
Apprentice and Craft Training Program

Policies and Procedures

Revised December 28, 2009



Alaska Chapter

Mission

The mission of the Apprenticeship Program is to provide safe, quality training in a group setting to merit contractors. The program is designed for apprentices and employers seeking to make a commitment to this industry and to apprenticeship. ABC recognizes the value that employers, apprentices and the industry experience when a commitment is made to training the workforce for the future. It is through training NOW that we will ensure workers for years to come. We encourage commitment, a long-term investment in your employees and/or employers and a constant desire to increase skills.

ABC Vision & Philosophy

We envision a future where projects are awarded to the most responsive bidder based on safety, quality and price, whether workers choose to be union or open shop.

ABC Members Believe in:

- Freedom to compete openly and fairly.
- The right to run one's own business free from outside interference.
- Rewards based on merit.

Educational Goal:

To partner with ABC members to develop premier construction training programs in Alaska.

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Definition of Terms

Applicant: An individual (employed or unemployed) in the application process.

Applicant Pool: Qualified applicants seeking employment with an ABC employer.

Apprentice: An individual registered with ATELS.

ATELS: Apprenticeship Training Employment Labor Services

Cancellation: Formal termination of apprenticeship agreement with ATELS.

Craft Training Student: Individual participating in the craft training option, not formally indentured with ATELS.

Declined Applicant: An applicant NOT successfully completing or meeting minimum requirements.

Employed: Gainfully employed with an ABC participating employer.

Participating Employer: A member in good standing who has signed an ABC Employer Agreement and an ATELS Employer Participation Agreement.

Qualified Applicant: Applicant who has met the minimum qualifications for entry into the applicant pool.

Withdrawal: An action taken by an applicant requesting removal from the applicant pool.

GETTING STARTED

Apprentice Application Procedures

The application deadline is the first Wednesday of each month, for processing in that month. Once the application is processed, a notice will advise the applicant of time and place for orientation and interview. Applications to the apprenticeship program must be submitted with the following documentation:

- Completed Application including trade identification and two signatures
- Social Security Card **or** Valid employment authorization document issued by the ICE
- Valid Drivers License
- Current official driving record from state issuing driver's license with no more than a cumulative six point score within a 24 month period.
- High School Graduates:
 - Proof of High School Graduation or Certificate of Achievement with a 2.5 GPA
 - High School Transcripts(The Apprenticeship and Craft Training Committee has determined that a college transcript reflecting either a two year or four year degree may be substituted for a high school transcript.)
- General Equivalency Diploma Recipients:
 - GED Transcript or GED Certificate
- Former Military:
 - DD 214 or equivalent documentation
- Resume
- Signed Policy on Credit for Previous Experience and supporting documents if applicable
- Non-refundable application Fee of \$30.00
- Letters of reference, state trainee card and proof of slope training with expiration date are recommended.

After submitting **all** required documents, applicants will be scheduled for an orientation and an interview. Final ranking and placement into the pool of applicants eligible for hire occurs when the applicant meets all of the following minimum requirements and completes the orientation and applicant interview and passes drug screening:

Applicant is:

17 years of age

A high school graduate **or** has a GED or Certificate of Achievement

Physically capable

Applicants must possess a valid Drivers License (and)

Must submit a current official driving record with no more than a cumulative six point score

Transferring apprentices who are currently enrolled in another ABC registered ATELS program do not have to meet minimum requirements. ABC will seek to place transferring apprentices with the same diligence as any other displaced apprentice.

Employer Application Procedures

ABC membership is required to participate in the apprenticeship and craft training program. The employer must submit the following documents to the ABC office:

ABC Employer Agreement - ATELS Employer Participation Agreement
Existing Program Cancellation Letter (if applicable)

Prior to submitting all required documentation, a representative from the company will be required to participate in an orientation session. Any current employees who would like to register into the apprenticeship program will need to obtain an application directly from the ABC office.

