

Student Handbook

International Finishing Trades Institute (iFTI)



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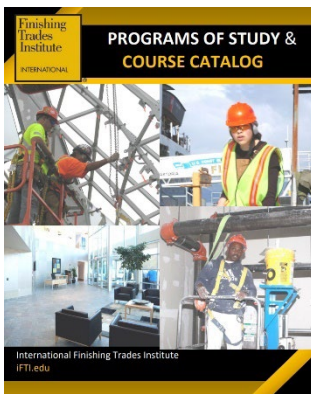
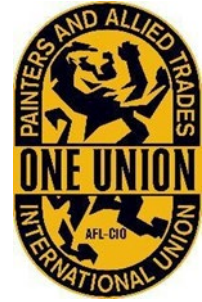
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DISCLAIMER

The procedures and policies set forth in this Handbook are subject to revision from time to time. The most up-to-date available versions of the policies and procedures are contained in the electronic version of this document which may be accessed online at our website - <https://iftilms.org/>.

Introduction

The International Finishing Trades Institute (iFTI) is the training and education department of the International Union of Painters and Allied Trades (IUPAT) and its industry partners. Our students pursue careers in the finishing trades we represent – Coating Application Specialist (CAS), Coatings Inspector, Drywall Finisher, Floor Coverer, Glazier, Hydro-Blaster/Vacuum Truck Technician, Painter-Decorator, Sign and Display Worker, and Tradeshow Worker.



For over 50 years, the iFTI has developed curriculum for apprentices, journey worker upgrades, and provided opportunities for certifications and ongoing training, along with trade and product-specific programs that prepare instructors to deliver the most up-to-date training and knowledge. The [iFTI Programs of Study](#) is developed in accordance with Department of Labor National Guideline Standards of Apprenticeship for each trade and includes a core curriculum in three content areas: 1. Introduction to the Union and Finishing Trades; 2. Health and Safety; and, 3. Leadership and Professional Development. This training is available to the craftworkers in our 32 district councils across the United States and Canada.

The iFTI relies primarily on a train-the-trainer model, fostering a cadre of experienced tradespersons who become Associate and Master Instructors by participation in the iFTI's Associate and Master Instructor Training Programs accredited by the [Council on Occupational Education \(COE\)](#).



Mission Statement

To advise, assist, and coordinate in the training and development of a skilled, educated, and productive workforce for the finishing trades industries.

Purpose Statement

To increase market share and profitability of the finishing trades industries through labor and management collaboration.

Main Campus

Both the iFTI Training Center and the IUPAT Headquarters are located in Hanover, Maryland, 21076. Along with a 36-room residence hall for visiting students, trainers, and member meetings, the Center has a 52,000 square foot state-of-the-art training facility with six classrooms, a flexible lab, and a hands-on training area. The flexible lab and training area includes welding booths, abrasive blast booths, spray booths, a simulated steel structure for rigging and hoisting and other operations, a confined space tank, and floor space for constructing various training mock-ups.



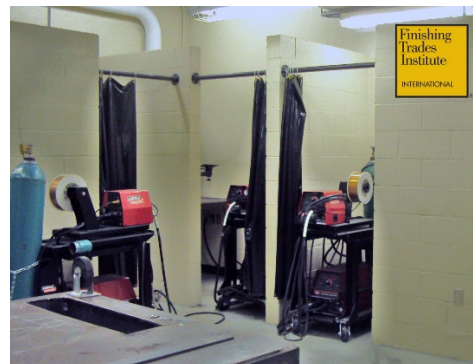
IUPAT Headquarters
7234 Parkway Drive



Residence Hall
7220 Parkway Drive



iFTI Training Center (Exterior and Interior Pics)
7230 Parkway Drive



Accreditation

iFTI's Instructor Training Program is accredited by the COE. For more information, check the LMS Homepage/COE Accreditation (<https://iftiilms.org/coe-accreditation/>) or the COE website (<https://council.org/>).



COE Address 7840 Roswell Road
 Building 300, Suite 325
 Atlanta, GA 30350

COE Phone Numbers Telephone (Toll-Free): 800-917-2081
 Fax: 770-396-3790

Instructor Training Programs

Program Objectives

1. Structure classroom lessons to support student learning.
2. Create and assess lesson plans for use in apprenticeship training.
3. Write clear objectives.
4. Present material interactively using visual supports like charts and PowerPoint, organize group work, and run group discussions.
5. Develop reading and video guides as a way to expand one's knowledge of lesson planning.
6. Demonstrate techniques to support student learning and involvement.
7. Recognize and demonstrate verbal and nonverbal communication skills.
8. Demonstrate an understanding of learning barriers in adult learners.
9. Recognize and demonstrate the roles, responsibilities and qualities of a teacher.
10. Demonstrate an increased awareness of the importance of adult learning and training.

