NEVADA SYSTEM OF HIGHER EDUCATION DBA TRUCKEE MEADOWS COMMUNITY COLLEGE

- ✓ NSAC Checklist
- ✓ Group Non-Joint (GNJ) Standards of Apprenticeship (Approved by SAC in February 2018)
- ✓ Appendix A – CNC Set-Up Programmer Milling and Turning Work Process Schedules and Related Instruction Outline
- ✓ Appendix B- Apprenticeship Agreement
- ✓ Appendix C - Affirmative Action Plan
- ✓ Appendix D - Qualifications and Selection Procedures

Standards Placement	29 CFR, NRS 610, and NAC 610 Required Provisions
Foreword Page ii	1) **Skilled Occupation**: The employment and training of the Apprentice in a skilled occupation. **NRS 610.202, 5 and NRS 610.144 3(a)**
Appendix A Foreword Section VII Page 4	2) **Term:** A term of apprenticeship of not less than 2,000 hours of work experience, consistent with training requirements as established by practice in the trade. **NRS 610.144 3 (b)** **Type of Occupation:** The term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach). *The time-based approach* measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule. The *competency-based* approach measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. The *hybrid* approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule. The determination of the appropriate approach for the program standards is made by the program sponsor, subject to approval by the Registration Agency of the determination as appropriate to the apprenticeable occupation for which the program standards are registered. **29 CFR 29.5 (b)**
Section XII Page 6 Appendix A	3) **Work Processes:** An outline of the processes in which the apprentice will receive supervised experience and training on the job, and the allocation of the approximate time to be spent in each major process. **NRS 610.144 3 (c)**
Section XIII Page 6 Appendix A	4) **Related Instruction**: Provisions for organized, related and supplemental instruction in technical subjects (and the costs thereof) related to the trade with a minimum of 144 hours for each year of apprenticeship, given in a classroom or through trade, industrial or correspondence courses of equivalent value or other forms of study approved by the State Apprenticeship Council. **NRS 610.144 3 (d); NAC 610.433**

Section X Page 5 Appendix A	5) **Wages:** A progressively increasing, reasonable and profitable schedule of wages to be paid to the apprentice consistent with the skills acquired, not less than that allowed by federal or state law or regulations or by a collective bargaining agreement. Employers shall pay a beginning wage for apprentices which is at least 35 percent of the rate for journeymen in the same trade, *or* Minimum and Reasonable and profitable wage for apprentice in construction industry. **NRS 610.144 3 (e); NAC 610.480, NAC 610.485**
Section VIII Page 5 Section X Page 5 Appendix A	6) **Periodic Review and Evaluation:** Provisions for a periodic review and evaluation of the apprentice's progress in performance on the job and related instruction and the maintenance of appropriate records of such progress. **NRS 610.144 3 (f)**
Section VI Page 4	7) **Ratio**: A numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, continuity of employment and applicable provisions in collective bargaining agreements, in language that is specific and clear as to its application in terms of job sites, workforces, departments or plants. **NRS 610.144 3 (g)**
Section VIII Page 5	8) **Probationary Period**: A probationary period that is reasonable in relation to the full term of apprenticeship, with full credit given for that period toward the completion of the full term of apprenticeship. A probationary period includes both on-the-job training and related instruction and cannot exceed 25% of the length of the program. **NRS 610.144 3 (h); NAC 610.442**
Section XIV Page 7	9) **Safety:** Provisions for adequate and safe equipment and facilities for training and supervision and for the training of apprentices in safety on the job and in related instruction. **NRS 610.144 3 (i)**
Section IV Page 3	10) **Minimum Qualifications**: The minimum qualifications required by a sponsor for persons entering the program, with an eligible starting age of not less than 16 years. **NRS 610.144 3 (j); NAC 610.815 to 610.860, Inclusive**
Section V Page 4	11) **Apprenticeship Agreement**: Provisions for the placement of an apprentice under a written agreement as required by this chapter, incorporating directly or by reference the standards of the program. **NRS 610.144 3(k)**
Section XI Page 6	12) **Credit for Previous Experience**: Provisions for the granting of advanced standing or credit to all applicants on an equal basis for previously acquired experience, training or skills, with commensurate wages for each advanced step granted. **NRS 610.144 3(l)**
Section XXI Page 10	13) **Transfer of Training**: Provisions for the transfer of the employer's training obligation when the employer is unable to fulfill his or her obligation under the agreement to another employer under the same or a similar program with the consent of the apprentice and the local joint apprenticeship committee or sponsor of the program. **NRS 610.144 3(m)**
Section VI Page 4 Section XII Page 6	14) **Qualified Trainers and Supervision**: Provisions for the assurance of qualified training personnel and adequate supervision on the job. **NRS 610.144 3(n)**

Section XVI Page 8	15) **Completion Certificate**: Provisions for the issuance of an appropriate certificate evidencing the successful completion of an apprenticeship. NRS **610.144 3(o)**
Section XXIII Page 11	16) **Registration Agency**: An identification of the OWINN as the agency for registration of the program. **NRS 610.144 3 (p)**
Section XIX Page 9	17) **Modifications:** Provisions for the registration of agreements and of modifications and amendments thereto. **NRS 610.144 (q)**
Section XVIII Page 8	18) **Registration/Cancellation/Deregistration**: Provisions for notice to the State Apprenticeship Director of persons who have successfully completed the program and of all cancellations, suspensions and terminations of agreements and the causes therefor. **NRS 610.144 (r)**
Section VIII Page 5	19) **Probationary Period Termination**: Provisions for the termination of an agreement during the probationary period by either party without cause. **NRS 610.144 (s)**
Section II Page 3 Appendix C	20) **Equal Employment Opportunity**: Compliance with 29 CFR part 30; an affirmative action plan complying with 29 CFR 30.4; a method of selection or apprentices authorized by 29 CFR 30.5. A statement that the program will be conducted, operated and administered in conformity with the applicable provisions of 29 C.F.R. Part 30 or a state plan for equal opportunity in employment in apprenticeships adopted pursuant to 29 C.F.R. Part 30 and approved by the Department of Labor. (Five or more apprentices) For programs registered after January 18, 2017, the initial written affirmative action plan (Appendix C) for such programs must be completed within 2 years of registration. The written affirmative action plan must be updated every time the sponsor completes workforce analyses required by CFR 30.5(b) and 30.7(d) *Less than five apprentices encouraged, but not required* **NRS 610.144 2; NRS 610.144 3 (t); NAC 610.510 through 610.990, Inclusive, 29 CFR 30.4**
Section XX Page 9 Appendix D	21) **Person to Receive Complaints**: The name and address of the appropriate authority under the program to receive, process and make disposition of complaints. **NRS 610.144 3(u)**
Section XV Page 7 Appendix D	22) **Records Maintenance**: Provisions for the recording and maintenance of all records concerning apprenticeships as may be required by the State Apprenticeship Council and applicable laws. **NRS 610.144 3(v); NAC 610.910**
	ALL DOCUMENTS HAVE BEEN CHECKED FOR SPELLING, FORMATTING, GRAMMAR, (INCLUDING TABLE OF CONTENTS), ETC.

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

Workforce Connections
6330 West Charleston Boulevard, Suite 150
Las Vegas, NV 89146
And
Board of Regents, Nevada System of Higher Education, dba
Truckee Meadows Community College
7000 Dandini Blvd
Reno, NV 89512

FOR
ALL OCCUPATIONS IDENTIFIED IN APPENDICES A

APPROVED BY
OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA AND THE NEVADA STATE APPRENTICESHIP COUNCIL

Erin Hasty, Nevada State Apprenticeship

Director REGISTRATION DATE: 2/6/2018

REGISTRATION NUMBER: _____

REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP ACT
IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP
ESTABLISHED BY THE US DEPARTMENT OF LABOR, THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL

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FOREWORD

These group non-joint **Workforce Connections (WC) and Truckee Meadows Community College (TMCC)** apprenticeship standards have as their objective the training of numerous apprenticeable occupations skilled in all phases of various industries. **Workforce Connections and Truckee Meadows Community College**, acting as sponsors, recognize that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

Pursuant to Title 29, CFR part 29.4 and NRS 610.020 these occupations are apprenticeable because each meet the following criteria:

(a) Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning;
(b) Be clearly identified and commonly recognized throughout an industry;
(c) Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours on on-the-job learning to attain; and
(d) Require related instruction to supplement the on-the-job learning.

