SCHOOL YEARS
2025-2026 | 2026-2027

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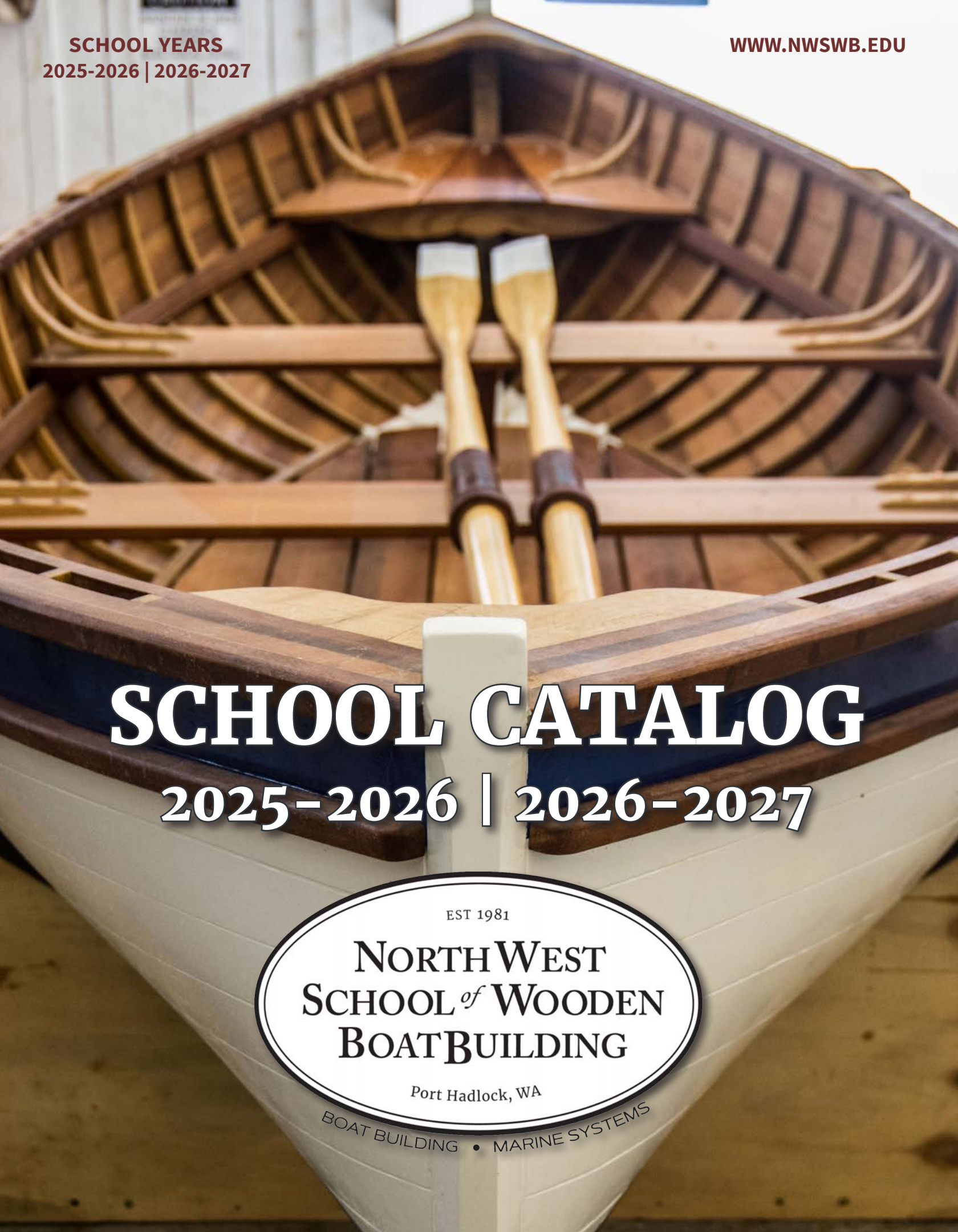

SCHOOL CATALOG

2025-2026 | 2026-2027

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NORTHWEST SCHOOL of WOODEN BOATBUILDING

Port Hadlock, WA

BOAT BUILDING • MARINE SYSTEMS

Northwest School of Wooden Boatbuilding

42 N. Water Street, Port Hadlock, WA 98339

(360) 385-4948 • www.nwswb.edu • info@nwswb.edu

Publication: Volume 7a, March 2025

ACCSC

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 a recognized institutional accrediting agency by the U.S. Department of Education.

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, concerns, or complaints regarding this school can be made to the Workforce Board:

Workforce Training and Education Coordinating Board
128 10th Ave. SW, Olympia, WA 98501
web: wtb.wa.gov
phone: (360) 709-4600
email: workforce@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:

Carolyn 'Ace' Spragg
Title IX Coordinator
42 N. Water St.
Port Hadlock, WA 98339
(360) 344-2212 or (360) 385-4948 ext. 306
ace.spragg@nwswb.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.nwswb.edu

Table of Contents

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 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
March 2025

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

2025–2026 School Year

October

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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November

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28	29	30	31			

2025 Fall Quarter

10/01/25 Fall Quarter Begins
10/10/25 In-service Day
10/13/25 Indigenous Peoples Day
11/10/25 In-service Day
11/11/25 Veterans Day
11/26/25-11/28/25 Thanksgiving Break
12/19/25 Fall Quarter Ends
12/22/25-01/02/26 Winter Break

January

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February

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March

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29	30	31				

2026 Winter Quarter

1/05/26 Winter Quarter Begins
1/16/26 In-service Day
1/19/26 Martin Luther King Jr. Day
2/13/26 In-service Day
2/16/26 Presidents' Day
3/06/26 In-service Day
3/20/26 Winter Quarter Ends
3/23/26-4/03/26 Spring Break

April

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May

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June

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2026 Spring Quarter

4/06/26 Spring Quarter Begins
4/24/26 In-service Day
5/08/26 In-service Day
5/22/26-5/25/26 Memorial Day Break
6/18/26 Spring Quarter Ends & Graduation (Marine Systems)
6/19/26 Juneteenth
6/22/26-7/03/26 Summer Break

July

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August

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23	24	25	26	27	28	29
30	31					

September

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20	21	22	23	24	25	26
27	28	29	30			

2026 Summer Quarter

7/04/26 Fourth of July
7/06/26 Summer Quarter Begins
7/24/26 In-service Day
8/14/26 In-service Day
9/04/26 In-service Day
9/07/26 Labor Day
9/14/26 In-service Day
9/18/26 Summer Quarter Ends & Graduation (Boatbuilding)

Legend:

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

The Academic Calendar for the 2026-2027 school year will be released as an addendum.

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.nwswb.edu.


SCHOOL of WOMEN
BOATBUILDI
PORT HADLOCK, W

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 & 2019
Boatbuilding & Marine Systems

Discover More

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

Make a Living, Craft a Life

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

Keep in Touch!

Website: www.nwswb.edu

School E-Newsletters Sign-up: www.nwswb.edu/enews

Facebook: www.facebook.com/NWBoatSchool or search for "nwswb"

Instagram: www.instagram.com/nwswb or search for "nwswb"

FlickR: 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 Boatbuilding 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, steering and propulsion 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, systems technicians, 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 an eight-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, seven cottages for student housing, 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 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, 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 and outboard 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, an elevator, and lavatories; and reasonable accommodation will be provided at the request of the student.

Campus Map

Illustration painted by student C. Maria Melito, Class of 2015

Instructors Passing Along Traditions

Our instructors have used a hands-on methodology to teach more than 1,800 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, 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. In 2022, the Chief Instructor title transitioned to Boatbuilding Lead Instructor then Boatbuilding Program Director to accommodate leadership roles in both the programs offered at the school.

