



Alaska Chapter

Apprenticeship Craft Training Program

ADMINISTRATION, POLICIES & PROCEDURES, FORMS

Based on 2015 Program Standards & Approved by the Board of Directors & Trustees
December 2016

Mission

The mission of the Apprenticeship Program is to provide an opportunity for interested and qualified applicants to receive craft and safety training while working for our participating member employers. This program offers individuals the opportunity to receive an academic and vocational education while working on the job for wages at our participating member companies. Investment in the training of new workers for the construction industry is a benefit to our participating members seeking long term sustainable growth in the marketplace.

ABC Apprenticeship Committee Vision

ABC of Alaska will be the voice of the merit shop construction industry, advocating the ideals of free enterprise, developing training for the workforce and providing contractors the resources required to compete in the ever-changing environment.

Educational Goal

To develop and maximize the delivery of premier construction training programs and opportunities throughout Alaska utilizing both traditional and non-traditional methods.

Apprenticeship Committee

The Committee Members are responsible for establishing and maintaining the Standards of Apprenticeship for ABC of Alaska. There will be at least one representative of each active trade. These Policies and Procedures are established by the Committee for use in the administration and execution of the Standards to ensure all apprentices are treated fairly, equally and consistently by any person(s) designated to act on its' behalf such as the Apprentice Coordinator.

The Committee Chair will be consulted on any and all situations which must be assessed on a case by case basis. Such items requiring a quick resolution can be reviewed by e-mail or addressed via teleconference in the presence of a quorum. All other items will be placed on the Apprenticeship Committee Agenda and addressed at the meeting. Meetings are typically held monthly, but no less than once per quarter.

A Chair for the ACT shall be elected by the participating serving members and shall be in charge of the meeting and assisting the ABC Apprentice Coordinator in matters that require guidance or review by the Committee. This person shall serve not less than one (1) year.

All members of the ACT will be employees and/or Owners of participating employers in the ABC Apprenticeship Program. One active Board member shall act as the representative for the ABC Board.

He/she will bring forward to the Board any business related to Apprenticeship Program that requires Board input or approval. This person shall serve at the direction of the Chairman of the Board of ABC of Alaska for a period of not less than one (1) year.

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Definition of Terms

Applicant: An individual (employed or unemployed) in the process of completing paperwork to become an apprentice in a trade.

Applicant Pool: Qualified applicants who are waiting to be indentured in a federally registered apprenticeship program and obtain an employment opportunity with a participating member employer.

Apprentice: An indentured individual registered with U.S. DOL-O.A. Office of Apprenticeship)

RAPIDS: Electronically based, Registered Apprenticeship Partners Information Data System, use required by U.S. DOL-O.A.

Cancellation: Formal termination of an apprenticeship agreement with U.S. DOL-O.A.

Craft Training Student: An individual participating in training for academic knowledge and not working in the trade.

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

Employed: Working for a participating member employer.

Participating Member Employer: A member in good standing who has signed both ABC Participation and Acceptance Apprenticeship Agreements.

Program Suspension- Action initiated in writing by apprentice to suspend their place in the apprenticeship program due to special circumstances.

Qualified Applicant:** An individual who has successfully completed and submitted necessary documents, interview, recaps and meets the minimum qualifications for entry into the applicant pool for their selected trade. **reference page 7*

Transfer Applicant: A person who is already indentured in an apprenticeship program who is seeking to move their registered apprenticeship to ABC of AK.

Withdrawal: An action taken by an applicant requesting removal from the applicant pool. Or an action taken by ABC when an applicant fails to respond to contact, refuses a second placement into an apprenticeship program or upon the applicant reaching their 2 yr. period without placement.

Getting Started - for Apprentice Candidates

Application Procedures

The application deadline is the Wednesday before the week of interviews, for processing in that month. Once the application is processed, an interview will be set up via phone call for the following Wednesday or Thursday. Your interview may be telephonically attended if you are unable to attend in person.