FAQ's & PROGRAM STRUCTURE

How can applicants get into the apprenticeship program?

Applicant Pool

Following the interview evaluation procedure, applicants will be placed on a "Ranking List" according to their evaluation scores, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score. A separate ranking list will be maintained based on trade and sorted by geographic area. This ranked list is confidential to the Apprenticeship Committee, though applicants may be advised of their current rank.

Geographic areas are defined as: Fairbanks/North Star Borough, Anchorage/Mat-Su Borough, Southeast Alaska and the Kenai Peninsula. Outside of these areas employment opportunities are considered remote site places of employment.

As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. Should two applicants have the same point score, selection will be based on the date received, followed by time of application. ***Applicants with an Alaska Driver's License will have priority placement.*** It will be the responsibility of the applicant to keep the Apprenticeship Director informed of their current mailing address and telephone number.

Selected applicants must respond to the notice of selection within 48 hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail", to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.

Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following a first

failure to respond or a second refusal to accept an apprentice opening.

Applicants, who were not placed during the two (2) year period that were on the ranking list, will be required to reapply. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

An applicant may change trades and be transferred from one pool to another based on their interview score that can be adjusted as appropriate for any change in CPE.

What can employers do when a potential apprentice comes to your office looking for work?

Refer any individual interested in apprenticeship opportunities to ABC. Should these individuals be accepted into the qualified applicant pool, they will be ranked for placement in accordance with the above described selection procedures and will be eligible for placement with ANY of ABC's employers.

Does ABC maintain apprentice and applicant pools?

Yes. ABC maintains pools of applicants and apprentices which employers must utilize when a need for an apprentice arises. Apprentices can be obtained through the following methods, which are in the required order of use.

Apprentice Pool

The apprentice pool consists of laid off, ATELS registered apprentices who are eligible for placement with a participating employer.

The default method for selection from this pool is free interview. After submitting a Request for Placement, employers will have the choice to review apprentice files, conduct an interview, and hire or decline to hire. The ABC office may pull apprentices from temporary positions to fill full-time permanent positions. There is a placement fee charged to employers selecting apprentices from this pool. Employers will submit a referral follow up on all applicants whether selected for employment or not

Applicant Pool

ABC maintains a ranked pool of qualified applicants. Employers needing apprentices must submit a Request for Placement and the highest ranked applicant in the employer's geographic area will be referred. There is a placement fee charged to employers selecting qualified applicants from this pool. Employers are not required to place applicants that do not meet their pre-employment requirements. Employers will submit a referral follow up on all applicants whether selected for employment or not.

Is ABC an employment service?

No. The apprenticeship and craft training program is in the business of training and educating apprentices and employers to develop a stronger, more committed workforce for the future of all parties. Although contract transfers, layoffs, etc. can happen, they should be the exception and not the rule!

General Policies

Cancellation

The apprentice or ABC can request an apprenticeship agreement to be cancelled for a variety of reasons including, but not limited to: academic performance, failure to provide regular work reports, termination from an employer, quitting an employer, refusing work with an ABC employer, discipline, or

personal situations. All requests for cancellation initiated by the apprentice must be put in writing and submitted to the ABC office. Apprentices who opt to appeal cancellation action initiated by ABC may refer to the “Right to Appeal” section in this manual.

College Credits

University of Alaska at Anchorage will recognize and grant 38 university credits for apprentices completing ABC’s apprenticeship program. The 38 credits can be applied to the Associate of Applied Science, Apprenticeship Technologies degree through UAA. For further information on college credits for completion of ABC’s apprenticeship program, please contact the ABC office.

Complaint Procedure

Any complaint, grievance or interpretation request should be submitted in written form to the ABC office within thirty (30) days after the occurrence or incident that gives rise to the request. The Apprenticeship Committee shall, within 30 days, hear any such complaints, grievances or requests for interpretation as the interested parties may see fit to bring before it.

