability as a manually executed signature to the extent and as provided for in the ESIGN Act or any applicable law.

Grade Appeal Policy

A student who wishes to appeal a grade must submit a letter to the Chief Instructor within 3 business days of the completed quarter. The letter must describe any and all circumstances deserving further consideration. The burden of proof in an appeal lies with the student. The Chief Instructor, student’s Instructor, and the Student Services Manager will review the appeal. The student will be notified within one week with an appeal decision.

Grading System

Student work is evaluated through one-on-one review by instructors, written knowledge, and demonstrated skills assessments. Grades are assigned at the end of each quarter. In addition, students receive mid-quarter progress reports. Grades are awarded on the following scale:

- A: 4.0 Exceptional work
- B: 3.0 Higher than expected standards
- C: 2.0 Meets expected standards
- D: 1.0 Lower than expected standards
- F: 0.0 Fails to meet minimum standards

Graduation Standards

To receive an Associate of Occupational Studies degree or a Diploma, a student must:

- Earn the appropriate number of credits,
- Achieve a passing grade (minimum 2.0) in all required courses,
- Meet attendance standards, and
- Pay debts owed to the school.

Homework (Research Project)

The school requires students in all programs to complete a research project (homework) each quarter. Students work with instructors to choose a project that is of interest to the student and will reinforce student learning. The projects should take a minimum of one hour each week to research and complete and must utilize the school's library collections. Research projects are graded by a student's instructor and are included in the quarter-end grade report.

Incompletes

Students are given an incomplete grade if they fail to complete a class for any reason. An incomplete grade will be recorded as an "F" for any of the following reasons:

- Training is not made up within one and one-half times the normal program length, calculated from the start date; or,
- The student cancels enrollment; or,
- The school does not receive notification by class graduation date of the student's intention to continue training.

Students with incomplete grades do not receive their diploma or degree, but they will be issued an official school transcript.

Leave of Absence

Students must apply in writing to the Chief Instructor for absences that exceed five working days. If circumstances require, a leave of absence may be granted for a maximum period of up to 30 calendar days. Students taking a leave of absence must still meet all other training standards, including passing grades in all courses.

If a student fails to return from a leave of absence and a period of 30 days passes from the date of last attendance, the student's enrollment will be considered terminated.

Liability Policy

The Northwest School of Wooden Boatbuilding is not responsible for loss or damage to student personal property or for personal and/or bodily injury occurring to students while on the school grounds or on field trips.

Makeup Work

Students may be able to make up time with shop hours outside of the program schedule. The student's instructor must approve make-up time if it is to count toward normal coursework clock hours. There is no additional tuition charged for enrolled students who take advantage of scheduled after-hours shop time. Additional information can be found in the Student Handbook.

Outside Learning Opportunities

On rare occasions a student and the Chief Instructor may agree that an outside learning opportunity warrants time away from the classroom to enhance that student's unique educational interests. Because this is highly individualized and dependent on timing, formal approval is required by the Chief Instructor before the student attends the training. Students must document completion of the education program through a certificate or signature of the program's leader and provide a short write up (at least two paragraphs) about what they learned. A maximum of five (5) days a school year can be approved. The student cannot be paid during the training.

Pets

Pets are prohibited on campus. Students with pets should plan to arrange for suitable daytime accommodation.

Passing Grades

Students must maintain at least a passing grade average of 2.0 for each course throughout their program. Students not achieving the minimum standard for any course will be given written notice of probation and allowed a period of time deemed reasonable by the instructor to improve their grades. If a student fails to meet the minimum standards within this probationary time period, the student may be dismissed. Students receiving Federal Student Aid must make satisfactory academic progress (SAP) in order to continue their Federal financial aid. More details are available on this in the school's Student Handbook.

Pregnant Students

NWSWB is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX).

NWSWB will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. In accordance with Title IX, NWSWB will grant a pregnant student leave for the length of time deemed medically necessary by the student's physician.

To the extent possible, NWSWB will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same educational status the student held prior to withdrawing. Pregnant students are encouraged to discuss their circumstances with their department head by the sixth month of pregnancy to discuss academic success, which may include makeup work or emergency absence.

Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their program of study. Student who wish to discuss their need for such accommodations should seek assistance from the Title IX Coordinator.

Probation

Students who fail to meet the minimum published standards for attendance, grades, or conduct may, upon recommendation from their instructor, be placed on probation. The Chief Instructor and Student Services Manager will determine the length of the probationary period, which should reflect a reasonable period during which the deficiency can be corrected. When notified of their probationary status, the student will be advised that continued unsatisfactory progress will result in cancellation of enrollment. At the end of the probationary period, the student's progress will be reviewed, after which the probationary status may be removed, extended, or — if it appears unlikely that further progress is possible — enrollment may be terminated. Refunds will be given in accordance with the school's refund policy (additional rules may apply for students receiving Federal Student Aid or Veterans Benefits). Students are prohibited from applying to additional programs if on probation.

Program Advisory Committee

The Northwest School of Wooden Boatbuilding maintains an independent Program Advisory Committee for the purpose of structuring and improving programs. The committee meets a minimum of two times per year to provide a meaningful review of the school's program materials, equipment, facilities, and student achievement outcomes. Program Advisory Committee members are made up of qualified representatives including employers representing major occupations for which training is provided, representatives from other educational institutions, and graduates with professional experience. Refer to the "Get to Know Us" section for a list of the current Program Advisory Committee members.