Applications to the apprenticeship program must be submitted complete and signed with the following documentation:

- Completed Application including trade identification and two signatures.
- Social Security Card **or other** Valid employment authorization document issued by the US Government.
- Valid Government Issued Photo ID and/or Current Driver's License (photo)
- High School Graduates:
 - Proof of High School Graduation or Certificate of Achievement
 - Copy of High School Transcripts
 - Proof of 2 semesters of H.S. Algebra I with a "C" or better or 1 semester of College Level Algebra I with a "C" or better. This is the Math Minimum.
 - A WorkKeys test can be taken to determine math skills at time of application.

(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
 - Transcripts from Vocational Technical Institutes or Programs, including copy of certificate.
 - Resume reflecting prior work experience (note any construction related experience), paid or non- paid work that may have been learned or performed.
 - Signed Policy on Credit for Previous Experience and supporting documents if applicable.
 - Non-refundable application Fee of \$50.00 for administration fees.
 - 5yr Certified DMV Records from Alaska or other issuing place of license.
 - Letters of reference, state trainee card (if applicable), proof of NSTC, 1stAid/CPR/AED, OSHA forklift, OSHA 10 or 30hr cards, WorkKeys Certificates.

Applicants are required to provide accurate contact information, including, mailing and physical address, home phone number, cell phone number, and email address. The primary method of communication will be phone and/or e-mail.

Applicants are required to choose an alternative, effective method of communication with ABC if phone and/or e-mail communication fails, or because of location, is not possible or reliable.

The applicant is responsible for keeping **all** contact information up-to-date and current with the ABC office in Anchorage.

After submitting **all** required documents, applicants will be scheduled for 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 applicant interview:

Applicant is:

- Minimum 18 years of age, 17 is acceptable **ONLY** with signature of legal guardian or parent (<http://labor.alaska.gov/lss/forms/child-labor-law-summary.pdf>);
- A High School Diploma, High School Certificate of Achievement, GED credential;
- Copy of College or Voc-Ed Secondary school, or other proof of completion of a related construction pre-apprenticeship program;
- Physically capable of meeting requirements for academic study & on job learning.

Transferring apprentices who are currently enrolled in another ABC or federally registered U.S. DOL-OA programs will be eligible to transfer their “on the job” hours provided they are acceptable to the State of Alaska Mechanics Division for licensed trades.

ABC will seek to place transferring apprentices who have established local residency with the same diligence as any other displaced local apprentices. The apprentice/applicant will need to contact the SOA DOL Mechanic’s division with their certified documentation for hour approval before ABC will credit them in their program.

Transferring NCCER curricula based apprentices or applicants from vocational educational programs using NCCER curricula will be given academic credit for materials already passed provided certified records are provided at time of application.

Applicants who cannot afford the application fee may seek financial assistance from the State of Alaska JCN, STEP grant from the State of Alaska, Native or Tribal organizations with grant programs for training or other grants programs that offer type assistance that you may qualify for in your circumstances.

Getting Started - for Employers

Application Procedures

ABC membership, defined as a member in good standing, is required, to participate in the Apprenticeship and Craft training programs. The employer must submit the following documents to the ABC office:

- ABC Employer Participation and Acceptance Agreement
- Existing Program Cancellation Letter to US DOL- OA (if applicable)

Prior to submitting all required documentation, at least one representative from the company who will be directly involved with the administration and/or oversight of the apprentice(s) will be required to participate in a one-on-one employer and apprentice orientation meeting.

The EMPLOYER Orientation session will cover

- Responsibilities under the Standards- Review
- Fee for Indenture and Placement of a new Applicant as an Apprentice
- Monthly Apprentice Administration Fee
- Enrollment Process of Existing Employees to ABC Program
- Apprentice- Requests for Placement Form- When to use
- Apprentice- Requests for Follow-Up Form- How to use
- Apprentice- Exit Form- How and when to use
- Bi-Monthly Apprentice Reports- Reading and Distributing
- On Site Proctoring of Exams for Apprentices- Rules and Requirements
- Costs for Re-Exams on Testing- Costs to replace lost Books
- Reporting Requirements for Annual U.S. DOL–OA
- EEO, Affirmative Action/VETS Hiring
- EEO and Recruiting Outreach Events
- Apprentice and Craft Training Committee- Role, Purpose and Current Members
- Procedures for Handling Apprentice Problems or Issues in a Joint Program

For a new enrolling member company who would like to register their existing employees and/or trade apprentices of another apprenticeship program will need to obtain an application directly from the ABC office or at the ABC of Alaska website at www.abcalaska.org.

