

# BARN Certificate Programs

Program Catalog Vol. 5  
December 2024

Bainbridge Artisan Resource Network  
8890 Three Tree Lane NE  
Bainbridge Island, WA 98110  
Phone: 206-842-4475

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Workforce Training and Education Coordinating Board  
128 – 10th Avenue Southwest  
Olympia, Washington 98501  
**360-709-4600**  
[workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)

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# About BARN

Bainbridge Artisan Resource Network (BARN) is a 501c3 non-profit corporation with a governing board, staff, and volunteers. Each studio has a volunteer studio lead and steering committee who plan and oversee studio operations and programs with support from the staff.

BARN began in 2008 when a group of woodworkers on Bainbridge Island organized to build a community woodworking studio. In 2012, the woodworkers joined with other artisans and community leaders and formed BARN to create a center equipped for a wide array of tool-intensive, hands-on crafts and art. These two groups later merged. BARN began offering classes in 2014 in a 2,000-square-foot rented building. In June 2017, BARN opened its own purpose-built, 25,000-square-foot building with well-equipped studios for a variety of craft areas. A fundraising drive completely covered the land purchase, construction costs, and initial equipment. Since then, in addition to offering programs aimed at personal enrichment, BARN has been developing the infrastructure for certificate programs that give participants a solid foundation for advanced studies, entry-level jobs, or their own craft-focused businesses.

## Our mission

BARN's mission is to grow and inspire a creative community through craft, learning and service. To accomplish that mission, BARN

- Maintains a well-equipped facility with a variety of craft studios.
- Offers access to all the studios for members as well as the public.
- Offers classes and events that increase the ability of participants to learn and expand their skills.
- Supports other non-profit organizations through its community service work using our core competencies.

## BARN leadership

- Executive Director: Grae Drake, [graed@bainbridgebarn.org](mailto:graed@bainbridgebarn.org)
- Studio Leads: [bainbridgebarn.org/about/people/#volunteers](http://bainbridgebarn.org/about/people/#volunteers)
- Board of Directors: [bainbridgebarn.org/about/#board](http://bainbridgebarn.org/about/#board)

# BARN Certificate Programs

BARN certificate programs are designed to provide students with a solid foundation for advanced studies, entry-level jobs, or their own craft-focused businesses. Currently BARN is offering the Woodworking Basics Certificate Program.

## The Woodworking Basics Certificate Program

### Objectives

This program is designed to give students an introduction to woodworking, an industry that includes pathways such as furniture building, furniture repair and refinishing, cabinet building, carpentry, and woodcraft/artisan fields, such as carving and lutherie.

If you enroll in this program, you will:

- Learn to use major hand and power tools appropriately, safely, and efficiently.
- Understand the essential steps involved in creating a project from concept to a finished product.
- Be exposed to different aspects of woodworking to assist in defining career goals.

### Program overview

Classes in the Woodworking Basics Certificate Program have three components:

- Three Gateway classes that introduce you to the woodworking shop's resources and procedures and provide basic safety training in the most commonly used stationary power tools.
- Eleven Woodworking Basics classes designed to build your proficiency with hand and power tools and give you an understanding of topics including joinery, assembly, and preparation for finishing.
- A final project that you will create during the shop's Open Studio time, with one-on-one guidance from a mentor. This mentored final project is not offered elsewhere in any other Woodworking program at BARN.

You can also take advantage of optional, free learning opportunities in the shop, such as helping with tool maintenance and repair, volunteering as an assistant in classes, and participating in community service projects requested by local nonprofits. Past community service projects have included building cabinets, desks, trail kiosks, memorial benches, replacement historical windows, and other challenging projects.

The program also includes an annual individual BARN membership. All BARN members who have completed Orientation to the Woodshop, Woodshop Tool Safety Checkout 1, and Woodshop Tool Safety Checkout 2 are eligible to come to open studio in the woodshop and work on their own projects or practice using tools in an informal, collaborative environment. Safety monitors oversee each open studio session and can answer questions about safe tool use or provide some help with projects. There are 30 hours of open studio each week in the woodshop.