Religious Accommodation

The Northwest School of Wooden Boatbuilding will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work. Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for increased flexibility in assignment due dates.

Safety Rules

The school environment, like any woodworking or shop area, contains potential dangers: power tools are operating continuously; wood shavings constitute a fire hazard; sawdust and fumes from paints, varnishes, and other materials can be detrimental to the respiratory system. This environment is unsafe only if those working within it fail to comply with approved operating procedures. Sensible precautionary measures are always required, and a detailed safety briefing will be a part of the introductory process. Students will receive training and are required to follow all procedures and safety protocols documented in the school's "COVID-19 Exposure Control, Mitigation & Recovery Plan." To protect the health and safety of students and staff at the school, students can be dismissed if they do not follow these procedures.

Satisfactory Academic Progress

Students must maintain at least a passing grade average of 2.0 for each course throughout their program. Students not achieving the minimum standard for any course will be given written notice of probation and allowed a period of time deemed reasonable by the instructor to improve their grades. If a student fails to meet the minimum standards within the probationary time period, the student may be dismissed. Student receiving Federal Student Aid must make satisfactory academic process (SAP) in order to continue their federal financial aid. More details are available on page 56.

Social Security Number Policy

We are required by law to ask students for their social security number, and we report this information to the Workforce Training and Education Coordinating Board, a Washington State agency. The Workforce Board (www.wtb.wa.gov) uses this information for research purposes only, to measure performance outcomes of education programs on the State's Eligible Training Provider List (www.careerbridge.wa.gov). You will not be denied any benefits or privileges provided by law if you do not provide your social security number. Our organization and the Workforce Board will take extensive measures to protect your social security number from unauthorized use. If you have questions about the uses of the data or data security, contact the Workforce Board at (360) 709-4600.

Student Records

The Northwest School of Wooden Boatbuilding maintains a permanent educational record for all currently and formerly enrolled students for the most recent five years following graduation, withdrawal, or termination, and consists of all admissions, academic, and financial information upon which a student's enrollment is based. After five years, the school follows the requirements for record retention according to WAC 490-105-200 which requires a school to retain a transcript for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. These records (physical and electronic) are securely maintained and protected against damage or loss (fire, water, theft, tampering, etc). Student records are available for review by the student at any time.

Students have the right to inspect and request amendment to their confidential education records. The amendment request process may not be used to appeal a grade, dismissal, disciplinary action, or other administrative decision. A

student requesting to review his/her education records shall make the request in writing to Student Services.

Transcripts

Northwest School of Wooden Boatbuilding maintains an official transcript for all currently and formerly enrolled students (graduates as well as terminated or withdrawn students). Upon graduation, termination, or withdrawal, each student will be given a copy of their transcript. The transcript includes, at a minimum, the program of study; the date of program entry; the date of graduation, termination or withdrawal; and the clock or credit hours and grades earned. An official transcript is available to students upon request and in accordance with the school's policies. To request a copy of an academic transcript, a student must complete a Transcript Request form. Forms may be obtained from the Student Services Manager at studentservices@nswb.edu or by calling the school at (360) 385-4948.

Withdrawal

To officially close their record, students who voluntarily withdraw from the school must complete a withdrawal form. Withdrawal forms are available from the Student Services Manager and must be signed by the student, Student Services Manager, and Business Manager. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

Student Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Northwest School of Wooden Boatbuilding receives a request for access. A student should submit to the Executive Director, via their instructor and Student Services, a written request that identifies the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the Northwest School of Wooden Boatbuilding official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Northwest School of Wooden Boatbuilding decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Northwest School of Wooden Boatbuilding discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The Northwest School of Wooden Boatbuilding discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Northwest School of Wooden Boatbuilding in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Northwest School of Wooden Boatbuilding has contracted as its agent to provide a service instead of using the Northwest School of Wooden Boatbuilding employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the school.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Northwest School of Wooden Boatbuilding to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-8520

Conduct and Disciplinary Policies

Standards of Conduct

Admission to the Northwest School of Wooden Boatbuilding carries with it the expectation that students will conduct themselves as responsible members of the school community, that they will comply with the rules and regulations of the institution, maintain high standards of integrity and honesty, respect the rights, privileges, and property of other members of the school community, and will not interfere with legitimate Northwest School of Wooden Boatbuilding affairs.

Students are expected to:

- Attend all required classes and events. Arrive on time. Stay until class is over.
- Bring required tools and supplies and have them ready for use each day.
- Treat staff, instructors, guests, and other students with respect.
- Follow directions from instructors and staff, especially related to safety, including all COVID-19 protocols.
- Handle school equipment with care and abide by all state, federal, and international laws when using school computers.
- Resolve conflicts in a positive manner, starting with the person with whom they have the conflict and asking for conflict resolution support as needed from an instructor and/or the Student Services Manager.

Northwest School of Wooden Boatbuilding maintains the right to make and enforce rules for conduct. A student found in violation of the school's Code of Conduct shall be subject to sanctions, including but not limited to: verbal warning, written warning, creation of a behavior plan, coordination of outside student support resources, restrictions and loss of privileges, community service, educational sanctions (grades), restitution, probation, suspension, and dismissal. This includes the right to dismiss at any time a student whose conduct, academic standing, or health is such that the Administration believes it undesirable for that student to continue at Northwest School of Wooden Boatbuilding.