With the addition of the School's Marine Systems Program, Kevin Ritz joined the Boat School team as the Marine Systems Program Director. 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

Boatbuilding Program Director (Class of 2004)

Sean has packed several lifetimes of experience in boatbuilding and craftsmanship since he graduated from NWSWB in 2004. While 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-food 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.

Kevin Ritz

Marine Systems Program Director

Kevin leads instruction for the school's Marine Systems program, a 9-month course that combines marine electrical and electronics, plumbing, diesel and outboard engines, corrosion, electric propulsion, steering and controls, HVAC and hydraulics. Kevin is a nationally recognized marine electrical and corrosion instructor and consultant. He has been teaching Marine Systems since 2008 and was awarded the Life Service Award from the American Boat and Yacht Council in 2015.

Tyler Johnson

Marine Systems Instructor (Class of 2018 & 2019)

While living in Galveston, Texas, Tyler picked up a book on how to build boats out of one sheet of plywood, which sent him on a path he never saw coming: to work on boats. He quickly got involved with the Ply-Wooden Boat Festival in Port Aransas, Texas teaching boatbuilding using stitch and glue methods as a part of the family boat building activities. He began working as a shipwright's apprentice and volunteered on the Tall Ship Elissa as a part of the restoration crew where he met alumni from NWSWB . He completed both the Boatbuilding and Marine Systems programs at NWSWB. After graduation, he spent several years working at the Port Townsend Shipwright's Co-Op as a Systems Technician. Learning about construction, repair, and refit methods of a boat's hull led to a curiosity about marine systems and how they work together to keep us safe out on the water. He has worked on hundreds of vessels from commercial fishing boats, historic and classic yachts and sailboats, and recreational vessels. He brings a wide range of skills to share with students including woodworking, composites, mechanical, electrical, plumbing, hydraulics, metalworking and rigging.

Evan Bailly

Marine Systems Instructor (Class of 2019 & 2020)

Evan grew up in Seattle and joined the army as a helicopter mechanic right out of high school. During his tenure in the military, Evan started sailing any time leave would allow, and worked off and on as an engineer and deckhand on Gray's Harbor Historical Seaport's tall ships Lady Washington and Hawaiian Chieftain. Evan retired from the Army as a flight engineer and aircrew instructor with twelve years of flying and three combat tours under his belt. He applied to NWSWB less than a week after hanging up the uniform. After completing both the Boatbuilding and Marine Systems programs back-to-back, Evan started his own marine repair and restoration business primarily focusing on older and classic vessels. At the same time, he started working at a Tacoma shop specializing in the custom design, fabrication, restoration, and rebuilding of vintage racing and classic cars. He is married to his best friend, formerly his boss on tall ships, Sara and together they have two children. They split their time between their 1907 home in Tacoma and onboard their 1950 Ed Monk-designed motor cruiser Duffy in Port Townsend..

Bruce Blatchley

Boatbuilding Instructor (Class of 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.

Tucker Piontek

Boatbuilding Instructor (Class of 2016)

Tucker's relationship with boats started young with canoes and fishing boats on the rivers of Oregon and lakes of Wisconsin. That relationship quickly transferred into racing modern sailboats on the Columbia river and ocean races along the Pacific Northwest and Canadian coastlines. Sailing through Port Townsend in his late teens introduced him to the Northwest School of Wooden Boatbuilding and the plan of attending some day was hatched. A degree in Industrial Design in Colorado took him into the architecture and stop motion animation industries for the next decade but, eventually in 2016, he found himself back at the Boat School in Bruce's boatbuilding class. A year at Turn Point Design gave Tucker opportunities to learn resin infusion techniques and composite mold making on aerospace and marine products. Several years at Haven Boatworks included a multitude of traditional shipwright experiences on classic yachts and historic vessels such as the Schooner Adventuress, Motor Yacht Thea Foss and The Carlislie II ferry, the last of the working mosquito fleet of the Puget Sound.

Korey Ruben

Boatbuilding Instructor (Class of 2014)

While attending helicopter flight school, Korey learned two things from his instructor: (1) how to fly and (2) how to sail. Boats won in the end. He graduated from the Northwest School of Wooden Boatbuilding in 2014 and dove head first into a carbon fiber composites start-up. Seven rowboats later and three as lead boatbuilder, Korey branched out to work independently in the local boatyard and eventually landed at Haven Boatworks for three years. During his time at Haven, he worked on several notable northwest yachts including the 65-foot 1917 MV Carlisle II, the last of the working mosquito fleet of the Puget Sound, the 97-foot 1941 MV Sea Wolf, an expedition charter vessel, and two Ted Geary-designed fantails, the 96-foot 1928 MV Blue Peter and 120-foot 1930 MV Thea Foss, as well as many other interesting boats. He views his time in the boatyard as a formative experience and plans to carry the love of problem solving and the yard's work ethic through his teaching.

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 craftsperson. 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 outboard and 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 Event, Veterans Day Observance, movie nights, school-wide lunches, bonfires, Memorial Day Observance, volunteer events, and Graduation.

Academics, attendance, and conduct oversight is provided in tandem by the Education Director and Student Services Manager. Students requiring professional counseling services can reach out to the school's contracted counselor. Appointments can be scheduled at their convenience by contacting the counselor directly. Contact information and details for the counselor can be found in the student's orientation documents or by requesting information from 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 panel discussions, presentations about employment after graduation, and a career day, an event for current students and alumni to meet and engage with employers.

Career advising is available through instructors, the Education Director, or members of the adminstration team.

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 provides 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 RV parking and hook-ups. The school has very limited on-campus housing and students will be informed of availability.

Learning Resources System

The school library houses more than 1,200 books and periodicals—all catalogued and fully searchable—on a wide variety of maritime subjects. It is open during school hours, and available online. 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. In addition to school-sponsored on-the-water days, 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
- Approved to receive GI Bill® tuition funds
- Veteran Advisory Committee
- Veteran designated space: The Veteran Student Resource Center (VSRC) 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 www.benefits.va.gov/gibill.

Activities

Port Townsend Wooden Boat Festival

Students participate in the Wooden Boat Festival each year prior to graduation. The Wooden Boat Festival is one of the most educational and inspiring wooden boat events 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.

Northwest Maritime Complimentary Membership

Northwest Maritime 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 shop or for programs of all kinds, and on admission to the annual Port Townsend Wooden Boat Festival.

Off Center Harbor Membership

OffCenterHarbor.com (OCH) is a website with over 500 videos and 500 articles on boat handling, repairs, maintenance, boat building, dream boats and more. Students receive a membership included in their tuition and and access to the database at the start of their school year.

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.org). 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.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 2017
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. See page 46 for a complete list of Admissions eligibility requirements.

Prerequisites

Students in both the Boatbuilding and Marine Systems programs must successfully complete each quarter before moving on to the following quarter.

