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INTRODUCTION

Carpentry Apprenticeship in the Southwest Regional Council and the affiliated local unions is funded by the Southwest Carpenters Training Fund and under the direction of the Southern California Carpentry Joint Apprenticeship and Training Committee (SCCJATC). There is an equal number of Union Labor Representatives and Union Contractor Representatives designated as voting members voluntarily serving without additional compensation. The following advisors meet with the committee:

- Director of Southwest Carpenters Training Fund
- Consultants from Division of Apprenticeship Standards
- Training Program Coordinators
- Representatives from Local Educational Agencies

Southern California Carpentry Joint Apprenticeship and Training Committee

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Advisory Committees
Local Unions
RULES AND REGULATIONS
GENERAL PROGRAM INFORMATION

As a carpenter apprentice in the Southern California Carpentry Joint Apprenticeship and Training Committee (SCCJATC), you shall be held responsible for reading and maintaining a knowledge of these rules and regulations during your tenure in the program. The committee considers your receipt of these rules and regulations to be a general agreement to comply with the terms herein. Know the rules which apply to your apprenticeship. "I didn't know" is unacceptable.

The Southern California Carpentry Joint Apprenticeship and Training Committee has established advisory committees to assist in administering this program. The SCCJATC committee will provide all information for the advisory committees for administrative upgrades and any disciplinary actions as needed.

All advisory committee recommendations will be subject to final approval by the Southern California Carpentry Joint Apprenticeship and Training Committee.

KEEP THIS COPY WITH YOUR TEXTBOOKS AT ALL TIMES FOR YOUR PERSONAL AND CLASS INSTRUCTORS' PERIODIC REVIEW.

I. PERFORMANCE EVALUATED TRAINING CLASSES

A. CLASS REGISTRATION AND PENALTIES

1. Carpenter apprentices are required to have a reliable means of transportation to ensure punctual attendance at class in addition to on-the-job training.

2. It is the responsibility of apprentices to keep a current mailing address and telephone number registered with the Local Union office.

3. Carpenter apprentices shall be notified regarding school attendance. The first class will be approximately 30 – 45 days from the indenture date. An unreported change of address shall not be an excuse for failing to appear for classes.

4. Carpenter apprentices shall be required to attend classes on a continual basis in daytime training classes throughout each consecutive school year until such time as the minimum school requirements have been met. Failure to attend mandatory classes will result in disciplinary action including possible cancellation from the program.

5. Apprentices may be excused from training only for reasons that are beyond their control and supported by documentation.

6. Apprentices must, with reasonable accommodation, be physically able to perform all work of the occupation. Apprentices who are on disability will not be allowed to attend any classes until a medical release or documentation from a doctor is submitted to the committee/advisory committee/training center stating that the apprentice is released for work.
7. Apprentices shall endeavor to maintain the high ethical standards of the Brotherhood. Apprentices involved in cheating, thievery or vandalism shall be terminated from the program.

8. Apprentices who violate the authority of the Instructors, JATC Staff or Committee shall be subject to disciplinary action.

B. RESCHEDULING OF CLASSES/HOLD STATUS

1. In order for apprentices to reschedule a class, they must submit a letter in writing to their training center. The letter must state the reason for the request to reschedule and include any supporting documentation. In lieu of apprentices submitting the request, an employer may do so on an apprentice's behalf by submitting on company letterhead the apprentice's name, social security number or UBC ID and the reason for the request. (A telephone reschedule is not acceptable, class absence shall only be excused for documented reasons.) It is the responsibility of apprentices to attend the rescheduled class.

2. Apprentices more than twelve (12) months behind in their training are not permitted to be rescheduled for any reason. Furthermore, this is grounds for cancellation.

3. If the reschedule request is approved, apprentices will be assigned on a mandatory basis to the next available class. The assigned class could be at any of the training centers.

4. Rescheduled classes may not be rescheduled again. Classes that have been rescheduled are considered mandatory attendance for apprentices and failure to attend will result in immediate cancellation from the program.

5. If situations arise in which apprentices, for good and sufficient reason, are unable to register in and/or continue attendance in the training, they may be placed on "Hold Status" (excused from attending school). Apprentices shall appear in person before the committee/advisory committee with their request.