The BARN membership included in the Woodworking Basics Certificate Program is valid for 12 months from the date of payment for the certificate program. After 12 months, you can renew with an annual membership or change to a monthly membership. To use the woodshop during open studio (to practice skills or work on a project of your own or for the certificate, for example), you must either be a BARN member or pay a \$20/visit drop-in fee. [This link provides details about BARN membership.](#)

## **Class sizes**

Most classes have a maximum of six to eight students. A few have a maximum of three or four. One class, Orientation to the Woodshop, has a maximum of 25. With the exception of Orientation to the Woodshop, the student/teacher ratio generally averages 6 to 1. For the final project, students will work 1-on-1 with an individual mentor.

## **Educational credential**

Upon completion of the program, students will be awarded a Certificate of Completion in Woodworking Basics.

## **Program schedule**

	<b>Dates</b>	<b>Target Completion Date</b>
Winter Quarter	Jan 1 - Mar 31	June 30
Spring Quarter	April 1 - June 30	December 19

Fall Quarter	Sept 1 - Dec 19	March 31
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- Quarter beginning and ending dates and application deadlines may vary by a couple of days per year, depending on the calendar.
- This program does not operate fully during the summer, but you will receive full credit for any Woodworking Basics classes you take during the summer.
- Classes are scheduled at various times—weekdays, weeknights, weekends—with at least one session of each class each quarter (fall, winter and spring).
- Most classes are three hours per session and vary from one to six sessions.. During the week, classes begin as early as 8:30 a.m.; on weekends, classes typically start at 9 a.m. Evening classes end by 9 p.m.
- Each quarter’s classes will be posted on the BARN calendar at least 60 days before the quarter begins.
- Classes will not be held on these holidays: New Year’s Day, Martin Luther King Day, Independence Day, Memorial Day, Juneteenth, Labor Day, Thanksgiving, Christmas. BARN is closed on Thanksgiving and Christmas.

## Registration options

You may apply for the program at any time. You may also take Woodworking Basics classes at any time prior to applying, and you will receive financial and class credit toward the Woodworking Basics program price for any classes you complete or are registered for prior to enrolling. You may apply to the Woodworking Basics Certificate program no matter how many Woodworking Basic classes you have already completed.

Once you are accepted into the Woodworking Basics Certificate Program, you will have two full quarters to complete all the requirements, starting with the first full quarter after your acceptance. If you need more time, you can request an extension. If you are ill or will be out of town for a long period of time, you can request to pause your participation in the program. For an extension or a pause in your program, please send an email to [Registrar@bainbridgebarn.org](mailto:Registrar@bainbridgebarn.org) with your name, address, contact information (email and/or phone), the date of your request, and the dates you would like to pause your participation.

After receiving your application, BARN will respond with an acceptance (or rejection) email within 2 weeks. The email will include a schedule showing the student’s certificate discounts, if any, for previous classes and BARN membership status. Students will then have 2 weeks to complete payment for the program. Upon payment, BARN will adjust

the student's membership level, if needed, and provide the student with information about registering for future Woodworking Basics classes. BARN will also add the student to a BARN Circle Group for all Woodworking Basics Certificate participants.

The three Gateway classes are prerequisites for many of the remaining classes, and you may take the Gateway classes in any order. You may also take the remaining classes in any order. You may find that it makes the most sense to take Prepping Lumber for Projects, Understanding Wood, and Measurement & Math early in your program, and to take Project Planning as you prepare to cap off your program with the final mentored project.

### Tuition and fees

Tuition for the Woodworking Basics certificate program is \$2,840 which includes all supplies and materials and an annual individual BARN membership. In addition, there is a \$50 registration fee for administrative costs. The total cost of the program is \$2,890.

