

# STANDARDS OF APPRENTICESHIP

ADOPTED BY



***ABC - ASSOCIATED BUILDERS & CONTRACTORS -  
OF ALASKA, INC.***

DEVELOPED IN COOPERATION WITH THE  
UNITED STATES DEPARTMENT OF LABOR  
ALASKA OFFICE OF APPRENTICESHIP AND TRAINING,  
EMPLOYER AND LABOR SERVICES



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## **FOREWORD**

Recognizing the need for skilled craft professionals in the construction industry, the ABC- Associated Builders and Contractors-of Alaska, Inc. (ABC of Alaska), hereby establishes these Standards of Apprenticeship to be used by its participating employers as a local apprenticeship program. The establishment of a local apprenticeship program based on these standards will provide the members of ABC with a skilled and versatile workforce in the construction industry by providing apprentices the opportunity to become journeypersons through an organized and properly supervised program of training, practical experience and related theoretical instruction. The standards have been registered with and approved by the U.S. Department of Labor's Office of Apprenticeship Training, Employer and Labor Services (ATELS).

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## **DEFINITIONS**

**APPRENTICE:** Any individual employed by the company meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the Program Sponsor providing for training and related instruction under the Standards, and who is registered with the Registration Agency.

**APPRENTICESHIP DIRECTOR:** An individual designated by the Program Sponsor to supervise or have charge and direction of administering the Apprenticeship Program.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice, or if a minor, the parent or guardian, and the Program Sponsor setting forth the responsibilities and obligations of all parties to the Agreement with respect to the Apprentice's employment and training under the Standards. Each Apprenticeship Agreement must be properly registered with the Registration Agency.

**APPRENTICESHIP COMMITTEE:** The statewide committee established by the Program Sponsor under these standards that is charged with the operation of the program. Sub-committee (s) or Task Forces may be formed by the Apprenticeship Committee to fulfill the obligations of the committee. Refer to Section 1.2 Duties of the Apprenticeship Committee.

**BAT:** Formerly, an agency called the Bureau of Apprenticeship and Training of the U.S. Department of Labor was commonly referred to by this acronym. The agency has been dissolved and its functions were subsumed by the Office of Apprenticeship, Training, Employer and Labor Services, which now administers the registration of apprenticeship programs in accordance with the Federal labor standards (29 CFR Parts 29 and 30).

**CERTIFICATE OF COMPLETION:** The Certificate of Completion issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements of the standards of apprenticeship.

**CFR:** Code of Federal Regulations.

**EMPLOYER:** Will mean any business or employer member of the Program Sponsor or its affiliate employing an apprentice under these apprenticeship and training standards under an approved employer participation agreement. See also, the definitions of sponsoring employer and participating employer.

**EMPLOYER PARTICIPATION AGREEMENT:** The written agreement between the Program Sponsor and the employer that undertakes to participate in the Apprenticeship Program.

**JOURNEYPERSON:** An individual who has sufficient skill and knowledge of the trade or craft, either through formal apprenticeship or through practical on-the-job experience and training, to be recognized by his/her employer as being qualified and/or licensed if applicable to perform the work of the trade or craft. Use of the term may also refer to a mentor, technician, specialist or other skilled worker.

**ON-THE-JOB TRAINING (OJT):** Tasks learned on the job which the apprentice must be proficient in before a completion certificate is granted. The learning must be through structured, supervised work.

**PROGRAM SPONSOR:** The organization, ABC of Alaska, that registers an apprenticeship program with a Registration Agency and that has the full responsibility for administration and operation of the apprenticeship program. See also "Apprenticeship Committee."

**RATIO:** The number of apprentice(s) permitted to work under the supervision of a certain number of journey person(s).

**REGISTERED APPRENTICESHIP INFORMATION SYSTEM (RAIS):** The Federal system, which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY:** The U.S. Department of Labor's Office of Apprenticeship Training, Employer and Labor Services (OATELS) or a state apprenticeship council or agency recognized by OATELS to register local apprenticeship programs.