Boatbuilding

90 quarter-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	290 Boatbuilding - Part III
TBD	195 Essentials of Safe Navigation (optional)

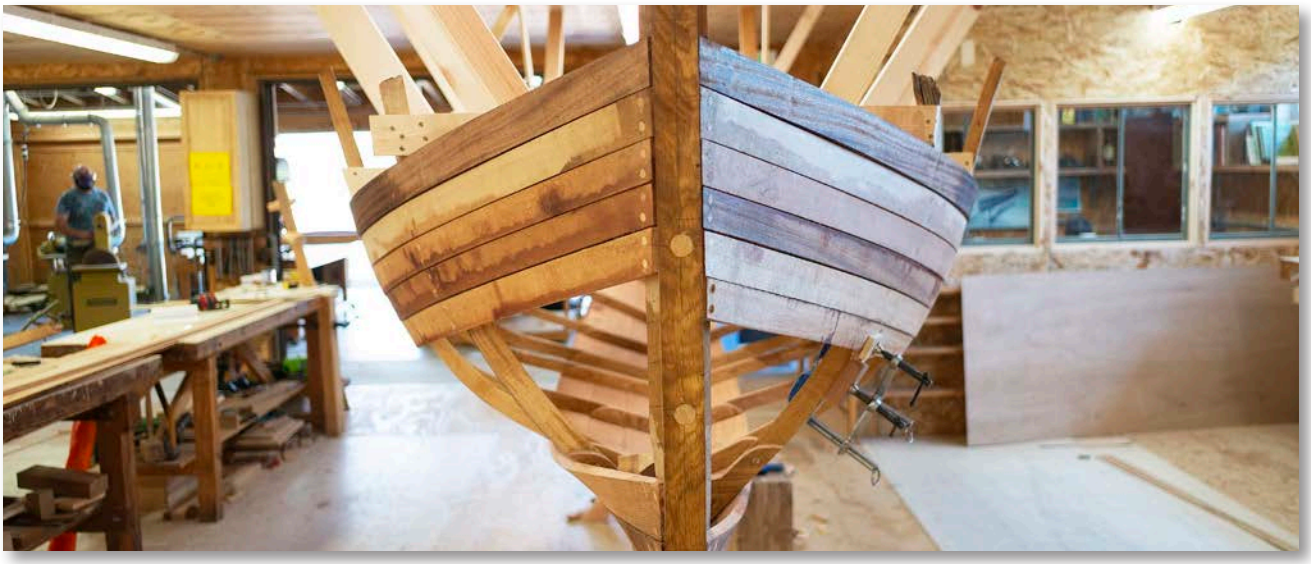
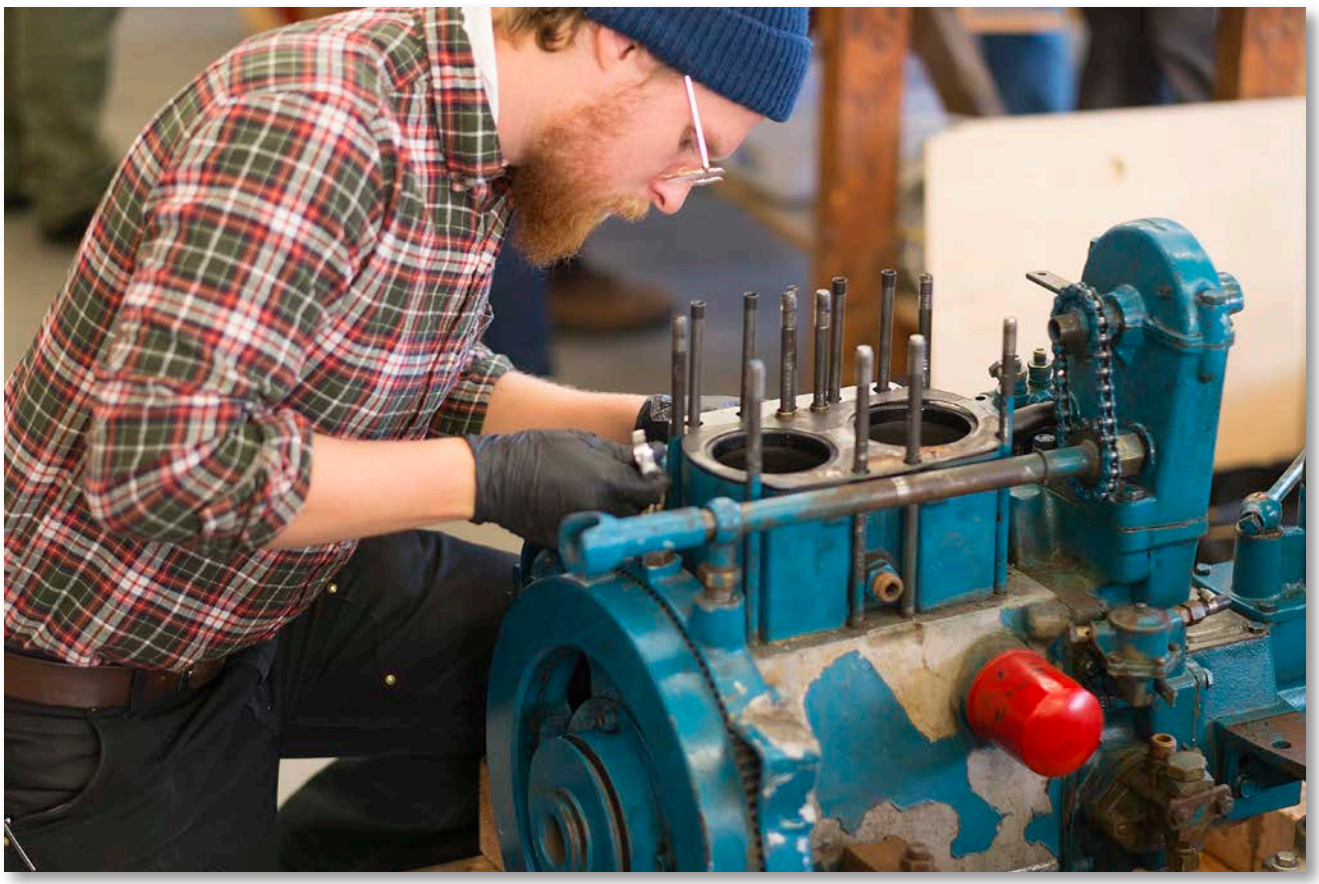


Photo courtesy of Madeline Scott Fox.



Marine Systems

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

Maximum Number of Students: 24 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 transferable 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 • Introduction to Marine Systems • Tools and Safety Basics • Marine Electrical I • Applied Projects
Winter Quarter	270 Marine Systems - Part II • Marine Plumbing • Marine Adhesives, Sealants, and Hardware Installation • Vessel Simulators • Propane on Boats • Rigging and Winches • Simple Machines • Hydraulics • Outboard Engines • Diesel Engines • Propulsion • Steering & Controls • ABYC Preparation and Certification Exams — Marine Systems and Marine Engines & Fuel Systems • Applied Projects
Spring Quarter	295 Marine Systems – Part III • Re-powering and Electric Propulsion • Marine Heating and Refrigeration • Marine Electrical II • Corrosion • Marine Environmental Stewardship • Business Operations Fundamentals • ABYC Preparation and Certification Exam — Marine Electrical • Applied Projects

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

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

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–290

21 quarter-credits/365 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.

Photo courtesy of Madeline Scott Fox.

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 Essentials of Safe Navigation (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 48.

195 Essentials of Safe Navigation

This optional course is offered for no additional charge to enrolled students 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.

Course Description

4 quarter-credits/60 clock hours | Optional | Maximum Enrollment: 12 per course

Course dates: To be determined

This course will cover the basics of boat navigation and safety. It will include how to read a nautical chart, latitude and longitude, dead reckoning and using a compass. Students will learn the Rules of the Road, Aids to Navigation, Tides and Currents, and skills such as anchoring, docking and knot tying. More modern techniques such as using VHF radios, GPS, chart plotters and Radar will also be included in the course.