### Scope and sequence

<b>Gateway classes</b>	<b>Sessions</b>	<b>Total class hours</b>	<b>Instructors</b>
Orientation to the Woodshop	1	1	Jeff Williams, Jodi Kelly
Woodshop Tool Safety Checkout 1	1	3	Charles Sharpe, Jeanne Huber, David Kaplan, Dave Roe, Mike Gearheard, Laird Hail
Woodshop Tool Safety Checkout 2	1	3	Charles Sharpe, Jeanne Huber, Dave Roe, Laird Hail
<b>Other required classes</b>			
Woodworking Basics: Table Saws	2	6	Dina Madson, Dave Roe, John McCormack
Woodworking Basics: Bandsaws	1	3	Jamie Straw, Dave Roe
Woodworking Basics: Routers	2	6	Mike Rehder, John McCormack, Denise Kircher

Woodworking Basics: Prepping Lumber for Projects	1	3	David Kaplan, Mike Gearheard, Ted Newman
Woodworking Basics: Measurement & Math	1	3	Mike Gearheard, John McCormack, Jeanne Huber
Woodworking Basics: Understanding Wood	1	3	Jeanne Huber, Ben Dykstra
Woodworking Basics: Glue & Clamps	1	3	John McCormack
Woodworking Basics: Sanding & Abrasives	1	3	John McCormack
Woodworking Basics: Hand Tools	4	12	Paul Kury, Tom Leurquin, Ted Newman
Woodworking Basics: Power Tools	3	9	Mike Gearheard, Scott Weigle, Bob Mathisrud, Dave Whitacre
Woodworking Basics: Project Planning	2	6	John McCormack
<b>Final Project</b>			
Design & build project with guidance from a personal mentor	6	18	Will be arranged to suit student & project
<b>Total</b>	<b>28</b>	<b>82</b>	

## Gateway class details

**Orientation to the Woodshop.** Designed as a user's guide to BARN's Woodworking & Small Boatbuilding Studio, this class covers everything from shop etiquette to specifics of how to use the shop's dust collection and compressed air systems. Learn about overall BARN policies, as well as shop-specific ones.

**Woodshop Tool Safety Checkout 1.** Learn basic safety principles of these key tools: jointer, planer, table saw, miter saw, drill press.

**Woodshop Tool Safety Checkout 2.** Learn basic safety principles of these key tools: bandsaw, stationary sanders (spindle, disc, drum, edge), table-mounted router, scroll saw.



## Other required classes

**Woodworking Basics: Table Saws.** Learn the fundamentals of how this powerful and versatile machine works. This class covers the anatomy of a table saw and how to ensure that your cuts are straight and square every time. Learn how to calibrate the saw, make accurate rip and cross cuts, adjust for miter cuts of different angles, and cut rabbets and dadoes. You'll also learn how to set up for making multiple parts of identical size.

**Woodworking Basics: Bandsaws.** Learn the basics, and some of the subtleties, that ensure accurate, safe cuts on the bandsaw. Learn about different kinds of blades, how to check and adjust the guides, how to safely feed material through the blade and how to make a few specialty cuts, such as cutting round stock, repeating curved designs, and making perfect circles.

**Woodworking Basics: Routers.** Learn the basics of using a hand-guided router and one mounted to a router table to add details to your woodworking projects. Learn about the different routers in the Woodworking Studio and the various types of bits, bearings, and templates.

**Woodworking Basics: Prepping Lumber for Projects.** Learn techniques and strategies that will help you custom mill wood to the precise dimensions you need. Learn how to use the jointer, planer, and table saw to get a board to the point where it can be used in furniture making. Learn how to read a board when you are laying out parts, so that you use the wood efficiently and wind up with grain directions that are pleasing to the eye and functional.

**Woodworking Basics: Measurement & Math.** Learn about various kinds of measuring tools, from rulers and measuring tapes to French curves and digital calipers. Use them to lay out angles and curves and to mark dimensions to ensure accuracy. Explore basic math principles that are helpful in woodworking – and ways to cope if math isn't your strong suit.