**SPONSOR:** Same as Program Sponsor.

**SPONSORING EMPLOYER:** An individual contractor or firm that administers an in-house apprenticeship program registered by a Registration Agency.

**STANDARDS OF APPRENTICESHIP:** This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

**PARTICIPATING EMPLOYER:** An individual contractor or firm that employs apprentice(s) in accordance with the standards of apprenticeship through an approved employer participation agreement with the program sponsor.

**SUPERVISOR OF APPRENTICES:** An individual designated by the Program Sponsor or participating employer to supervise or have charge and direction of an apprentice.

**WORK PROCESSES:** Tasks learned on-the-job in which the apprentice must be proficient before a completion certificate is granted.

## **SECTION I. – PROGRAM ADMINISTRATION**

### **1.1 The Apprenticeship Committee**

The Apprenticeship Committee established by the Program Sponsor is responsible for the development, administration, and supervision of these registered standards. The committee shall have a chairperson.

There shall be no less than one representative for each active trade identified in these Apprenticeship Standards. The committee shall meet on a regular basis and a quorum shall be considered five members in good standing so long as one of them is the Chairman or Vice Chairman of the committee.

### **1.2 Duties of the Apprenticeship Committee**

1. To establish minimum standards of education and experience required of apprentices, review apprenticeship activities in accordance with these standards, and when appropriate, establish such additional provisions governing the program's procedures as may be necessary.
2. To select apprentices as outlined in the approved selection process.
3. To ensure that apprentices are under written apprenticeship agreements and to submit these agreements to the appropriate registration agency for registration.
4. To establish minimum standards of related instruction and on-the-job training/work processes required of apprentices and to make a good faith effort toward the apprentices meeting such standards.
5. To meet with sufficient regularity, either in person or electronically, to ensure adequate supervision of the program but no less than once per quarter, to review apprentices' and program's progress, and to recommend improvements to the program.
6. To certify that apprentices have successfully completed their apprenticeship program.
7. To hear and adjust all complaints arising under apprenticeship agreements. See also, Title 29 of the Code of Regulations, Parts 29.5(b)(21), 29.11 and 30.11 and Section XXIII of these Standards.
8. To arrange for the administration of tests for determining the apprentice's progress in craft manipulative skills and technical knowledge.
9. To provide apprentices with occupational safety and health education and training as an integrated part of apprenticeship instruction.
10. To notify the registration agency of all new apprenticeship applications, credit granted, suspensions with appropriate explanation, reinstatements with appropriate explanation, extensions with appropriate explanation, cancellations with appropriate explanation, and completions of apprenticeship agreements.
11. To maintain a record of each apprentice's application, education, experience and progress in on-the-job training/work processes and in related classroom instruction.

12. To monitor participation rates of minorities and women in the apprenticeship program in accordance with the affirmative action plan, and to annually review the affirmative action plan's success and update the plan when necessary in accordance with Title 29 of the Code of Federal Regulations, Parts 30.4 and 30.8.
13. To keep adequate records of applicants, apprentices, affirmative action plan, and the program for a period of time in accordance with Title 29 of the Code of Federal Regulations, Part 30.8.
14. To supervise all the provisions of these standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed and cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned, including apprentices, employers and journeypersons.
15. The committee may delegate these functions as appropriate to the Apprenticeship Director.

### **1.3 Supervision of Apprentices**

During the term of apprenticeship, the apprentice shall be under the jurisdiction and control of the Apprenticeship Committee. The committee shall have the authority to protect the apprentice's welfare and also to instruct, direct, and discipline the apprentice. Each employer shall designate a staff member (customarily a journeyperson) who shall be the primary contact for the Apprenticeship Director and be responsible for the supervision of the apprentice's on-the-job training. This supervisor shall be responsible for assuring that the apprentice is trained in all work processes of the trade, including safety in the use of tools, equipment and job conduct.