Program Requirements



iFTI Associate Instructor Program (144 Clock Hours)

The iFTI Associate Instructor Program consists of a total of **four (4)** courses: 2 Teaching Techniques, 1 Health and Safety, and 1 Elective.

REQUIRED COURSEWORK

1. FTI 1000 Introduction to Teaching Techniques for Adults - 40 hours
2. FTI 1001 Teaching Techniques for Adults - 40 hours
3. 1 Health and Safety Class (Any of the following):
 - a. FTI 1104C IUPAT American Heart Association Heartsaver - 20 hours
 - b. FTI 1109C OSHA 500/FTI 1119C OSHA 502 - 40 hours
 - c. FTI 1110C OSHA 501/FTI 1114C OSHA 510 - 32 hours
 - d. Canadian Equivalent
4. 1 Elective - see [Programs of Study Catalog](#)

Master Instructor Program (336 Clock Hours)

The iFTI Master Instructor Program consists of a total of **ten (10)** courses: 2 Teaching Techniques, 3 Health and Safety, 4 Electives, and Capstone Project.

REQUIRED COURSEWORK

1. FTI 1000 Introduction to Teaching Techniques for Adults - 40 hours
2. FTI 1001 Teaching Techniques for Adults - 40 hours
3. FTI 1104C IUPAT American Heart Association Heartsaver - 20 hours
4. FTI 1109C OSHA 500/ FTI 1119C OSHA 502 - 40 hours
5. FTI 1110C OSHA 501/FTI 1114C OSHA 510 - 32 hours Or Canadian Equivalent
6. Elective #1- see [Programs of Study Catalog](#)
7. Elective #2- see [Programs of Study Catalog](#)
8. Elective #2- see [Programs of Study Catalog](#)
9. Elective #4- see [Programs of Study Catalog](#)
10. Final Capstone Project- FTI 9999C FTI Master Instructor Capstone (CERTIFICATION) - 24 hours

Family Education Rights and Privacy Act (FERPA)

The iFTI is committed to protecting student privacy and supports the [Family Educational Rights and Privacy Act \(FERPA\)](#) which regulates a wide range of privacy related activities including:



FERPA
Family Educational
Rights & Privacy Act

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

School officials will release educational information upon receipt of a signed, dated, written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made. For more information, check the [US Department of Education Website](#).

Students must complete a form authorizing the iFTI Chief Administrator's Office to permit employers to view the student's academic record.

Tuition, Fees, and Cost of Attendance

Tuition and Fees & Refund Policy

There is NO tuition for students who have been accepted into the program operated by iFTI. Some text materials and other fees may be required. Since there are no tuition costs, there are no refunds.



Cost of Attendance Budget

The cost of attendance budget is an estimate of the total amount of money it will cost a student to attend school per academic year. Since the programs provided by iFTI are tuition free, the cost of attendance budget is \$0 (zero).



Student Services



The iFTI is dedicated to providing each student the support and services they need to successfully complete their program and to pursue their career opportunities. The services described herein are some of the means and processes by which the iFTI sees the enhancement of each student's individual experience while meeting their educational goals. Questions regarding these and other services should be sent to the Chief Administrator.

Advisement



The iFTI Director of Curriculum and Instruction, faculty, and staff are available, upon request, for consultation on student progress, professional development, remediation requirements, and other educational services.

All students attending classes on the iFTI main campus and ISCs have the opportunity to speak with or email the iFTI's Instructor Development Specialist who may advise students in planning for participation in the iFTI Instructor Training Programs and other educational opportunities.

Please email FTIInternational@ifti.edu and schedule an appointment.

Travel and Accommodations



Flight Arrangements for arrival into Baltimore Washington International/Thurgood Marshall Airport (BWI) should be made by the student through [Metropolitan Travel Service](#) at 800-662-6363. Hotel reservations will be made on behalf of the student after the iFTI receives your final travel itinerary.



The IUPAT Residence Suites is located at 7220 Parkway Drive, Hanover, MD 21076. In the event that the Residence Suites is full to capacity, reservations will be made for you at an off-site partner hotel. To contact the Residence Suites, call 410.564.5840 or email them at ResidenceHall@iupat.org.



Counseling Services



The iFTI does not provide direct mental health related counseling services, but does encourage students to seek any assistance that they require. To this end, information regarding community counseling resources is available through the [IUPAT Helping Hand guidance and resources](#). Each District Council has a IUPAT Helping Hand Champion, please check your District Council Website.