C. UNASSIGNED CLASSES - WALK-INS

1. Apprentices who are currently not working may contact the training center for information regarding when the next available classes will be in session. When apprentices attend a class for which they are not officially scheduled, they must abide by all of the rules and complete supplemental training as if they were regularly scheduled for the class. Apprentices must notify the office that they are walk-ins for the class.

2. Apprentices who complete a 40 hour class, as walk ins, will be scheduled to their next class before leaving the training center.
D. ABSENCES, TARDINESS AND CLASS CONDUCT

1. The minimum classroom hours shall be one hundred sixty (160) hours per year.

2. Apprentices must bring tools and study materials to class before signing in on the "class sign-in sheet" for each class.

3. Classes start at 6:30 a.m. Students arriving to class after 6:31 a.m. may be "tardy". Apprentices that receive three (3) tardies will be required to attend a make-up day to clear their record. The tardies shall be cumulative and will carry from one class to another. Tardy make-up days shall be cleared prior to receiving an upgrade. At 6:35 a.m. the instructor shall have complete discretion whether to admit students arriving late to class.

4. Apprentices arriving ten (10) minutes or more late for class may be considered absent for the day.

5. Apprentices are on probation during the first 1,000 hours of on-the-job training and 72 hours of RSI or 1 year from their indenture or reinstatement date, whichever occurs first. Apprentices who miss a scheduled class during their probation will be automatically cancelled from the program.

6. Provided they are not on probation, if apprentices miss the first day of class, they will be dropped from the class and suspended from participating in on-the-job training for one week. The Training Center shall schedule the apprentices for the next available class on a mandatory attend-or-cancel status. Failure to attend the mandatory class will result in immediate cancellation from the program.

7. If apprentices are absent any of the remaining days, they will be required to make-up that day the following Monday. Apprentices cannot be absent more than one (1) day from any week-long, 5 day class.

8. Misconduct in class may result in a loss of credit and being sent home by the coordinator or the instructor. Apprentices may be cited to appear before a committee/advisory committee prior to being allowed to return to class.

9. The Apprenticeship Committee has agreed to delegate their authority in the matter of the automatic one week on-the-job training suspensions to the respective training center Coordinators. Coordinators shall set regular times at the training center to hear apprentice appeals of suspensions. Coordinators shall have the authority to revoke or sustain the suspension based upon their hearing of the apprentice’s appeal and shall make a written record of such.

10. Apprentices may appeal the Coordinator’s decision at the next regularly
scheduled committee/advisory committee meeting.

*Tuesday, if Monday is a holiday
**Students may not miss any days of training during a holiday week (4 10-hour days of scheduled training)

E. SKILL UNITS (OR THE EQUIVALENT) REQUIREMENTS

1. The classroom training curriculum consists of a series of "Skill Units". Completion of a minimum of 64 skill units (or the equivalent) is required to complete the Apprenticeship Program. A minimum completion of eight (8) skill units (or the equivalent) is required for each period of upgrade.

2. Apprentices will be required to purchase from the training center the required textbook(s) or workbooks and any other required resource books. Failure to pay for books by Thursday will preclude advancement.

3. All apprentices will be required to successfully complete an Orientation Class as required by the committee.

4. Failure to achieve a passing grade in the classroom training will preclude advancement. Failure to achieve a passing grade for two consecutive training sessions may result in cancellation from the apprenticeship program.

5. Apprentices who do not have the required work hours to receive their Journeyman Certificate within twelve (12) months after completing school may be advanced to journeyman without a trade certificate, at the discretion of the JATC.

6. No skill unit requirements (or the equivalent) shall be waived for either school transcripts or prior on-the-job experience, unless authorized by the committee.

7. All apprentices transferring into this committee will be given skill unit (or the equivalent) credit and work experience based on records from their former JATC.

F. HEALTH & SAFETY CLASSES

1. All apprentices are required to complete the certifications listed in the Master Labor Agreement and any other certification or requirement to meet City, State or Federal rules or laws.

