

## State of Nevada- 2020 Standards Update

Northern NV Carpenter Programs-JATC Name	File #
<b>No NV Carpenters &amp; Affiliated Trades JATC-Drywall Applicator</b>	NV002114645
<b>ONET/SOC Code: DW 47-2081.02;</b>	Rev-Approved 12-10-2011
<b>No NV Carpenters &amp; Affiliated Trades JATC-Carpenter</b>	NV002450001
<b>ONET/SOC Code: Carpenter 47-2031.00</b>	Rev-Approved 12-10-2011

### Notice of changes to existing documents

	Description	Change	Location/Page
Body	Program	New Name, inclusion of previously approved trades	Cover page
	Table of Contents	Replaced old table of contents with new table of contents	ii
	Foreword	Included new statement and inclusion of all crafts previously approved.	iii
	National JATC Policy	Eliminated	N/A
	Section I; pg. 1	Moved/Program Registration Now/Program Administration	Section XXVI, page 13 Page 1
	Section II; pg. 2	Moved Policy/Program Administration Now/Equal Opportunity Pledge	Section I, page 1 Was Section 9, page 8
	Section III; pg. 3	Moved Modification of Standards Now/Affirmative Action and Selection Procedures	Section XVIII, page 9 Was Section 10, page 8
	Section IV; pg. 3	Moved Composition of JATC Now/Qualification for Apprenticeship	Section I, page 2 Was Section 11, page 8
	Section V; pg. 4	Moved Duties and Operations of the JATC	Section I, page 1

		Now/Apprenticeship Agreement	Was Section 5; page 4
	Section VI; pg. 4	Revised Qualification & Duties of Participating Employers Now/Supervision of Apprentices and Ratio	Was Section 6, page 6  Page 4
	Section VII; pg. 5	Term of Apprenticeship	Was Section 7, page 7; now page 5
	Section VIII; pg. 5	Moved Wages (Progression) Now/Probationary Period	Section X, page 8 Was Section 14, page 10
	Section IV; pg. 5	Moved Equal Opportunity Pledge Now/Hours of Work	Section II, page 2  Was Section 17, page 12
	Section X; pg. 6	Moved Affirmative Action Plan Now/Apprentice Wage Progression	Section III, page 3  Was Section 8, page 7
	Section XI; pg. 6	Moved Qualification for Apprenticeship and Selection Procedures Now/Credit for Previous Experience	Section IV, page 3  Was Section 12, page 9
	Section XII; pg. 6	Moved Credit for Previous Experience Now/Work Experience	Section XI, page 9  Was Section 18, page 13
	Section XIII; pg. 7	Moved Apprenticeship Agreement Now/Related Instruction	Section V, page 4  Was Section 15, page 11
	Section XIV; pg. 7	Moved Probationary Period Now/Safety and Health Training	Section VIII, page 5 Was Section 16, page 12
	Section XV; pg. 7	Moved Related Instruction Now/Maintenance of Records	Section XIII, page 7 Was Section 25, page 17
	Section XVI; pg. 8	Moved Safety and Health Training Now/Certificate of Completion of Apprenticeship	Section XIV, page 7  Was Section 23, page 16
	Section XVII; pg. 9	Moved Hours of Work Now/Notice to Registration Agency	Section IX, page 5 Added
	Section XVIII; pg. 9	Moved Work Experience Now/Registration, Cancellation, Deregistration	Section XXII, page 6 Section 24, page 17
	Section XXIV; pg. 9	Moved Apprentice Ratio Now/Amendments and Modifications	Section VI, page 4 Added
	Section XX; pg. 9	Moved Advancement of Apprentices Now/Adjusting Differences; Complaint Procedure	Section X, page 6  Was Section 22, page 15
	Section XXI; pg. 10	Moved JATC Rules and Policies Now/Collective Bargaining Agreement	Moved to Attachment to Standards Added