Students learn how to:

- Read water depths, bottom characteristics, hazards to navigation, and Aids to Navigation on a nautical chart.
- Interpret the characteristics of lights and lighted buoys.
- Utilize Chart Number 1 to look up unknown chart symbols.
- Transfer Longitude and Latitude positions onto and off of a nautical chart.
- Navigate using speed, time, and distance to calculate a dead reckoning course.
- Use a hand bearing compass and a chart to calculate a position using cross bearing fixes.
- Use the rules of Right of Way and Collision Avoidance between vessels under sail and power and the hierarchy of vessels' right of way.
- Consider the effects of the sun, moon, earth, and local geography on tides.
- Read a tide table and calculate expected depths of water at various locations and times.
- Consider the effects of tidal currents on boat speed, steering, and sea states such as wave heights.
- Calculate leeway and plan course corrections.
- Intiate anchoring procedures and how to choose a safe anchorage for the conditions.
- Dock a boat using an engine and spring lines.
- Tie the following knots and explain their uses: square knot, half hitch, clove hitch, cleat hitch, bowline.
- Heave a line 20 feet to a dock or vessel.
- Make a Mayday call on a VHF radio.
- Properly use VHF channel 16, VTS channels, bridge to bridge, and other non-emergency channels.
- Navigate using electronic navigation equipment such as chart GPS, Navionics, and other instruments.
- Explain 3 ways electronics can lead to navigation errors.
- Explain the use of radar to determine risk of collision and understand relative motion between vessels and to navigate in poor visibility.

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. The main topic of the first quarter will focus on marine electrical systems. 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 Part II-270.

Students learn how to:

- Practice appropriate shop, equipment, and tool safety.
- Identify parts of a boat.
- 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.
- Apply appropriate marine industry standards.
- Design, install, and troubleshoot marine electrical systems.

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 project, field training, and Canvas (an online learning management system). 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.

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 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 marine plumbing, propane on boats, hydraulics, outboard engines, diesel engines, steering and controls, and marine propulsion. 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 Part III-370.

Students learn how to:

- Design, install, and troubleshoot marine plumbing systems.
- Design and install tanks, plumbing, through-hulls and bilge pumps.
- Use appropriate personal protective equipment when using marine sealants and adhesives and how use different product types.
- Install marine systems on vessel simulators to mimic read-world application.
- Design, install and troubleshoot liquid propane-gas systems.
- Service and install winches and learn the basics of rigging.
- Build and utilize simple machines to aid in the moving of large and/or heavy equipment.
- Learn hydraulic basics, safety and inspection.
- Service and install outboard engines.
- Service marine diesel engine systems.
- Design, install, and troubleshoot marine propulsion systems including bearings, shafts, and propellers.
- Identify, maintain, and repair engine and steering control.
- Install and maintain various types of steering systems.
- Recognize effects of rudder design and hull speed.

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 project, field training, and Canvas (an online learning management system). During the diesel engine module, the school will provide engines and components for demonstrations and hands-on practice used for tear down, reassembly, troubleshooting, and test running. Mock-ups and components will be provided for all other subjects as well.

Certifications

During this quarter, students will review, prepare, and test for the American Boat and Yacht Council (ABYC) Marine Systems Certification and Marine Engines and Fuel Systems Certification.

Spring Quarter

Marine Systems: Part III–295

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 marine heating and refrigeration, marine corrosion, 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)
- NMEA (National Marine Electronics Association)

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

Students learn how to:

- Remove a diesel engine and install an electric propulsion unit and conversely, how to remove an electric propulsion unit and install a diesel engine.
- Design, install, and troubleshoot marine heating, refrigeration, and air conditioning.
- Install and troubleshoot marine electronics systems.
- Work with inverters, isolation transformers, and solar systems.
- 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.
- 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 project, field training, and Canvas (an online learning management system). During the corrosion module, students will spend time in the field performing corrosion surveys aboard vessels of various types. The marine electrical II module will further student's experience designing, assembling, and testing more advanced complete electrical systems on a marine electrical board and other components. Mock-ups and components will be provided for all other subjects as well.

Certifications

During this quarter, students will review, prepare, and test for the American Boat and Yacht Council (ABYC) Marine Electrical Certification.

Continuing Education

Marine Systems Intensives

NWSWB has developed non-credit continuing education courses in Marine Systems. These courses are five days long and offered at various times 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 Outboard Engines.

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

Marine Diesel Engines Intensive

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

Credential Awarded: Certificate

Course Description

In this 5-day intensive, 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 is not vocational in nature and 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 Intensive

5-Day Course | 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.

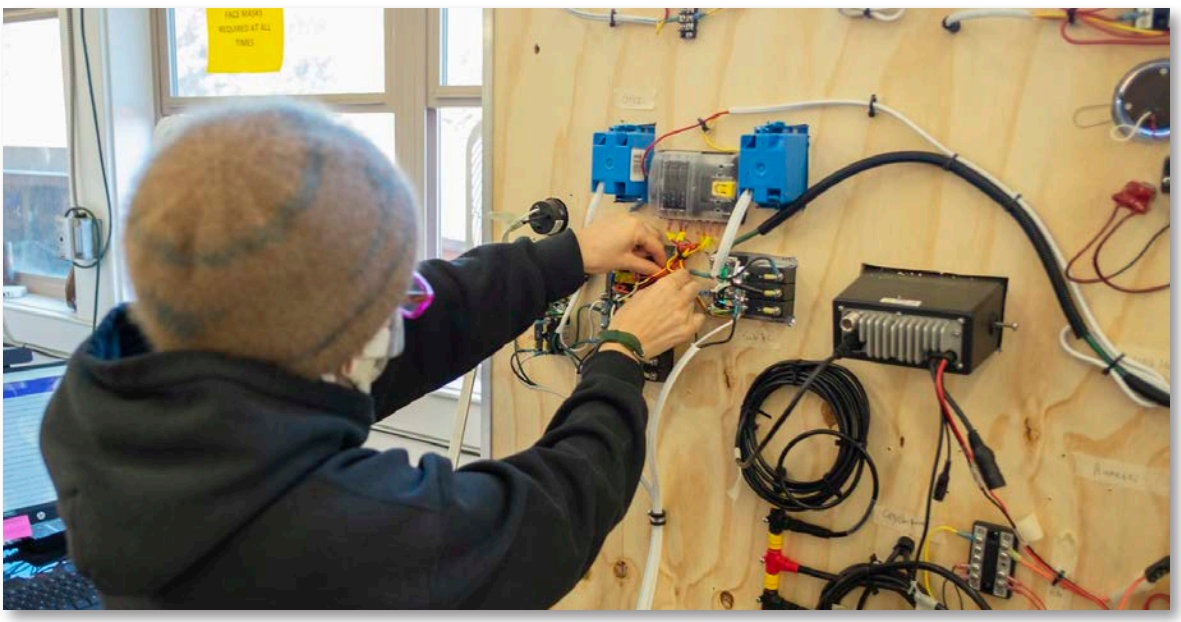
Teaching Philosophy

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 is not vocational in nature and 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 Corrosion Intensive

5-Day Course | 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 is not vocational in nature and 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.

Outboard Engines Intensive

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

Credential Awarded: Certificate

Course Description

Students will be introduced to outboard engines and will cement their knowledge by performing common maintenance procedures up to the 100-hour service on school-provided Suzuki engines. Students will learn in depth about fuel systems and cooling systems and will get practical experience performing hands-on engine maintenance tasks. Working on functioning engines, students will learn how to diagnose and troubleshoot common problems associated with outboard engines. Students will also learn how to properly respond to a submerged outboard.

Students learn how to:

- Identify the key components of an outboard engine assembly.
- Describe what causes combustion in an outboard engine system and how to identify key differences between 2-stroke and 4-stroke engine cycles.
- Disassemble and reassemble an outboard engine.
- Recognize failed, damaged, or worn components.
- Identify all the components in an outboard fuel system and what each function serves.
- Identify all the components in an outboard cooling system and what each function serves.
- Identify problems common to outboard engines.
- Use reference materials to help with diagnosis.
- Diagnose and repair common problems associated with outboard engines.
- Properly perform maintenance procedures up to the 100-hour service on an outboard engine.
- Properly respond to a submerged outboard engine.