This recognition has resulted in the development of these standards of apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as well as the Nevada Office of Workforce Innovation for the New Nevada (OWINN) and the Nevada State Apprenticeship Council, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

SECTION I – PROGRAM ADMINISTRATION

Program Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Sponsors, at their discretion, may establish an Apprenticeship and Training Committee (ATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. If an ATC is established by the Program Sponsor, a list of the membership and the areas of expertise they represent must be provided to the Registration Agency. While the Office of Apprenticeship recommends that Program Sponsors utilize the services of an ATC, a Sponsor may also elect to administer the program without the services of an ATC.

Each sponsor will be responsible for the management of all of its designated employer-partner apprenticeship programs. The sponsorship of these standards represents a unique role of co-sponsors with each sponsor being responsible for its own programs and employer-partners, and with TMCC being responsible for the administrative sponsor duties for all programs under these standards as defined by agreement between the parties.

Responsibilities of the Sponsor

A. Cooperate in the selection of apprentices as outlined in this program.

B. Ensure that all apprentices are under written apprenticeship agreements.

C. Ensure in writing an employer agrees to pay the applicable apprenticeship wage and the costs of the training assessed to the apprentice, as defined in Section XIII .

D. Review and recommend apprenticeship activities in accordance with this program.

E. Establish the minimum standards of education and experience required of apprentices.

F. Register the local apprenticeship standards with the Registration Agency.

G. Hear and resolve all complaints of violations of apprenticeship agreements.

H. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.

I. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.

J. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.

K. Notify, within 45 days, the Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes.

L. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyworkers.

M. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same.

Follow this procedure whenever revisions or modifications are made to the rules and policies.

N. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the course of this determination that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in NRS 610.180 and 29 CFR § 29.7(h)(1)(2)(i) and (ii).

O. The employer will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section XXI of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered employer for completion of the apprenticeship.

If conditions of business make it necessary to temporarily suspend the period of apprenticeship, apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

Suggested Structure of the Apprenticeship and Training Committee (ATC) - Optional

A. Members of the ATC will be selected by the groups they represent.

B. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented but does not have a bona fide collective bargaining agent(s).

Suggested Administrative Procedures

A. The ATC will elect a chairperson and a secretary and will determine the time and place of regular meetings. Meetings will be held as frequently as needed to effectively manage the program. Written minutes of the meetings will be kept.

B. The chairperson and secretary will have the power to vote on all questions affecting the apprenticeship program.

C. The offices of chairperson and secretary will rotate (insert frequency) among members of the ATC.

D. The ATC will invite a representative designated by the Council to serve as a consultant to the committee.

E. The ATC will notify the State Apprenticeship Council via the Registration Agency, of any termination or agreement within 10 days.

F. The ATC will be comprised of an equal number of representatives of management and labor and any public representatives whom they select.

SECTION II - EQUAL OPPORTUNITY PLEDGE – NRS 610.144 and 29 CFR §§ 29.5(b)(21) and 30.3(b)

The sponsor will not discriminate against apprenticeship applicants or apprentices based race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under NRS 610.144 and 29 CFR § 30.

SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES – NRS 610.144 and 29 CFR §§ 29.5(b)(21), 30.4, and 30.5

Within two (2) years of program registration sponsors with five (5) or more registered apprentices are required to adopt an affirmative action plan (Appendix C) and selection procedures (Appendix D), which will become part of these standards of apprenticeship. However, the Office of Apprenticeship encourages the development of these two plans for all programs regardless of apprentice numbers. For programs with fewer than five (5) apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP – NRS 610.144 and 29 CFR § 29.5(b)(10)

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Minimum qualifications required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 16 years.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant must provide an official transcript(s) for high school and any post–high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass screening for the current illegal use of drugs required by the employer on acceptance into the program and prior to being employed.

D. Aptitude Test

When required by an employer, each applicant must take any aptitude test given by the employer which will be used as one factor in the selection process.

E. Others

As deemed appropriate and required by the employer.

SECTION V - APPRENTICESHIP AGREEMENT – NRS 610.150, NRS 610.160 and 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix B) which can be submitted electronically through the Registered Apprenticeship Partners Information Data System (RAPIDS), using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The sponsor shall provide a copy of the apprenticeship agreement to the apprentice, the Registration Agency, and the employer. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the sponsor's written rules and policies, and the apprenticeship agreement. The State Apprenticeship Council, via the Registration Agency, will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION VI – SUPERVISION OF APPRENTICES AND RATIOS – NRS 610.144 and 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing on-the-job learning (OJL), and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient workers (journeyworkers) consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship. The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to fully proficient workers (journeyworkers) will be as noted in each Appendix A.

SECTION VII - TERM OF APPRENTICESHIP – 29 CFR § 29.5(b)(2)

The term of the occupation will be time-based, hybrid, or competency-based (selection based on the occupation) with an OJL attainment of supplemented by the required hours of related instruction as stated on the Work Process Schedules and Related Instruction Outlines (Appendix A).

The sponsor may utilize a career lattice as a pathway for apprentices to move upward in the organization, which may or may not include interim credential leading to the Certificate of Completion of Apprenticeship or career lattice credential, if applicable.

SECTION VIII - PROBATIONARY PERIOD – NRS 610.150, NRS 610.144, and 29 CFR §§ 29.5(b)(8) and 29.5(b)(20)

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter.

During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the State Apprenticeship Council via the Registration Agency of the final action taken.

SECTION IX - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient workers (journeyworkers), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes. Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

SECTION X - APPRENTICE WAGE PROGRESSION – NRS 610.144 and 29 CFR § 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages and fringe benefits during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to fully proficient or journeyworker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule and fringe benefits will be an increasing percentage of the fully proficient or journeyworker wage rate. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached Work Process Schedules and Related Instruction Outlines (Appendix A). In no case will the starting wages of apprentices be less than

that required by any minimum wage law that may be applicable, or 35% of the rate for journeyworkers/fully competent workers in a non-construction trade and the minimum reasonable and profitable wage for an apprentice in the construction industry.

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – NRS 610.144 and 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)

The sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish such records, affidavits, and other documents to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. Applicants requesting credit for previous experience who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the sponsor during the probationary period, when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The State Apprenticeship Council, via the Registration Agency, will be advised of any credit granted and the wage rate to which the apprentice is advanced. The granting of advanced standing will be uniformly applied to all apprentices.

SECTION XII - WORK EXPERIENCE – NRS 610.144 and 29 CFR § 29.5(b)(3)

During the apprenticeship, the apprentice will receive OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the apprentice's supervisor.

SECTION XIII - RELATED INSTRUCTION – NRS 610.144 and 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A, with a minimum of 144 hours of related instruction is required for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. Although the apprentice shall not pay for costs of training, the sponsor may require apprentice to pay the costs of his or her books, tools and any license required to work in occupation. In cities, towns, or areas having no vocational schools or other schools that can furnish related instruction, the sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Registration Agency.

Apprentices **may or may not** be paid for hours spent attending related instruction classes, based on each individual employer acceptance agreement (see Appendix E).

The sponsor will inform each apprentice of the availability of college credit (if applicable).

Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend instructor training to meet the requirements of NRS 610.144 and 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

SECTION XIV - SAFETY AND HEALTH TRAINING – NRS 610.144 and 29 CFR § 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

SECTION XV - MAINTENANCE OF RECORDS – NRS 610.144 and 29 CFR §29.5(b)(6), 29.5(b)(23), and 30.8

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship.

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under NRS 610.144 (please refer to NAC 610.910) and 29 CFR § 30 (please refer to 29 CFR § 30.8).

All such records are the property of the sponsor and will be maintained for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – NRS 610.120 and 29 CFR § 29.5(b)(15), and Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of Completion of Apprenticeship Form in (Appendix B), accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Registration Agency.