A Student Handbook is provided to all new students the first day of class. The booklet provides additional statements of the policies and procedures and describes student rights and responsibilities which govern students attending Northwest School of Wooden Boatbuilding, including any disputes involving the school, its faculty or staff, and the student.

Dismissal

The school reserves the right to dismiss students for any of the following reasons:

- Absent more than seven days per quarter
- Disruptive behavior in class. (For example, a pattern of interrupting the instructor, eating during class, using cell phone, playing loud music, etc.)
- Derogatory or defamatory remarks
- Defiance of staff or slander
- Disruptive use of profanity
- Drug or alcohol abuse at the school
- Failure to comply with any of the school's COVID-19 safety procedures, including, but not limited to, those listed in the "COVID-19 Exposure Control, Mitigation & Recovery Plan."
- Non-payment of financial obligations
- Smoking in prohibited areas
- Stealing or breaking into unauthorized areas
- Threatening remarks or threatening behavior

- Violence or harassment
- Vandalism
- Weapons on campus (e.g., guns, large knives, or martial arts weapons)
- Willfully ignoring safety procedures
- Willful damage to or improper use of student workstations, for example: altering system files; using school computers for immoral, illegal, or unethical purposes; or using third-party software without permission or proper licenses.

The school reserves the right to immediately expel any student whose behavior poses a threat to safety or security.

Investigation

If necessary, the Student Services Manager will conduct a formal investigation resulting in a formal report with their assessment of whether school rules were violated, and what sanctions, if any, would be appropriate. The Student Services Manager will review the findings with the student(s), Chief Instructor, and Executive Director.

Appeal Procedure

The Executive Director will review any appeal request, but only to the extent of determining whether there is new information that emerged since the investigation was completed, or some other extenuating circumstance that had not been available to the investigation.

Termination

If a student is found to have violated the Standards of Conduct, they may be terminated. The termination notice will be given in writing stating the reason(s) for the action.

Re-Enrollment After Dismissal

Students intending to re-enroll after being dismissed from the Northwest School of Wooden Boatbuilding are required to write a letter addressed to the Chief Instructor that clearly states the following:

1. The reason for termination
2. The actions taken during the termination period to resolve the problem
3. Their plan to successfully complete the program

Anti-Harassment Policy

As a part of continuing efforts by the Northwest School of Wooden Boatbuilding to prevent unlawful discrimination, and pursuant to guidelines issued by the Equal Employment Opportunity Commission and the Washington Human Rights Commission, the school endorses the following policy:

All are reminded that each student is at all times to be treated courteously by fellow students, so that they are free from harassment or interference. Harassment is defined as unwelcome or unsolicited verbal, physical, or sexual conduct that creates an intimidating, offensive, or hostile environment. Examples of what may be considered harassment, depending on the circumstances, are:

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs, propositions or comments that disparage a person or group on the basis of race, color, age, sex, sexual orientation, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service, or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, electronic mail, or gestures.

- Inappropriate touching, hitting, pushing, or other aggressive physical contact or threats to take such action.
- Tampering with another student's work or workspace.

NWSWB will promptly investigate all charges of violation of this policy. The confidentiality of the person reporting violations will be respected so far as practical in conducting an investigation of such claims. There will absolutely be no retaliation against persons filing such complaints.

Non-Fraternization Policy

Students should be assured that the relationships they develop with the Boat School community will always be built upon the highest ethical precepts of the workplace and educational profession.

In order to promote the efficient and fair operation of NWSWB and to avoid misunderstanding, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement and possible claims of sexual harassment, students are prohibited from the following types of fraternization with employees:

- Dating
- Romantic or sexual relationships between employees and students
- Monetary transactions between employees and students unless communicated as opportunities open to the student body as a whole.

Non-Discrimination & Gender Equity Policy

The school encourages the open and enthusiastic exchange of ideas, a process critical to intellectual inquiry. The institution believes that learning occurs best where participants can express themselves freely without fear of retribution for ideas and perspectives that may offend others. We expect everyone at the school to treat others with courtesy, dignity, and respect.

NON-DISCRIMINATION POLICY: The Northwest School of Wooden Boatbuilding provides equal educational and employment opportunities, services, and benefits to students and employees in accordance with provisions of the Washington State Law Against Discrimination (RCW 49.60), Title VI and VII of the Civil Rights Act of 1964; the Civil Rights Act of 1991 (which amends Title VII and other federal civil rights statutes); Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act of 1990; and other state and federal laws and regulations concerning employment and admission to programs and activities.

The Northwest School of Wooden Boatbuilding prohibits discrimination on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, including gender identity, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability in its programs and activities. Employees are also protected from discrimination for filing a whistle blower complaint with the Washington State Auditor.

GENDER EQUITY POLICY: The Northwest School of Wooden Boatbuilding is committed to an environment free of gender discrimination. The school complies with Federal Title IX of the Education Amendments of 1972, which ensure equal opportunity without regard to gender concerning employment and admission to programs and activities. Any applicant for admission, enrolled student, applicant for employment, or employee of the school who believes they have been discriminated against on the basis of gender is encouraged to invoke the school's Gender Equity Policy.

The following person has been designated to handle inquiries regarding non-discrimination policies, including those related to Section 504, Title II, and Title IX:

Christina Ruben, Title IX Coordinator
42 N. Water Street Port Hadlock, WA 98339
(360) 385-4948
christina@nswsb.edu

Notice of Non-Discrimination & Sexual Harassment Policies & Grievance Procedures

I. Policy

It is the policy of Northwest School of Wooden Boatbuilding (the “School”) to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The School has enacted the Sexual Harassment Policies & Grievance Procedures (the “Policy”) to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the School’s website at www.nwswb.edu or obtained in person from the Title IX Coordinator (see below).