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 the outboard engines and components for demonstrations and hands-on practice. Some engines will be used for tear down and reassembly, and some for troubleshooting and test running. Hand tools such as wrenches, sockets and other necessary diagnostic tools will be provided. Students will also have access to multimeters for electrical troubleshooting.

This course is not vocational in nature and 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.

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, be interviewed by instructors and staff, have recently graduated, and have been in good academic standing. Additional details about the application and interview process will be provided when a Prothero Internship is available.

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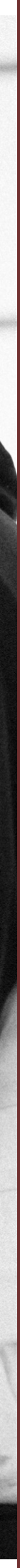

Admissions, Tuition & Fees, and Financial Assistance

> 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 & 2018
Boatbuilding & Marine Systems

Admissions

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.

For accepted students completing their enrollment paperwork, 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:	12 per section, 24 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.

Diversity

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.

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.nwswb.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 with the application 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). If accepted, applicants will sign an enrollment agreement to complete the enrollment process.

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@nwswb.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.
- An official 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 additional information about using VA Education Benefits at the school, please see page 54.

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. International students are encouraged to apply as soon as possible to allow sufficient processing time prior to the program start date.

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

Transfer Credits

From another institution to replace NWSWB coursework: 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.

From another institution to complete the General Education requirement for the AOS Degree Program: 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 credits to transfer for the required general education or applied general education credits may take an optional 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 g eneral 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.

Document Guidelines for Credit Evaluation

The school's guidelines for acceptable documentation for transfer credit evaluation are as follows:

- Credits awarded by another accredited post-secondary educational institution recorded on an official transcript.
- Credits awarded by the military for prior learning experience gained through service in the armed forces recorded on an official military transcript.
- The school does not accept credits from non-accredited post-secondary educational institutions, nor awards credit for any prior learning experience acquired outside formal instructional or educational settings (other than through documented military service).

Evaluation and Assessment Guidelines

Transfer credits to complete the General Education requirement will be assessed and awarded using the following guidelines (this applies to either general education or applied general education credits):

- Grade: Students must have achieved 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 (credits from non-accredited schools are not eligible for transfer).
- Sample Earned Credit Equivalencies: A 3 credit semester-length class at another institution will earn 4 credits at NWSWB. A 5 credit quarter-length class at another institution will earn 3 credits at NWSWB. Therefore, depending on the number of credits per class at a prior institution, more than one class may be required to earn 4 credits at NWSWB and fulfill the credit requirement to complete an AOS degree.
- Records: The school maintains a record of transcript evaluations for students who provide 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 admissions process to apply (see page 47).

Disability Accommodations

NWSWB acknowledges that information pertaining to an applicant's disability is voluntary and confidential. 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.

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 workshop 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

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:

Carolyn 'Ace' Spragg, Title IX Coordinator
42 N. Water St. Port Hadlock, WA 98339
(360) 385-4948
ace.spragg@nwswb.edu

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

The prices and fees listed below reflect costs for the 2025-2026 school year. The estimated cost of attendance for the 2026-2027 school year will be released as an addendum.

2025-2026 School Year Estimated Total Cost of Attendance

Item	Boatbuilding AOS Degree Program (12-Month)	Marine Systems Diploma Program (9-Month)	Marine Systems Intensives (5-Day)
Direct Costs Paid to School			
Tuition & Instructional Materials Fee	$25,400	$21,000	$1,450
Indirect Costs Not Paid to School			
Tools/books/supplies[1]	$1,700	$2,000	Not applicable
Housing/Food[2]	$24,676	$18,507	Not applicable
Transportation[2]	$4,248	$3,186	Not applicable
Misc/Personal[2]	$2,464	$1,848	Not applicable
Estimated Cost of Attendance[3]	$58,488	$46,541	$1,450

[1]Required to complete program but not included in tuition or fees paid directly to the school. [2]Not provided by school or included in tuition and fees. [3]Estimated Cost of Attendance (COA) is a federally defined term that includes costs beyond what is invoiced by the school. This COA includes typical additional expenses that NWSWB does not invoice for, such as transportation, housing, and other miscellaneous expenses, and will vary for each student.

TUITION AND FEES BY PROGRAM

Boatbuilding AOS Degree Program (12-Month)

Item	Boatbuilding AOS Degree Program (12-Month)
Credits Earned	90*
Attendance Days/Quarters	200 / 4
Cost per credit	$295.35
Instructional Materials Fee	$1,800
Tuition	$23,600
Total Direct Costs Paid to the School	$25,400

*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 Boatbuilding AOS Degree Program (12-Month)		
Item	**Cost**	**Notes**
Tuition Deposit	$200	Due with application. Applied to first quarter tuition.
Required Tools & Books	$1,500 - $1,700	Varies. Assumes student has no tools. Tool and book lists with purchasing details on website.

Marine Systems Diploma Program (9-Month)

Item	Marine Systems Diploma Program (9-Month)
Credits Earned	63
Attendance Days/Quarters	150 / 3
Cost per credit	$333.33
Instructional Materials Fee	$1,500
Tuition	$19,500
ABYC Student Membership ABYC Certification Fees and Study Guides* Use of Laptop Computer	Included in Tuition
Total Direct Costs Paid to the School	$21,000

*Students will test for three ABYC certification exams, one each in the topics of Marine Electrical, Marine Engines & Fuel Systems, and Marine Systems. These fees are included in tuition and cover only the initial testing. Any additional testing costs will be the responsibility of the student.

Additional Costs for Marine Systems Diploma Program (9-Month)		
Item	**Cost**	**Notes**
Registration Fee	$100	Due with application
Tuition Deposit	$200	Due with application. Applied to first quarter tuition.
Required Tools & Books	$1,500 - $2,000	Varies. Assumes student has no tools. Tool and book lists with purchasing details on website.

Instructional Materials Fee
The fee covers the cost of supplies and materials used by the student necessary to provide the educational experience. Supplies and materials needed for the completion of the program may include but are not limited to wood, fasteners, blade replacements, drafting kits, lofting materials, machinery repair, consumables, wires, fuses, connectors, and equipment. The fees are billed once a quarter with tuition and follow the Tuition Refund Policy found in the School Catalog.

Marine Systems Intensives Certificate Courses (5-Day)

Item	Marine Systems Intensives Certificate Course (5-day)
Credits Earned	Not Applicable
Attendance Days	5
Cost per credit	Not Applicable
Tuition	$1,450
Total Direct Costs Paid to the School	$1,450

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 and is necessary to reserve a spot in 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.

Refunds
(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.

Refund Tables

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, copies of transcripts from any other post-secondary institutions that you have attended, and an official 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 Official
Heidi Blehm, Compliance Manager
heidi.blehm@nwswb.edu | (360) 385-4948 ext. 305

VA Student Resource for Veterans Benefits Support and Questions
Rita Frangione, Veteran Resources Specialist, rita@nwswb.edu or veterans@nwswb.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 (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) 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.

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-Administered Scholarships

The Northwest School of Wooden Boatbuilding is pleased to offer scholarship opportunities to assist students with quarterly tuition payments when available. School-administered scholarships are divided equally over the number of quarters in a student's program, and are applied each quarter toward tuition, beginning with the Fall Quarter. The number of scholarships awarded per year will vary based on funding, and are done on a first-come, first-served basis.

With a single application, students enrolled or who are seeking to enroll at the school can apply for multiple participating scholarships. Scholarship funds are eligible for degree and diploma programs only. All applications are reviewed by the scholarship commitee. The current application and list of participating scholarships is available on the Scholarships page of the school's website. Enrolled students and applicants will be notified when scholarship applications become available.

Eligibility:

1. Scholarships are needs-based. Applicants must complete a FAFSA (Free Application for Federal Student Aid) to determine if they qualify.
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.