**Woodworking Basics: Understanding Wood.** Learn how wood grows, how that influences the look and performance of lumber, and how moisture content and wood movement should influence the wood you choose for various projects. Learn why wood cups, twist and bows, and what to pay attention to when you are selecting wood for a project. Also learn why the best option in some cases isn't natural lumber but a panel product such as plywood or even particleboard.

**Woodworking Basics: Glue & Clamps.** Learn the various types of glue and how to select the most appropriate type for a specific project. With a focus on materials and clamps available in BARN's woodworking studio, learn how to make sure your project is

prepared properly, how to apply the glue to minimize mess, how to clamp a project, and when it's safe to remove the clamps.

**Woodworking Basics: Sanding & Abrasives.** Learn the different types of sandpaper and sanding tools so you can select the most appropriate ones for your projects. Get tips on how to remove milling marks, prepare for a stain finish, or take a surface to a polish. Learn why scraping, rather than sanding, sometimes gives the best results.

**Woodworking Basics: Hand Tools.** Build a two-compartment tote handy for storing or carrying silverware, garden tools, or other items as you learn to use hand tools skillfully. The project was specifically designed to give you experience with the most common hand tools, including measuring and marking tools, hand saws (crosscut, rip cut, and coping), hand planes, chisels, and a bit-and-brace drill.

**Woodworking Basics: Power Tools.** Build a sturdy, two-step stepstool of solid wood and plywood that was specifically designed to give you experience with some of the most common stationary and portable power tools in the woodworking shop. Gain confidence with the table saw, bandsaw, jointer, planer, drill press, oscillating spindle sander, router, biscuit joiner, hand drill, impact driver, and random orbit sander.

**Woodworking Basics: Project Planning.** Learn how to take a project from concept through a scaled drawing and a cut list, and how to use that to calculate how much wood you need.

## Instructors

**Ben Dykstra** has been a woodworker for almost 30 years and has expertise in custom furniture and high-end kitchen cabinetry. He has worked with youth for more than 10 years and currently teaches middle school woodshop and high school technical drawing and CAD.

**Mike Gearheard** was formerly Lead of the BARN Woodworking Studio. After graduating from the University of Washington as a zoology major, Mike joined the Peace Corps and taught science classes and helped build water systems in Nepal for three years. He managed hazardous waste, Superfund, and water programs during a 34-years career with the Environmental Protection Agency. Planning ahead for retirement, he began building boats about 20 years ago. After he retired, he and his wife bought a Maine lobster boat and then spent seven months helping to restore it

**Laird Hail** has been involved in the BARN Woodworking Studio since 2018 and a safety monitor since 2019. He is a retired Coast Guard officer. For the last decade of his 40-year career, he was director of the Vessel Traffic Service for Puget Sound, a role that made him responsible for navigational safety from Olympia north through the Strait of

San Juan de Fuca. Earlier, he commanded three cutters and an overseas LORAN station. He sailed from north of the Arctic Circle to the Panama Canal in both the Pacific and Atlantic oceans. Laird began woodworking in 1974, when he took an adult education class at a local high school.

**Jeanne Huber** writes a weekly how-to column for the Washington Post and is a safety monitor in the BARN Woodworking Studio. She studied Preservation Carpentry at North Bennet Street School in Boston. She was an editor at “*This Old House*” magazine and wrote a dozen instructional books, including several about woodworking, for Sunset Books.

**David Kaplan** is an avid amateur woodworker who has taken classes at BARN and at the Port Townsend School of Fine Woodworking. He has been a woodworking instructor at BARN since 2018. He spent many years in the technology industry.

**Jodi Kelly** has been active in the BARN Woodworking & Small Boatbuilding Studio since the new building opened in 2017. For most of that time, she has served on the studio’s steering committee and has coordinated scheduling of safety monitors, while working on numerous woodworking projects for herself and for community-service projects. She is a retired educator and college administrator.

**Denise Kircher** put herself through college by running her own construction company, which remodeled bathrooms and kitchens and repaired drywall. Later, while working for the Environmental Protection Agency, she volunteered in general construction, electrical work, and a speakers' bureau for Habitat for Humanity. She gutted and rebuilt two houses and, with her husband, is wrapping up a rebuild of their current home, including a full suite of cabinets for their new kitchen.