The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the School’s education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School’s Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The School also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Christina Ruben, Title IX Coordinator
Northwest School of Wooden Boatbuilding
42 N Water Street
Port Hadlock, WA 98339
Phone: (206) 390-0381
Email: christina@nwswb.edu

Inquiries or complaints concerning the School’s compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education’s Office for Civil Rights.

Office for Civil Rights, Seattle Office
U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
Phone: (206) 607-1600
Facsimile: (206) 607-1601
Email: OCR.Seattle@ed.gov

Northwest School of Wooden Boatbuilding desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The School will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in school.

II. Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the School's Title IX Coordinator or the Admissions and Student Services Manager. The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution.

The School will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

Weapons and Violence Policy

In order to maintain a safe and secure campus, the possession, use, or threatened use of firearms (including but not limited to martial arts weapons, BB guns, air guns, and paint guns), ammunition, dangerous chemicals, explosives of any kind, or other weapons is strictly prohibited while on school property and while engaging in school-related work or activities on or off campus. Violation of these safety regulations will result in disciplinary action.

Fixed blades are not allowed. Folding knives with a blade of three inches or less are allowed only as a tool in keeping with the industry standards of the training being pursued. Blades longer than three inches are not allowed under any circumstances.

Misuse of personal defense devices (such as pepper spray) is prohibited. The owner is responsible and will be held accountable for any misuse of these devices.

Violence or threats of violence are strictly prohibited. Any threat of violence or harm to students or employees should be reported immediately to your instructor, the Chief Instructor, or the Student Services Manager. The incident should be reported even if you think the threat is a joke. Any act of violence or threat will be subject to discipline and may result in legal action.

Drug-Free and Alcohol-Free Campus and Workplace

In accordance with federal law, NWSWB has adopted this Drug-Free and Alcohol-Free Campus and Workplace Policy. NWSWB recognizes that students and employees have a right to a safe and secure campus and workplace and has implemented a drug and alcohol abuse prevention and assistance program.

Standards of conduct regarding drugs and alcohol

The unlawful manufacture, distribution, dispensing, possession, or use of any federally banned substance; prescribed medical drugs that were unlawfully obtained or are being unlawfully or abusively used; drug-related paraphernalia; or being under-the-influence of controlled substances are prohibited at NWSWB, in the workplace, on campus, while engaging in school business, and at any activities sponsored by NWSWB. Returning to or arriving at school under the influence of drugs or alcohol is prohibited and will result in immediate dismissal.

Any student who is taking a drug or medication, whether or not prescribed by the student's physician, which may adversely affect that student's ability to perform work in a safe or productive manner, is required to report such use of medication to his/her instructor or the Student Service Manager. This includes drugs known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. A doctor, dentist, or druggist will determine whether the student can remain at school and whether any work restrictions are necessary. The instructor may request such assistance as he/she desires in making the determination.

Health risks

Short-term and long-term effects of drug use vary for the specific drugs, but the following non-exclusive list of health risks have been identified with the use and abuse of illicit drugs and alcohol: confusion, lack of coordination, memory loss, depression, fetal alcohol syndrome, problem pregnancies, sclerosis, circulatory problems, insomnia, heart failure, respiratory arrest, cardiac arrest, seizures, coma, anxiety, paranoia, irritability, fatigue, mental illness, and death.

School sanctions

NWSWB will conduct drug and/or alcohol testing under any of the following circumstances:

Random testing

Students may be selected at random for drug and/or alcohol testing at any interval determined by the school. Any student who enrolls at NWSWB gives consent to random drug tests as an express condition of his or her enrollment and continued enrollment at NWSWB.

For-cause testing

The school may ask a student to submit to a drug and/or alcohol test at any time it feels that the student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's vicinity, unusual conduct on the student's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

Post-accident testing

Any student involved in a training-related accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event will be asked to submit to a drug and/or alcohol test. "Involved in a training-related accident or injury" means not only the one who was or could have been injured, but also any student who potentially contributed to the accident or injury event in any way.

A student will be presumed under-the-influence upon any positive finding from a random drug test or reasonable cause drug test given under this policy. Drug testing will be by liquid chromatography-mass spectrometry (LC-MS) on NWSWB time and expense by a certified, creditable laboratory or medical facility prescribed by the school. Random

drug test collection will be conducted on the NWSWB campus with a minimal disruption to class time. Failure to take a drug test, producing a cold sample, or producing a diluted test will result in a positive test result. A positive test result may result in the imposition of sanctions up to and including, but not limited to, suspension and/or dismissal. A student who has been deemed to be under-the-influence may not operate any vehicle on company property or a public roadway. If the student insists on driving, NWSWB administration will contact law enforcement and report the infraction.

If a student has violated the Drug-Free and Alcohol-Free Campus and Workplace Policy, the school may take any of the following actions:

- Disciplinary action including, but not limited to, suspension and/or dismissal, and/ or
- Require the student to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purpose by federal, state or local health, law enforcement, or other appropriate agency.

Any student convicted of any criminal drug statute violation occurring in the workplace, during school hours, or while engaged in school business, must notify the Executive Director no later than five days after such conviction.