The Curriculum

ABC of Alaska is an accredited sponsor for NCCER (The National Center for Construction Education and Research) Curriculum. The NCCER curriculum is a proven performer in craft training for industry. NCCER offers training built on recognized industry standards and a formal system of recognition for trainees and instructors.

NCCER offers:

- a national network of craft instructors,
- a system of national recognition for craft trainees,
- continually revised manuals built on industry-wide competency standards,
- complete training materials: trainee manuals, instructor guides and tests.

NCCER packages groups of modules into Levels that typically represent one year of apprenticeship training. Each module is task-oriented and most require the successful completion of both a written (knowledge-based) module exam and a Performance Profile.

Adding the NCCER proctoring and performance profiles to the curriculum will require effort on both ABC's part as well as the Participating Employers. This addition will provide another level of credibility to the training the apprentices will receive.

Participating employers will need to provide a person or persons directly involved with the apprenticeship program who will need to take a half day class to cover three modules from the ICTP (Instructor Certification Training Program) course. This class will be taught by the ABC Master Trainer at no cost to the Participating Employer. These modules will cover Intro to NCCER and the Workforce Development System, Navigating NCCER Learning Resources and Evaluation Techniques.

- A Performance Evaluator will be certified to evaluate performance profiles/verifications. The Performance Evaluator must be verifiable journeyman level.
- A Curriculum Proctor will be certified to administer end-of module written tests for the NCCER curricula.

If the participating employer is unable to provide a journeyman to act as a Performance Evaluator, then that company may incur a cost for ABC to provide an outside evaluator for the apprentice to complete his/her Performance Profiles.

FAQ's & Program Structure

How can applicants get into the apprenticeship program?

Applicant Pool

Following the interview and recap evaluation procedure, applicants will be placed on a "Ranking List" according to their overall 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. An applicant may elect to be on multiple lists with the understanding that should they receive a job offer in one of the geographic locations; they will be required to pay their own expenses to re-locate to that region to work for the participating member employer.

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 such housing and/or room and board will be provided by the participating member for the apprentice.

As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone or email. Should two applicants have the same point score, selection will be based on the date received, followed by time of application. An applicant that is a resident of the state of Alaska with valid driver's license will have priority placement. It will be the responsibility of the applicant to keep the Apprenticeship Coordinator informed of their current mailing address, telephone number and or email address.

Selected applicants must respond to the notice of selection within 48 hours of notice. If applicants cannot be reached by telephone or email then a written notice will be sent via the designated method, chosen by the applicant at the time of application to the ABC Apprenticeship program, to determine if the applicant is still interested in participating in the program. If no response is received within fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one notice will be mailed.

Unplaced, qualified applicants remaining on the preceding ranking list will automatically be carried forward onto the new ranking list and slotted in wherever their ranking score places them for a period of 2 years. The applicant will be removed from the list by their own written request or following a first failure to respond to contact from ABC or a second refusal to accept an apprentice opening from a participating member employer.

Applicants, who are not placed during the 2-year period from the date that they were first placed on the ranking list, will be advised to re-apply.

During the 2-year period, applicants who feel that their qualifications have improved since their original application process may submit a written request along with documented evidence of

such additional experience or training to ABC. They may also request another interview and will be re-ranked in the next regular processing cycle.

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

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

Maintain informational brochures at your front desk or in your H/R departments for distribution.

Refer any individual interested in further apprenticeship opportunities and details to ABC of Alaska offices and/or their website, www.abcalaska.org.

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

Does ABC maintain apprentice and applicant pools?

Yes. ABC strives to maintain pools of both applicants and apprentices in registered trades in which participating member employers must utilize to fill job openings.

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, OA registered apprentices who are eligible for placement with a participating employer. Laid-off trade apprentices will have to reinstate their Certificate of Fitness Card before returning to work, through the ABC of Alaska office.

The default method for selection from this pool is free interview. After submitting a Request for Placement (RFP), employers will have the choice to review apprentice files, conduct an interview, and hire or decline to hire.