**Paul Kury** studied woodworking at Lonnie Bird’s School of Fine Woodworking in Dandridge, Tennessee, and has been an active woodworker for more than 40 years. His preference is 18th century furniture. He volunteers as a woodworking safety monitor at BARN.

**Tom Leurquin** has been a BARN member since its opening and specializes in projects involving hand tools. After taking several hand tool courses at BARN and the Port Townsend School of Woodworking, he fell in love with the intimacy and meditative relationship that one can achieve only by working wood by hand. His civil engineering background has helped him achieve a critical eye for detail and precision that enriches the art of hand tool woodworking.

**Dina Madson** built her own house and operates a residential contracting company on Bainbridge Island. She retired as a program manager at Microsoft.

**Bob Mathisrud** worked for many years in facilities operations, which provided him with wide-ranging experience in the skilled trades. He helps at BARN in many ways, including by volunteering as a safety monitor in the Woodworking Studio and teaching woodworking classes. He is also active in BARN's Metal Fabrication Studio.

**John P. McCormack** is a furniture designer, maker, and teacher living and working in Port Townsend. A graduate of the cabinet and furniture making program at North Bennet Street School in Boston, he holds a Master in Fine Arts in furniture design from Rhode Island School of Design. He has written for various publications, including "Fine Woodworking," which featured his piece on "The Ultimate Crosscut Sled" on its cover. He got his start in woodworking by studying under John Kassay, author and expert on Shaker and Windsor furniture.

**Ted Newman** studied woodworking and has worked as an instructor at the Center for Furniture Craftsmanship in Rockport, Maine. He is a safety monitor in BARN's woodworking shop and has been teaching woodworking classes at BARN since 2017.

**Mike Rehder** is a safety monitor and shop manager in the Woodworking Studio and operates HandyMike LLC, a licensed, bonded, and insured handyman service on Bainbridge Island.

**Dave Roe** leads the Woodworking Studio. He holds a M.Arch from the University of Washington. He managed a residential design team and construction projects for The Reijnen Company on Bainbridge Island before switching to managing technology projects. He led a team of project managers and managed product deployments for Mercury Online Solutions and 3M. As a volunteer, Dave co-led construction management of BARN's facility and teamed up with another volunteer to manage the facility for more than two years, until BARN was able to hire a full-time facilities manager.

**Charles Sharpe** took his first woodshop class in high school in 1968 and started remodeling houses and working on custom projects as a self-employed carpenter for a few years. He went to work for a construction company in 1975 and has been around shops, carpentry, and woodworking tools ever since then. In his own shop, he's built cabinets, tables, doors, benches, furniture; and boats—a Swampscott dory and a seagoing cedar-strip kayak. He is on call with Bainbridge Island Museum of Art to design and build custom work to display art.

**Jamie Straw** heads BARN's woodturning programs and is responsible for keeping the shop's bandsaws running well. She has been teaching woodturning since 2015. She served as Vice President of Education and Training for the Pacific Northwest chapter of the American Association of Woodturners. She holds a degree in psychology from the University of California, Davis, where she earned credentials in teaching adults.

**Dave Whitacre** has been a woodworker for many years with his own shop. He led and helped train a team of volunteers who built dozens of cabinets during BARN's construction. He headed the BARN Woodworking Studio's community service projects for many years.

**Scott Weigle** is a retired professor at the University of Washington School of Medicine. As an undergraduate at Massachusetts Institute of Technology, he was active in the student wood and metal shops. He tackled numerous home projects over the years, including framing a small building, installing roofing, pouring concrete, and building furniture and a Snipe racing-class sailboat. He has been active in the BARN Woodworking Studio since the temporary shop opened in 2014, has helped build cabinets for BARN's current building, which opened in 2017, and has built numerous community service, furniture and art projects since then.