Certificate of Training

A Certificate of Training may be requested from and issued by the U.S. Department of Labor's Office of Apprenticeship, Office of the Administrator (the Registration Agency), only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in these standards. The Registration Agency may require that a record of completed OJL and related instruction for the apprentice accompany such requests.

SECTION XVII - NOTICE TO REGISTRATION AGENCY – NRS 610.144 and 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)

The State Apprenticeship Council, via the Registration Agency, must be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION – NRS 610.095, NRS 610.180, and 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

These standards will, upon adoption by the sponsor, be submitted to the State Apprenticeship Council for approval. Such approval will be acquired before implementation of the program.

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the State Apprenticeship Council via Registration Agency within 30 days in writing of any decision to cancel the program.

The State Apprenticeship Council may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the State Apprenticeship Council's acknowledgment of

the sponsor's request. If the State Apprenticeship Council orders the deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of NAC 610 and 29 CFR § 29.8.

SECTION XIX - AMENDMENTS AND MODIFICATIONS – NRS 610.144 and 29 CFR § 29.5(b)(18)

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the State Apprenticeship Council for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – NRS 610.180 and 29 CFR § 29.5(b)(22), 29.7(k), and 30.11

The sponsor will have full authority to enforce these standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

NRS 610.180 and 29 CFR § 29.7(k)

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 10 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the State Apprenticeship Council for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints, as specified in Appendix B:

Workforce Connections
6330 West Charleston Boulevard, Suite 150
Las Vegas, NV 89146
Debra Collins, Workforce Development Senior Program Manager
Phone: 702-638-8750
Fax: 702-638-8774
dcollins@nvworkforceconnections.org

or

Board of Regents, Nevada System of Higher Education,
dba Truckee Meadows Community College
7000 Dandini Blvd
Reno, NV 89512
Cheryl Olson, Project Director
(775) 856-5304
colson@tmcc.edu

NRS 610.180 and 29 CFR § 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the State Apprenticeship Council, via Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards provided in NRS 610.144 and 29 CFR § 30.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the State Apprenticeship Council must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the State Apprenticeship Council for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under NRS 610.180 and 29 CFR § 30 and the procedures set forth above. The sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXI - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – NRS 610.144 and 29 CFR § 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

i. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor;
ii. Transfer must be to the same occupation; and
iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

SECTION XXII - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any

amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled journeyworker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

A. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the sponsor.

B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.

C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer or the apprenticeship agreement is terminated by the sponsor.

SECTION XXIII - TECHNICAL ASSISTANCE

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, the Office of Workforce Innovation for the New Nevada, and vocational schools, may be requested to advise the sponsor.

The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXIV - CONFORMANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal or Nevada State Law or Regulation.

SECTION XXV - DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

APPRENTICESHIP TRAINING COMMITTEE (ATC): Those persons designated by the sponsor to act as agents for the sponsor in the administration of the program. A non-joint committee, which may also be known as a unilateral committee or (if it includes workers' representatives) a group non-joint committee, has employer representatives but does not have a bona fide collective bargaining agent as a participant.

CAREER LATTICE: Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

CERTIFICATE OF TRAINING: A credential that may be issued by the U.S. Department of Labor's Office of Apprenticeship, or by Office of Workforce Innovation for the New Nevada administrator to those registered apprentices whom the sponsor has certified in writing to the Registration Agency as having successfully met the requirements to receive an interim credential.

COMPETENCY-BASED OCCUPATION: An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

HYBRID OCCUPATION: An occupation using an apprenticeship approach that measures the individual apprentice's skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

INTERIM CREDENTIAL: A credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

JOB CORPS CENTER: Any of the federally funded Job Corps centers throughout the U.S. and Puerto Rico. Job Corps serves youths and young adults 16-24 years of age. Sponsors that wish to hire Job Corps graduates who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Qualifications and Selection Procedures.

JOURNEYWORKER/FULLY-COMPETENT WORKER: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. These terms may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROVISIONAL REGISTRATION: The 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in NAC 610.357 and 29 CFR §§ 29.3(g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs. A RAPIDS code is assigned for each apprenticeable occupation.

REGISTRATION AGENCY and FIELD REPRESENTATIVE: The U.S. Department of Labor's Office of Apprenticeship or the Office of Workforce Innovation for the New Nevada that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR § 29 and 30, and conducting quality assurance

assessments.

The field representative shall mean the person designated by Office of Apprenticeship to service this program.

The Registration Agency and field representative identified are:

Office of Workforce Innovation for the New Nevada (OWINN), Erin Hasty, Nevada State Apprenticeship Director, (702) 486-8080; and

U.S. Department of Labor, Office of Apprenticeship, Region VI, Colleen Henry, State Director, (702) 388-6771.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program. The sponsor, for purposes of these standards, means either TMCC or Workforce Connections and said sponsor will be specified for each apprenticeship with an employer and an apprentice in the Apprenticeship Agreement (see Appendix B).

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

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

TIME-BASED OCCUPATION: An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER: A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

YOUTHBUILD: A youth and community development program that addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their high school diploma or General Educational Development (GED) equivalency, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. Sponsors that wish to hire YouthBuild students who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Selection Procedures.

SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

Workforce Connections and Board of Regents, Nevada System of Higher Education, dba Truckee Meadows Community College, hereby adopts these standards of apprenticeship on this ____ day of _____, 2017.

Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.

_____ Date: 11/17/17

Signature of Sponsor *(designee)*
J. Kyle Dalpe, Interim Dean, Technical Sciences
Truckee Meadows Community College

_____ Date: 11-17-17

Signature of Sponsor *(designee)*
Cheryl Olson, Project Director, Apprenticeships
Truckee Meadows Community College

_____ Date: 11-16-17

Signature of Sponsor *(designee)*
Jaime Cruz, Executive Director
Workforce Connections

Appendix B

APPRENTICESHIP AGREEMENT

AND

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

DEVELOPED IN COOPERATION WITH THE US DEPARTMENT OF LABOR, THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL

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Program Registration and Apprenticeship Agreement

THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL

APPRENTICE REGISTRATION – SECTION II OMB No. 1205-0223 Expires: 01/31/2020

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address *Social Security Number

\- -

(No., Street, City, State, Zip Code, Telephone Number)

2. Date of Birth (Mo., Day, Yr.)

3. Sex (Mark one) ☐ Male ☐ Female

Answer Both A and B (Voluntary) (Definitions on reverse)

4. a. Ethnic Group (Mark one)
☐ Hispanic or Latino
☐ Not Hispanic or Latino

b. Race (Mark one or more)
☐ American Indian or Alaska native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific Islander
☐ White

5. Veteran Status (Mark one)
☐ Non-Veteran
☐ Veteran

6. Education Level (Mark one)
☐ 8th grade or less
☐ 9th to 12th grade
☐ GED
☐ High School Graduate or Greater
☐ Post Secondary or Technical Training

7a. Employment Status (Mark one) ☐ New Employee ☐ Existing Employee

7b. Career Connection (Mark one) (Instructions on reverse) ☐ None ☐ Pre-Apprenticeship ☐ Technical Training School ☐ Military Veterans ☐ Job Corps ☐ YouthBuild ☐ HUD/STEP-UP ☐ Career Center Referral ☐ School-to-Registered Apprenticeship

8. Signature of Apprentice Date

9. Signature of Parent/Guardian (if minor) Date

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No.

Sponsor Name and Address (No. Street, City, County, State, Zip Code)

Workforce Connections
6330 West Charleston Boulevard, Suite 150
Las Vegas, NV 89146
Debra Collins, Workforce Development Senior Program Manager
Phone: 702-638-8750 Fax: 702-638-8774
dcollins@nvworkforceconnections.org

Employer-Partner:

2a Occupation (The work processes listed in the standards are part of this agreement).