At the conclusion of the Apprenticeship Committee meeting, the Committee shall, by majority vote, determine the issue before it and, unless further investigation is considered necessary, a recommendation shall be submitted in writing to all interested parties.

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 4th Ave., Room G30
Anchorage, AK 99501
907-271-5035

If a complaint arises that does not involve apprenticeship, craft training or related instruction associated with an apprentice please refer to the employer’s internal company policy.

Completion

To complete the apprenticeship program and receive a certificate from the U.S. Department of Labor, Apprentice Training Employment Labor Services (ATELS), the apprentice must:

1. Complete all required related instruction
2. Complete the required number of hours in each work process as defined in the Training Standards

The ABC office will request certificates of completion from the Department of Labor upon successful completion and will forward the certificate to the apprentice.

Contract Transfer

Employers or ABC may request a contract transfer from the current employer to another employer. A transfer might be requested if:

1. The apprentice needs work experiences in categories for which the employer is unable to provide training;
2. The apprentice must be laid off for an extended period of time; or
3. The apprentice has identified employment concerns to the employer and the Apprenticeship and Craft Training Committee, the issues are determined to be irreconcilable, and the apprentice has given a two week notice.

Contract transfers are not official unless approved by the ABC office. Until the transfer has been

approved, those hours worked by the apprentice for the new employer may not count toward completion of the program. Upon transfer, the apprentice will be paid based on the journeyworker's rates of the new employer, with the achieved percentage level being retained. All wage rates between companies must be kept confidential.

Credit for Previous Experience

Applicants accepted by ABC who have creditable experience in the skilled occupation or in some other related capacity, may be granted advanced standing as an apprentice. Those granted advanced standing shall be paid the wage rate for the period to which the credit advances them.

Credit for previous experience (CPE) **MUST** be submitted prior to placement. ABC will not recognize credit for applicants who have not submitted the proper documentation. Experience accumulated while in the qualified applicant pool can be recognized at the time of indenture with the proper documentation.

An apprentice may be granted CPE for up to 4000 hours of on-the-job experience. If the level of related instruction is not equivalent to the hours granted, the apprentice will be paid at the rate consistent with the on-the-job hours granted until their related instruction reaches a parallel level.

Applicants with over 4000 hours of CPE will only be granted credit if they have proof of related instruction and on-the-job hours, which were earned within an ATELS, registered program or if they can successfully test out of the required levels of related instruction as follows: Applicants who have 4001 – 5000 CPE will be required to test out of the first level of related instruction; 5001 – 6000 CPE will be required to test out of the first two levels of related instruction and 6001 and over of CPE will be required to test out of the first three levels of related instruction. A minimum score of 70% must be achieved on each test.

Discrimination

It shall be the policy of the Apprenticeship Committee to prohibit discrimination of any kind with regards to its apprenticeship and craft-training program. ABC of Alaska pledges to recruit, select, and train apprentices, without discrimination because of race, color, religion, national origin, or sex.

Any apprentice or applicant for apprenticeship who believes that he or 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 or her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Department of Labor, Apprentice Training and Employment Labor Services or, at the apprentice's or applicant's election, with a private review body. At the request of the apprentice or applicant, ABC will informally review the complaint pursuant to the complaint procedures outlined in this document.

Fees and Payment

ABC of Alaska will bill the employer for all fees. Employers interested in passing the cost of training on to apprentices are encouraged to pass costs through as a payroll deduction at \$70 per month. It is recommended that employers invest in the workforce by agreeing to reimburse the apprentice upon level completion, providing incentive for timely (within 12 months) completion of related instruction. Many employers have adopted a policy that this reimbursement will take place even if the apprentice has moved on to another company, so long as they were laid off and did not quit the participating employer. Employers are encouraged to pass the cost of math directly to the apprentice, as this is a supplemental course designed to bring the student into compliance with the minimum requirements for the program. Employers remain financially responsible for all monthly billings up to and including the

months between termination of employment and receipt of an exit survey by ABC.

