

May 1, 2025

Dear Students, Parents, and Guardians,

Welcome to the Carpentry Technology Program at the Lancaster County Career and Technology Center – Mount Joy Campus! Congratulations on choosing one of the most in-demand career fields in Lancaster County. This program is designed to provide technical knowledge and hands-on worksite experience to help you start a successful career. You'll be working with the latest tools, equipment, and technology—giving you a strong advantage whether you enter the workforce or continue your education after graduation. Students can even earn college credits while working for an employer during their time here.

Required Clothing and Equipment

To ensure safety and professionalism in the shop and on job sites, students are required to have specific clothing and personal protective equipment (PPE):

- **Footwear:** Leather work boots with safety toes are required. Sneakers, sandals, cloth shoes, or tennis shoes are *not* permitted.
- **Safety Gear:** Students must always wear PPE in the lab and on construction sites. The program will provide one pair of safety glasses and a hard hat.
 - If you wear prescription glasses, you must have either safety-rated lenses with side shields or safety glasses that fit over your prescription glasses. Documentation must verify that your lenses meet safety standards.

Uniform Requirements

Students must wear the LCCTC uniform for the Construction Center, which includes:

- Khaki “Dickies”-style work pants (recommended: at least 2 pairs). These must be purchased separately over the summer. Suggested retailers include Walmart, Gabriel Brothers, and local hardware stores.
 - **Note:** Jeans, shorts, and capris are *not* allowed. Pants must be appropriately fitted—no sagging or low-hanging styles are permitted.
- Military Green LCCTC short- and long-sleeved t-shirts (recommended: 5 total) and one LCCTC sweatshirt.
 - These items must be ordered through the LCCTC online school store, operated by Fully Promoted: <https://ctccarpentrytechnology.itemorder.com/shop/home/>
- A cold-weather work coat will also be needed for outdoor work. Please plan ahead and order early to ensure your student is fully uniformed on the first day.

Tools and Supplies

At the start of the year, each student will receive a basic hand tool set and a tool belt for school use. Students are expected to maintain their tools and return them at the end of the school year. Students must replace any tools at the current market value if they are lost or damaged.

If a student is selected to participate in a Co-Op or API (Advanced Placement in Industry) opportunity, they must purchase their own tool belt for use on the job. School-issued tools must remain on campus and may not be taken to job sites.

Certifications and Opportunities

Throughout the year, students may earn a variety of industry-recognized certifications, including:

- ABC Apprenticeship Year 1
- OSHA 10
- Aerial Platform Operator
- Rough Terrain Forklift Operator
- Skid Loader Operator

Upon successful completion of this program, students may qualify to enter directly into **Apprentice Level 2** with the **Associated Builders and Contractors (ABC)**. They may also be eligible for **paid co-op employment** with leading construction companies across Lancaster County, often leading to full-time job offers.

SkillsUSA Participation

Students are encouraged to join **SkillsUSA**, a national organization that prepares students to become skilled professionals and leaders. SkillsUSA promotes personal, workplace, and technical skills grounded in academics. Students may pay a membership fee or participate in fundraising to cover the cost.

We look forward to working with you all this fall. If you have any questions or need additional information, please feel free to contact us at **(717) 653-3000** or by email at jasmith@lanasterctc.edu or mhinton@lanasterctc.edu.

Sincerely,

Mr. Smith

Carpentry Technology

Lancaster County CTC – Mount Joy Campus

Mr. Hinton

Carpentry Technology

Lancaster County CTC – Mount Joy Campus