2. If apprentices fail to take and pass the aforementioned certification classes, it will be their responsibility to complete the necessary class(es) within three (3) months from the failed attempt. Apprentices that fail to comply will be cited to the committee for mandatory attend-or-cancel scheduling to the next available certification training. Apprentices that
remain in non-compliance will be recommended for cancellation from the program.

II. APPRENTICE UPGRADES

A. REQUIREMENTS

All apprentices shall receive normal upgrades in period and salary by meeting the following requirements:

1. Completing a minimum of eight (8) skill units (or the equivalent) for each upgrade period.

2. Accumulating the minimum number of on-the-job training hours (as verified by the Carpenters Trust and/or original check stubs).

3. 100% attendance of school hours.

4. Be in "good standing" and available for work per the local union hiring hall standards.

5. All apprentices shall be required to have all paperwork current and outstanding debts paid.

6. Apprentices who fail to complete the required make-up day will lose all credit for the class and may be automatically cancelled or cited to the next apprenticeship committee meeting, depending on their status.

With cause, the Committee has the authority to grant or postpone wage increases or level advances, to place apprentices under disciplinary probation, to suspend indefinitely or terminate an apprentice agreement and place any other conditions on participation that the committee deems appropriate.

It is the responsibility of the apprentices to give a copy of their upgrade letter to their employer immediately upon returning to work. Failure to inform your employer of an upgrade may forfeit your right to collect retroactive pay.

B. ON-THE-JOB TRAINING HOURS

1. Apprentices whose on-the-job training (OJT) hours are unable to be verified by Trust reports shall be required to verify OJT hours by presenting original check stubs. Hours that are worked when on cancelled or suspended status shall not be counted toward the training program’s OJT hours. Pre-apprentice and craft assistant hours will not necessarily be accepted by the Carpenters Apprenticeship Program. Out of state work or work outside the bargaining area does not count toward OJT hours.

2. Verification shall be made in person or by mailing check stubs to the training center. All check stubs turned in for verification to a training center
must include the social security number and be in chronological order.

3. Apprentices are responsible for maintaining a current record of work hours spent on each work process. These hours will be kept in the apprentices' Record Book (“Blue Book” Form). The training center will provide these books to all apprentices. This record must be kept current and be available upon request to the DAS Consultant, Program Committee, Employer and JATC Coordinator. Failure to maintain and submit this record shall result in a denial of upgrade and citation to the committee for disciplinary action.

C. RE-EVALUATIONS

Apprentices may request of the committee/advisory committee a re-evaluation of their period level. Requests for re-evaluations shall require compelling reasons and must be accompanied by a written letter by the employer on company letterhead. In order for apprentices to be granted such an evaluation, they must be in compliance with the program requirements.

D. MERITORIOUS ADVANCEMENTS

Apprentices cannot be meritoriously advanced more than one period or 12½% of their apprenticeship. All apprentices must complete the basic academics and certification requirements prior to being awarded a completion certificate.

III. APPRENTICE WITHDRAWALS AND CANCELLATIONS

If at any time carpenter apprentices cannot continue their apprenticeship on a full time basis, inclusive of work and/or school attendance, they may request a "voluntary withdrawal" from the program.

Apprentices who withdraw in good standing from the program shall be eligible for reinstatement at any time within two (2) years from the date of cancellation at the same period. A Letter of Intent or subscribing employer will not be necessary to reinstate in this case. The wage rate shall be based on the rate in effect at the time of reinstatement.

Apprentices reported to the committee/advisory committee by the local union as being suspended from membership will be in non-compliance with the terms of the apprenticeship agreement.

When apprentices receive a citation to appear before the JATC meeting and fail to attend, the Committee will consider that failure cause for automatic cancellation from the program.

Apprentices who have been cancelled from the training program for non-compliance and wish to reinstate early, must appear before the next regularly scheduled JATC meeting to see if early reinstatement is permitted.
The first two (2) cancellations will be for a period of sixty (60) days. The third cancellation will be for a period of one (1) year.

IV. REINSTATEMENT INTO THE APPRENTICESHIP PROGRAM

Apprentices cancelled for non-compliance may, upon re-entry into the program, be reinstated at the last rated period of their apprenticeship at the negotiated wage in effect at the time of the reinstatement.