Administrative Fee\$125

A placement fee will be charged each time an apprentice is placed with an employer, whether as a newly registered apprentice or as a contract transfer.

Advance Placement\$150

Applicable to apprentices who move to the next level of related instruction without having acquired the appropriate on-the-job hours.

Application Fee.....\$30

A non-refundable application fee is charged to all applicants.

Craft Training (non-apprentice)..... \$350

Textbooks, tests, grading and monthly reports charged per level of related instruction.

Monthly Billing..... \$70

Billing will occur on the first of each month for all apprentices associated with a participating employer. Fee covers the current month's services.

Re-testing Fee (1st & 2nd retest only) \$20

Employers will be billed for tests that must be retaken. (The cost for each additional retest increases by \$10 increments)

Supplemental Math\$150

Fundamentals of Mechanical & Electrical Math for newly registered apprentices who have not met math requirements. *Supplemental math for carpentry is \$150.00.*

Test-out Fee.....\$150

Per apprentice, per level. Tests and grading only.

Hiring from the Applicant Pool

Employers wishing to hire from the pool, will get the highest ranked applicant for that geographic area as described under "Applicant Pool" in these procedures. The applicant's file is pulled from the pool, the apprenticeship agreement is completed, the indentured apprentice is notified when related instruction begins and the complete file is placed with all other indentured apprentices' files.

Indenture Date

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, which ever comes later, conditioned on the sponsor's submission of the apprenticeship agreement in writing in accordance with the 29 CFR Part 29.

Layoff

Employers must submit an exit survey, within five (5) days to the ABC office. Exit survey forms can be obtained at www.abcalaska.org. It is the responsibility of the employer to classify AND inform the laid off apprentice of their eligibility for re-hire. Employer remains financially responsible for all apprenticeship fees associated with the laid off apprentice until the exit survey is received. The apprentice will be placed in ABC's apprentice pool and will be eligible for placement with another participating employer. The apprentice is required to maintain academic progress in order to remain eligible for placement.

Monthly Work Reports

Apprentices are required to maintain a record of their on-the-job training experience on their monthly work report. This report must be verified and signed by the apprentice's supervisor. The apprentice must submit a copy of this record to the ABC apprenticeship office by the 10th of the next month. Failure to turn in monthly work reports for more than 60 days will place the apprentice in probationary status. Failure to provide reports for over 120 days will result in cancellation. To promote safety, accuracy of reports and encourage apprenticeship utilization by employers, apprentices may only document 12 hours on any given day.

On-The-Job Training

Utilizing a predetermined schedule of work processes, an apprentice must complete from 4000 to 8000 hours of OJT under the supervision of a participating employer to achieve journey-level status in their trade.

Orientation

All apprentices and employers are required to participate in an orientation session. Orientations are conducted monthly and provide an overall summary of the program.

Performance Reports

The information obtained from monthly work reports, along with grades, will be sent to the employer around the 15th and 30th of each month in the form of a performance report. Employers should consider these reports notification of wage increases as defined in the Training Standards. Employers are required to provide a copy of these reports to their apprentice(s).

Probationary Period

All apprentices are subject to a probationary period, for which they shall receive full credit toward completion of apprenticeship. The probationary period is the first 1000 hours of the on-the-job hours worked in ABC's program. Any credit for previous experience granted will not apply towards the probationary period.

During the probationary period, the apprenticeship agreement may be terminated by either the sponsor or the apprentice without the formality of a hearing or stated cause. After the probationary period, the apprenticeship may be cancelled for causes deemed adequate and so indicated to the registration agency.

Progressive Discipline

ABC has outlined the following disciplinary procedures for academic and performance report probation. The employer may have a separate disciplinary procedure for incidents that occur on the job.