Academic Services

Transcripts and Student Records



Students may view an unofficial copy of their transcript on the [iFTI LMS](#) at any time. Students wishing to obtain an official copy of their student records can do so by contacting their District Council Training Department. Students who have completed the Associate and/or Master Instructor Training Programs can locate a copy of their transcript and certificate in their LMS Profile Page.

Job Placement



Students in the iFTI Instructor Training Programs are, by definition, already fully employed by an IUPAT local union, or one of the local union co-sponsored JATC programs.

Grievance Procedure



A. Informal Resolution of Disputes. Students are encouraged to informally discuss issues or problems that may arise with instructors or iFTI staff, in an effort to obtain assistance or resolution. The purpose and objectives of the iFTI can be most effectively achieved through the process of cooperative problem solving.



B. Procedure. All students have the right to present grievances regarding any matter or concern related to their enrollment and participation in the iFTI program, using the following procedure:

Step 1: The student shall present a written grievance stating the specific facts and issues that are the subject of the grievance to the Director of Curriculum and Instruction. The Director will issue a written decision regarding the grievance within 30 days after the receipt of the written grievance.

Step 2: If the student is dissatisfied with the decision of the Director, he or she may, within 10 days after receiving the decision, appeal the decision in writing. The appeal shall fully state the basis for the appeal. The Director will issue a written decision regarding the appeal within 15 days after receiving the appeal. The decision of the Director shall be final as to all matters of the grievance.

In matters where the student believes that iFTI has violated its enrollment agreement or other administrative issues, students may register a final appeal with COE (<https://council.org/>):

COE Address	7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350
COE Phone Numbers	Telephone (Toll-Free): 800-917-2081 Fax: 770-396-3790

Campus Rules and Regulations



Students participating in the iFTI Instructor Training Programs have been offered the opportunity to obtain the knowledge and skills that will enable them to develop and/or expand a career at the highest levels of the professional trades represented by IUPAT.



iFTI offers this program as a way to ensure not only the high standards and excellence of the trades represented by the IUPAT, but also to ensure our ability to provide the highest quality of work to our participating and valued employers.



These Rules and Regulations for students are clearly set forth the obligations and requirements that are applicable to the health and safety of every participant in the iFTI Associate Instructor and Master Instructor programs. They have been developed so that every participant has the opportunity to know and understand what is required.

Every participant in the iFTI Associate Instructor and Master Instructor programs is responsible for knowing and following the Rules and Regulations, at all times.

These high standards for excellence come with Rules and Regulations and the clear communication and knowledge of policies and expected responses to emergencies (loss of power, fire, violence), natural or human-caused disasters (hurricane, disease outbreaks or pandemic), as well as other traumatic events (medical events, accidents.)



The iFTI provides education and training on policies and procedures to students participating in our programs to ensure action plan responses to unexpected situations, as well as on-going implementation of policies, to ensure the health and safety of all students and instructors.

Smoking and vaping are not permitted inside the building.



Cell phones should be on silent mode and not used during class sessions.



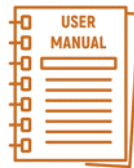
Weapons of any type (firearms, knives, etc.) are prohibited.



Students will dress in a manner appropriate for a highly skilled and professional craft. Offensive words and symbols on clothing and buttons will not be tolerated.



Students shall follow trainer/maker direction on the implementation and use of tools, devices, and safety equipment used on campus (such as ladders, scaffolds, power tools, etc.)



Alcohol and Substance Abuse Policy



iFTI maintains a safe and healthy work environment conducive to effective operations. Possessing, drinking, consuming, selling or being under the influence of alcohol, narcotics or any other controlled substance while in the course of attendance is inconsistent with both the effective operations of the iFTI and the individual student's health and safety, and is prohibited. Any violation of this prohibition may, in the sole discretion of iFTI, constitute proper grounds for discipline, up to and including discharge. An individual who is under the influence of alcohol or drugs, or one who otherwise violates this prohibition, poses an unacceptable risk to iFTI operations and a disruptive influence and potential danger to fellow students.

iFTI, however, recognizes that substance abuse disorder may be successfully treated. iFTI, therefore, agrees to assist any student who recognizes that he or she has an alcohol or substance abuse disorder and who initiates first contact to seek assistance. In such an event, iFTI will assist the student in contacting and, when appropriate, being admitted to a treatment program. The IUPAT also has the [Helping Hands](#) project aimed to provide resources about suicide prevention and substance abuse disorder.



Campus Security

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



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

Active Shooter



An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.



Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both physically and mentally to deal with an active shooter situation. When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.