The ABC Apprentice Coordinator in consultation with the ACT may pull apprentices from temporary positions to fill full-time permanent positions with other employers.

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 to the ABC Apprentice Coordinator informing them of their decisions and or reasons other candidates were not acceptable. This documentation is a requirement in the program.

Qualified Applicant Pool

ABC maintains a ranked pool of qualified applicants in each trade by geographical region. Employers needing apprentices must submit a Request for Placement to ABC of AK using an

RFP form. The highest ranked applicant(s) in the employer's geographic area will be referred. Employers may select from the top three for interview, conduct post offer pre-employment screenings, fit for duty testing, etc. to ensure they will find a minimum of 1 that meets their employment standards.

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 or fail to pass their interviews.

It is important that Employers submit a Referral Follow-Up on all applicants whether selected for employment or not and state the reason for the choice.

Laid Off Pool

ABC of Alaska maintains a laid-off pool of apprentices the program recognizes as priority placement before indenturing a qualified applicant. Although the Employer may choose on the RFP a qualified applicant ABC of Alaska will work to put the laid off apprentices back to work first.

Special Entry

In the event that ABC of Alaska has NO available qualified apprentices or applicants in an employer's geographic area of hire, potentially qualified candidates may be hired by an employer and direct entered into the program providing they meet the qualifications.

Is ABC an employment service?

No. The Apprenticeship and Craft training program offers training and education opportunities to apprentices and applicants via their participating employers in order to develop a stronger, more committed workforce. Participating employer's ability to utilize green and first year apprentices may be somewhat limited and applicants should understand that periods with less than a full 40 hour week may occur and layoffs are possible.

ABC of Alaska will assist laid off apprentices in returning to full time employment provided the apprentice is in good standing in their programs. If the apprentice cannot be placed within the program, ABC will refer them to the AJCN and or other programs where they may be able to find employment.

General Policies

Back Ground Checks

ABC is not responsible for performing first-party or third-party background checks regarding applicants for the Apprenticeship and Craft training program. Background checks are solely the responsibility of an employer seeking to hire an apprentice who is participating in the program.

Cancellation

The Apprentice or ABC of AK can request an apprenticeship agreement to be cancelled for a variety of reasons including, but not limited to: lack of academic performance, failure to provide regular work reports, termination from an employer, quitting an employer, not showing up for a job, refusing work with an ABC employer, discipline, or other situations. Apprentices may be cancelled within their first 25% of their program hours. Refer to “probationary period” terms on page 16 and 17. All requests for cancellation initiated by the apprentice must be put in writing and submitted to the ABC of Alaska office.

Apprentices who opt to appeal cancellation action initiated by ABC may refer to the “Right to Appeal” section in this manual for guidance in this process.

College Credits

University of Alaska at Anchorage will recognize and grant 38 university credits for apprentices completing ABC’s 4-year apprenticeship programs. 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 – Office of Apprenticeship
605 West 4th Ave., Room G30
Anchorage, AK 99501
Ph : 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 participating member employer's internal company policy and or manual.

Completion

To complete the apprenticeship program and receive a certificate from the U.S. Department of Labor, Office of Apprenticeship (OA), the apprentice must:

1. Complete all required related instruction in curricula, and
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 Federal 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 current 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 (2) 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 journey worker's rates of the new employer, with the achieved percentage level being retained. All wage rates between companies must be kept confidential. The apprentice, however must be notified by the new employer of his wages prior to his accepting the transfer.

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 once they are indentured. Those granted advanced standing shall be paid the wage rate for the level to which the credit advances them. ABC has the option to use the NCCER Assessment Testing and knowledge performance testing for placement.

Credit for Previous Experience (CPE) **MUST** be submitted prior to placement with a participating employer. ABC will not recognize credit for applicants who have not submitted the proper documentation with their application package. For the licensed trades, approval by the SOA DOL Mechanic's division is a requirement prior to any CPE being granted by ABC.

Any experience accumulated while waiting in the qualified applicant pool may be recognized at the time of indenture with the proper documentation.