- Written warning from the Committee or Chapter with identified response requirements with copies to apprentice and employer
- Courtesy call to employer to notify of pending cancellation
- Certified notification of intent to cancel. Cancellation may be appealed within fifteen days of receipt of certified mail.
- Cancellation

An apprentice will appear before the committee if put on academic probation twice within a six month period.

ABC has outlined the following disciplinary procedures for laid off or terminated apprentices ineligible for rehire with a participating employer:

- Notification of internal suspension with the opportunity for appeal
- Appearance before the Committee
- Reinstatement, suspension or cancellation from the program

Employers not in compliance with the mission of the apprenticeship and craft training program will be subject to the following disciplinary action.

First Offense – Warning letter from the Apprenticeship Committee

Second Offense – ABC Board of Directors review

Third Offense – The employer will not be eligible for participation in the program for one year

Quitting an Employer

An apprentice should never quit a participating employer before providing 2 weeks notice, and notifying the committee or the Apprenticeship Director. The Apprenticeship Committee will review incidents of quitting an employer on a case-by-case basis. It is at the discretion of the Apprenticeship Committee or the VP, Membership & Education to cancel an apprentice at any time for quitting a working relationship with an employer. Any individual cancelled from the program for quitting an employer must follow the procedure outlined in these policies for re-entry into the apprenticeship program.

Re-entry

Cancelled apprentices wanting to re-apply into the apprenticeship program must wait a period of one (1) year and re-submit a current application packet. The apprentice will need to attend the applicable month's orientation and interview, and after receiving his ranking will be put in the applicant pool. Any credit for previous experience, properly documented, and submitted with his application, will be recognized in accordance with policy.

Applicants wishing reentry will also be required to complete related instruction equivalent to their OJT hours prior to placement. Fees for curriculum will be paid by the applicant in full at a rate described on page 9 "Craft Training (Non-Apprentice)". Application to the apprenticeship program for a third time will not be entertained even as a direct entry applicant with a new participating employer.

Right to Appeal

Program participants have a right to appeal any declination, cancellation or disciplinary action taken against them. The appeal must be presented in writing within 30 days of receipt of the notification. The Apprenticeship Committee will review the letter of appeal at their next scheduled meeting. The committee has 30 days in which to respond in writing to the appeal. In the interim, the committee may decide to schedule an interview with the program participant prior to making their final decision. The final decision, based on majority vote of the committee, is binding. If the committee decides that a declination or cancellation action taken by ABC staff was valid, the individual must wait a period of one (1) year to reapply. Further recourse is available by way of ATELS in accordance with the Multi-Craft Training Standards in effect.

Safety

The employer is responsible for providing training in compliance with both the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91 - 596 (December 29, 1970), or as amended, or State standards that have been found to be at least as effective as the Federal Standards.

ABC of Alaska assumes no responsibility for the failure on the part of the employer to provide adequate safety training.

Sexual and Other Unlawful Harassment

ABC of Alaska is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any

legally protected characteristic will *not* be tolerated.

As an example, sexual harassment (both overt and subtle) is a form of apprentice misconduct that is demeaning to another person, undermines the integrity of professional apprentice relationships, and is strictly prohibited.

Any apprentice who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the VP, Membership & Education, Chairperson of the Apprenticeship Committee or the association's President. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination from the apprenticeship program.

Substance Abuse Policy

ABC has a firm commitment to its participating employers to provide the most qualified applicants for apprenticeship. The possession, sale, use, transfer or manufacture of illegal drugs or controlled substances poses an unacceptable risk to safe and efficient operations. For these reasons, ABC will assist our participating employers in establishing and maintaining a drug free workforce.

All applicants for apprenticeship will be drug tested. A negative result must be received at the ABC office before placement. Applicants with a positive result will not be placed. ABC is responsible for the initial cost of drug screening. Additional testing, medical reviews and/or medical assistance is the sole responsibility of the applicant and will not be covered or reimbursed by ABC.

Should a second or subsequent drug test be negative, the applicant will be placed in accordance with his/her ranked order.

All application fees are non-refundable.