Enter Occupation

2b Occupation Code:

2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) ☐ Yes ☐ No

3. Occupation Training Approach (Mark one)
3a. ☐ Time-Based
3b. ☐ Competency-Based
3c. ☐ Hybrid

4. Term (Hrs., Mos., Yrs.)

5. Probationary Period (Hrs., Mos., Yrs.)

6. Credit for Previous Experience (Hrs., Mos., Yrs.)

7. Term Remaining (Hrs., Mos., Yrs.)

8. Date Apprenticeship Begins

9a. Related Instruction (Number of Hours Per Year)

9b. Apprentice Wages for Related Instruction ☐ Will Be Paid ☐ Will Not Be Paid

9c. Related Training Instruction Source
ENTER NAME AND ADDRESS OF RTI PROVIDER(S) HERE

10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage $_____ 10b. Apprentice's Entry Hourly Wage $_____ 10c. Journeyworker's Hourly Wage $_____

Check Box	Period 1	2	3	4	5	6	7	8	9	10
10d. Term ☐ Hrs., ☐ Mos., or ☐ Yrs.										
10e. Wage Rate (Mark one) % ☐ or $ ☐										

11. Signature of Sponsor's Representative(s) Date Signed

12. Signature of Sponsor's Representative(s) Date Signed

13. Name and Address of Sponsor Designee to Receive Complaints (If applicable)
Workforce Connections
6330 West Charleston Boulevard, Suite 150, Las Vegas, NV 89146
Debra Collins, Workforce Development Senior Program Manager
Phone: 702-638-8750 Fax: 702-638-8774
dcollins@nvworkforceconnections.org

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address

2. Signature (Registration Agency)

3. Date Registered

4. Apprentice Identification Number (Definition on reverse):

Program Registration and Apprenticeship Agreement

GOVERNOR'S OFFICE OF WORKFORCE INNOVATION

THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL

APPRENTICE REGISTRATION – SECTION II OMB No. 1205-0223 Expires: 01/31/2020

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address *Social Security Number

\- -

(No., Street, City, State, Zip Code, Telephone Number)

2. Date of Birth (Mo., Day, Yr.)

3. Sex (Mark one) ☐ Male ☐ Female

Answer Both A and B (Voluntary) (Definitions on reverse)

4. a. Ethnic Group (Mark one)
☐ Hispanic or Latino
☐ Not Hispanic or Latino

b. Race (Mark one or more)
☐ American Indian or Alaska native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific Islander
☐ White

5. Veteran Status (Mark one)
☐ Non-Veteran
☐ Veteran

6. Education Level (Mark one)
☐ 8th grade or less
☐ 9th to 12th grade
☐ GED
☐ High School Graduate or Greater
☐ Post Secondary or Technical Training

7a. Employment Status (Mark one) ☐ New Employee ☐ Existing Employee

7b. Career Connection (Mark one) (Instructions on reverse) ☐ None ☐ Pre-Apprenticeship ☐ Technical Training School ☐ Military Veterans
☐ Job Corps ☐ YouthBuild ☐ HUD/STEP-UP ☐ Career Center Referral ☐ School-to-Registered Apprenticeship

8. Signature of Apprentice Date

9. Signature of Parent/Guardian (if minor) Date

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No.

Sponsor Name and Address (No. Street, City, County, State, Zip Code)

Board of Regents, Nevada System of Higher Education,
dba Truckee Meadows Community College
7000 Dandini Blvd, Reno, NV 89512
Cheryl Olson, Project Director
(775) 856-5304
colson@tmcc.edu

Employer-Partner:

2a Occupation (The work processes listed in the standards are part of this agreement).

Enter Occupation

2b Occupation Code:

2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) ☐ Yes ☐ No

3. Occupation Training Approach (Mark one)
3a. ☐ Time-Based
3b. ☐ Competency-Based
3c. ☐ Hybrid

4. Term (Hrs., Mos., Yrs.)

5. Probationary Period (Hrs., Mos., Yrs.)

6. Credit for Previous Experience (Hrs., Mos., Yrs.)

7. Term Remaining (Hrs., Mos., Yrs.)

8. Date Apprenticeship Begins

9a. Related Instruction (Number of Hours Per Year)

9b. Apprentice Wages for Related Instruction ☐ Will Be Paid ☐ Will Not Be Paid

9c. Related Training Instruction Source
ENTER NAME AND ADDRESS OF RTI PROVIDER(S) HERE

10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage $_____ 10b. Apprentice's Entry Hourly Wage $_____ 10c. Journeyworker's Hourly Wage $_____

Check Box	Period 1	2	3	4	5	6	7	8	9	10
10d. Term ☐ Hrs., ☐ Mos., or ☐ Yrs.										
10e. Wage Rate (Mark one) % ☐ or $ ☐										

11. Signature of Sponsor's Representative(s) Date Signed

12. Signature of Sponsor's Representative(s) Date Signed

13. Name and Address of Sponsor Designee to Receive Complaints (If applicable)
Board of Regents, Nevada System of Higher Education,
dba Truckee Meadows Community College
7000 Dandini Blvd, Reno, NV 89512
Cheryl Olson, Project Director
(775) 856-5304 colson@tmcc.edu

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address

2. Signature (Registration Agency)

3. Date Registered

4. Apprentice Identification Number (Definition on reverse):

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions - Race:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

Pre-Apprenticeship. A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School. Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans. Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps. Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild. Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP. Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral. Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

Item 3. Occupation Training Approach. The program sponsor decides which of the three training methods to use in the program as follows:

3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).

3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or

3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3. and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

Note: 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e,of this agreement.

10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Hrs., Mos., Yrs.	1000 Hrs. 1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	
%	55	60	65	70	80	90

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Hrs., Mos., Yrs.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.
	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

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*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship,. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)

THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL
APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

(If required please type or print all information, attach additional apprentices on separate sheet)
(This Application is optional, for Sponsor utilizing Electronic Registration)

Sponsor Information

Sponsor:	Program #:
Address:	Contact Name:
City, State, Zip:	Phone:

Apprentice Information

Full Name of Apprentice: **(Print/type name as indicated on the ETA 671 or in RAPIDS)**
Apprentice Registration Number:
Occupation:
Term:
Registration Date:
Date of Completion:
Completion Wage:

Related Instruction Certification

Related Instruction Hours completed:
Related Instruction Furnished By:
Teacher(s) or Director(s) of Related Instruction Certifying to above information: Name: _____ Address:_____

Request for Certificate

On behalf of the above named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed and working at the Journeyworker Level of his/her apprenticeship program as registered with the Office of Apprenticeship and hereby recommend the issuance of the **Certificate of Completion of Apprenticeship**

Sponsor's Signature: _____ Date: _____

Title: _____

Office of Apprentice use only:
Date Entered in RAPIDS (if required): _____ **Date Certificate Sent:** _____

THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL
APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

(If required please type or print all information, attach additional apprentices on separate sheet)
(This Application is optional, for Sponsor utilizing Electronic Registration)

Authentication of Requests for Certificate of Completion of Apprenticeship

Where the Office of Apprenticeship is the Registration Agency, issuance of a Certificate of Completion of Apprenticeship to apprentices upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the sponsor certifies to the Registration Agency and requests the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests are completed either electronically using the Register Apprenticeship Partner Information System (RAPIDS) or in writing using with the use of this form from the sponsor to the appropriate field office.

General Guidance

The sponsor will verify that the apprentice has completed all requirements of apprenticeship including a signed copy of transcripts from the sponsor, provider or sponsor of the related instruction. The field office representative shall have in evidence an electronic or written Application for Certification of Completion of Apprenticeship.

When a large number of apprentices are completing at the same time from the same occupation, one application form from the sponsor can be used with an attached list of pertinent information for the completing apprentices. When the sponsor has more than one occupation or more than one employer, the sponsor should complete separate forms for each occupation and employer, follow the procedure above.

The occupation identified, must be the occupation title as listed in the most current List of Officially Recognized Apprenticeable Occupations. For sponsors who use a slightly different occupational title, OA staff may use the sponsor's title as long as the officially recognized occupational title is included in parenthesis under the sponsor's occupational title. Please see attached "sample" for reference.

The term "journeyman, journeyworker, journeyperson, etc." should not be included in the occupational title. These terms are used to describe a level of competency rather than an occupational title.

In rare instances where a program sponsor may utilize such a term above in their occupational title and that terminology is consistently used within their organization and training materials, OA staff may use that terminology on the sponsor's occupational title as long as the officially recognized occupational title is listed in parenthesis under the sponsor's title. The practice of using a level of competency in the occupational title should be discouraged when possible.