Additional Award Details

- To receive an award, an applicant must be either an enrolled student OR must complete the Admissions Process within 30 days of the notification of a scholarship award.
- Scholarships will be applied quarterly, beginning in the Fall Quarter.
- Scholarships are posted to a student's account and applied toward their tuition and fees. Scholarhips are not paid directly to the student.
- Students must be in good academic and attendance standing when the quarterly scholarship payment is made. Students on probation for any reason will forfeit any unpaid scholarship amounts.
- The school reserves the right to reduce the scholarship award, should the student receive additional tuition scholarship award(s) or tuition funding from an outside agency that exceeds the cost of tuition for the student's program.
- For certain scholarships, applications may also be submitted to the funding organization for a final decision after review by the Scholarship Committee.

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 52-53. 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 Financial Aid Officer 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 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 Financial Aid Officer 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 Education Director will meet with the student to discuss the dismissal from the school. The Student Services Manager will notify the Financial Aid Officer of the change in status who in turn will notify the student 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 Education Director 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 Services Manager will notify the Financial Aid Officer. The Financial Aid Officer 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 56 to review this policy.

School Policies

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

Ginny Wilson, Class of 2018
Boatbuilding

General Policies

Academic Integrity

Maintaining an ethical learning environment rooted in honesty, fairness, and responsibility is paramount for academic integrity. This policy explicitly forbids various forms of academic misconduct, including cheating, plagiarism, fabrication, collusion, and unauthorized collaboration. Students are required to independently complete all assignments and assessments unless the instructor explicitly allows otherwise. Additionally, any unauthorized collaboration, communication, or use of unapproved materials or technology during assessments is strictly prohibited. To reinforce these principles, all students are required to sign a code of conduct, affirming their commitment to academic honesty and personal responsibility for their own work and actions. Violations of academic integrity may lead to various consequences, including a written warning, a reduced grade, or assignment marked as failed. More severe outcomes such as academic probation or termination may be imposed based on the severity of the violation in accordance with the school's 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 is a critical component of being a professional and vital to academic success and the acquisition of good work habits. Due to the school's fast-paced learning environment, every hour of attendance is crucial to a student's education. The attendance policy is designed to strongly reinforce the importance of being present every day. 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 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.

Changes/Cancellations to Courses, Programs, or Schedule

The Northwest School of Wooden Boatbuilding reserves the right to cancel or reschedule a course or program due to low enrollment or other causes. If NWSWB cancels or reschedules a course, discontinues instruction, changes the school location, or the class starting date is amended by 21 days or more, the student will be notified of such an event in writing 30 days prior to such change and is entitled to a pro-rata refund of all tuition and fees paid unless such changes are agreed upon in writing from the student

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.

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 Readmission

If a student withdraws from 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 Education Director reviews the application and makes a decision with input from the instructors.
3. Student Services Manager sends letter informing the student of the decision and rights of appeal.

Electronic Signatures

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

A student who wishes to appeal a grade must submit a letter to the Education Director 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 Education Director, 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. Students receive mid-quarter progress reports and quarter-end grade reports. Grades are awarded on a numerical scale (letter grade equivalent in parentheses):

4.0 (A) Exceptional work
3.0 (B) Higher than expected standards
2.0 (C) Meets expected standards
1.0 (D) Lower than expected standards
0.0 (F) 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 (90 credits for Boatbuilding; 63 for Marine Systems),
- 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

A student receives an incomplete grade due to an inability to finish a class for any reason. Affected students will be notified in writing that they are ineligible to progress to the next quarter and graduate as scheduled. To resume training, the student must restart their program in the incomplete quarter. Students who wish to return must meet the conditions of readmission (see Conditions for Readmission policy on page 61).

Leave of Absence

Students must apply in writing to the Student Services Manager 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. The student will be notified in writing of the termination and that they will not graduate as scheduled. If a student wishes to return after termination, they must meet the conditions of Readmission after Termination.

Liability

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 Lead 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 Lead 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. Students requesting an opportunity must be in good academic standing to be eligible.

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.

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 the Education Director 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. Students 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 be placed on probation. The Education Director 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. The student will be notified in writing of their probationary status and will be informed that persistent failure to adhere to policies related to attendance, grades, or conduct may lead to the cancellation of their 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. If enrollment is terminated, the student will not graduate as scheduled. 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 is part of the orientation process. Students will receive training and are required to follow all procedures and safety protocols. To protect the health and safety of students and staff at the school, students can be dismissed if they do not follow these procedures. Students will find copies of the school's written emergency preparedness plan, titled 'Emergency Action Plan,' clearly marked in each shop and the administration building. Additional copies are available upon request.

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 its consequences and will be 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, may not continue to the next quarter, and will be ineligible to graduate with their class. Students receiving Federal Student Aid must make satisfactory academic process (SAP) in order to be eligible for Federal financial aid. More details are available on page 57.

Social Security Numbers

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. Transcript copies are retained for a minimum of 50 years and are available free of charge. 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@nwswb.edu or by calling the school at (360) 385-4948.

Withdrawal

A student may withdraw/cancel enrollment for any reason. The withdrawal notice must be in writing. The student's official date of withdrawal is the last date of recorded attendance, when:

1. NWSWB receives notice of the student's intention to discontinue the training program.
2. The student's enrollment is terminated for a violation of a published school policy which provides for termination.
3. The student, without notice to the school, fails to attend classes for 30 calendar days (additional rules may apply for veterans and students receiving Federal Student Aid).

Students are required to submit an official withdrawal form for the process to be considered complete. Withdrawal forms are available from the Student Services Manager and must be signed by the student, Student Services Manager, and the school official responsible for finances. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance. Withdrawal from a program will result in the student being ineligible to graduate with their class.

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 infomration 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 disclouse 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 adminstrative, supervisory, academic or research, or support staff position; a person or company with whom the Northwest School of Wooden Boatbuilding had 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.
- 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 Education Director.

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.

Reasons for Dismissal

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

- Absent more than seven days per quarter
- Academic dishonesty or violation of academic integrity
- 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
- 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), Education Director, 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

Should a student fail to attain the minimum knowledge, skills, and competencies required by the program objectives, as determined by the school's assessment criteria and satisfactory academic progress policy, and/or if they are found to have violated the Standards of Conduct, they may face termination. The school may terminate the enrollment of any student for any of the following reasons:

1. The student does not meet the published Eligibility Requirements.
2. The student fails to meet the published Attendance Standards.
3. The student fails to maintain satisfactory academic progress as detailed in the Satisfactory Academic Progress policy.
4. Infraction of Standards of Conduct or Reasons for Dismissal.

The school administration will conduct a comprehensive assessment to determine if the student has met the minimum requirements and/or violated the Standards of Conduct. Termination will deem a student ineligible for their scheduled graduation date. The termination notice will be provided in writing, clearly outlining the reason(s) for this action. If a student wishes to return to the school after termination, they must meet the conditions of Readmission after Termination.

Readmission After Termination

Students intending to reapply after being terminated or dismissed from the school are required to write a letter addressed to the Education Director that clearly states the following:

1. The reason for termination/dismissal,
2. The actions taken after the termination period to resolve the problem, and
3. Their plan to successfully complete the program.

Additionally, a student who is terminated from the school due to a serious offense, or if they pose a danger to other students and staff, will not be considered for readmission.

Anti-Harassment

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

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

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 and respect the use of preferred pronouns.