Applicants will be tested for the following drugs: Cocaine, Methamphetamine /Amphetamines, Marijuana, Opiates, and PCP.

ABC strongly encourages applicants to seek assistance from qualified persons for any substance abuse problems.

Suspension

Apprentices that are current with related instruction and work report submission may request an administrative suspension. Suspension will not affect an apprentice's registration with USDOL. Apprentices are not required to test or turn in work reports will suspended.

The suspension will remain in effect for a term to be agreed upon by the apprentice and the Apprenticeship Committee or the VP, Membership & Education and must be extended or terminated prior to the expiration date. The suspension will be revoked should an apprentice continue or begin working in their respective trade.

Apprentices that fail to extend or terminate their suspension prior to the expiration date will be cancelled from the program.

Termination

It is at the discretion of the Apprenticeship Committee or the VP, Membership & Education to cancel an apprentice at any time for being terminated by a participating employer. ABC has outlined the following disciplinary procedures for laid off or terminated apprentices ineligible for re-hire with a participating employer:

- Notification of internal suspension with opportunity for appeal.
- Appearance before the Committee.
- Reinstatement, suspension or cancellation from the program.

Transportation

Apprentices are expected to provide their own transportation to work and related instruction sites.

Wages of Apprentices

Apprentices shall be paid a progressively increasing schedule of wages consistent with skill performance **and** knowledge levels achieved. Apprentice wages shall be based on a percentage of wages paid journey worker(s) at the place of employment. Each individual participating employer shall be responsible for the submission of journey worker pay rates for each craft employed by the company. It will be the contractor's responsibility to maintain the information on an up-to-date basis. Journey worker wages may vary from employer to employer participating in the Apprenticeship Program.

In the event the apprentice is transferred or changes employers, his/her wages will be based upon the journey worker rates of the new employer, with the achieved percentage level being retained. Though some trades may vary, the following generally represents the progression of the apprentice wage scale.

Wage Progression Chart

OJT HOURS	WAGE PERCENTAGE	LEVEL OF INSTRUCTION
0 – 1000	50%	1st Half Level 1
1000 – 2000	55%	2nd Half Level 1
2001 – 3000	60%	1st Half Level 2
3001 – 4000	65%	2nd Half Level 2
4001 – 5000	70%	1st Half Level 3
5001 – 6000	80%	2nd Half Level 3
6001 – 7000	85%	1st Half Level 4
7001 – 8000	90%	2nd Half Level 4

Wage Progression 2-Year Program

OJT HOURS	WAGE PERCENTAGE	LEVEL OF INSTRUCTION
0 – 1000	60%	1st Half Level 1
1001 – 2000	70%	2nd Half Level 1
2001 – 3000	80%	1st Half Level 2
3001 – 4000	90%	2nd Half Level 2

Withdrawal

Any applicant wishing to withdraw his or her file from the qualified applicant pool must provide ABC this request in writing.

Working for Non-Member Employers

An ABC apprentice MAY NOT work as a registered apprentice for a non-participating employer. ABC does not promote nor support an apprentice's choice to work for a non-participating employer. While the apprentice has the right to work for any employer he/she chooses during periods when the apprentice is not working with an ABC employer, ABC will not recognize any hours worked with a nonparticipating employer. ABC will consider the apprentice suspended from the program until employed by an ABC member company with a current participating employer agreement on file. If an apprentice is called to work at an ABC participating employer firm and refuses to do so, he/she may be cancelled from the program.

Appendix A

Responsibilities of Each Party

ABC of Alaska will establish the Apprenticeship and Craft Training Committee who:

- Will hold regular meetings,
- Will screen and select qualified applicants,
- Establishes minimum standards for related instruction,
- Approves apprenticeship agreements and submits to registering agency (ATELS),
- Arrange and approves tests,
- Maintains records of apprentice's training progress,
- Notifies agency (ATELS) of satisfactory completion of apprentice,
- Notifies agency (ATELS) of suspensions, terminations, and cancellations of apprentices.
- Assures that apprentices are under the supervision of competent and qualified journey-workers on the job to ensure all phases of the craft are experienced in the training program.