The sponsor's name on the Certificate of Completion of Apprenticeship shall be as it is registered and approved in their apprenticeship standards.

The date completed shall be the date of completion as indicated on the request form.

Issuance of Replacement OA Certificate of Completion of Apprenticeship

Replacement certificate requests shall be verified with undeniable proof that an original certificate was either issued or requested by the sponsor. This shall be verified through OA's records or the program sponsor's records. In the event a field office has no proof, yet a program sponsor does, or vice versa, a copy of that proof shall be sent to the field office and included in the program folder. The term **"Replacement Certificate"** shall be printed on the certificate.

The Certificate of Completion of Apprenticeship shall not be used for any other purpose than completion of a Registered Apprenticeship program.

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

Workforce Connections
And
Board of Regents, Nevada System of Higher Education, dba Truckee Meadows Community College

DEVELOPED IN COOPERATION WITH THE US DEPARTMENT OF LABOR, THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30

APPROVED BY
OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA AND THE NEVADA STATE APPRENTICESHIP COUNCIL

Erin Hasty

Erin Hasty, Nevada State Apprenticeship Director

APPROVAL DATE: 2/6/2018

REGISTRATION NUMBER: _____

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SECTION I - INTRODUCTION

The sponsor enters this affirmative action plan (AAP) in good faith to promote equality of opportunity in its registered apprenticeship program. If women and/or minorities are underutilized in the apprenticeship program, the sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program. The sponsor hereby adopts the equal opportunity pledge located in Section II and the AAP.

This AAP is a supplement to the apprenticeship standards. Any changes made by the sponsor to the AAP will become part of this written AAP, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE - 29 CFR §§ 29.5(b)(21) and 30.3(b)

The sponsor commits to the following equal opportunity pledge:

"The sponsor will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30."

SECTION III - ANALYSES AND GOALS

To ensure full utilization of minorities and women in the apprenticeship program, the sponsor will conduct analyses to determine whether minorities and/or females are being underutilized and, if they are, will establish appropriate goals for the full utilization of minorities and/or women in apprenticeship. To determine whether underutilization exists, the sponsor will analyze at least the following five factors:

(1) The size of the working age minority and female (minority and nonminority) population in the program sponsor's labor market area;
(2) The size of the minority and female (minority and nonminority) labor force in the program sponsor's labor market area;
(3) The percentage of minority and female (minority and nonminority) participation as apprentices in the particular occupation as compared with the percentage of minorities and women (minority and nonminority) in the labor force in the program sponsor's labor market area;
(4) The percentage of minority and female (minority and nonminority) participation as journeyworkers employed by the employer or employers participating in the program as compared with the percentage of minorities and women (minority and nonminority) in the sponsor's labor market area and the extent to which the sponsor should be expected to correct any deficiencies through the achievement of goals for the selection of apprentices; and
(5) The general availability of minorities and women (minority and nonminority) with present or potential capacity for apprenticeship in the program sponsor's labor market area.

Underutilization exists if there are fewer minorities and/or women in the registered occupation(s) in the sponsor's apprenticeship program than would reasonably be expected in view of all relevant factors. If the sponsor detects underutilization of minorities and/or women in its apprenticeship program in the registered occupation(s), it will establish goals for the selection of minority and/or female applicants. (For further instructions, see the attached affirmative action plan workforce analysis worksheet.) The sponsor will make good-faith efforts to meet its goals.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT- 29 CFR § 30.4(c) and NRS 610.144

The sponsor will undertake appropriate outreach and positive recruitment efforts that would reasonably be expected to increase minorities' and women's participation in apprenticeship by expanding the opportunities of minorities and women to become eligible for apprenticeship selection. The sponsor will set forth the specific steps it intends to take under each selected effort below. The sponsor will undertake a significant number of activities to enable it to meet its obligations under 29 CFR § 30.4(c).

A. The sponsor will disseminate information concerning the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and its equal opportunity policy to the following:

- Registration Agency
- Women's centers
- Local schools
- Employment service offices
- Other outreach programs and community organizations, including those that can effectively reach minorities and women
- Newspapers, including those that are circulated in minority communities and among women
- Social media outlets (Facebook, Twitter, Instagram, LinkedIn, etc.)

1. ☐ Sponsors of programs accepting applications only at specified intervals must disseminate the above information at least 30 days in advance of the earliest date for application at each interval.
2. ☒ Sponsors of programs customarily receiving applications throughout the year must disseminate the above information regularly, not less than semiannually.

B. ☐ The sponsor will participate in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service, and other appropriate personnel with the apprenticeship program and current opportunities.

C. ☐ The sponsor will cooperate with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

D. ☒ The sponsor will communicate its equal opportunity policy internally in such a manner as to foster understanding, acceptance, and support of the policy among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid in meeting its obligation under 29 CFR § 30.

E. ☐ The sponsor will engage in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pretesting experience and training. In initiating and conducting these programs, the sponsor may be required to work with other sponsors and appropriate community organizations. The sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.

F. ☒ The sponsor will encourage the establishment and utilization of programs of pre-apprenticeship, preparatory occupational training, or others designed to afford related work experience or prepare candidates for apprenticeship. The sponsor will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

G. ☒ The sponsor will utilize journeyworkers to assist in the implementation of its AAP.

H. ☒ The sponsor will grant advance standing or credit based on previously acquired experience, training, skills, or aptitude for all applicants equally.

I. ☐ The sponsor will take other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and women apprentices and journeyworkers as recruiters; career counseling; periodic auditing of AAPs and activities; and development of reasonable procedures to ensure equal employment opportunity, including reporting systems, on-site reviews, and briefing sessions).

For each item checked in Section IV, describe in detail each specific step that the sponsor will undertake to fulfill that outreach and recruitment step:

A. The sponsor will take apprenticeship applications on a year round basis as determined by its employer-partners.

D. The sponsor will communicate with its staff to ensure all personnel are familiar with the Equal Opportunity policy and information concerning its Registered Apprenticeship program, and how to communicate this policy to external applicants.

F. The sponsor will partner with other organizations to establish pre-apprenticeship and school to apprenticeship programs to support a more diverse applicant pool.

G. The sponsor will use its journeyworkers to assist in the implementation of its AAP by ensuring they are informed of the program and that they are instructed to actively recruit minority and female candidates.

H. The sponsor will grant advanced standing or credit based on previous acquired experience equally to all applicants in the program who provide the required documentation necessary to substantiate their claim.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The sponsor will make an annual review of its current AAP and its overall effectiveness and will institute any revisions or modifications warranted. The review will analyze the affirmative action steps (independently and collectively) taken by the sponsor to evaluate their effectiveness in

ensuring equal opportunity in all aspects of apprenticeship, including recruitment, selection, employment, and training. The sponsor will continually monitor these processes in order to identify and address any barriers to equal opportunity. This may require that the sponsor identify the need for new affirmative action efforts and/or deletion of ineffective existing activities. All changes to the AAP must be submitted to the State Apprenticeship Council via Registration Agency for approval.

SECTION VI - OFFICIAL ADOPTION OF AFFIRMATIVE ACTION PLAN

Workforce Connections and the Board of Regents, Nevada System of Higher Education, dba Truckee Meadows Community College, hereby officially adopt this Affirmative Action Plan on this ____ day of _____, 2017.

Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.