An established apprentice may be granted CPE for their documented on-the-job experience. The granting of CPE is subject to review by the ACT committee during the probationary period. For any new incoming apprentices who have documented hours in the licensed trades approved by the SOA DOL but who have NOT completed any related curricula to the level of their hours, they must pay for and take the curricula on an accelerated rate by paying a fee and completing the tests during a 60-day period. For apprentices in the non-licensed trades, documentation of your work hours in a previous federally registered apprenticeship program will be required. Documentation of trackable hours in the non-licensed trades from an employer may also be accepted on a case-by-case basis with maximum allowable credit being 50% of total hours. These candidates will also pay and take the curricula on an accelerated basis by paying the fee and completing the tests during a 60-day period.

For this purpose, the ACT committee will deviate from their policy of a maximum of two tests per week. 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. If at the end of 60 days, the apprentice has failed to complete the curricula level to match his documented and approved hours, their pay scale will be re-adjusted to their academic progress level achieved and no increases will be suggested until such time as the academic level reaches the documented hours level.

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 and to uphold the Equal Opportunity Pledge of ABC.

ABC commits to the following Equal Opportunity Pledge:

"We are an AA and EEO training provider." "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 will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, Code of Federal Regulations, part 30.

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 \$95.00 per month. 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.

Placement Fee **\$165**

A placement fee will be charged each time an apprentice is placed with an employer, whether as indentured apprentice, qualified applicant, or contract transfer.

Application Fee **\$50**

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

Monthly billing **\$95**

Billing will occur on the last day 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) **\$30**

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

Accelerated Test Fee **per level \$250**

NCCERConnect*- on line version of textbook with interactive graphics **\$50**

*To access NCCERConnect, an apprentice must have cable or wireless internet 3g or better and MS7 operating platform with a Flash Player.

Fraudulent Documentation

If it is found at any time during the application process or during an apprentice's schooling that fraudulent documents were submitted, then the applicant or apprentice will be immediately expelled from the program with no ability to reapply.

Hiring from the Qualified Applicant Pool

Employers wishing to hire from the qualified applicant pool, will select from the highest ranked applicant for that geographic area as described under "Qualified Applicant Pool" in these procedures. When selected by the participating employer, the apprenticeship agreement will be completed and the qualified applicant indentured.

An employer, utilizing identified hiring objectives for underutilized women, minorities or Veterans may elect to hire the most qualified applicant from the ranks of the pool list that meet

their hiring requirements. Participating Employers shall identify such needs on their Request for Placement documents when sent to ABC of Alaska.

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

For the licensed trades ABC of AK will provide a letter of Indenture to the applicant to take to the DOLWFD Mechanics' Division for the purpose of obtaining their initial Certificate of Fitness.

Applicants must pay the initial fees for licensing at time of indenture. As well as the license renewal which is due every 2 years; a letter from ABC of AK and/or member company employer is required along with the fees for renewal. If the letter is obtained from an employer a copy of the letter and renewed license must be sent to ABC for the apprentice's file.

Journeyman Testing:

Upon completion of an SOA licensed trade program, it is the responsibility of the apprentice to study and apply for the journeyman's test. An apprentice has up to 12 months to take and pass the test. At the expiration of the 12 months the apprentice's FITS card may be revoked and will no longer be valid for work in the trade.

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. ABC of Alaska's Apprentice Coordinator will maintain a list of other programs and alternatives for laid off apprentices. Apprentices who are laid off must surrender their certificate of fitness cards (licensed trades) to ABC of Alaska. Hours worked outside of the registered apprenticeship will not count towards journeyman licenses and are illegal.

If an apprentice in the licensed trades leaves an employer voluntarily or involuntarily, they need to obtain a Letter of Verification of Hours from the employer. ABC of AK cannot provide a certified letter of hours for purposes of your State License; only an employer can sign one for you.

Monthly Work Reports

Apprentices are required to maintain a record of their on-the-job training experiences by submitting a 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. Travel time is **NOT** work time.