**Jeff Williams** is a retired firefighter with 40 years of experience as a fourth-generation woodworker. He led BARN's Woodworking Studio when the building was being designed and built, and he played a pivotal role in setting up the shop and the systems for keeping it operating well. He is a member of the BARN Board of Directors.

## Facilities

Classes for the Woodworking Basics certificate program will be taught in BARN's Woodworking & Small Boatbuilding Studio. The 5,000-square foot shop is on the daylighted lower level of BARN's 25,000-square foot facility.

The Woodworking Studio is divided into a main shop equipped with all of the stationary and hand-held power tools found in a well-equipped woodworking shop, and a smaller bench room for hand woodworking. In both rooms, most tools are high quality, from brands such as Lie-Nielsen Toolworks, Lee Valley, Festool, and Powermatic.

Tools and supplies in the main shop include:

- Two SawStop table saws (36" & 52")
- Four bandsaws (largest has 36" wheels)
- Miter saw (260 mm)
- Four scroll saws
- Two drill presses
- Vertical mortising machine
- Five Festool dust extractors and a robust collection of Festool handheld tools including Domino tenon cutter, track saws, router, sabre saw, and random-orbit sanders, including the Rotex model
- Oscillating spindle sander with spindles from 1/4" to 3"

- Disc sander
- Parallel drum sander (22" - 44")
- Edge belt sander (8") with 4" spindle
- Wide-belt thickness sander (37")
- Jointers (6" & 16")
- Thickness planers (24" & 25")
- Shaper
- Line boring machine (21-hole)
- Routers & two router tables (mobile & built-in)
- Six assembly tables with storage lockers
- A robust collection of clamps
- Vacuum bagging table with multiple bags
- Steam bending equipment
- Dovetail jigs
- Benchtop tools: planer, belt/spindle sander, miter saw, 1" belt sander.
- Power hand tools: drills, drivers, sanders, biscuit joiners, pinners/nailers, etc.
- Six lathes, one accessible in a wheelchair, with lathe tools and a sharpening system

The bench room has 10 woodworkers' benches, drafting design space, a computer station for CNC design, a desk for the shop manager, and a library with books and magazines focused on woodworking. Tools in this room include:

- A wide array of hand tools (mostly Lee Valley & Lie-Nielsen Toolworks)
- Carving tools (mostly Flexcut & Drake)
- Sharpening systems: water stones, WorkSharp, and Tormek
- Handscrews
- Luthier tools and jigs
- Japanese tools

Parking is available in a well-lit parking lot with several ADA-accessible spaces. The facility is close to buses that connect to the Bainbridge-Seattle ferry and to communities in Kitsap County and beyond in Jefferson and Clallam counties.

### **Alignment of BARN website with program catalog**

Students register for Woodworking Basics program classes on [BARN's website](#). Quarterly, the website is updated to ensure that at least one session of each Woodworking Basics class is offered each quarter (fall, winter, and spring). At the same time, the website is reviewed to confirm that it is consistent with this program catalog.

# General Certificate Program Policies

## Admission requirements

Students must possess a high school diploma or a General Education Development (GED) diploma. In lieu of a high school diploma, BARN will accept a student's 11th grade Smarter Balanced ELA (English Language Assessment) and Smarter Balanced Math test scores at a Level 3 or higher.

BARN encourages diversity and does not discriminate on the basis of race, creed, color, national origin, sex, 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.

## ADA accessibility

BARN is an ADA-accessible facility with ramps, an elevator, an ADA-accessible restroom, and Braille signage.

BARN acknowledges that information pertaining to an applicant's disability is voluntary and confidential. If this information is presented, BARN will provide a reasonable accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to [accessibility@bainbridgebarn.org](mailto:accessibility@bainbridgebarn.org). To be qualified, an individual with a disability must meet the basic skill, education, training, or other eligibility requirements of the relevant job or vocational program, and must be able to perform the essential functions of the program, with reasonable accommodation if needed. The standards are the same for all individuals enrolled.