_____ **Date:** 11/17/17

Signature of Sponsor *(designee)*
J. Kyle Dalpe, Interim Dean, Technical Sciences
Truckee Meadows Community College

_____ **Date:** 11-17-17

Signature of Sponsor *(designee)*
Cheryl Olson, Project Director, Apprenticeships
Truckee Meadows Community College

_____ **Date:** 11-16-17

Signature of Sponsor *(designee)*
Jaime Cruz, Executive Director
Workforce Connections

AFFIRMATIVE ACTION PLAN
WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:			
Name of Sponsor:			
Address:			
City/State/Zip Code:			
Contact Person:			
Phone Number:		Fax Number:	
E-Mail Address:			

B. OCCUPATIONAL INFORMATION

Occupation Title:		
RAPIDS Code:	O*NET-SOC Code:	
Type of Selection Method Used:	☐ Selection on basis of rank from pool of eligible applicants ☐ Random selection from pool of eligible applicants ☐ Selection from pool of current employees ☐ Alternative selection	
Labor Market Area Description:	☐ State ☐ SMA ☐ County	

C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA

C.1. Total Labor Force in Labor Market Area*		
Number of women:		% of labor force
Number of minorities:		% of labor force
C.2. Working Age Population in Labor Market Area*		
Number of women:		% of labor force
Number of minorities:		% of labor force
C.3. Apprentice Participation in Occupation in National Apprenticeship System*		
Number of women:		% of apprentices
Number of minorities:		% of apprentices
C.4. General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in relevant Labor Market Area**		
Number of women:		
Number of minorities:		

D. SPONSOR'S WORKFORCE DATA

D.1. Total Number of Journeyworkers Employed		
Number of women:		% of work force
Number of minorities:		% of work force
D.2. Total Percentage of Apprentices or of Applicant Pool (Depending on Selection Method Used)		
Percentage of women apprentices or women in applicant pool:		%
Percentage of minority apprentices or		

minorities in applicant pool:		%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Industry Source Data	Minority rate of participation	Female rate of participation
E.1. Registered Apprenticeship Partners Information Data System (RAPIDS)***		
E.2. EEOC Occupational Employment Data****		

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority underutilization:		
Female underutilization:		

G. SPONSOR'S GOALS

The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting _____ % minorities and/or _____ % women during the next EEO review cycle. These goals will not be used to discriminate against any qualified applicant based on race, color, religion, national origin, or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be _____.

H. REGISTRATION AGENCY APPROVAL

Sponsor	**Registration Agency**
_____	_____
Sponsor's Signature	Registration Agency Signature
_____	_____
Typed Name	Typed Name
_____	_____
Title	Title
_____	_____
Date Signed	Date Signed

Resources for obtaining labor market information:

* http://bls.gov/

** Program sponsors may use any reasonable method to propose the entries for "The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship," including relying on the data recorded in Section C.1 for "Total Labor Force," C.2 for "Working Age Population," and C.3 for "Apprentice Participation in Occupation."

*** RAPIDS data available from Registration Agency.

**** http://www.census.gov/eeo2000/index.html

Instructions for Completing This Worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR § 30.4(e) in order to determine whether barriers to equal employment opportunity may exist within a particular occupational title.

Part A The sponsor information section may be prepared by the sponsor representative or servicing Registration Agency representative.

Part B Occupational information must be taken from the registered program standards and may be prepared by the sponsor representative or servicing Registration Agency representative. A workforce analysis worksheet must be completed for each occupational title identified.

Part C The sponsor must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges and other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For the purpose of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 16 years and over whether or not they are currently in the labor force or looking for employment.

Part D The program sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(1) or (2), the data in D.2 must reflect the pool of eligible applicants from which selections are made. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(3) or (4), the data in D.2 must reflect the apprentices currently registered in the program.

Part E Additional resource data for consideration in establishing reasonable goals will be provided by the Registration Agency. These data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D, and E, the sponsor will determine and record whether minorities and/or women are underutilized.

Part G If the sponsor's analyses determine that minorities and/or women are underutilized, the sponsor, utilizing the resource data found in Parts C, D, and E, will establish goals that are reasonable in consideration of the results that could be expected from its good-faith efforts to make its overall affirmative action program successful. The Registration Agency will assess the proposed goals for minorities and/or women and, if they are found to be reasonable and attainable, will approve the sponsor's goals. The Registration Agency will not approve proposed goals for minorities and/or women that are lower than the current participation rates in the program.

Appendix D

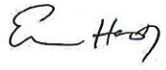
QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

Workforce Connections
And
Board of Regents, Nevada System of Higher Education, dba Truckee Meadows Community College

DEVELOPED IN COOPERATION WITH THE US DEPARTMENT OF LABOR, THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL

APPROVED BY
OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA AND THE NEVADA STATE APPRENTICESHIP COUNCIL



Erin Hasty, Nevada State Apprenticeship Director

APPROVAL DATE: 2/6/2018

REGISTRATION NUMBER: _____

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

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SECTION I - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Minimum age qualification required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 16 years.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential may be required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass screening for the current illegal use of drugs required by the employer on acceptance into the program and prior to being employed.

D. Aptitude Test

When required by an employer, each applicants must take any aptitude test given by the employer which will be used as one factor in the selection process.

E. Others

As deemed appropriate and required by the employer.

SECTION II - APPLICATION PROCEDURES

A. Applicants will be accepted throughout the year or as specified by the employer. Every person requesting an application will have one made available upon signing the applicant log.

B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant

log to show race, ethnicity, and sex and the progress by dates and final disposition of each application.

C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the sponsor.

D. Receipt of the properly completed application form along with required supporting documents (driver's license, birth certificate, or other acceptable proof of age; copy of high school diploma, GED certificate, or other acceptable documentation of education) will constitute the completed application.

E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.

F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

SECTION III - SELECTION PROCEDURES

Sponsor must select at least one (1) of the following:

1. ☒ ***Alternative selection methods***

   The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4) and NRS 610.144.

2. ☒ ***Selection on basis of rank from pool of eligible applicants***

   The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligibles must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1) and NRS 610.144. The method of rating is listed by each employer.

3. ☐ ***Random selection from pool of eligible applicants***

   The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an

impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection,

and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

4. ☒ ***Selection from pool of current employees***

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program.

Employer must attach an outline of their in-house selection process with their Employer Acceptance Agreement.

SECTION IV - DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XI of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Sponsor must select the one's they will use

A. ☐ A youth who has completed a Job Corps training program in any occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the Job Corps training received to grant appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

B. ☐ A youth who has completed a YouthBuild training program in any occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no

apprentice opening is available, the YouthBuild graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement.

The sponsor will evaluate the YouthBuild training received to grant appropriate credit on the term of apprenticeship. Entry of YouthBuild graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

C. ☐ A military veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the specific industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

D. ☐ A former inmate of the U.S. Department of Justice Bureau of Prisons (BOP) who has participated in or successfully completed a specific BOP apprenticeship program may be given direct entry into the apprenticeship program. Sponsors agreeing to admit such individuals into apprenticeship must do so without regard to present minimum qualifications, eligibility lists, or scores on written apprenticeship entrance tests. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

E. ☐ A senior citizen who has completed a Senior Community Service Employment Program (SCSEP) pre-apprenticeship training program in any health care occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the SCSEP graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the SCSEP training received to grant appropriate credit on the term of apprenticeship. Entry of SCSEP graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program for the health care industry.)***

F. ☒ An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program,

such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

The sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship. Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

SECTION V - COMPLAINT PROCEDURE

A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older with regard to apprenticeship or that the equal opportunity standards with respect to his/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 Registration Agency or, at the apprentice or applicant's election, with the private review body established by the sponsor (if applicable).

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

C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. In the case of a complaint filed directly with the review body designated by the sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

D. Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures as set forth above.

E. The sponsor will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI - MAINTENANCE OF APPLICATION AND SELECTION RECORDS

The sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of

training provided; and any other records pertinent to a determination of compliance with NRS 610.144, or 29 CFR § 30 as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analyses made pursuant to the requirements of 29 CFR § 30.4. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR § 30.5(b). If applicants are interviewed during the selection process, adequate records include a brief summary of each interview and the conclusions on each of the specific factors - e.g., motivation, ambition, and willingness to accept direction - that are part of the total judgment.

Records will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VII - OFFICIAL ADOPTION OF SELECTION PROCEDURES

Workforce Connections and Board of Regents, Nevada System of Higher Education, dba Truckee Meadows Community College, hereby adopts these qualifications and selection procedures on this ____ day of _____, 2017.

Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.