Legal sanctions

In addition to sanctions imposed by the school, drug and/or alcohol violations may be referred to the appropriate external authorities. This may result in arrest and conviction under applicable criminal laws of the United States, the State of Washington, or local municipalities. Violations as specified above may result in penalties ranging from fines through imprisonment.

Available assistance treatment programs

Alcoholism and drug dependency are defined as illnesses that may interfere with a student's ability to perform assigned work satisfactorily or that adversely affect classroom behavior. Students are encouraged to voluntarily seek expert assistance for alcoholism, alcohol abuse, or drug dependency. Assistance is available through a variety of professional resources in the community.

Washington Recovery Helpline	(866) 789-1511
Alcoholics Anonymous (24/7)	(800) 839-1686
Discovery Behavioral Healthcare	(360) 385-0321
North Olympic Peninsula Area Narcotics Anonymous (24/7)	(360) 477-9367
Peninsula Behavioral Health	(360) 681-0585
Safe Harbor Recovery Center	(360) 385-3866
West Puget Sound Area Narcotics Anonymous (24/7)	(360) 215-2616

Smoking Policy

The Clean Indoor Air Act (RCW70.160) is a Washington State law enacted in 2005 that prohibits smoking in public places and workplaces in order to protect employees and the public from secondhand smoke. The citizens of Washington State approved Initiative 901 (I-901), which expands the Act and makes Washington the tenth state in the nation to have a comprehensive smoke-free workplace act.

Students and employees of the Northwest School of Wooden Boatbuilding are prohibited from smoking in all interior areas of the school. In addition, smoking outside all school buildings is prohibited within 25 feet of entrances, exits, windows that open, and ventilation intakes. Smoking is also prohibited near dust-collection equipment, lumber storage, scrap piles, and propane installations or flammable substance storage areas such as paint lockers, etc.

Smoking is also prohibited in all vehicles and vessels belonging to the Northwest School of Wooden Boatbuilding. Those individuals who choose to smoke outside of these prohibited areas must dispose of cigarette butts properly.

Drug Convictions and Impact on Financial Aid

Your financial aid eligibility might be suspended if a drug offense occurred while you were receiving federal student aid (grants, loans, work study). When you complete the FAFSA form, you will be asked whether you had a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is yes, you will be provided a worksheet to help you determine whether your conviction affects your eligibility for federal student aid.

If your eligibility for federal student aid has been suspended due to a drug conviction, you can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If you regain eligibility during the award year, notify your financial aid office immediately so you can get any aid if you're eligible for.

If you are convicted of a drug-related offense after you submit the FAFSA form, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility.

Filing a Complaint

Filing a Complaint with the School

Students with complaints are encouraged to fully discuss the problem with their instructor. Most differences can be resolved by face-to-face discussion. If the complaint is not resolved, the student should bring the issue to the attention of the Chief Instructor. If the problem is still unresolved, the Chief Instructor will bring the matter to the attention of the Student Services Manager. The student will be asked to complete the school's written complaint form. If necessary, the Chief Instructor and the Student Services Manager will meet with the student complainant to discuss and attempt to resolve the problem. The Student Services Manager will document the outcome of the investigation.

Filing a Complaint with the State

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at (360) 709-4600 at any time with a concern or a complaint. Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school Executive Director. The written request should include the following information:

- Student's full name and current address
- A statement of the concern including dates, times, instructors, and if applicable, other students involved
- Date of complaint letter and signature of the student
- Three dates in which the student would be available for a meeting with the school Director. These dates should be within 10 business days of the complaint.

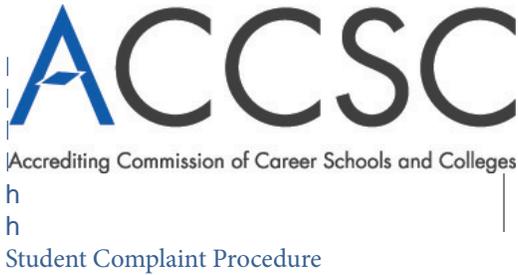
The school Executive Director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school, the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

Contact information for the Workforce Training and Education Coordinating Board is as follows:

Workforce Training and Education Coordinating Board
 128 Tenth Ave. SW
 PO Box 43105
 Olympia, WA 98504-3105
 (360) 709-4600
workforce@wtb.wa.gov

More information can be obtained by referencing RCW's Title 28C > Chapter 28C.10 or 28C.10.084 (10) and 28C.10.120 or WACs > Title 490 > Chapter 490-105 > Section 490-105-180

Filing a Complaint with the Accreditor (ACCSC)



The primary purpose of the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) is to establish and maintain high educational standards and ethical business practices among its accredited institutions. The Standards of Accreditation form the basis upon which the Commission makes all assessments regarding educational quality and are available for public review on the Commission’s website at www.accsc.org.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling students complaints. Students are encouraged first to avail themselves of the school’s complaint procedures (see page 75). If a student does not feel that the school has adequately addressed a complaint or concern, or feels that the school is not in compliance with accreditation requirements, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Student Services Manager at studentservices@nswb.edu or by visiting www.accsc.org.

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Get to Know Us

“Wooden boatbuilding is challenging and mysterious because you can’t just follow a plan. You have to trust your eye and ability to judge whether something’s going to fit or what needs to happen to make it fit. I see it as becoming fluent in making things and learning to trust your own judgment and aesthetic opinion.