The Employer:

- Demonstrates a good faith effort in providing long term training,
- Shall utilize the ABC laid off apprentice/applicant pool when increasing their workforce,
- Shall ensure that apprentices be provided with initial and continuous safety instruction,
- Shall provide consistent and proper supervision and training, maintaining a standard in the best interest of the apprentice to assure a journey person skilled in all phases of this trade,
- Apprentices are rotated through all areas of the trade as appropriate for their level of experience,
- Shall make periodic review of its apprentice training program and make constructive suggestions to the chapter's Apprenticeship Committee where needed,
- Provides salary increases in line with established apprentice scale per monthly performance reports. Salary increases are **not** advanced unless recommended by ABC,
- Shall timely process all necessary forms, payments and communications to include Requests for Placement, accurate Exit Surveys and replies to all ABC correspondence or calls,
- Shall actively participate in the Chapter's Affirmative Action Program and apprentice outreach program

The Apprentice:

- Shall complete related instruction within established time frame,
- Shall attend related instruction classes when available,
- Shall conduct work activities in a safe manner as outlined by their employer,
- Shall be examined for competency and comprehension of tasks learned prior to advancement to next level (phase) of the training,
- Shall receive progressively increases in wages which are consistent with the skill levels,
- Shall apply themselves with diligence to assigned tasks, protect employers property, acquire required hand tools as related to the craft, and devote their best efforts toward attaining the skills of the trade,
- Shall abide by apprenticeship standards as outlined by the sponsor and Apprenticeship Training, Employer and Labor Services,
- Shall inform ABC of any change of address, telephone numbers, or other status changes.

For both employers and apprentices failure to comply with the responsibilities of the program may result in removal from the program.

Appendix B

Directed Studies Policy

It is at the discretion of ABC to enroll and/or determine when to enroll an apprentice in a subsequent level of related instruction. Upon determination of such progression, testing materials and books will be distributed.

Proctor

Apprentices outside of the Anchorage Bowl area have the option to test at the employer's office. The participating employer must identify to ABC a proctor to work with the student(s) to provide tests and act as a point of contact with ABC. Adherence to the proctor guidelines is necessary to maintain testing integrity.

Job Site Supervisor

In addition to a test proctor, apprentices are assigned a job site supervisor. Their job is to mentor and encourage the student to study the modules, provide clarification of related instruction and ensure the apprentice complies with program requirements.

Grading

Apprentices are expected to test regularly. A student must receive a 70% or higher to successfully pass a module written test. A student receiving less than a 70% on a module written test will be required to study and re-test on that module until he or she can demonstrate a 70% score. Apprentices are required to wait 48 hours before re-testing.

Testing Options

Member companies may choose from one of the following testing options.

Option 1

The participating employer will be provided tests for each level at the time the student's book is delivered. The facilitator will give the student the quiz after the student feels that he/she has mastered all the objectives in the student manual for that module. The facilitator will then mail the test(s) to ABC for grading. ALL TESTS ARE CLOSED BOOK—unless there are specific instructions on the test to utilize the book.

Option 2

Tests may also be taken at the ABC office. This is the preferred option for those apprentices who live and/or work in the Anchorage bowl area.

For both options, ABC of Alaska will return a performance report on or near the 15th and 30 of the month, for the students and employer's review.

Scheduling of Tests

A test is required at the end of each module. It is recommended to divide the total number of modules in each level by twelve (12) months to provide a rough estimate of how often a student should be completing a module and taking the corresponding test. Students may not take more than 2 tests per week; however the VP, Membership & Education has the discretion to deviate from this practice on a case-by-case basis.