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:

Carolyn 'Ace' Spragg, Title IX Coordinator
42 N. Water Street Port Hadlock, WA 98339
(360) 344-2212 or (360) 385-4948 ext. 306
ace.spragg@nwswb.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:

Carolyn 'Ace' Spragg, Title IX Coordinator
Northwest School of Wooden Boatbuilding
42 N Water Street
Port Hadlock, WA 98339
Phone: (360) 344-2212 or (360) 385-4948 ext. 306
Email: ace.spragg@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. 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

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 Education Director, 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 their instructor, Education Director, or Student Services 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. If a student's behavior under such medication affects the learning environment or safety for themselves or others, an instructor or a staff member may dismiss the student. The school may request a medical professional to determine whether the student can remain at school and whether any restrictions are necessary.

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. 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 Education 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

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 cigarettes properly.

Filing a Complaint

Filing a Complaint with the School

The school values open communication and strives to address any concerns raised by students promptly and effectively. This policy outlines the structured procedure for resolving student complaints in a fair and transparent manner, as well as the process of appealing a complaint investigation and outcome. Nothing in this policy prevents the student from contacting the Workforce Board (WTECB - the state licensing agency) at 360-709-4600 any time with a concern or complaint.

Resolution Process

- Students are encouraged to initiate discussions with their instructors when confronting issues, as it is recognized that the most effective method for resolution often lies in direct communication.
- In cases where the complaint can not be resolved at the instructor level, the student should bring the matter to the Education Director.
- If the issue remains unresolved after involving the Education Director, the student will be asked to complete the school's designated written complaint form and submit it to the Student Services Manager. This step aims to gather essential details and create a formal record of the complaint for reference during resolution proceedings.
- The Education Director and Student Services Manager will then arrange a meeting with the student complainant to discuss the issue and review options for resolving it.
- Following the meeting, the Student Services Manager will document the outcome of the discussion and resolution.

Complaint Appeal Process

If a student is not satisfied with the outcome of the resolution, they may submit an appeal to the 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 or staff members if applicable, and/or other students involved if applicable;
- Date of complaint letter and signature of the student and;
- Three dates in which the student would be available for a meeting with the Executive Director. These dates should be within 10 business days of the complaint.

The 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 staff members 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.

The school will not retaliate against a student for lodging a complaint nor attempt to prevent a student from making a complaint to the WTECB (state licensing agency) or ACCSC (accreditor). Students are not required to file a complaint with the school before filing one with the WTECB or ACCSC.

Filing a Complaint with the State

The aforementioned policy does not prohibit students from reaching out to the Workforce Board (the state licensing agency) at any time with a concern or complaint. The agency can be contacted at:

Workforce Training and Education Coordinating Board
128 -10th Avenue Southwest
PO Box 43105
Olympia, WA 98501
(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)

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, 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 complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.


FLOWT

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 2016
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 through May 2025

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.

Rebecca Benjamin | Executive Director from June 2025

Rebecca brings more than 18 years of leadership experience from the North Olympic Salmon Coalition, where she transformed a grassroots nonprofit into a regionally respected leader in salmon recovery. Her deep expertise in team building, strategic planning, fundraising, experiential education, financial stewardship, and community engagement uniquely positions her to lead NWSWB into its next chapter. As she steps into her new role, Rebecca is committed to balancing thoughtful leadership with a focus on hands-on learning and ensuring the highest quality education for students in the boatbuilding and marine systems programs.

Carolyn 'Ace' Spragg | Education Director and Title IX Coordinator

Carolyn 'Ace' Spragg grew up on the Chesapeake Bay, messing about in boats. Her first boat was a raft, which went through many upgrades over five summers of glorious adventures. Her love of the water became the basis for her teaching and camping career, which spanned 20 years as a camp Waterfront Director and Program Director. Relocating to the Puget Sound in 2000, she moved aboard a sailboat and found her way back to teaching – adults this time – who were afraid to dock their boat. This led to 11 years with the Northwest Maritime Center as an instructor, Sailing Director and Program Director. Ace has her USCG 50 ton Master's License, International Sail and Power Association Yachtmaster Offshore teaching certification, US Sailing teaching certification, and is a US Maritime Academy Captain's License Instructor. She's skippered her boat to Hawaii and back with all-women crews, and happily cruised the beautiful waters of the Salish Sea. She also speaks at various seminars on Docking, Anchoring, Navigation, Tides and Currents and Trip Planning. Somewhere in her twenties she ended up landlocked at Kansas State University and got a MS in Biomechanics, but has mostly stuck to the coastal waters of the continent, where her addiction to boats is understood and encouraged.

Christina Ruben | Deputy Director and Communications

Originally from sunny Florida, Christina once navigated a world of fluorescent lights and white lab coats as a microbiologist. She joined the Boat School crew in 2015 as the Development and Communications Manager, diving into donor relations, fundraising, and digital communications. After that, she switched gears to help incoming and enrolled students through the admissions process and campus life. These days, Christina is a versatile problem solver. You might catch her managing the school's digital marketing campaign, giving a tour, or chatting with scholarship funders about all things boat school. After her husband graduated from the boatbuilding program in 2013, they fell head over heels for the community and stunning natural beauty of the Olympic Peninsula and decided to stick around. When she's not busy at work, Christina is passionate about horses, a lover of gummy bears, and is diving into the adventures of off-grid living, chicken-breeding, and child-rearing.

Heidi Blehm | Compliance Manager

Heidi grew up on boats in the Portland, Oregon area, 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 in data organization resulted in the creation of the school's online

institutional archive, and she previously served as the Admissions and Student Services Manager before transitioning into her current role as the school's multi-agency Compliance Manager.

Katie Whalen | Financial Aid Officer 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.

Jim Argites | Operations 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.

Kristin Potter | Admissions Manager

Kristin grew up in New England and is a recent transplant to the Pacific Northwest, having relocated from Maine a few years back. She earned a B.A. from Connecticut College where she studied Theater, Film, and Marine Biology. She then joined a professional theater company on Cape Cod assisting with marketing, development, and event planning, and also supported theater productions backstage. She quickly learned that the magic that happens behind the scenes is just as important as what happens onstage. Her theater background has inspired her to find roles with organizations where she can be part of a team, meet new people, and bring folks together to share education and celebrate what inspires them. She loves living near the ocean and the mountains, and feels lucky to be on the Olympic Peninsula and enjoy the best of both worlds.

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!

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.

Lauren Minnerly | Student Services Manager

Lauren brings over 20 years of experience in Customer Care, Administration, and Sales across industries like agriculture, craft beverages, healthcare, and natural wellness. As the Student Services Manager, she's all about making sure students feel supported, guiding them with a mix of practical advice and a whole lot of care. With a personal connection to the school, Lauren is proud to help students at NWSWB, especially since she's seen firsthand how the program shapes its graduates through her husband, an alumnus of the Boatbuilding Program. When she's not at work, you'll find Lauren out enjoying the water—whether it's a local beach, river, or lake on the Olympic Peninsula. She's passionate about fostering an environment where students feel welcomed, valued, and ready to take on the world.

Program Advisory Committee

NWSWB has established an independent Program Advisory Committees as a means to provide the School with an external review of its programs. The Committees meet at least twice a year and are 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.