On-The-Job Training (OJT)

Utilizing a predetermined schedule of work processes, an apprentice must complete from 4000 to 8000 hours depending on the trade selected 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 a one-on-one orientation meeting. Employers will meet with the Director of Apprenticeship or Apprenticeship Coordinator to go over the program and their responsibilities to it and their apprentices. All newly indentured apprentices will attend a one-on-one orientation on their responsibilities and procedures in the program. The orientations are conducted as part of the indenture and membership process and provide important information for both the employer and the apprentice. It is suggested that employers' contact person for apprenticeship also attend an apprentice orientation at least one time to better understand the program.

Performance Reports

The information obtained from monthly work reports, along with grades, will be sent to the employer on or around the 15th of each month in the form of a Performance Report. Employers may choose to have reports done monthly or bi-monthly. Unemployed apprentices will also be sent performance reports monthly. 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 2000 hours (or 25% of the total hours of the program) of the on-the-job hours worked in ABC's program. The Core Curriculum must be completed in the first six (6) months of the on-the-job hours worked in the ABC program. Any credit for previous experience granted will not apply towards the on the job probationary period of the apprentice program.

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. Apprentices may also transfer to another craft during the first 6 months of apprenticeship but they will lose any accumulated hours and will start a new probationary period in the new program.

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 and/or email to the employer to notify of pending cancellation
- Certified notification of intent to cancel. Cancellation may be appealed within fifteen (15) days of receipt of certified mail.
- Cancellation

An apprentice will appear before the committee if put on academic probation twice within a six (6) 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 or the signed Participating Employer Agreement 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

Additionally, if a participating employer is more than ninety (90) days delinquent in paying fees associated with the utilization of the apprenticeship program, ABC may remove an apprentice from the participating employer and place the apprentice with another employer.

Quitting an Employer

An apprentice should never quit a participating employer before providing two (2) weeks' notice, and notifying the Apprenticeship Director or Coordinator.

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 a scheduled interview and after receiving a ranking will be put in the qualified applicant pool. Any

credit for previous experience, properly documented, and submitted with his application, will be recognized in accordance with policy. The applicant will then go through the orientation and indenture process once hired on with a member company.

Applicants wishing re-entry will also be required to complete related instruction equivalent to their OJT hours prior to placement. Application to the apprenticeship program for a third time will not be entertained even as a direct entry applicant with a new participating employer.

Refusal to Work

An ABC applicant or apprentice is allowed one refusal to work for a member company. If a second refusal takes place the applicant or apprentice may be cancelled from the program.

Return to Work Policy

This policy clearly states our common goal of ensuring that ABC of Alaska's apprentices are healthy, productive, and contribute to the growth of our member companies. The welfare of our apprentices continues to be a priority in the operation of our apprenticeship program.

It is the intent of ABC of Alaska to comply with all laws. To the greatest degree possible, ABC of Alaska will provide for the prompt and safe reintegration of apprentices into the work environment after an internal suspension because of injury or extended illness. The reinstatement of an apprentice will be done in a manner that is in the best interest of the apprentice and member company.

To be reinstated from internal suspension because of injury or illness the apprentice must first provide to ABC of Alaska a Medical Authorization and Attending Physician's Report determining that the apprentice is fit for the duties and tasks that their trade requires. If the apprentice's physician determines that he or she will not be immediately able to return to his or her regular duties, ABC of Alaska and the apprentice will work together to extend the internal suspension for a set amount of time after which another physician assessment will be conducted to determine ability to return to work.

All reports and health related information generated during this return to work process shall remain confidential as between the apprentice, his or her physician, and ABC of Alaska.

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 OA in accordance with the Multi-Craft Training Standards in effect.

If the appeal is accepted, the ACT Committee reserves the right to place the apprentice on strict probation with case-by-case instructions for the apprentice to follow during the probationary period set forth. A letter outlining the information will be provided to the apprentice as well as employer if applicable.

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 Director of Apprenticeship, 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, most ABC participating employers have established and maintain a drug free workforce.

Suspension

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

The suspension will remain in effect for a term to be agreed upon by the apprentice and the Apprenticeship Committee or the apprentice coordinator 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 Apprenticeship coordinator 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 and from work.

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 to journey worker(s) at the place of employment. Each individual participating employer shall be responsible for the submission of the arithmetic average 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. Apprentices will be informed of the pay scale for journey workers prior to accepting any positions.