1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Warn other individuals against entering an area where an active shooter may be.
- Keep your hands visible.
- Follow the instructions of any law enforcement officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2. Hide Out

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction.
- Not confine or restrict your options for movement.



To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.
- Silence your cell phone.
- Turn off any source of noise.
- Remain quiet.
- Hide behind any large items of furniture or equipment.

3. Alternatives

If neither evacuation nor hiding out are possible:



- Remain calm.
- Dial 911, if possible, to alert law enforcement to the active shooter's presence.
- If you cannot speak, leave the line open to allow for the dispatcher to listen.

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:



- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. When Law Enforcement Arrives

Remember the following guidelines:



- Remain calm and follow instructions.
- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers.
- Avoid pointing, yelling, and screaming.
- Do not stop to ask for help or directions while evacuating.

IUPAT Hanover Campus Covid-19 Update

COVID-19 Attendance Policy



Proof of vaccination will no longer be required for entry to Hanover Campus buildings. All visitors and employees are encouraged to wear a mask while they are indoors in any area of the Hanover Campus, regardless of vaccination status, especially in the event of a known exposure to COVID-19.



Those attending classes who are experiencing observable systems of illness may be asked to leave campus and produce a negative test result prior to readmission.

Should you have any questions, or need additional information, please contact the General Secretary-Treasurer's office.

Pandemic Notification Policy



If you have tested positive or are seeking testing based on symptoms, please advise the Compliance Department as soon as possible, and include a copy of your positive test result. *The Compliance Department can only accept tests taken at a medical facility or pharmacy. We cannot accept at-home positive tests as a positive test for attendance purposes. During the 5 days of quarantine, you are expected to work remotely. If you are unable to work remotely due to severe symptoms you must take leave, like any other illness or absence.*

The Compliance Department will use its best efforts to notify supervisors regarding personnel who have tested positive. Supervisors will then inform their department's personnel that they may have been exposed. When informing their department, supervisors may not disclose the name of any individual employee who tested positive.

While we encourage everyone to work from home after a positive test and when experiencing significant symptoms, we will be monitoring COVID-based absenteeism for patterns that may indicate abuse of the system as we return to a normal application of work attendance and sick leave policy.

Student Safety



Promotion of good health for all students is essential to achieving educational goals.

All accidents and incidents which result in personal injury or illness, and/or damage to property shall be properly reported and investigated. This policy applies to all students, employees and visitors at iFTI facilities.



All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, before leaving iFTI premises, either to his/her Instructor, Coordinator, Director, or an authorized representative. The primary responsibility for investigation of an injury or incident lies with the instructor, coordinator or an authorized representative, who is responsible for writing the investigation report.

An instructor, coordinator or authorized representative shall ensure that the victim gets immediate medical attention and Emergency Medical Services are contacted, if



necessary. Each campus and instructional site shall maintain contact information for the most proximate facilities appropriate for the treatment of injuries and illnesses. First aid supplies are available in all campus buildings.

A full copy of the [iFTI Health & Safety Plan](#) is available to students upon request.

Academic and Educational Policies and Resources



iFTI has developed a unique curriculum designed to achieve the highest standards of performance in our industries. The Instructor Trainer Programs are designed for local union and/or JATC staff members who are employed as instructors or coordinators. It is designed to broaden and deepen their knowledge, increase their proficiency and provide them with the most updated information regarding developments in the industry.

Admissions



The programs are open to all current instructors and coordinators employed by either an IUPAT local union or an IUPAT local union JATC with the approval of the Director of Training (DoT).

The recruitment, selection, employment, and training of individuals for the iFTI program shall be without discrimination because of race, color, religion, national origin, sex, or non-job-related disability. The iFTI shall take affirmative action to provide equal opportunity.

Registration and Enrollment



Requests for enrollment in iFTI Instructor Training classes are made by the DoT on behalf of the student. Students must be registered by the published deadlines listed in the [iFTI Training Calendar](#).

Graduation Requirements

Students who complete all of the coursework will receive a certificate from the iFTI.

Transfer of Credits



No transfer credit is accepted from any outside institution. Although the iFTI is open to pursuing articulation agreements with other schools to accept all credits earned through our programs, there is no guarantee that any other institution will accept these credits.

Attendance and Tardiness



Each student is bound to attend all classroom hours for the entire length of their program. The iFTI Director of Curriculum and Instruction (DOCI) may allow excused absences or early departures for good cause with written explanation. A doctor's note may be required, if appropriate. A student missing hours and instruction in any one class may necessitate that the class be repeated at the discretion of the instructor and the DOCI. Excessive lateness may necessitate that a student makes up missed time or could result in dismissal from the program.