Program Advisory Committee – Boatbuilding AOS degree:

Joel Arrington, Boatshop Manager, Northwest Maritime Center
Eron Berg, Executive Director, Port of Port Townsend
Brandon Davis, Owner, Turn Point Design
Jim Franken, Boat Designer, James J. Franken Inc.
Stephen Gale, Former Owner/Manager, Haven Boatworks
Jeff Galey, Member-Owner, Port Townsend Shipwright's CO-OP
Leo Golden, Shipwright/Owner, Tally Ho, Sampson Boat Co.
Jeff Hammond, Former Chief Instructor, Northwest School of Wooden Boatbuilding
Blaise Holly, Owner, Haven Boatworks, LLC
David Jackson, Marine Surveyor, Pacific Rim Marine Surveyors
Dieter Loibner, Editor @ Large, Professional Boatbuilder Magazine
Jake McFadin, Lead Boatbuilder, Schooner Creek Boat Works
Dan Newland, Owner, Pegasus Aeromarine Inc.
Peter Proctor, Owner, Proctor Boat Company
Gordon Sanstad, Boatbuilder and Former Boatbuilding Instructor, Seattle Central Community College
Heron Scott, Executive Director, Port Townsend School of Woodworking

Program Advisory Committee – Marine Systems Diploma:

Tammy Anstett, Marine Systems Manufacturer Representative, Derema Group
Marc Adams, Factory Field Rep, Dometic
Ann Avary, Director, Northwest Center of Excellence for Marine Manufacturing & Technology
Steve Bamesberger, Marine Systems Manufacturer's Representative, Jack Park Company
John Mark Barrett, Marine Systems Manufacturer's Representative, Imtra Corporation
Eron Berg, Executive Director, Port of Port Townsend
Chris Bergnoli, Member-Owner, Port Townsend Shipwright's CO-OP
Cort Corino, Service Manager, Jefferson Beach Yacht Sales
Sarah Fisken, Marine Operations Specialist Washington Sea Grant, Kivley Center
Charlie Johnson, PE, President, JTB Marine Corporation
Dieter Loibner, Editor @ Large, Professional Boatbuilder Magazine
Scott McEniry, Manufacturer's Representative,
Jake McFadin, Lead Boatbuilder, Schooner Creek Boat Works
Chris Sanok, Member-Owner, Port Townsend Shipwright's CO-OP
Gordon Sanstad, Boatbuilder and Former Boatbuilding Instructor, Seattle Central Community College

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.

Richard Schwarz

Treasurer

Richard is currently CEO of SAFE Boats International, a 100% employee-owned company and a leading manufacturer of high-performance aluminum boats for commercial, military, law enforcement, and fire and rescue agencies around the world. Prior to joining SAFE Boats Richard was Chief Financial Officer for Senior AMT and Senior Aerospace Ketema, two component manufacturers for the leading OEM's in jet airplane markets. Richard has managed finance, human resources, contracts, and IT for operations in the US, Mexico, and Australia. Richard holds a B.A. in Economics from the University of California at Los Angeles and an M.B.A. in Management from San Diego State University. Richard has served on the school's finance committee since 2019.

Bob Hartman (Class of 2020)

Board Secretary

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.

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.

Jane Guiltinan

Board Member

Jane is a retired naturopathic physician, educator, clinical researcher, and academic administrator. She retired as Dean of the School of Naturopathic Medicine at Bastyr University in 2017 after 33 years at the school and now serves as Dean Emeritus. Her expertise includes curriculum and faculty development, accreditation, Title IX, student mentoring programs and budget and personnel management. She loves being on the water, especially in kayaks. Her interest in NWSWB comes from her passion for student centered learning that engages and inspires each student to discover their unique abilities and interests, developing and supporting outstanding instructors who love to teach, and building effective, collaborative, and sustainable academic administrative teams.

Stephen Gale

Board Member

Stephen was born in the UK and is now a US citizen. In 1985 he moved to New York and worked in the finance sector, then sailed in blue waters for a few years and ended up in Port Townsend in 1995 and attended NWSWB. He remained as an instructor until early 1998 then went to work locally as a shipwright for Baird Boat Co. Upon Ernie Baird's retirement in 2004, Stephen was one of the co-founders of Haven Boatworks, LLC. Since 2005 he was managed the business and, in 2017, became the sole owner. While remaining firmly rooted in traditional wooden shipwrighting, the company increasingly took on systems and mechanical work. They slowly grew from a crew of six to over forty employees, working on every kind of boat, from the smallest to some of the largest, and in all hull materials. Stephen sold the business in October 2022. The Boat School enabled me to pursue a career which was more fulfilling than I could ever have imagined. I am deeply grateful to it. The satisfaction to be had as a shipwright is of a kind that is increasingly rare in the workplace. I would particularly like to assist anyone who would like to try the trade.

J. Michael Delagarza (Class of 2003)

Board Member Emeritus

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 (Class of 2003)

Board Member Emeritus

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.

Graduates in the Trades

Laura Chapman

Monkey Fist Marine (Class of 2023)

Laura Chapman is the number-one mechanic at a marine service shop in Seattle. “What is most interesting about the job,” says Laura, “is that every day is different. Even if it’s the third annual engine service in a week, it’s still a different engine, a different boat, and it has its own challenges. If you want to do this kind of work, the Boat School will get you ready. You’re not going to know everything when you graduate, but you’ll know what you need to get started and the right questions to ask. The work I do now is hard, but I’m proud of myself when I get better at it, and I do every day because there’s always more to learn.”

Dana Linwood

Haven Boatworks (Class of 1982)

Dana wanted to be a writer. But fate intervened: when his headstrong cousin got kicked out of the Boat School in 1982 after running afoul of strongminded NWSWB founder Bob Prothero, Dana took his place. In over four decades of working on boats, Dana has worked on a naval minesweeper, designed and installed brand new interiors for steel fishing boats, worked on a one-of-kind ornate 52’ carvel yacht with steel frames, and now specializes in corking at Haven Boatworks. He particularly enjoys working alongside fellow boat school grads: “I’m amazed at how brilliant and capable they are, even compared to us old timers!”

Josh Tipton

Haven Boatworks (Class of 2023)

Josh was hired at Haven Boatworks right out of Boat School as an entry-level carpenter/shipwright. “The work varies from boat to boat,” he says, “but includes general repair and restoration on anything wooden.” Most recently, he was part of a small team installing teak overlay planking on the 66’ cold-molded Italian sailing yacht Pegasus. “I love solving problems, and every boat comes with a different set of problems to solve. Being very new to this profession, I like to ask the more seasoned shipwrights how they would approach certain projects and how long they think it might take them to complete it so I can challenge myself to be as good or better over time.”

Sam Trocano

Northwest Maritime Center (Class of 2019 and 2020)

After leaving the military, Sam worked construction jobs and discovered an interest in fine woodworking. He decided to pursue a BFA, focusing on woodworking and furniture design, but had to drop out to take care of his father. Boat School was the big change he needed after the death of his father and gave him the skillset he’d been seeking. After graduating from NWSWB, Sam bought a 32’ cutter and taught himself to sail. He lived aboard for two years and sailed to and from Glacier Bay, Alaska. As Fleet Maintenance Coordinator at the NWMC, Sam is responsible for the upkeep of their fleet of almost 50 boats. “I love that each day can be so different. I could be replacing a transom, delivering a sailboat, or teaching a class of adults or middle-schoolers.

Samantha Rosenthal

Port Townsend Shipwrights Co-op (Class of 2022)

It took three iterations for “Sammi” to find her true calling. In the United Kingdom she earned an anthropology M.A. and was considering a PhD in digital anthropology when she burnt out. Next came over 6 years in the U.S. tech industry doing user-experience research for companies, but she disliked the pressure to prove company hypotheses rather than improve their methods. When COVID hit, she realized it was time for drastic change: “I wanted to do something with my hands.” An interest in woodworking prompted her to apply to NWSWB — “though I’d never even sharpened a tool!” After graduation, she started as a shipwright at Port Townsend Shipwrights Co-op and credits both her instructor and many of her supportive fellow classmates for helping her finally settle into a deeply fulfilling career.

Photo Gallery

Thank you to our volunteer photographers for their dedication of time and talent.

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

Sage and Jamie get hands-on time with a propulsion system.

Student Sean fits the tiller on the Nordic Folkboat.

Student Clare examines the inner workings of a Suzuki outboard engine. (Each Marine Systems student gets an outboard engine to work on during their time in the 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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