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.

For Wage Progression Chart: 4 –Year Program

OJT HOURS	WAGE PERCENTAGE	LEVE	LEVEL OF INSTRUCTION
0 – 1000	50%	Core	
1001 – 2000	55%	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 Chart: 3 –Year Program

OJT HOURS	WAGE PERCENTAGE	LEVEL OF INSTRUCTION
0 – 1000	50%	Core
1001 – 2000	60%	Level 1
2001 – 3000	70%	1st Half Level 2
3001 – 4000	75%	2nd Half Level 2
4001 – 5000	85%	1st Half Level 3
5001 – 6000	90%	2nd Half Level 3

Wage Progression Chart: 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.

It is illegal in the State of Alaska to work outside of your federally registered Apprenticeship program in a licensed trade. Hours worked illegally outside of your program sponsor shall NOT be counted towards your required documented hours in electrical and plumbing apprenticeships per the State of Alaska DOL Mechanics Division in charge of licensing.

If you cannot find work with an ABC of Alaska participating member, you may elect to transfer your apprenticeship agreement to another federally registered program so your hours will be legally counted towards your completion of apprenticeship. Contact the ABC of AK Apprentice Director in writing to implement this transfer.

Appendix A

Responsibilities of Each Party

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

- Will hold regular meetings, no less than quarterly,
- Will screen and select qualified applicants,
- Establishes minimum standards for related instruction,
- Approves apprenticeship agreements and submits to registering agency (OA),
- Arrange and approves tests,
- Maintains records of apprentice's training progress,
- Notifies agency (OA) of satisfactory completion of apprentice,
- Notifies agency (OA) 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, as well as
- Monitor Fitness Card expiration dates and notify apprentice and participating employers.

The Employer:

- Demonstrates a good faith effort in providing long term training,
- Shall utilize the ABC Apprentice and Applicant pool when increasing their workforce,
- Shall make known to ABC any affirmative action hiring requirements when requesting placement of an applicant or apprentice,
- Shall ensure that apprentices be provided with initial and continuous safety instruction in compliance with State and Federal OSHA, MSHA or DOT requirements,
- Shall provide consistent supervision and training in all phases of the chosen trade of the apprentice to ensure a journeyperson skill level is obtained during their tenure,
- 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 the ABC monthly performance reports.
- Shall share monthly performance reports with the apprentice(s),
- Shall process all necessary forms, payments and communications to include Requests for Placement, Requests for Follow-Up, accurate and complete Exit Surveys in a timely manner. They will respond to all ABC correspondence or calls related to apprenticeship,
- Shall actively participate in the Chapter's Affirmative Action Program and apprentice outreach program. ABC would like Employer to participate in a minimum of one Outreach Event a year based on regional locations and opportunities.
- Assign at least one representative who will be directly involved in apprentices and their program. This person will be the point of contact for communicating with ABC and the apprentice. This person(s) shall also be required to attend an employer and apprentice orientation meeting to better understand the processes and procedures.

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 progressive increases in wages which are consistent with skill levels,
- Shall apply themselves with diligence to assigned tasks, protect employer's 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 Committee
- Shall inform ABC and Employer of any change of address, telephone numbers, or other status changes,
- Shall provide a copy of Fitness Card (applicable to electrical and plumbing trades),
- Shall surrender the Fitness Card to the ABC office upon layoff or termination of employment,
- Renew and maintain their SOA Certificate of Fitness in the licensed trades at all times and submit copies of renewals to ABC of AK,
- Participate in the annual ABC Craft Championship testing and demonstration contest if qualified,
- Obtain Letters of Verification of Hours on certified SOA forms from employers in the licensed trades when they quit, are laid off or terminated from employment.

Both Employers and Apprentices who fail to comply with the responsibilities of the program may be removed from the program by the Board of Directors and the Apprenticeship Committee.

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 or at a job center. 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 /Performance Verification

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. Direct front line Supervisors are required to sign the monthly hours reports required by apprentices in training. By your signature, you are verifying the apprentices' skill and learning abilities are being demonstrated on the job.

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 24 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, email, or fax 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 be taken at the ABC office. This is the preferred option for those apprentices who live and/or work in the Anchorage bowl area.

