



# Memo

**To:** UBC Affiliated Training Directors/Coordinators  
**CC:** General Executive Board, EST's, and Justin Weidner  
**From:** William K. Irwin, Jr., Executive Director, Carpenters International Training Fund (CITF)  
**Date:** May 4, 2020  
**Re:** International Training Center Closure – Updated Information

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As you are all aware during these unprecedented times, we face some circumstances that are outside of our control.

We can and will keep our members and contractors eligible to safely work now and in the future with a well-trained productive workforce. We are aware that social distancing has led to temporary suspension of training here at the ITC and at many local training centers.

To keep you updated, the CITF has extended the CITF qualification and certification credentials of all members for 180 days (originally 90 days) because of these highly unusual circumstances. Please note that some qualifications/certifications such as Kirby Morgan Hat Technician, OSHA, and other third-party credentialing agencies are not controlled by the CITF and can only be extended by those agencies.

As of today, all CITF classes at the ITC have been cancelled through the end of June 2020. We will continue to monitor the situation and keep you updated. We do realize that there is a backlog of training that is needed, and we will be reassessing all classes for when we reopen in order to prioritize training needed. As always, our priority is the safety of our members and their families, and our partners. We are researching and developing safety measures needed to ensure a safe reopening of the ITC. Please contact CITF technical coordinators for any needs that you may have.

We hope that you and your families are safe and continue to follow the protocols advised by your local, state, provincial and federal officials.

Together we will all get through this and become stronger from the experience.