### **1.4 Policy**

On or after the date these standards of apprenticeship are duly registered, it shall be the policy of each participating employer and the committee that all apprentices employed in the trades covered herein shall be governed by the terms of these standards.

## **SECTION II. – EQUAL OPPORTUNITY PLEDGE**

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The program sponsor or the sponsoring employer shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, as amended.

## **SECTION III. - AFFIRMATIVE ACTION PLAN**

29 CFR, Part 29.5(b) (20) and Part 30

If the Program Sponsor enrolls five or more apprentices, the Sponsor will adopt an affirmative action plan in accordance with Title 29 of the Code of Federal Regulations, Part 30 or similar

requirements expressed in a State Plan for Equal Employment Opportunity in Apprenticeship adopted pursuant to Title 29 of the Code of Federal Regulations, Part 30 and approved by the Department of Labor. See Appendix C.

#### **SECTION IV. – QUALIFICATIONS FOR APPRENTICESHIP**

Qualifications are established by the sponsor for each occupation in these local standards. They are to be specific, clearly stated, and reasonably and directly related to the job performance. (See Appendix A – Trade Schedules)

#### **SECTION V. – SELECTION OF APPRENTICES**

##### **5.1 Selection Procedures**

The program sponsor shall develop local apprenticeship standards, including selection procedures systems consistent with the requirements of Title 29, Code of Federal Regulations, Part 30.5, as amended. Local Registration Agency representatives are available to assist the sponsor with preparing these selection procedures. The selection procedure shall be in writing. (See Appendix B - Selection Procedure)

##### **5.2 Participating Employers**

Participating Employers shall enroll apprentices in accordance with policies and procedures as established by the Apprenticeship Committee. Employer Participation Agreements shall be submitted to the Registration Agency for approval and shall be renewed annually.

##### **5.3 Apprenticeship Registration**

Upon the confirmation of an employment opportunity for the apprentice and their subsequent acceptance, the apprentice (and if a minor, the parent or guardian) shall sign an Apprenticeship Agreement, which shall be signed by the Program Sponsor or Apprenticeship Committee or its designee. Copies of the Agreement will be furnished to the apprentice, the employer, the committee, the registration agency, and where applicable, the local office of the Department of Veterans Affairs. The effective date of apprenticeship registration (also known as "indenture" date) is that of the apprentice's signature of the agreement or first day of employment, whichever ever comes later, conditioned on the sponsor's submission of the apprenticeship agreement in writing in accordance with the 29 CFR Part 29.

#### **SECTION VI. - APPRENTICESHIP AGREEMENT**

29 CFR Parts 29.5(b)(11) and 29.6

After an apprenticeship applicant has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written Apprenticeship Agreement signed by the Apprenticeship Committee or Program Sponsor or its designee and the apprentice and approved by and registered with the registration agency. Prior to signing an

Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review these Standards, any relative additional rules and policies of the Program Sponsor, and the Apprenticeship Agreement.

Such Agreement shall incorporate by reference the terms and conditions of these standards as they exist on the date of the Agreement and as they may be amended during the period of the Agreement. A copy of each Agreement shall be furnished to the apprentice, the employer, and the registration agency. An additional copy of the Apprenticeship Agreement will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled. The effective date of the registration (also known as the "indenture" date) shall be that of the apprentice's signature or first day of employment, which ever comes later, conditioned on the sponsors' submission of the apprenticeship agreement in accordance with Title 29 of the Code of Federal Regulations, Part 29.

The Apprenticeship Agreement shall contain all the requirements contained in Title 29 of the Code of Federal Regulations, Part 29.6.

The registration agency shall be advised within 30 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

## **SECTION VII. RATIO OF APPRENTICES TO JOURNEYPERSONS**

29 CFR 29.5(b)(7)

### **7.1 General Policy**

To provide for a steady supply of trained persons into the construction industry and to reflect employment opportunities, apprentice to journeyman ratios will be enacted in accordance with the following provisions. The numeric ratio of apprentice(s) to journeyman(s) established by the Program Sponsor will be consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, and will be identified in each addendum per trade.