David Klco, Class of 2016h
Boatbuilding

Student Services, Facilities, and Administrative Staff

Our entire staff is dedicated to providing you with an incredible educational experience. Information about our instructors can be found on page 13. Learn more about the rest of our NWSWB team on the next few pages.

Betsy Davis

Executive Director

Betsy Davis brings nearly 40 years of management experience in corporate, small business, and non-profit leadership roles to her service as Executive Director of NWSWB. Decades after graduating from Stanford University, she attended Seattle Central College's boatbuilding program, then served for more than a decade as Executive Director of The Center for Wooden Boats, the Northwest's hands-on maritime museum. She is the owner of a century-old wooden boat named Glorybe.

Katie Whalen

Business Manager and Title IV Coordinator

Katie moved north from Morro Bay, California in 1991 with a friend who was attending the Boat School. She fell in love with the Pacific Northwest, transplanted, and built her own house through a cooperative neighborhood building program. Katie has more than 25 years of experience as Business/Finance manager for non-profit organizations. She is passionate about keeping the Boat School on an even keel and helping students live their wooden boat dreams.

Heidi Blehm

Admissions and Student Services Manager

Heidi, a Pacific Northwest Native, grew up on boats, fishing recreationally with her family on the Columbia River and canoeing 120-miles down Utah's Green River. She earned a BS in Mathematics from Colorado State University and led a diverse professional career, including a management role with Merrill Lynch and running her own productivity and organization business. After living abroad in Copenhagen and Prague she moved to Port Townsend in 2015 and began working with the school. Her expertise with data organization led to development of the school's new online institutional archive and, in 2018, to her current role as Admissions and Student Services Manager.

Rita Frangione

Veteran Specialist

Rita is the Veterans Outreach Coordinator for Vet Connect, a local veteran service group associated with Olympic Community Action Programs. Rita has more than 30 years of experience as a vocational rehabilitation counselor working in medical, industrial, private, and non-profit settings. She is retired from the U.S. Department of Veterans Affairs where she counseled disabled veterans in their planning for education, training, and employment. Rita has an MS degree in Vocational Rehabilitation from the University of Wisconsin-Stout, and she is a Certified Rehabilitation Counselor.

Jim Argites

Shop and Facilities Manager

Jim brings to the table 20 years of sourcing materials and equipment, researching suppliers, managing the shipping and receiving team in the warehouse, and overseeing daily financial entries and reconciliations for a small manufacturing business (Pygmy Boats). Before his management position, Jim successfully ran his own cabinet making business where he used a similar mix of knowledge and technical expertise to run his own business.

Christina Ruben

Student Affairs Manager and Title IX Coordinator

Originally from Florida, Christina's past professional life as a microbiologist contained fluorescent lights, white lab coats, and a mean knack for microscopy. She joined the Boat School team in 2015 as the Development and Communications Manager, focusing on donor relations, fundraising, and digital communications. She now enjoys problem solving and works closely with incoming and enrolled students and graduates, whether that's connecting them to local resources, or a little banter on why pineapple belongs on pizza. Following her husband's graduation in the 2013 boatbuilding program, they decided to stay in the area after falling in the love with the community and natural beauty of the Olympic Peninsula. They enjoy a few too many boats than they actually need. Christina is passionate about horses and a lover of gummy bears. She is fairly new to off-grid living, chicken-breeding, and child-rearing.

Beverly Moore

Librarian

Beverly grew up on a small farm in Sequim, spent her youth riding horses in the foothills of the Olympics, and fishing and swimming at the family's cabin on the beach near Mats Mats Bay. A YACC job at the Visitors Center for Olympic National park, which included sorting out the Park's research library, sparked a passion for connecting books and people. Years later, after a move to Alaska, she was hired as the first paid "librarian" at the tiny Delta Junction Library. At that time the Alaska State Library, in conjunction with University of Alaska Fairbanks, offered a degree program for rural/bush "librarians", which fit perfectly with her rural lifestyle. Moving "home" after 20 years in interior Alaska, a brief volunteer moment led to an opening at the Port Townsend Public library and 21 years of inspiring work of connecting people to books and so much more! She is now grateful for the opportunity to join NNSWB as librarian, and continue to connect students to resources that enhance and inspire their education.

Antonio Romero

VetCorps Member (Class of 2020)

Antonio grew up in northwest Washington and Southeast Alaska, where he was part of the Haida descendant dance group. After serving in the Coast Guard (he joined when he was 20) Antonio went to the Universal Technical Institute to learn auto/diesel computer hookups for diagnosing technical issues. "I grew up in a small community in Alaska with all branches of the military personnel living in our town. Military individuals from all over the globe trying to get along and find things to do. I do have personal experience both as an individual living in a new area as well as a Veteran fresh out of the service, living in completely new surroundings. I relocated to Port Hadlock area within the last year, moving from Minneapolis-Saint Paul, MN. The sense of community here is strong and I look forward to adding a positive contribution to making it grow."

Program Advisory Committee

NWSWB has established an independent Program Advisory Committee as a means to provide the School with an external review of its programs. The Committee meets at least twice a year and is composed of appropriately qualified representatives external to the institution (i.e., non-school employees) who can provide a meaningful review of the School's programs and supporting resources and materials. We are proud to have broad representation resulting in energetic discussions and practical suggestions for improvement.