When apprentices are reinstated into the apprenticeship program the committee shall determine what will be credited with respect to skill units (or the equivalent) and on-the-job training hours that had been earned prior to their cancellation.

V. GENERAL PROGRAM INFORMATION

A. CHANGE OF ADDRESS

1. It is mandatory that apprentices report every change of address to their local union immediately.

2. The committee shall not be responsible for apprentices who do not receive notices due to an unreported change of address. Non-receipt of notices, certified or otherwise, due to an unreported change of address will be insufficient grounds for an appeal of any non-compliance cancellation.

3. Apprentices who work more than 6 continuous months out of state shall be subject to termination.

B. CITATIONS

1. Apprentices shall be subject to appearances before a committee/advisory committee. Such appearances are mandatory when requested. Non-appearance, unless excused by the committee, is sufficient grounds for recommendation to the State Administrator of Apprenticeship for cancellation from the program for failure to comply with a committee directive.

2. Apprentices are subject to the “Three (3) Strikes Policy” - apprentices having had two cancellations from the program and are again cited to appear before the committee and having been found in non-compliance shall be cancelled from the program and prevented from returning to the training program for a period of one (1) year.

C. OUT-OF-WORK LIST

1. If apprentices become unemployed, they should immediately register on the out-of-work list by calling (800) 338-4599.
2. All unemployed apprentices shall be available for work as per hiring hall procedures.

3. If apprentices do not agree that the job assignment is appropriate training they shall report as assigned and appear before the JATC meeting to make their appeal and continue to work until removed by committee action.

4. If apprentices fail to report to a job that they have been dispatched to off the out-of-work list they shall be cited to the JATC advisory committee who will determine if there is cause for cancellation from the training program or some other appropriate disciplinary action for failing to perform their OJT.

5. Job tardiness, job absences or poor work performance will not be tolerated. All apprentices who are terminated for cause by an employer as well as listed as ineligible for rehire will be cited to the committee to explain why they should not be terminated from the program.

D. ON-THE-JOB ABUSES

All apprentices shall immediately report on-the-job abuses to the local union business representative, coordinator or instructor.

A contractor may request that apprentices be cited to the committee for inappropriate behavior on the job.

Apprentices shall not be permitted to quit their on-the-job training.

E. SAFETY

1. All apprentices shall follow OSHA Safety Regulations and training center safety standards at all times. Unsafe practices will be reported to the instructor immediately.

2. Apprentices are required to wear proper clothing for the situation, including appropriate footwear (protective type) eye protection and hardhats. Shower shoes, tennis or other soft or open-type footwear, as well as tank tops, shorts, sweat pants and/or cutoffs are considered unsafe and inappropriate. THINK SAFE / WORK SAFE

3. No personal power tools may be used on the floor projects. Proper tools must be used for projects.

4. Practice all safety rules in operating power and hand tools. Under no circumstances will a portable power handsaw blade guard be wedged up or secured in any manner in the up position.

5. Classes are working sessions. All students not devoting their class time to a project (i.e., sitting around, talking, or wasting time) will be sent
Failure to cooperate will result in no credit for the class and being cited before the committee for disciplinary action.

6. Creating a disturbance on the training floor will not be tolerated. Any violation will be cause for dismissal.

F. HARASSMENT POLICY

1. The Southern California Carpentry Joint Apprenticeship and Training Committee is committed to providing a work and training environment free from unlawful harassment and discrimination. Violations will be dealt with by appropriate disciplinary action as outlined in the Harassment Policy.

2. During every session in which apprentices are scheduled, they will sign a harassment policy form stating that the harassment policy has been explained and reviewed in class.

G. DRUG, ALCOHOL AND FIREARM POLICY

1. The drinking of alcohol and/or using or possession of illegal drugs, dangerous or sharp objects or firearms on the school campus is strictly forbidden. Violations will be dealt with by immediate disciplinary action.

2. The Carpenters Apprenticeship Program is registered with the Division of Apprenticeship Standards for the State of California. Our programs are administered through a State Postsecondary Educational Institution; therefore, apprentices are subject to the disciplinary actions under the Education Code of California – School Campus, Article 3, Section 76033 which defines the "good cause" for authority to expel students from school.