## **SECTION VIII. – TERM OF APPRENTICESHIP**

The term of apprenticeship shall be stated in hours or months and shall include the probationary period. The Sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate unusual abilities and mastery of the occupation, to the level for which they are qualified. (See Addendum A - Trade Schedule)

## **SECTION IX. PROBATIONARY PERIOD**

29 CFR 29.5 (b)(8) and (b)(19)

### **9.1 During Probationary Period**

All apprentices employed in conformity with these standards shall be subject to a probationary period established by trade, after signing the Apprenticeship Agreement. An apprentice who successfully completes the probationary period will be granted full credit

for the hours earned toward completion of apprenticeship.

During the probationary period, the apprenticeship agreement may be cancelled without stated cause by notifying the other party in writing. Appropriate records shall be maintained and reviewed prior to the end of the probationary period.

## **9.2 After Probationary Period**

After the probationary period, the employment relationship may be terminated at the request of the apprentice or the participating employer for good cause after due notice and reasonable opportunity for corrective action.

When a participating employer terminates an apprentice who has completed the probationary period, the committee shall be immediately notified, given the name of the apprentice, the reason of termination, and the effective date of same. The apprentice will be interviewed by the Apprenticeship Committee or its designee and placed with another employer if appropriate or possible.

In the event the committee determines cancellation is appropriate, the registration agency must be notified of final action.

## **SECTION X. - HOURS OF WORK**

Apprentices will receive work experience in the craft in which they are registered in accordance with the attached work processes, though not necessarily in the order listed. The hours of work for apprentices and the conditions associated therewith shall be the same as those for journeypersons. The apprentice shall not be required to work such hours as would interfere with attendance at related instruction classes except in cases of emergency. Apprentices shall receive credit for on-the-job learning for all hours worked in a pay period. Apprentices who do not complete the required hours of on-the-job-learning during the given segment will have the term of that segment extended until the required numbers of hours of training are accrued. However, a period of training shall be extended by no more than 50 percent.

## **SECTION XI. APPRENTICE WAGE PROGRESSION**

29 CFR 29.5(b)(5)

Apprentices shall be paid a progressively increasing schedule of wages consistent with skill performance and knowledge levels achieved and demonstrated in on-the-job learning and related instruction. Apprentice wages shall be based on a percentage of wages paid journeypersons. The entry wage shall be not less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable Federal law, State law, or respective regulations. The Registration Agency shall be notified of any change in the wage rate for a journeyperson or apprentice.

Each participating employer shall be responsible for the submission to the program sponsor of journeyperson pay rates for each craft for which apprentices are employed under the apprenticeship program. It will be the Program Sponsor's responsibility to maintain the information on an up-to-date basis. At a minimum, the participating employers shall annually determine the journeyperson wage rate, and if there has been any change in the rate from the last

reporting period, the Apprenticeship Committee will be so notified. The apprentice will be made aware of the employer's journeyman rate prior to being sent on the job. In the event the apprentice is transferred or changes employers, his/her wages will be based upon the journeyman rates of the new employer, with the achieved percentage level being retained.

## **SECTION XII. CREDIT FOR PREVIOUS EXPERIENCE**

29 CFR 29.5(b)(12) and 30.4(c) (8)

The Program Sponsor or Apprenticeship Committee may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these standards. The granting of such credit will be uniformly applied to all apprentices, and any credit applied shall be of the kind received (i.e., related classroom instruction will be given for classroom credit and OJT will be given of OJT credit, respectively).