Tammy Anstatt, Marine Systems Manufacturer Representative, Derema Group

Marc Adams, Factory Field Representative, Derema Group

Ann Avary, Director, NW Center of Excellence for Marine Manufacturing & Technology

Steve Bamsberger, Marine Systems Manufacturer Representative, Jack Park Company

John Mark Barrett, Marine Systems Manufacturer Representative, Imtra Corporation

Eron Berg, Executive Director, Port of Port Townsend

Chris Bergnoli, Member-Owner, Port Townsend Shipwrights Co-Op

Cort Corino, Service Manager, Jefferson Beach Yacht Sales

Brandon Davis, Owner, Turn Point Design

Sarah Fiskens, Marine Operations Specialist, Washington Sea Grant

Jim Franken, Owner, James J. Franken Inc.

Stephen Gale, Owner, Haven Boatworks

David Jackson, Marine Surveyor, Pacific Rim Marine Surveyors

Charlie Johnson, President, JTB Marine Corporation

Michelle Hollingsworth Koomen, Research Professor, Gustavus Adolphus College

David King, Former Port Townsend Mayor, Retired CFO Townsend Bay Marine

Dieter Loibner, Editor at Large, Professional Boatbuilder Magazine

Scott McEniry, Marine Systems Manufacturer Representative, Power Products LLC

Jake McFaddin, Lead Boatbuilder, Schooner Creek Boatworks

Dan Newland, Owner, Pegasus Aeromarine Inc.

Peter Proctor, Owner, Proctor Boat Company

Gordon Sanstad, Boatbuilder and Former Boatbuilding Instructor at Seattle Central Community College

Heron Scott, Executive Director, Port Townsend School of Woodworking

Chris Sanok, Member-Owner, Port Townsend Shipwrights Co-op

Jim Tolpin, Founder, Instructor, and Author, Port Townsend School of Woodworking



Board of Directors

Sonja Mathews

President

Sonja is a management consultant and has held senior executive roles in Research, Strategy, and Marketing for USAA, PepsiCo, and Metromedia. She specializes in helping companies maximize their potential through better marketing, experience design, product innovation, and people development. Sonja's main focus is to help the Boat School execute its Strategic Plan and its contribution to students, craftsmanship, and the community.

Kathleen Brooker

Vice President

Kathleen brings exceptional experience working with non-profits, public development authorities, and the public. Brooker served as the president and CEO for Historic Denver for 15 years before taking on the role of executive director for Historic Seattle. At Artifacts, Brooker provides a specialized skill set providing technical expertise for small non-profits within Washington state as they work to steward their resources.

J. Michael Delagarza

Treasurer (Class of 2003)

Michael brings to the board a valuable and broad spectrum of business knowledge, including small-market television production as well as restaurant, retail, and corporate management experience. Prior to attending the Boat School, Michael served as Director of Inventory Management Services for Long Island-based Henry Schein, Inc., the world's largest distributor of healthcare products to office-based practitioners. A life-long sailor, Michael sailed small boats at the New Jersey shore as a child, cruised the Pacific Northwest during the 1980s and most recently was a partner in Concordia Yawl #76, Sumatra. Since 2008 he has been a part of Champion Productions in Port Townsend which creates fundraising, promotional, and commercial videos for local and national clients.

David Blessing

Secretary (Class of 2003)

David grew up in Seattle and graduated from the University of Washington with a degree in Physics. For most of his working life, until 2002, he was a nuclear power engineer, working on nuclear submarines for the U.S. Navy. When it was time to choose another career beyond submarines, David came west to the Northwest School of Wooden Boatbuilding, where he could pursue his passion for wooden boats. The School provided a deeply satisfying transition. After graduating, he worked for a while building wooden sea kayaks. In 2004, an opportunity came up to join the Lockheed Martin team developing the design for a nuclear powered spacecraft for scientific exploration. Subsequently, he has been working on advanced reactor designs for commercial application. In his spare time, he skis, hikes, climbs, and sails a wooden sailboat that the Boat School built for him. His time on the Board gives him an opportunity to give back to the School.

Linda Newland

Board Member

A maritime lawyer and former school district administrator, Linda is the past Commodore of Pacific Coast Yachting Association. She holds a 100-ton Captain's license, is an American Sailing Association (ASA) certified sailing instructor, and specializes in teaching women to sail. At the annual meeting of the Women's Sailing Foundation at the Corinthian Yacht Club in Marblehead, Massachusetts, Linda was elected president for the June 2014 to June 2015 Foundation Board team. Elected to the Foundation Board in 2005, Newland served as Vice President from 2009 to 2010 and again from 2013 to 2014.

Lynn Schwarz

Board Member

Lynn and her husband relocated to Port Hadlock from San Diego, where she had a 20-year career in the biotech industry. She's worked for several successful start-up companies and had extensive experience with executive coordination and fundraising. Lynn is committed to helping the Boat School continue to grow opportunities for education and career development within our community.

Angela Hewitson (Class of 2017)

Board Member

Angela is currently serving as the Public Engagement Manager at the Northwest Maritime Center. As an impassioned advocate for sustainable and intersectional community development, her works centers on making transformational maritime experiences, education, and employment accessible to all.

Sean Sanders (Class of 2017)

Board Member

Sean is a Washington native from the southwestern part of the state. He has a background in broadcast journalism, veterinary medicine and most recently, boatbuilding. He has always had a fascination with great mentorship and teaching and its ability to expand the pupil's knowledge, awareness, and passion for the mastery of subjects otherwise considered unattainable. Sean loves to learn and teach and has been fortunate to be able to do both every day. He is currently a consulting Veterinary Neurologist and Neurosurgeon in Seattle, and lectures nationally and internationally on topics related to Veterinary Neurology and Neurosurgery. In his spare time he builds wooden boats and enjoys sailing, mountain biking, hiking and snowboarding.