_____ Date: 11/17/17

Signature of Sponsor *(designee)*
J. Kyle Dalpe, Interim Dean, Technical Sciences
Truckee Meadows Community College

_____ Date: 11-17-17

Signature of Sponsor *(designee)*
Cheryl Olson, Project Director, Apprenticeships
Truckee Meadows Community College

_____ Date: 11-16-17

Signature of Sponsor *(designee)*
Jaime Cruz, Executive Director
Workforce Connections

NEVADA SYSTEM OF HIGHER EDUCATION DBA TRUCKEE MEADOWS COMMUNITY COLLEGE

CNC Programmer – Milling and Turning
O-NET Code: 51-4012.00 RAPIDS Code: 1100CB
Competency-Based Apprenticeship Program

- ✓ Form 5910 – Application for Approval On-the-Job Training & Apprenticeship
- ✓ Appendix A Checklist
- ✓ Appendix A Work Process Schedule and RTI Outline

STATE OF NEVADA
Nevada State Apprenticeship Council

APPLICATION FOR APPROVAL
ON THE JOB TRAINING & APPRENTICESHIP

Program Name Nevada System of Higher Education dba Truckee Meadows Community College Program # _____

Address 7000 Dandini Blvd City Reno State/Zip NV Telephone775-856-5310

Contact Person Donna Saunders Title Project Assistant Type of Program: Competency-based Sic Code_____

EIN # 88-6000024 Email Address: dsaunders@tmcc.edu

Type of Action: (Check One)	Type of Program: (Check One)	Journey Workers (JW)	Pay Period (Circle One)
A. Wage Increase B. Revision of Standards C. **New Occupation** D. New Program	A. Individual Union B. Individual Non Union C. Group Union D. X Group Non Union E. If Union Bargaining Unit	A. No. JW -10 B. No. of Employers-1	Weekly Bi-Weekly Semi Monthly Pay Increases (Months) 3 6 12 OtherX

TRADE INFORMATION

Occupation (use separate form for each occupation)	Term (OJT hours)	RTI (Classroom hours)	# Of Journey workers	# Of Apprentices in Training	Journey worker Hourly Rate	Days per Week
CNC Set-Up Programmer – Milling and Turning	**4,000**	**360**	**10**	**5**	**18.00**	**5**

HOURLY APPRENTICE WAGES BY PERIOD (Excluding Benefits) Top Line Dollar Amounts Bottom Line Percentages

Occupation	1ST	2ND	3RD	4TH	5TH	6TH
CNC Set-Up Programmer – Milling and Turning (4,000 hr)	**$15.00**	**$15.75**	**$16.50**	**$17.25**		
	83%	**87.5%**	**91%**	**95%**		

Cheryl Olsen

12/3/19

Date

Signature of Program Coordinator

DO NOT WRITE BELOW THIS LINE

Approved:_____

Disapproved:_____

Secretary Director of Apprenticeship Date

FORM 5910

Standards Placement	29 CFR, NRS 610, and NAC 610 Required Provisions
Appendix A p. 2	2) **Term:** A term of apprenticeship of not less than 2,000 hours of work experience, consistent with training requirements as established by practice in the trade. **NRS 610.144 3 (b)** **Type of Occupation:** The term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach). **29 CFR 29.5 (b)**
Appendix A p. 4	3) **Work Processes:** An outline of the processes in which the apprentice will receive supervised experience and training on the job, and the allocation of the approximate time to be spent in each major process. **NRS 610.144 3 (c)**
Appendix A p. 6-7	4) **Related Instruction**: Provisions for organized, related and supplemental instruction in technical subjects (and the costs thereof) related to the trade with a minimum of 144 hours for each year of apprenticeship, given in a classroom or through trade, industrial or correspondence courses of equivalent value or other forms of study approved by the State Apprenticeship Council. **NRS 610.144 3 (d); NAC 610.433**
Appendix A p. 2	5) **Wages:** A progressively increasing, reasonable and profitable schedule of wages to be paid to the apprentice consistent with the skills acquired, not less than that allowed by federal or state law or regulations or by a collective bargaining agreement. Employers shall pay a beginning wage for apprentices which is at least 35 percent of the rate for journeymen in the same trade, *or* Minimum and Reasonable and profitable wage for apprentice in construction industry. **NRS 610.144 3 (e); NAC 610.480, NAC 610.485**
Appendix A p. 2	6) **Periodic Review and Evaluation:** Provisions for a periodic review and evaluation of the apprentice's progress in performance on the job and related instruction and the maintenance of appropriate records of such progress. **NRS 610.144 3 (f)**
Appendix A p. 2	7) **Ratio**: A numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, continuity of employment and applicable provisions in collective bargaining agreements, in language that is specific and clear as to its application in terms of job sites, workforces, departments or plants. **NRS 610.144 3 (g)**
	ALL DOCUMENTS HAVE BEEN CHECKED FOR SPELLING, FORMATTING, GRAMMAR, (INCLUDING TABLE OF CONTENTS), ETC.

Appendix A11

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

FOR THE OCCUPATION OF

Machine Set-up, Junior Technician

(Existing Title: CNC Programmer- Milling and Turning)

O*NET-SOC CODE: 51-4012.00 RAPIDS CODE: 1100CB

APPROVED BY
OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA AND THE NEVADA STATE APPRENTICESHIP COUNCIL

_____
Richard J. Williams, Nevada State Apprenticeship Director

REGISTRATION DATE: _____

REGISTRATION NUMBER: _____

DEVELOPED IN COOPERATION WITH THE
US DEPARTMENT OF LABOR, THE OFFICE OF WORKFORCE INNOVATION, AND THE NEVADA STATE APPRENTICESHIP COUNCIL

Appendix A11

WORK PROCESS SCHEDULE
Machine Set-up, Junior Technician
(Existing Title: CNC Programmer- Milling and Turning)
O*NET-SOC CODE: 51-4012.00 RAPIDS CODE: 1100CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

☐ Time-based ☒ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be defined by the attainment of all competencies of the position, which would be expected to occur within approximately 4,000 hours of OJL, supplemented by the minimum of 144 hours of related instruction per year of the apprenticeship.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker/fully-competent worker ratio is: 1 apprentice(s) to 1 journeyworker/fully-competent worker(s).

4. APPRENTICE WAGE SCHEDULE

An apprentice minimum starting wage will be at least $15.00 per hour. Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker/fully-competent worker wage. A journeyworker/fully-competent worker minimum wage will be at least $18.00. Wages will be based on regional ranges.

2-Year (4,000 hour) Term Example:

1st	6 months = $15.00/83%	2nd	6 months = $ 15.75/87.5%
3rd	6 months = $ 16.50/91%	4th	6 months = $ 17.25/95%

Periodic review and evaluation of the apprentice's on-the-job learning and related technical instruction will be conducted in alignment with the wage schedule established.

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

The sponsor may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

Appendix A11

WORK PROCESS SCHEDULE
Machine Set-up, Junior Technician
(Existing Title: CNC Programmer- Milling and Turning)
O*NET-SOC CODE: 51-4012.00 RAPIDS CODE: 1100CB

The term of the occupation shall be defined by the attainment of all competencies, both technical and behavioral, of the position, which would be expected and approximated to occur within 4,000 hours of OJL, supplemented by a minimum of 144 hours of related instruction per year of apprenticeship.

Apprenticeship Competencies – Technical

Item	Work Processes	Approx. Hours
A	Maintain a safe working environment – OHSA education	300
B	Demonstrates basics of measurement, materials and safety of products and parts	600
C	Conducts job planning, layout, and benchwork	800
D	Operates manufacturing equipment	800
E	Generates CNC programming and operates a milling machine	500
F	Demonstrates CNC turning operations and operates CNC lathe	500
G	Conducts general housekeeping and maintenance	500
	Total hours (approximate)	**4,000**

The above on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the industry. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Apprenticeship Competencies – Behavioral

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Item #	Behavioral Competencies
1.	Participation in team discussions/meetings
2.	Focus in team discussions/meetings
3.	Focus during independent work
4.	Openness to new ideas and change
5.	Ability to deal with ambiguity by exploring, asking questions, etc.
6.	Knows when to ask for help
7.	Able to demonstrate effective group presentation skills
8.	Able to demonstrate effective one-on-one communication skills
9.	Maintains an acceptable attendance record
10.	Reports to work on time
11.	Completes assigned tasks on time
12.	Uses appropriate language
13.	Demonstrates respect for patients, co-workers and supervisors
14.	Demonstrates trust, honesty and integrity
15.	Requests and performs work assignments without prompting
16.	Appropriately cares for personal dress, grooming and hygiene
17.	Maintains a positive attitude
18.	Cooperates with and assists co-workers
19.	Follows instructions/directions
20.	Able to work under supervision
21.	Able to accept constructive feedback and criticism
22.	Able to follow safety rules
23.	Able to take care of equipment and work place
24.	Able to keep work area neat and clean
25.	Able to meet supervisor's work standards
26.	Adheres to work policies/rules/regulations

RELATED INSTRUCTION OUTLINE
Machine Set-up, Junior Technician
(Existing Title: CNC Programmer- Milling and Turning)
O*NET-SOC CODE: 51-4012.00 RAPIDS CODE: 1100CB

The related instruction has been developed in cooperation with employer-partners as part of the apprenticeship. The following is a set of courses to be delivered by subject matter experts.