H. UNEMPLOYMENT

Apprentices successfully completing 40 hours of daytime training may be eligible for unemployment insurance benefits. They may file a claim for benefits online at http://www.edd.ca.gov.

The instructor will give EDD criteria prior to handing out completion certificates to the class.

I. EMERGENCY FORMS

Apprentices will be required to complete emergency forms each time they are scheduled for school. Emergency forms will enable the school to notify a doctor, spouse or family member in case of an emergency.
J. TRAINING CENTER IN-CLASS RULES

1. Students are not allowed to miss the first day of class. Students cannot miss more than one day per class. Any absence must be made up on the first day of the following week. (Missing a day may result in lack of credit needed to pass the class.)

2. Students must wear safe, appropriate work clothing, which includes long pants and shirts/t-shirts with sleeves.

3. Leather work boots must be worn at all times. No tennis shoes will be allowed.

4. This is a non-smoking facility. The designated smoking area is in your vehicle only. (No smoking is allowed near any entrance to the building.) (California Labor Code, Section 6404.5)

5. Drinking alcohol and/or using drugs on the campus, including the parking lot, is strictly forbidden. Violation of this rule is grounds for immediate suspension or expulsion. (California Educational Code, Article 3, Section 76033 (d))

6. Unregistered persons are not permitted to attend class.

7. No one will be permitted to leave the premises during class hours.

8. All students must have their tools and books with them daily. Tools are not allowed in the classroom or in the hallways leading to the classrooms. Leave them in your vehicle until you are on the training floor.

9. Creating a disturbance on the premises will not be tolerated.

10. All safety rules and requirements will be followed when operating power and hand tools.

11. Students will not be permitted to attend class while on disability.

12. Safety glasses are to be worn at all times when in the workshop and surrounding areas. Contact lenses cannot be worn in the welding shop. (Cal-OSHA Safety Construction Orders, Article 1516, Paragraph (c) 3)

13. It is mandatory for all apprentices to wear a hard hat while on the training floor, even during clean-up.

14. All tobacco products, sunflower seeds, pumpkin seeds, etc. are not permitted on the premises.

15. Any foods or drinks shall be eaten only in the break area, not in the shop area. Only water is permitted in the classrooms.

16. Office visits are to be limited to break time, lunch time or after class.
17. Speeding in the parking lot is strictly forbidden.

18. Loud radios and use of profanity on the premises are strictly forbidden.

19. Cellphones, cameras or any electronic devices are disruptive and are prohibited in the training center. They shall be left in your vehicle, and can be checked for messages at break or lunch time.

20. Apprentices expecting an upgrade must turn in their check stubs and dues card by Thursday. (Upgrades may not be processed on Friday if check stubs and dues card are not turned in by Thursday.)

21. No personal projects will be allowed.

22. Take pride in your training center. Do not place your feet on the walls, chairs or tables and do not write on or deface any walls, tables, props, etc. Defacing school property shall result in immediate expulsion.

23. When clean-up time is announced, everyone will participate. Students are not allowed to go into the classroom, restroom, office or to their cars, etc., until the instructor is satisfied with the clean-up.

ANY OF THE ABOVE VIOLATIONS MAY RESULT IN DISMISSAL FROM CLASS FOR THE DAY WITH NO CREDIT FOR ATTENDANCE AND/OR A CITATION TO THE ADVISORY COMMITTEE WITH A RECOMMENDATION FOR DISMISSAL FROM THE PROGRAM.

VI. RIGHTS AND PRIVILEGES

Apprentices may request an appearance before the committee/advisory committee for any reason that they deem beneficial to their apprenticeship. Such requests shall be made by letter or by contacting the committee/advisory committee for an appointment to appear.

All apprentice records shall be kept on file at the training center where they attend. Apprentices have the right to examine any records pertinent to their apprenticeship evaluation. Copies of the records shall be provided at the apprentice’s expense. Should cancellation from the program occur, apprentices have the right to appeal to the program coordinator and/or, in writing, within 30 days from the date of notice of cancellation. Apprentices have four options for appeal:

1. Appeal to program coordinator with valid proof of justification.
2. Apprentices may contact their committee/advisory committee within thirty (30) days of their cancellation.