Bob Hartman (Class of 2020)

Board Member

Bob and his wife Ruth have a daughter Lily, and a son, Ansel. After 28 years working as an attorney with the United States Environmental Protection Agency, Region 10 (EPA) in Seattle, which covers Washington, Oregon, Idaho and Alaska, Bob retired in 2018. During his time with the EPA, he worked on issues including environmental enforcement, solid waste disposal, hazardous waste management, environmental justice, tribal issues, safe drinking water systems, lead paint, among others. Prior to the EPA, he was a United States Naval Officer for about 5 years, stationed at Fort Story Virginia and an Explosive Ordinance Disposal Officer. Immediately before the Navy he taught 7th and 8th grade in the inner city of St. Louis. He is passionate about the environment, boats, and learning.

Graduates in the Trades



Misha Bogart

State of Alaska (Class of 2017 & 2019)

Misha graduated from the boatbuilding program and was part of the inaugural Marine Systems program class. *“Hands down, the most educational I’ve done in my life. It’s led to great things. It definitely made me competitive in the workforce.”* Shortly after completing the Marine Systems program, Misha was hired by the State of Alaska to maintain their fleet of Fish and Wildlife law enforcement vessels and to captain one of their 85’ boats.



Julia Hechanova

Dolphin Club (Class of 2016)

Julia practically grew up at the Dolphin Swimming and Rowing Club in San Francisco, where her parents introduced her to traditional wooden boats like BAGGIANI, a 1948 Whitehall that became the model for a Whitehall the club commissioned from the school. After graduation, Julia returned to California to work as a boatbuilder in the Dolphin Club Boat Shop, helping restore and maintain the historic boats in their livery. Julia is a graduate of the boatbuilding program.



Demian Detweiler

Port Townsend Shipwrights Co-Op (Class of 2019 & 2020)

After high school Damien attended the boatbuilding program and the marine systems program. Immediately after graduating Demian launched his career in the yard. *“The Boat School changed the course of my life. The boatbuilding and then the marine systems program, and now to working in the yard... It has turned into a great career. I love it.”*



Aiona Hartley

Optrae (Class of 2020)

Aiona’s path to Boat School began during medical school when she helped resurrect the sailing club at the University of Illinois. This kickstarted her dream of operating a floating pediatric clinic and being able to maintain the systems of the boat herself. After graduating from the Marine Systems program, Aiona started her business Optrae to further hone her marine systems skills. Taking the program and learning to troubleshoot, repair, and maintain the systems on her Cal 29 sailboat moves the floating clinic another step closer to reality.



Shawn Meyer

M/V Circle Take (Class of 2018 & 2019)

After graduating from the Boatbuilding and Marine Systems programs, Shawn was working as a systems technician in the Port Townsend area and getting his own boat ready for a circumnavigation, when he heard about an opportunity that perfectly aligned with his experience as a Navy diver and his vocational training at film school and Boat school. Cinematographer John Brooks was preparing to make an underwater documentary for the National Park Service and Alaska Geographic and needed to ready his Maine Cat P47 for the expedition to Glacier Bay, Alaska. *“It was a big job. We swapped out engines, upgraded the electrical and plumbing, and did some cabinetry and hull repairs,”* he says. *“I landed the job because of the skills I learned at Boat School.”*

Photo Gallery

Thank you to our volunteer photographers for their dedication of time and talent. To view more photos of the School's programs and projects, visit our website at www.nwswb.edu and follow the Flickr icon  at the top of the page.



Student Seongho epoxies the transom of the cold-molded Kingston launch.



Instructor Kevin Ritz gives a demonstration on the importance of using the proper wire gauge.



Student Ginny checks measurements on a keel timber.



Student Mo and his furry companion row a newly launched Grandy that was built by students in the Boatbuilding program.



Student Tom works on repairing a diesel engine.



A student's beautifully crafted sea chest.

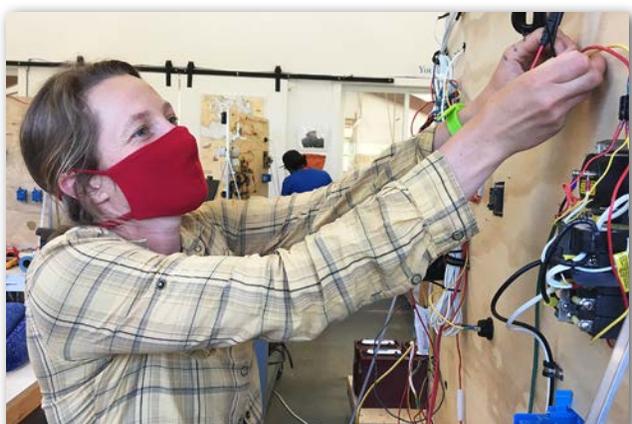
Photo Gallery



Student Courtney working on the sole of the Davis Boat in the Boatbuilding program.



Student Sean fits the tiller on the Nordic Folkboat.



Student Anna working on her electrical panel in the Marine Systems Program.



On the water days help students understand how hull shape affects performance on the water.



An instructor gives guidance to students Courtney and Mo as they fasten red cedar planks to oak frames on a 14' Davis double ender using rivets and roves.



Student Antonio works on a bevel gauge.



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