1. Such applicants shall submit at the time of application certified school records, employers' affidavits of training and similar records to support any claim of prior work and school experience. These would include documented credit from a technical college or other post secondary school, School-to-Work Program, or verification letters from the employer or previous employer, or payroll records.
2. The applicant and the participating employer, when applicable, must make a request for credit in writing to the Apprenticeship Committee, and the Committee will advise the Registration Agency of any credit granted.
3. Such credit entitles the apprentice to be progressed to the appropriate pay level.
4. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

## **SECTION XIII. WORK EXPERIENCE**

29 CFR 29.5(b)(3)

During the apprenticeship period, the apprentice shall receive such on-the-job training and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyman. The on-the-job training shall be under the direction and guidance of an individual who has sufficient skill and knowledge of the trade or craft, either through formal apprenticeship or through practical on-the-job experience and training, to be recognized by his/her employer as being qualified and/or licensed if applicable to perform the work of the trade or craft. Use of the term may also refer to a mentor, technician, specialist or other skilled worker.

The Work Processes for each occupation is covered in Appendix A.

## **SECTION XIV. - RELATED INSTRUCTION**

29 CFR 29.5(b)(4)

Apprentices registered under these standards are recommended each year to attend a minimum of 144 hours of technical and theoretical instruction or its equivalent in subjects related to their craft

and shall be required to pass an examination in each subject before being granted a certificate of completion. Safety training in the use of tools and equipment and on-the-job conduct shall be included in the related instruction curriculum.

Related instruction is provided through use of nationally standardized curricula. The curricula provide an organized and systematic form of instruction specifically designed to provide the apprentice with technical and theoretical knowledge required by the craft

Attendance at related instruction classes shall not be considered as hours worked when instruction is given outside of regular working hours. Apprentices shall not be paid for attending such related instruction classes, unless required by law or voluntarily by participating employer.

The Program Sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction and provide competent instructors whose knowledge, experience and ability to teach will be carefully reviewed. To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. Where classes are not available through the local school or Program Sponsor, correspondence courses or distance learning of equivalent value may be approved by the Apprenticeship Committee.

If applicable, the Apprenticeship Committee will inform each apprentice of the availability of college credit through the appropriate educational institution.

## **SECTION XV. - SAFETY AND HEALTH TRAINING**

### **29 CFR 29.5(b)(9)**

Safe use of tools and equipment and competent on-the-job conduct shall be stressed in related classes and on-the-job training throughout the terms of apprenticeship. Apprentices shall be provided with initial instruction in order to enable them to perform their work in a safe manner.

Such initial instruction shall include pertinent safety regulations, reporting of accidents, and availability of first aid medical facilities.

The sponsor encourages uniform and mandatory drug testing throughout the program in keeping with local policies and local and state laws.

The employer shall at all times exercise reasonable precaution for the health and safety of apprentices engaged in the performance of their work. The apprentice and the employer shall comply with all applicable provisions of Federal, State, and municipal safety, health, and sanitation statutes and codes.

As an integral part of this training program, the apprenticeship supervisor and/or instructor shall provide competent training and instruction pertaining to safe work habits to keep the apprentice informed of the methods necessary to perform all phases of the work in a proper and safe manner.

Apprentices will receive instruction in safe and healthy work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law or State Standards that have been found to be at least as effective as the Federal Standards.

## **SECTION XVI. - SUPERVISION OF APPRENTICES**

29 CFR 29.5(b)(14)

The employer shall be responsible for the training of the apprentice on the job. Apprentices shall be under the general supervision of the employer and under the direct supervision of the journeyman to whom they are assigned. The supervisor of the apprentice(s) designated by the employer shall, with the advice and assistance of the Apprenticeship Director, be responsible for the apprentice's work assignments, ensuring the apprentice is working under the supervision of a skilled journeyman, evaluation of work performance, and completion and submittal of progress reports to the Apprenticeship Director.

No apprentice shall be allowed to work without journeyman supervision.

## **SECTION XVII. - RECORDS AND EXAMINATIONS**

29 CFR 29.5(b)(6)

Each apprentice shall be responsible for maintaining a record of his/her work experience/training on the job and in related technical instruction and for having this record verified by his/her supervisor on a regular basis. The record reports and all data pertaining to the apprenticeship will be the property of the Apprenticeship Committee. Appropriate records will be included in each apprentice's record file maintained by the Apprenticeship Committee.