	Section XXII, pg. 11	Moved Adjustment of Differences, Cancellations, Complaints Now/Transfer of an Apprentice and Training Obligation	Section XXVII page 9/XX, page 9  Appendix C Qualification and Selection Procedures
	Section XXIII, pg. 11	Moved Completion Certificate Now/Responsibilities of the Apprentice	Section XVI, page 8 Was Section 13, page 10
	Section XXIV, pg. 11	Moved Program Deregistration Now/Technical Assistance	Section XVIII, page 9 Added
	Section XXV, pg. 12	Moved Maintenance of Records Now/Conformance with Federal Laws and Regulations; New;	Section XV, page 8  Added
	Section XXVI; pg. 12	New/Moved Definitions	Was v
	Section XXVII; pg. 15	New/Official Adoption	Added
APP C	Section I; pg. 2	Moved Equal Employment Opportunity Pledge Now/ added Introduction	Section II; page 2  Section I; page 2
	Section II; pg. 2	Moved Analysis and Establishment of Goals Now/Equal Employment Opportunity Pledge	Section III; page 2  Was Section I, page 1
	Section III; pg. 2	Moved Outreach Activities Now/Analysis and Goals	Section IV; page 2 Was Section II
	Section IV; pg. 2	Moved Annual Review of Affirmative Action Plan Now Outreach and Positive Recruitment	Section V; page 5  Was Section III
APP D	Section I; pg. 3	Applications Now/Minimum Qualifications	Removed Was Section II
	Section II; pg. 4	Moved Minimum Qualifications Now/ Application Procedures	Section I; page 3 Was Section II
	Section III; pg. 6	Moved Application Procedures Now/ Selection Procedures Note- removed certified mail	Section II; page 4 Was Section V
	Section IV; pg.	Ranking List Now/ Direct Entry	Removed Added Section; was "Exceptions" to Section V (now Section III)
	Section V; pg. 7	Moved Selection of Ranked Applicant Now/ Complaint Procedure	Section III, page 6  Added
	Section VI; pg.	Indenturing of Apprentices Now/Maintenance of Records	Removed Added
	Section VII; pg. 12	Signature page	Added

# ~~Standards of Apprenticeship~~

**For the:**

~~*Northern Nevada Carpenters & Affiliated Trades  
Joint Apprenticeship and Training Committee*~~

**In conjunction with the:**

~~*Southwest Carpenters Training Fund*~~

**For the Occupation of:**

~~NET SOC CODE: 47.2031.00 RAPIDS CODE: 0067-HY~~

<p><u>NV002114W</u> Nevada State Apprenticeship Council/QA Program Number:</p>	<p><u>DEC 03 2014</u> Date Approved/Signed:</p>
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# STANDARDS OF APPRENTICESHIP

Developed by

**SOUTHWEST CARPENTER AND AFFILIATED TRADES JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

**Program Number#  
For the occupation(s) of**

**CARPENTER O\*NET-SOC CODE: \_47-2031.00\_ RAPIDS CODE: \_ 0067HY\_  
DRYWALL APPLICATOR O\*NET-SOC CODE: \_47-2081.02\_ RAPIDS CODE: \_ 0145HY\_**

**In Cooperation with  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

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**Richard J. Williams  
Nevada State Apprenticeship Office  
Registration Agency**

**REGISTRATION DATE: \_\_\_\_\_**

*These “model” national guidelines for apprenticeship standards are an example of how to develop apprenticeship standards that will comply with 29 CFR §§ 29 and 30 when tailored to a sponsor’s apprenticeship program. These model standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and 29 CFR §§ 29 and 30. Every effort has been made to ensure that the information in the model apprenticeship standards is accurate and up-to-date.*

**REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP PROGRAM IN ACCORDANCE WITH THE BASIC STANDARDS  
OF APPRENTICESHIP ESTABLISHED BY THE SECRETARY OF LABOR**

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## FOREWORD

Title 29, Code of Federal Regulations (CFR), Part 29, outlines the requirements for registration of acceptable apprenticeship programs for federal purposes, and sets forth labor standards to safeguard the welfare of apprentices. Registration of programs are approved by the Office of Apprenticeship and Training, Employer and Labor Services (OATELS), U.S. Department of Labor, or by a State Apprenticeship Council/Agency (SAC/SAA) recognized by OATELS as the appropriate body for approval of local apprenticeship programs for federal purposes. Title 29, Code of Federal Regulations, Part 30, sets forth the requirements for equal employment opportunity in apprenticeship that all registered apprenticeship programs must follow.

The purpose of the enclosed National Guideline Standards is to provide policy and guidance to a local JATC in properly developing Apprenticeship Standards for Industry approval and subsequent Registration Agency acceptance. The National Guideline Standards and Selection Procedures developed by the National Joint Carpentry Apprenticeship and Training Committee (NJCATC), for the Carpentry Industry, are certified by the Office of Apprenticeship Training, Employer and Labor Services, U.S. Department of Labor, as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. State Apprenticeship Agencies recognized by OATELS to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in local Apprenticeship Standards.