3. Apprentices may request appearance before the Southern California Carpentry Joint Apprenticeship and Training Committee.

4. Apprentices have the right to appeal to the State Administrator of Apprenticeship, Division of Apprenticeship Standards.

Should apprentices fail to appeal their cancellation from the program, the cancellation will remain in effect.

THE JOINT APPRENTICESHIP AND TRAINING COMMITTEE RETAINS THE RIGHT TO DELETE, MODIFY OR CHANGE THESE RULES AND REGULATIONS AT ANY TIME DEEMED NECESSARY.

Revised August 2016

Southwest Carpenters Training Fund
533 South Fremont Avenue, #401
Los Angeles, California 90071-1706
(213) 739-9339 – FAX (213) 739-9383
RULES AND REGULATIONS RECEIPT

I do hereby certify that I have received and read thoroughly the Rules and Regulations and General Program Information of the Southern California Carpentry Joint Apprenticeship and Training Committee.

I further understand that failure to comply with the rules and regulations, as set forth, could be cause for recommendation to the State Administrator of Apprenticeship Standards for my cancellation from this program.

NAME: ______________________________________________________________

(PRINT CLEARLY)

UBC ID or SOCIAL SECURITY #: _________________________________

LOCAL UNION #: _______________________________________________

SIGNATURE: ______________________________________________________

DATE: ____________________________________________________________

Revised 8/2016
TRAINING CENTER LOCATIONS/ 
CENTRO DE ENTRENAMIENTO

Buena Park Training Center
7111 Firestone Blvd
Buena Park, CA 90638
(714) 571-0449 Phone
(714) 571-0747 Fax

Sylmar Training Center
15885 Valley View Court
Sylmar, CA 91342-3579
(818) 364-7460 Phone
(818) 364-7463 Fax

Bakersfield Training Center
4747 E. Brundage Lane
Bakersfield, CA 93307
(805) 484-5666 Phone
(805) 388-9593 Fax

Whittier Training Center
10015 Rose Hills Road
Whittier, CA 90601-1792
(562) 699-0419 Phone
(562) 695-4290 Fax

San Diego Training Center
8595 Miralani Drive
San Diego, CA 92126-6332
(858) 621-2667 Phone
(858) 621-2669 Fax

Santa Maria Training Center
2301 A Street #13
Santa Maria, CA 93455
(805) 484-5666 Phone
(805) 388-9593 Fax

Ontario Training Center
3250 E. Shelby Street #137
Ontario, CA 91764
(909) 824-9033 Phone
(909) 824-1767 Fax

Ventura Training Center
412 Dawson Drive
Camarillo, CA 93012-9593
(805) 484-5666 Phone
(805) 388-9593 Fax

Southwest Carpenters Training Fund Office
3250 E. Shelby Street #210
Ontario, CA 91764
Phone (213) 739-9339

Southwest Carpenters Training Fund Office
3250 E. Shelby Street #210
Ontario, CA 91764
Phone (213) 739-9339
LOCALES

Arizona
1912
4547 W McDowell Rd,
Phoenix, AZ 85035
(602) 484-0444

California
213
533 S Fremont Ave #410,
Los Angeles, CA 90071
(213) 385-3510

661
15881 Valley View Ct,
Los Angeles, CA 91342
(818) 364-9303

562
341 E Wardlow Rd,
Long Beach, CA 90807
(562) 427-0977

805
412 Dawson Dr,
Camarillo, CA 93012
(805) 484-8825

721
10015 Rose Hills Rd #100,
Whittier, CA 90601
(562) 695-0571

1607
10009 Rose Hills Rd,
Whittier, CA 90601
(323) 724-0178

714
7111 Firestone Blvd #122,
Buena Park, CA 90621
(714) 978-6232

909
3250 E Shelby St,
Ontario, CA 91764
(909) 887-2524

951
3250 E Shelby St,
Ontario, CA 91764
(909) 887-2524

619
8595 Miralani Dr,
San Diego, CA 92126
(858) 621-2674

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4290 Holly St,
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Tel.: (303) 355-8774

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1150 Terminal Way,
Reno, NV 89502
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