Before each period of advancement, or at any other time when conditions warrant, the Apprenticeship Committee shall evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Apprenticeship Committee may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Apprenticeship Committee will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyman, the Apprenticeship Committee will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

The Apprenticeship Committee will maintain written records of progress, evaluations and any corrective or final actions taken.

## **SECTION XVIII. MAINTENANCE OF RECORDS**

29 CFR 29.5(b)(22) and 30.8

The Program Sponsor shall maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training,

evaluations, and other relevant data. The records shall permit identification of minority and female (minority and non-minority) participants. These records shall be made available on request to the Registration Agency.

### **SECTION XIX. CERTIFICATE OF COMPLETION OF APPRENTICESHIP**

29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the Apprenticeship Program as established in these standards, the Apprenticeship Committee or Program Sponsor shall so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship is awarded to the completing apprentice. Such requests shall be accompanied by the appropriate documentation for the OJT and the related instruction as may be required by the Registration Agency.

### **SECTION XX. - NOTICE TO REGISTRATION AGENCY**

29 CFR 29.5(b)(18)

The Registration Agency shall be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, cancellations, and terminations of Apprenticeship Agreements and causes. The effective date of apprenticeship registration (also known as "indenture" date) is that of apprentice's signature of the agreement or first day of employment, whichever ever comes later, conditioned on the sponsor's submission of the apprenticeship agreement in accordance with the 29 CFR Part 29.

### **SECTION XXI. – REGISTRATION, CANCELLATION AND DEREGISTRATION**

29 CFR 29.7 and 29.5(b)(17)

These standards upon adoption by the Program Sponsor will be submitted to the Registration Agency for approval. Such approval will be required before implementation of the program.

In the event that an occupation approved under these standards has been inactive for a period of two years, the occupation will be dropped from the standard. The sponsor may seek reinstatement of the occupation pending employer demand.

The Program Sponsor reserves the right to discontinue at any time the Apprenticeship Program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of the Apprenticeship Program may be initiated by the Registration Agency in accordance with Title 29 of the Code of Federal Regulations, Part 29.7.

Within fifteen (15) days of cancellation or de-recognition of the Apprenticeship Program, the Program Sponsor will notify each apprentice of the cancellation and the effect of same. This notification will conform with the requirements of Title 29 of the Code of Federal Regulations, Part 29.7.

## **SECTION XXII. – AMENDMENTS AND MODIFICATIONS**

29 CFR 29.5(b)(17)

Amendments shall not alter Apprenticeship Agreements in effect at the time of the change without the express consent of all parties to such Agreements. Prior to revisions taking affect, the registration agency shall be notified and requested to approve the changes. The registration agency shall be notified of all revisions to the standards. A copy of each amendment or modification will be furnished to each apprentice to whom the amendment or modification applies.

## **SECTION XXIII. PROCEDURE FOR ADJUDICATING DIFFERENCES AND COMPLAINTS**

29 CFR 29.5(b)(21), 29.11, and 30(11)

The Program Sponsor or its Apprenticeship Committee will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer and the apprentice, except as described in this section and the regulations.

The name and the address of the appropriate authority to receive, process and to make disposition of complaints is:

Apprenticeship Director  
ABC of Alaska, Inc.  
360 West Benson Blvd., Suite 200  
Anchorage, AK 99503  
907-565-5690

A copy of these complaint procedures shall be made available to all apprentices and apprentice applicants.

### **23.1 Complaints Regarding Standards or Agreement - 29 CFR 29.5(b)(21) and 29.11**

Any controversy or differences arising under an apprenticeship agreement or these Standards, other than complaints regarding discrimination (see 29 CFR 30.11), may be presented to the Apprenticeship Committee in writing within fifteen (15) days of the incident that is the basis for the complaint. The Apprenticeship Committee shall make such rulings, as it deems necessary in each individual case within thirty (30) days of receiving the written notification, except where extenuating circumstances exist.