Related Technical Instruction (RTI) - This instruction shall include, but not be limited to, at least 144 hours per year for each year of the apprenticeship. The related theoretical education listed below is tightly integrated with real work product. The curriculum is defined as a variety of classes, around which the exams and projects are based. By defining the RTI this way, all competencies required of the students are met, through project work.

Course Number	Course Name	Hours	Units
MPT 140	Quality Control	45	3
MTT 150	Metallurgy I	45	3
MTT 140	Inspection Techniques	45	3
MTT 292	Computer-Aided Manufacturing I	60	4
MTT 293	Computer-Aided Manufacturing II	60	4
MTT 234	Computer Numerical Control III	60	4
DFT 120	Geometric Dimensioning and Tolerancing	45	3
	TOTAL	360	24

COURSE TOPIC DESCRIPTIONS

MPT 140 Quality Control Units 3

This course introduces students to the fundamental principles and practices of industrial quality control. Total Quality Management (TQM), LEAN Manufacturing, Acceptance Sampling Systems, and Continual Improvement are discussed in depth.

MTT 150 - Metallurgy I Units: 3

Offers a study of metallurgical properties in an effort to understand both the behavior of metals and their service to industry. Characteristics during heating, cooling, shaping, forming, and the stresses related to their mechanical properties are covered. The theory behind the alloys, heat treatment processes, and the impact they have on strength, toughness, hardness, elasticity, ductility, malleability, wear resistance and fatigue resistance is investigated.

MTT 140 - Inspection Techniques Units: 3

Exposes the student to the principles of dimensional metrology and explores Geometric Dimensioning and Tolerancing (GD&T) concepts and applications. Students will learn how to use common measuring instruments relating to state-of-the-art manufacturing environments. Students will also learn the importance of Quality Control, TQM, and SPC processes as they relate to manufacturing environments.

MTT 292 - Computer-Aided Manufacturing I Units: 4

This course provides the student with the essential concepts and techniques that are required for successful creation of two-dimensional part geometry, generation and verification of 2 1/2 axis toolpath models, as well as post processing of 2 1/2 axis NC codes within a computer-aided manufacturing (CAM) system. Students are required to produce a variety of lab exercises on robotic (CNC) machinery utilizing multi-tool programs. Coursework will primarily focus on 2D geometry projects. Basic understanding of milling machine operations is recommended.

MTT 293 - Computer-Aided Manufacturing II Units: 4

This course is a continuation of MTT 292 with the addition of simultaneous three axis motion control and provides the student with the essential concepts and techniques that are required for successful creation of three-dimensional part geometry, solids, and surfacing, generation and verification of three axis tool path models, as well as, post processing of three axis NC codes within a computer-aided manufacturing (CAM) system. Requires students to produce a variety of lab exercises on robotic (CNC) machinery utilizing multi-tool programs. A familiarly with Mastercam, CNC programming techniques, and CNC operations is recommended.

MTT 234 - Computer Numerical Control III Units: 4

This course covers the advanced programming concepts related to CNC Mill/Turning centers and synchronized fourth axis mills. Mill/Turn and fourth axis topics include program format, machine set-up, related G & M codes, live tooling, and indexing devices. Students will program, set-up, and produce a variety of precision machined projects.

DFT 120 - Geometric Dimensioning and Tolerancing Units: 3

This course will cover geometric dimensioning and tolerancing concepts. It is designed to clarify the tolerance options and their potential use in the manufacturing process.

Work Process Competencies	Demonstrated Tasks Performed	6-month Rating (25%**)	12-month Rating (50%**)	18-month Rating (75%**)	24-month Rating* (100%**)
A. Maintain a safe working environment - OSHA education	A1) Obtains all safety-related certifications needed for work area.				
B. Demonstrates basics of measurement, materials and safety products and parts	B1) Identifies and demonstrates use f machine safety and personal protective equipment B2) Demonstrates compliance with lock-out/tag-out procedures and OSHA requirements and guidelines B3) Handles and stores hazardous materials as assigned while adhering to safe practices in accordance with OSHA and EPA requirements and guidelines B4) Develops an inspection plan and inspects simple parts using precision tools and techniques while preparing reports on the compliance of parts B5) Performs the inspection of parts B6) Follows a sampling plan to allow for process control B7) Analyzes the performance of a single-part production process B8) As a member of a process team, analyzes the performance of a production process				
C. Conducts job planning, layout, and benchwork	C1) Lays out the location of hole centers and surfaces with accuracy C2) Using aluminum or milled steel, hand drills and hand taps holes C3) Sets-up and preforms sawing to a layout C4) Develops a process plan for a part requiring milling, drilling, turning, or grinding				
D. Operates manufacturing equipment	D1) Sets-up and operates machine tools to perform routine drilling operations D2) Sets-up and performs squaring up the six surfaces of a block to within +/- .2 inch and .002 inch over 4.5 inches squareness D3) Sets up and operates vertical milling machines				
E. Generates CNC programming and operates milling machine	E1) Using the principles of Cartesian coordinates, develops a program for the manufacture of a simple part E2) Creates a qualified CNC program, sets up and operates the mill, changes tool values as necessary, and replaces and qualifies tooling as necessary E3) Sets up and operates a CNC mill or CNC milling center E4) Can read programs using a manufacturing modeling software package				
F. Demonstrates CNC turning operations and operates a CNC lathe	F1) Sets up and carries out, between centers and with chucks, turning operations F2) Uses the principles of Cartesian coordinates to develop a program for the manufacture of a simple part F3) Operates a CNC lathe or turning center				
G. Conducts general housekeeping and maintenance	G1) Keeps duty station, tools, workbenches, and manual equipment clean and safe for work G2) Inspects and assesses the general condition of an assigned machine G3) Inspects and assesses the condition of tooling				
H. Ensure that the work piece is being properly lubricated and cooled	H1) Ensures proper lubrication and cooling of work pieces				
I. Use both simple and highly sophisticated measuring tools to check accuracies	I1) Able to use precision measuring instruments to check accuracies I2) Demonstrates proper use and care of measuring tools				
J. Work with CNC control programmers on CNC programs	J1) Communicates with CNC control programmers for assignments and to resolve machining or quality issues.				
	* Full-competency requires score of 3.0 or higher on each work process Score Obtained (Average)				
	Increase Paid Score Required	3.0	3.0	3.0	3.0

Rating System	Description	Points
Exceeds All Expectations	Consistently exceeds performance standard established for the time in position. Achieves results above and beyond what is required. Extends themselves in their roles to exceed personally and as a team to achieve exceptional results.	5
Meets & Exceeds Some Expectations	Employee not only meets all expectations in a fully satisfactory way but exceeds some of the objectives.	4
Meets Expectations	Consistently meets the performance standards established for time in position. Handles routine tasks & some unexpected situation with the usual amount of supervision. Can continue to develop with coaching, advanced training or more experience	3
Meets Some Expectations	Employee occasionally meets some of the objectives related to this goal but does not meet others in a fully satisfactory way. This performance level generally indicates the need for additional coaching, training or other plan for performance improvements.	2
Does Not Meet / Meets Some Expectations	Does not consistently meet performance standards established for time in position. Requires basic training, coaching or experience to improve performance and become consistent. Additional follow up will be necessary.	1
Does Not Meet Expectations	Clearly and repeatedly does not meet the performance standards established for time in position. Additional follow up and specific suggestions for improvement mandatory.	0

** Denotes approximate percentage of time of apprenticeship