If a student must cancel, the iFTI must be notified by the DoT in writing within 7 days of the travel date or the District Council/Local Union will be responsible for any cancellation fees.

Leaves of Absences/Withdrawal



A leave of absence may be granted for personal or medical reasons at the discretion of the DoCI. If the Director believes that the student should be granted a leave of absence, the student will be notified in writing. Students who wish to withdraw from the program should send a request in writing to the DOCI.

Student Retention Plan



Students in the Instructor Training programs are, by definition, already fully employed by a IUPAT union local, or one of the local JATC programs. Through its relationship with IUPAT, iFTI has access to records of employment from apprenticeship through retirement.

The Director of Curriculum and Instruction will maintain overall responsibility for the coordination of all follow-up activities. iFTI will collect information annually from graduates and employers of graduates to determine the effectiveness of the programs and the relevancy of instruction to employment.

Once each year individuals who have graduated within the prior 12 months will be contacted to complete a survey. Contacts will be made by email and telephone to attain a response rate of 75 percent. The data will be compiled and disseminated to staff and faculty for comment. A final report to the Board of Trustees will be issued and made available to the entire school community.

Once each year local unions and local JATC programs that employ graduates will be contacted to complete a survey. Contacts will be made by email and telephone to attain a response rate of 75%. The data will be compiled and disseminated to staff and faculty for comment. A final report to the Board of Trustees will be issued and made available to the entire school community.

The Board of Trustees will review the aggregate annual results of the surveys and the accompanying report of the Director of Curriculum & Instruction in order to make a determination as to what, if any,

changes or improvements should be made to the academic programs and placement services offered by ITF.

Any changes or improvements to placement services determined by the Board of Trustees shall be reflected in a revised written version of the Placement Services and Follow-up Plan and shall be appropriately communicated to staff, faculty and students.

The Director of Curriculum and Instruction, or his designee, shall be responsible for implementing changes or improvements to placement services offered by ITF, as directed by the Board of Trustees.

Grading

All courses will be scored on a Pass/Fail basis. Students who successfully complete a course will receive a certificate of completion.



Satisfactory Academic Progress

Students must maintain a passing status in all classes to make satisfactory academic progress. Students who fall below this standard will be notified and required to do remedial work until they meet this standard.

Student Academic Assistance

Students needing academic assistance may contact the instructor(s) or the iFTI Instructor Development Specialist for further support and guidance.

Disability Accommodation



The iFTI is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity for qualified persons with disabilities. All practices and activities are conducted on a non-discriminatory basis. The iFTI will provide reasonable accommodation to the known disabilities of any student, if such accommodation is required in order for the student to participate in the program and the accommodation would not cause undue hardship. The iFTI will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. The iFTI is committed to taking all other actions necessary to ensure equal opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Computer Services



Students are encouraged to bring their personal laptop to all iFTI classes. The iFTI has a limited supply of laptops available to students upon written request 7 days prior to the class start date. When using iFTI issued laptops, the following rules apply:

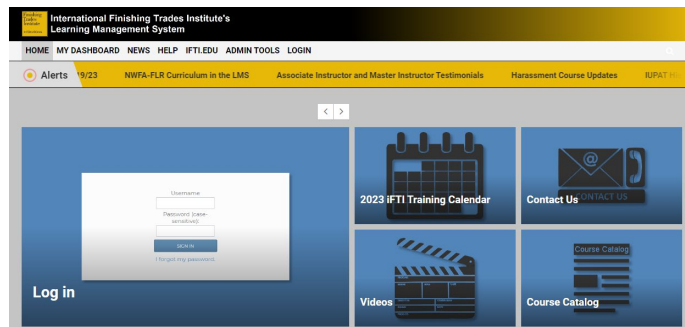
Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

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

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

Library/Media Services

The [iFTI Learning Management System \(LMS\)](#) is a secure web-based software program that provides easy access to apprenticeship training course materials for iFTI LMS users. Through the LMS students and faculty have access to articles, videos, courseware and other materials that are vital, up-to-date and relevant for instructing individuals in the finishing trades.



Curriculum and iFTI COE Staff

Thomas E. Pfundstein, Ph.D., Director of Curriculum & Instruction, Chief Administrator
Alice Gwinn, Senior Coordinator of Curriculum, Instruction, Assessment, and Technology
Lisa Berlin, Instructor Development Specialist, COE Liaison
Donna Cruz, Coordinator of Curriculum, Instruction, Assessment, and Technology
Nicol Augustine, Institute Coordinator

Board Of Trustees

The iFTI is governed by a board of trustees with equal representation from labor and management.

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