Standards must be properly registered, as per Industry Policy, by each JATC that undertakes to carry out an apprenticeship training program. Local Apprenticeship Standards are the written plan delineating the terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices. Local Apprenticeship Standards must meet the requirements of OATELS, U.S. Department of Labor, and of any applicable State Apprenticeship Agency.

These **Southwest Carpenter and Affiliated Trades JATC** apprenticeship standards have as their objective the training of **Carpenter, and Drywall Applicator** skilled in all phases of the industry. The sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

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 a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

## ~~NATIONAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE POLICY STATEMENT~~

~~Meeting the training needs of the Carpentry Construction Industry is the primary objective of the NJATC. The foundation of our philosophy lay in the belief that training, and training alone, will determine the degree of employability for members of the United Brotherhood of Carpenters and Joiners of America (UBCJA).~~

~~The NJATC believes that through quality training programs the membership of the UBC is provided with the skills, knowledge and abilities necessary to maintain performance superiority. This exceptional efficiency will enable all signatory contractors and contractor groups to produce the highest quality of work at the lowest possible cost. The Carpenters International Training Fund (CITF) strives to provide the education and training necessary to improve the quality of life for all signatory contractor members.~~

~~The NJATC believes that only through quality training programs can the membership be afforded employment that will provide a high standard of living. The NJATC recognizes there are no shortcuts to becoming a competent journey-level craft worker. Only through meaningful standards, adopted by a highly organized program devoted to appropriate guidance, personal commitment and consistent discipline, can this level of individual competency be accomplished.~~

~~The NJATC believes a uniform National Apprenticeship Training Program is essential to provide the most highly skilled workers and the most productive craft workers. It believes that National Skills Standards are necessary to establish meaningful benchmarks that will allow the work processes that a journey worker must demonstrate to be identifiable and consistent.~~

~~The NJATC believes that through its National Apprenticeship Programs, a clear cut path for career development and occupational training is provided. The opportunities afforded are limited only by the individual's interest and aptitude. Meaningful, industry driven apprenticeship produces competent journey workers and thus insures the continued availability of a highly skilled workforce.~~

~~The NJATC believes it must continue to have a vision of the future while remaining faithful to its original commitment to meet training needs. Maintaining focus on this central objective—quality training—will lead the United Brotherhood of Carpenters into a bright and prosperous future.~~

~~The NJATC recognizes that its reason for existence revolves around serving and assisting the members of the United Brotherhood of Carpenters (UBC), and all signatory contractors and contractor groups at all levels in all apprenticeship and training matters.~~

**DEFINITIONS:** The following definitions apply to terms and acronyms commonly used throughout this document.

**Apprentice:** Person who is engaged in learning the ~~CARPENTER~~ trade as covered by these Standards and who is under written agreement hereinafter called an Apprenticeship Agreement with the local Joint Apprenticeship Committee acting as an agent of the employer and employee.

**Apprenticeship Agreement:** Written agreement between the Joint Committee and the person employed as an apprentice. It contains the terms and conditions of the employment and training of the apprentice. The agreement shall be registered with the Registration Agency.

**Apprenticeship Committee (or Joint Committee):** Shall mean the Joint Apprenticeship and Training Committee (JATC). It is comprised of equal numbers of labor and management representatives within the bargaining unit and is considered the sponsor of the apprenticeship program.

**Apprentice Training Coordinator:** Person or persons designated to administer the duties outlined in these Standards of apprenticeship.

**Apprentice Training Director:** In larger JATC areas, a Director may be appointed to oversee one or more Apprentice Coordinators.

**Cancellation:** Termination of the apprenticeship agreement.

**CBA:** Collective Bargaining Agreement

**CEU:** Continuing Education Units

**Consultants:** Shall provide advice and assistance upon request of the JATC and shall only serve in an advisory capacity.

**Contractor:** Any employer of UBC members who is signatory to the Collective Bargaining Agreement(s) with the local union or Regional Council stipulated herein who is participating in the registered apprenticeship program.

**DOL:** An abbreviation for the U.S. Department of Labor

**DOT Code:** Nine (9) digit code for an occupation found in the Dictionary of Occupational Titles. The 9 digits provide a unique identification code for a particular occupation that differentiates it from all others. (SOC Standard Occupational Classifications/new system)

**EEO:** Equal Employment Opportunity

**Employer:** Any person, plant, firm, facility, or organization employing an apprentice.

**Employer's Agent:** Shall mean the Joint Apprenticeship and Training Committee.

**Gender Clause:** Any reference to either the male or female gender in these Standards is intended to include both genders and is not to be considered as a limitation on either sex. The term journey man(men) within these Standards shall be considered a performance level and not a gender term.