Time Limit

Students will have (1) one year from the date of delivery to complete each level. Students must test at least once every 60 days. Failure to test for longer than a 60-day period will cause the apprentice to be subject to academic probation. Failure to test for over 120 days may result in cancellation. Students will be required to complete the core curriculum within 6 months of enrollment.

Advance Placement

Apprentices, who have not achieved the required on-the-job hours, may advance to the next level of their related instruction. This is contingent upon their employer's recommendation and subsequent approval by ABC. Employers who opt for this option will incur a fee of \$125.00 per advanced placement of an apprentice in any level, to cover administrative costs. This is in addition to their quarterly fees. The apprentice will not receive a certificate of completion until they reach the necessary hours.

Testing Out

Applicants, who possess the knowledge and experience in their chosen trade, may test out of one or more levels of related instruction. This may occur during the application phase (prior to orientation/interview) and at any time during the term of apprenticeship. There is a non-refundable test-out fee of \$150.00 per level, per apprentice. A passing score of 70% is required for each written test. One retest will be allowed for any failed written test. The applicant must pass all failed tests in each level to be completed. Applicants and/or apprentices who do not successfully pass the retests will be enrolled in the appropriate course for completion.

Displaced Student Testing

Should an apprentice be displaced, the employer and the apprentice will need to contact the ABC office to arrange alternative testing options. Under no circumstances will the test be distributed to the apprentice upon displacement. The employer is encouraged to continue to proctor the tests until the current level is completed.

Appendix C

Apprenticeship & Craft Training Program Guidelines for Proctoring Exams

General Guidelines

Member companies must provide a proctor to work with the student (s). The proctor's job is to help and encourage the student to study the modules, provide tests and act as a point of contact with ABC.

Handling Tests

Tests are provided to the proctor by email, fax or mail. Keep these tests in electronic files or filed within an envelope labeled with the apprentices' name. To administer a test, print or pull out the next test in the series when the apprentice is prepared to test. **An apprentice may not take more than two tests per week. Test materials should be kept in a secure location. Apprentices should never have the tests in their possession except while testing under the supervision of the test proctor.**

Materials

Students are **required** to use their respective code books while testing. Curriculum material may not be used. Calculators are also allowed.

Layoffs

In the event an apprentice is **laid off**, the integrity of the tests must be maintained; unused tests must be destroyed. At no time should tests be given to the apprentice for handling.

Once taken, tests should be submitted via first class mail or scanned in and emailed to:

ABC of Alaska, Inc
360 W. Benson, Ste. 200
Anchorage, AK 99503
Loren@abcalaska.org

Some employers have chosen to retain copies of the tests on file for apprentice review or as a duplicate in the event mail is misdirected. This practice is permissible.

Re-tests

In the event an apprentice fails an exam (with a score of less than 70%) the ABC office will forward a replacement test to the proctor.

Questions

Questions should be directed to the ABC office at 565-5600.

Appendix D

Academic Probation Policy

This policy was adopted to assist apprentices and participating employers in understanding ABC's procedures.

1. Performance reports for all apprentices are generated after the 10th of each month and reviewed by the VP, Membership & Education.
2. Performance reports are sent to the employer around the 15th and 30th of the month. Apprentices who have not tested within the last 45 days will receive notice of pending academic probation and will receive a stamp on their report indicating their need to test within the next 15 days.
3. If an apprentice has not tested in the last 60 days a letter placing them on academic probation will be sent. That letter will provide the apprentice an opportunity to contact ABC within 15 days to establish a plan of action or risk cancellation.
4. If no response is received, ABC will contact the employer for a possible solution prior to taking any cancellation action.

ABC appreciates the fact that maintaining a regular testing schedule coupled with long work hours can be difficult. However, participating in an apprenticeship program requires a higher degree of commitment than merely accumulating on-the-job experience. It is ultimately the apprentice's responsibility to develop a testing strategy and inform ABC when events beyond their control interfere with that plan.

Questions with regard to this policy should be directed to the ABC office at 565-5690.