Complaints which cannot be resolved locally may be submitted by an apprentice or his/her representative to the Registration Agency. Direct such complaints to:

U.S. Department of Labor – ATELS  
605 West 4<sup>th</sup> Ave., Room G30  
Anchorage, AK 99501  
907-271-5035

The complaint must be in writing and signed by the complainant or representative and submitted within 60 days of the final decision by the Program Sponsor. The Registration Agency shall render an opinion within 90 days after receipt of the complaint.

### **23.2 Complaints Regarding Discrimination - 29 CFR 29.5(b)(21) and 30.11.**

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of the Apprenticeship Program may, personally or through an authorized representative, file a complaint with the Registration Agency. The contact information for the Registration Agency is:

U.S. Department of Labor – ATELS  
605 West 4<sup>th</sup> Ave., Room G30  
Anchorage, AK 99501  
907-271-5035

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred and eighty (180) days from the date of the alleged discrimination or specific failure to follow the equal opportunity standards. The time may be extended by the Registration Agency for good cause. .

Complaints of harassment in the Apprenticeship Program must be filed and processed under Title 29 of the Code of Federal Regulations, Part 30.11, using the procedures set forth in this section.

## **SECTION XXIV. – TRANSFER OF TRAINING OBLIGATIONS & CONTINUITY OF EMPLOYMENT**

29 CFR 29.5(b)(13)

The Program Sponsor may transfer an apprentice from one employer with the apprentice's agreement to another to provide continuous employment and to assure the apprentice more complete on-the-job training experience in all aspects of the trade.

The Sponsor will assist in obtaining, as far as possible, continuous employment to all apprentices in its program. In the event the employer does not have sufficient work for the apprentice, the committee shall transfer this apprentice to another employer, so long as employment opportunities exist. Any transfer of employment will be with the consent of all parties to the agreement.

In the event the apprentice loses work due to loss of business or layoff, the apprentice shall be automatically placed into the out of work pool, either with active or suspended status. Active apprentices in the out of work pool will be required to continue related instruction and will be

offered job placement prior to the registration of new apprentices from the ranking list.

## **SECTION XXV. - RESPONSIBILITIES OF THE APPRENTICE**

Apprentices, having read the Standards formulated by the Program Sponsor and signed an Agreement with the Program Sponsor, agree to all the terms and conditions contained therein

Upon signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the trade and other pertinent duties assigned by the Program Sponsor in accordance with the provisions of the Standards.
- B. Respect the property of the employer and abide by the working rules, policies and regulations of the employer and the Program Sponsor.
- C. Attend and satisfactorily complete the required hours in the on-the-job training and in related technical instruction in subjects related to the trade as provided under these standards.
- D. Maintain and provide such records of work experience and training received on-the-job and in related instruction as may be required by the Program Sponsor.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- F. Work for the participating employer to the completion of apprenticeship, unless reassigned to another employer or the Agreement is terminated by the Program Sponsor.
- G. The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies

## **SECTION XXVI. – CONSULTANTS/TECHNICAL ADVISORS**

The Program Sponsor or its Apprenticeship Committee may request, at any time it deems advisable, interested public agencies, private organizations or educational institutions to appoint representatives to serve as consultants or technical advisors. Such persons or organizations will serve without vote and be available for consultation on matters that will improve the training of apprentices and the operation of this program.

**SECTION XXVII. OFFICIAL ADOPTION AND REGISTRATION OF APPRENTICESHIP STANDARDS**

ABC – Associated Builders & Contractors - of Alaska, Inc. hereby adopts these revised Standards of Apprenticeship on this 12<sup>th</sup> day of February, 2004.

On behalf of ABC of Alaska, Inc.

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Charles E. Wieggers  
Chairman of the Board

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D. Eden Larson  
President & CEO

**REGISTRATION**

Registered as by the Office of Apprenticeship Training, Employer and Labor Services, U.S. Department of Labor, as required by Title 29 of the Federal Code of Regulations, Parts 29 and 30.

By:

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John P. Hakala  
Alaska State Director

Date of Registration: February 12, 2004