**HYBRID Occupation:** The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job training and the successful demonstration of competency as described in a work process schedule. *(if applicable)*

**Indenture:** Signing and registration of the apprenticeship agreement.

**JATC:** Joint Apprenticeship and Training Committee

**Journey worker:** Individual who has sufficient skill and knowledge of a trade, craft or occupation, either through formal apprenticeship or through practical on-the-job experience, to be recognized by a State or Federal registration agency and/or an industry as being fully qualified to perform the work of the trade, craft, or occupation.

**National Joint Committee:** Shall mean the National Joint Apprenticeship and Training Committee (NJATC). It is comprised of representatives of the United Brotherhood of Carpenters and Joiners of America, the Associated General Contractors of America, the National Association of Home Builders, the Specialized Carriers and Rigging Association, and the Association of Wall and Ceiling Industries.

**NSAC:** Nevada State Apprenticeship Council

**OA or OATELS:** Office of Apprenticeship Training, Employer and Labor Services (OATELS), U.S. Department of Labor.

**OJT:** On the Job Training

**O\*NET:** The Occupational Information Network, is a comprehensive database of worker attributes and job characteristics. As the replacement for the Dictionary of Occupational Titles (DOT), O\*NET will be the nation's primary source of occupational information. (<http://online.onetcenter.org>)

**OSHA:** Occupational Safety and Health Act.

**Parties to the Apprenticeship Agreement:** Shall mean the apprentice (apprentice's parent or guardian, if apprentice is a minor) and a duly authorized official of the Joint Committee, each of whom shall sign the Apprenticeship Agreement.

**Probationary Period:** Defined period of time during which the apprenticeship agreement may be terminated by either party of the agreement upon written notice to the Registration Agency.

**RAPIDS:** The Registered Apprenticeship Information Partners Data System was designed by OATELS to allow for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs. This 4 digit code is the same as the 4 digit AIMS code. (formerly RAIS)

**Registration Agency:** Nevada State Apprenticeship Council

**Regional Council:** Supervisory organization of affiliated local unions in a defined geographical area.

**Related Instruction:** Organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to their trade. This instruction will include classroom and manipulative training to reinforce the on the job training.

**Signatory Contractor:** Shall mean any employer of UBC members who is signatory to Collective Bargaining Agreements with the local union or Regional Council stipulated herein.

**SOC:** Standard Occupational Classifications

**Sponsor:** Joint Apprenticeship and Training Committee in whose name the local Standards of Apprenticeship are registered and that will be responsible for administering and operating the registered apprenticeship program.

**Standards of Apprenticeship:** Shall mean this entire document including these definitions.

**Sub-Committee:** A Sub-Committee of the JATC that makes recommendations to the JATC on Apprentice intake, Apprentice advancement, training content, Apprentice complaints, and Apprentice disciplinary matters. The JATC will make all final decisions on all Standards, rules and regulations, and policy recommendations made by the Sub-Committee.

**Supervisor of Apprentice Training:** The person or office designated in the standards to organize and administer the apprenticeship program.

**UBC:** United Brotherhood of Carpenters & Joiners of America

**Work Processes:** Tasks that the apprentice must demonstrate proficiency in before a completion certificate is granted.