## Cancellation and refunds

If you withdraw from the program or are not accepted or dismissed for any reason, all refunds will be made according to the following schedule:

- BARN will refund all money paid if you are not accepted into the certificate program.
- BARN will refund all money paid if you cancel within five business days (excluding Sundays and holidays) after the day you enroll and pay the program fee, provided you have not begun training.

- If you cancel more than five business days after you pay the program fee but before you begin training, or if you have already begun training, BARN will retain the \$50 registration fee.
- If you withdraw or are dismissed after your training has begun, BARN will refund tuition pro-rata based on the class hours you have not yet completed. To calculate your refund, the total number of class hours in the program will be divided by the number of class hours you have not completed, per the class hours in the Scope and sequence section above. The resulting percentage will be applied to the tuition defined above. BARN will retain the \$50 registration fee.

The date used to calculate refunds is the latest of these three dates:

- The date of your written withdrawal notice, if you have decided to discontinue.
- The date on which BARN records your last day of attendance.
- The dismissal date.

BARN will issue all refunds within 30 calendar days.

### **Tuition assistance**

BARN is committed to inclusivity and has a Tuition Assistance Program with the goal of making all classes accessible to a wide range of participants. Email [registrar@bainbridgebarn.org](mailto:registrar@bainbridgebarn.org) for more information. Woodworking Basics Certificate classes and the program fee are eligible for tuition assistance. All [BARN Tuition Assistance Policies](#) apply to the certificate program.

BARN does not offer federal financial aid.

### **Student evaluation/grading system/standards of progress**

BARN certificate programs are competency based. If the instructor believes that you have not demonstrated the required skills and completed the required projects, you will receive a notice within two weeks. A meeting will be scheduled to discuss how and whether to continue with the program.

After you complete the program, you will receive your Certificate of Completion within two weeks.



## **Attendance requirements/absences/incomplete course completion/probation**

Regular attendance is expected. You must email [registrar@bainbridgebarn.org](mailto:registrar@bainbridgebarn.org) if you will be absent. There is no guarantee that the instructor can accommodate makeup instruction. You might need to retake the class at a later time to learn the required skills or complete the required projects.

## **Support to complete the certificate**

If you start the program but do not make continued progress towards completion, request a meeting with the Executive Director or designated staff person to develop a plan to complete the program. BARN has no probation policy. You may withdraw from the program at any time. If you decide to withdraw and want any fees refunded, you must submit a written notification to the Executive Director. This document must contain your name, address, and contact information (email and/or phone) and the date.

## **Conditions for dismissal**

BARN may dismiss students from the certificate program for either of the following reasons:

1. Failing to adhere to the [BARN Code of Conduct and the Youth & Vulnerable Adults Protection Policy](#).
2. Failure to be actively involved in the program without approval of the Executive Director.

If it becomes necessary to dismiss you, the Executive Director will notify you in writing. The dismissal letter will contain the date and the reason for dismissal.

## **Student grievance-complaint/appeal process**

Nothing in this policy prevents a student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.

If you have a complaint or would like to appeal a dismissal, submit a written request for an appointment for an interview with BARN's Executive Director. The written request should include:

- Your full name, current address, phone and/or email address, and the date.

- A statement of your concern (including, where applicable, dates, times, instructors, other students involved, etc).
- Three dates when you would be available to meet with the Executive Director within 10 business days of your complaint.
- Your signature.

The Executive Director or designee will notify you in writing of the appointment date when your 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 reaching a resolution. You will be notified in writing within five business days of the outcome of the meetings.

### **Re-entry policy**

If you are dismissed from the program and want to request re-entry, you must submit the request in writing to the Executive Director. If you were dismissed due to unacceptable conduct, you might be required to meet with the director before a decision is made. You will receive a letter within five business days stating the decision. The decision of the director is final.

### **Credit for previous training**

Previous training at another school or training program does not substitute for taking the classes required for the Woodworking Basics Certificate. Students do not receive credit for experience in another career or education in another field.

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, whether voluntarily or involuntarily, educational records or transcripts will be forwarded to the Workforce Training and Education Coordinating Board.