Option 3

Tests may also be taken at Department of Labor and Workforce Development Job Centers.

Option 4

Distance on line learning and testing may also be used provided positive identity of the student can be verified on-site by a Supervisor.

For all options, ABC of Alaska will return a performance report on or near the 15th 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 Apprenticeship Director and/or ACT Committee has the discretion to deviate from this practice on a case-by-case basis for unusual circumstances that are documented by the apprentice.

Time Limit

Students will have one (1) year from the date of delivery to complete each level. The first year consists of the Core Curriculum and the level one of each trade specific book. In order to complete the first year of curriculum, it is recommended that the apprentice test twice a month.

Students must test at least once every 45 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. Failure to complete academics in a timely manner may result in termination from the program.

Student Testing in Remote Areas of Alaska

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 - Proctoring Exams

General Guidelines

Member companies may be required to provide a test Proctor to facilitate apprentices' testing on a regular basis. The Proctor's responsibility is to help and encourage the student to study the modules, provide and monitor tests and act as a point of contact with ABC. Different people may be used to accomplish different parts of this responsibility by the Employer.

Handling Tests

Tests are provided to the Proctor by email, fax or mail. These tests should be kept in secured electronic files or filed within an envelope labeled with the apprentices' name. To administer a test, print or pull out the appropriate titled test by Chapter and Title designation when the apprentice is prepared to sit for their test.

Apprentices should never have the tests in their possession unless they are in the supervision of a proctor. Once taken, tests should be submitted via first class mail, scanned or emailed as a PDF file to:

ABC of Alaska, Inc.- Apprentice Coordinator
1900 W. Benson Blvd. Suite 201
Anchorage, AK 99517
EM: apprenticeship@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 or lost. This practice is permissible however Employers are encouraged to shred tests older than 60 days to prevent theft and or cheating.

Materials

Students are **required** to use their respective Codebooks while testing. **NCCER** Curriculum materials and manuals may not be used. Non-programmable regular 10 key calculators are also allowed. *Cell phones, Smart phones and other smart electronic devices should be confiscated while apprentices are testing.*

Layoffs

In the event an apprentice is **laid off**, unused paper tests must be destroyed by shredding.

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 if necessary. Re-test fees will be billed at the rates

reflected on page 15. ABC will provide answer information and reference study points via email to the apprentice and a copy to the Employer point of contact.

Questions

Questions should be directed to the ABC office at 907-565-5600, via email to apprenticeship@abcalaska.org or faxed to 907-565-5645. Text messaging is not acceptable at this time.

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 after man hour work reports should have been submitted to ABC of AK by the Apprentice. These reports are reviewed by the Apprentice Coordinator.
2. Performance reports are sent to the employer and unemployed apprentices on or near the 15th of each month.
3. Participating employers will distribute these reports to their apprentices for review. Apprentices who have not tested within the last 45 days will receive notice of pending academic probation on their report indicating their need to test within the next 15 days to avoid Academic Probation. Look at your reports please. If you detect an error, this is your opportunity to report it and have it corrected before you are placed on academic probation.
4. If an apprentice has not tested in the last 60 days, a letter placing them on academic probation will be sent to the apprentice and their employer's contact person for the ABC Apprenticeship Program. That letter will provide the apprentice an opportunity to contact ABC within 15 days to establish a plan of action or risk cancellation in the ABC Apprenticeship Program.
5. If no response is received from the apprentice, ABC of AK will contact the employer for a possible solution prior to taking any cancellation action.
6. If an apprentice is non-compliant for 90 days or more a 90-day Intent to Cancel letter will be sent via certified mail to the apprentice. The apprentice will have 15 days to respond and become compliant with the program. If no response is received from the apprentice within the 15 days, they will be cancelled from the program. They can reapply to the program one year from the date of cancellation.
7. 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 of AK when events beyond their control interfere with that plan.
8. Questions with regard to this policy should be directed to the ABC Apprenticeship Director at 907-565-5600.

Appendix E

Apprenticeship & Craft Training Program – Forms

Appendix F

Apprentice Forms & Information

Appendix G

Employer Forms & Information