Upon completion, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing to the school. Student records are available for review by the student at any time.

### **Externship policy**

BARN does not have an Externship program.

## **Placement assistance**

BARN does not offer placement assistance.

## **BARN Code of Conduct**

BARN is committed to creating and maintaining a safe environment for all participants. BARN's Code of Conduct applies to all ages and is the foundation of BARN's policies for working with youth. The code states:

- Respectful relationships are a key to BARN's success and exclude any type of harassment, as well as disruptive, threatening, or unreasonable behavior that interferes with anyone's use of the facility.
- Respectful stewardship of equipment and the building are key to proper maintenance and care of shared and/or personal property.
- Our facilities and grounds are smoke-free and drug-free.
- Operable firearms are not allowed.
- While BARN-hosted events may involve alcohol, everyday activities will not.
- Toxic materials must be safely used and properly disposed of.
- Service dogs are welcome in the facility; other animal friends are not.
- Environmental stewardship is foundational to our mission.
- Inspiring each other is an important part of working together. Copying the creative work of others (without explicit permission) is not allowed.
- Children under the age of 14 should be supervised by a parent or responsible adult.
- We will comply with all environmental, safety, and criminal codes.
- Anyone not complying with the Code of Conduct or studio Standard Operating Procedures will be asked to leave the BARN premises and may be barred from future access to BARN facilities and programs. The Executive Director and/or the Board of Directors are responsible for the administration of this policy.

## Youth and Vulnerable Adults Protection Policy

To create and maintain a safe environment for Youth and Vulnerable Adults, BARN commits to:

1. Creating a shared culture: All program students must read and sign the Code of Conduct and the Youth and Vulnerable Adults Policy.
2. Building an understanding of working with Youth and Vulnerable Adults: All studios must have a member or members trained to work with Youth and Vulnerable Adults. The training will be provided by BARN. All teachers who are working with youth-specific activities will also complete the training.
3. Due diligence: Classes, workshops, youth mentorships and open studios must have at least one designated adult who has completed the Volunteer Application and Background Check. In most cases, the designated adult will be the teacher, mentor or monitor.
4. Responding to incidents: All staff must complete background checks and be trained in Youth and Vulnerable Adults protection. The Executive Director will create protocols for responding to allegations and concerns and facilitate the resolution process.
5. Allegation Reporting Guidelines: Allegations of abuse or harassment of minors or Vulnerable Adults are to be reported to the Executive Director or designee and may be reported to law enforcement or child protection authorities. BARN will develop a training model to help members identify troubling and illegal behaviors that should be reported. BARN teachers, members and volunteers shall refrain from conducting their own independent investigations and shall not disclose information indiscriminately.
6. Investigating Allegations: BARN will cooperate with all law enforcement, Child Protective Services, and legal investigations. BARN may conduct its own independent investigation if such investigation does not interfere with other investigations and involves BARN members or volunteers or contracted employees. If the incident involves individuals who are contracted with an outside agency, that agency will be informed of the incident and an agreed-upon course of action will be taken.
7. Private Meetings: Unless a BARN employee, teacher, monitor or youth mentor has completed a background check and training, all personal meetings with an unrelated Minor or Vulnerable Adult are to be conducted in view of other adults.

8. Prohibited Behaviors

- a. Use of degrading language or behavior.
  - b. Threatening or intentionally inflicting physical injury upon a Minor or Vulnerable Adult.
  - c. Engaging in any sexual advance toward, sexual activity with and/or harassment of a Minor or Vulnerable Adult.
9. Avoiding mixed messages: Adults working with Youth or Vulnerable Adults should consider behaviors that can be misconstrued by Youth and Vulnerable Adults. Adult leaders should avoid:
- a. Forcing a hug or other physical contact.
  - b. Engaging in casual social media interaction with an individual.
  - c. Sharing personal or intimate details of one's home life with a Youth or Vulnerable Adult.
  - d. Paying more attention to one youth than to others.