## **SECTION 1**

### **PROGRAM REGISTRATION**

- ~~A. The Local JATC will obtain a copy of the National Guideline Standards. Using the National Guideline Standards as a draft, the local JATC will complete all specific entries. The specific entries are identified throughout the Guideline document by the designated graphic symbol.~~
- ~~B. When the local JATC completes the entries in the National Guideline Standards, the JATC will officially adopt the standards. The JATC must then transfer the entries into one (1) copy of the National Apprenticeship and Training Guideline Standards for the United Brotherhood of Carpenters with all appendices included. The JATC must reproduce four (4) signature pages and the chairman and secretary will sign and date all four (4) signature pages. The completed copy of the UBC National Apprenticeship and Training Standards will then be sent directly to the Carpenters International Training Fund (CITF).~~
- ~~C. If the local JATC amends the language contained within the National Apprenticeship and Training Guideline Standards in any manner whatsoever, an addendum shall be attached to each copy of the National Apprenticeship and Training Standards when they are submitted to the CITF. The addendum shall contain every page of the Standards where a proposed modification appears. All modifications shall be clearly indicated by highlighting the text where a change has been proposed.~~
- ~~D. The NJATC will review the submitted Apprenticeship and Training Standards including all proposed additions and/or modifications reflected in the accompanying addendum. A signed and dated signature page will be made a party of each copy of the approved standards.~~
- ~~E. The local JATC will then forward all copies of the local standards to the Nevada State Apprenticeship Council. (The JATC should make a duplicate copy of the submitted package for their records).~~
- ~~F. The Nevada State Apprenticeship Council will review the submitted local standards. When approved, the local standards will be signed by the Nevada State Apprenticeship Council representative. The Nevada State Apprenticeship Council will retain at least one (1) copy and return the remainder to the local JATC. The local JATC will forward one (1) copy to the Carpenters International Training Fund, provide one (1) copy to the UBC local union and retain the remaining copies, filing them in a secure manner.~~
- ~~G. Local standards and modifications to the standards shall not be implemented prior to the approval and registration of the standards, first by the NJATC and then by the Nevada State Apprenticeship Council. This is in compliance with UBC Policy, Industry Policy, and the CITF National Guideline Apprenticeship Standards.~~

## **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 will establish a Joint Apprenticeship Training Committee (JATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship.

### **Responsibilities of the JATC**

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Register the local apprenticeship standards with the Nevada Apprenticeship Office (Registration Agency).
- F. Hear and resolve all complaints of violations of apprenticeship agreements.
- G. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- H. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
- I. Certify to the Nevada Apprenticeship Office (Registration Agency) that apprentices have successfully completed their apprenticeship program.
- J. Notify, within 45 days, the Nevada Apprenticeship Office (Registration Agency) of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes.
- K. 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.
- L. 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.

M. 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 29 CFR § 29.7(h)(1)(2)(i) and (ii).

N. The sponsor 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 XXIII of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered sponsor 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.

### **Structure of the Joint Apprenticeship and Training Committee (JATC)**

- A. Members of the JATC 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 by a bona fide collective bargaining agent(s).

### **Administrative Procedures**

- A. The JATC will select 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 apprenticeship.
- C. The offices of chairperson and secretary will rotate annually among members of the sponsor.

## **SECTION 2**

### **POLICY**

- ~~A. The apprenticeship program for the occupation of: CARPENTER shall be administered by the Northern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee (JATC) in conjunction with the Southwest Carpenters Training Fund. The Southwest Regional Council of Carpenters, Local Unions 971 Employers, JATC, and all apprentices shall conform to these Standards.~~
- ~~B. All Northern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee standards will be approved by the National Joint Apprenticeship and Training Committee (NJATC) prior to being submitted to the Nevada State Apprenticeship Council for approval. Before the Northern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee standards are implemented, they must be registered with the NJATC. The registration files will be maintained by the Carpenters International Training Fund. A copy of these files shall also be on file at the Northern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee, the Southwest Carpenters Training Fund, Los Angeles,~~

Ontario and Reno offices.

- C. ~~These Standards, after proper registration with the Nevada State Apprenticeship Council shall supersede all previous Northern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee Standards. However, Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice.~~
- D. ~~The provisions of these Standards shall not be construed as permitting violation of any applicable Local, State, or Federal law or regulation having the effect of law.~~
- E. ~~These Standards shall not be interpreted as being inconsistent with existing or subsequent UBC Local Unions 971 Collective Bargaining Agreements of the Southwest Regional Council of Carpenters language that establishes higher standards—the higher standards shall always prevail.~~
- F. ~~The geographical area covered by these Standards shall be the geographical area covered by the local CBA(s).~~

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

**Southwest Carpenter and Affiliated Trades JATC** 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. **Southwest Carpenter and Affiliated Trades JATC** will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

## **SECTION 3**

### **MODIFICATION OF THESE STANDARDS**

A. ~~Rapid changes in the construction industry may require modification or revision of these Standards from time to time. Such modification, when adopted by the Northern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee, and the Southwest Carpenters Training Fund, shall be first submitted to the NJATC for approval and approved and registered by the Nevada State Apprenticeship Council before implementation. Modification or changes in these Standards, including amendments, shall not alter conditions of apprenticeship already in force without the written consent of all parties involved.~~

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

Sponsors with 5 or more registered apprentices are required to adopt an affirmative action plan (Appendix B) and selection procedures (Appendix C), which will become part of these standards of apprenticeship. However, the Nevada Apprenticeship Office (Registration Agency) encourages the development of these two plans for all programs regardless of apprentice numbers. For programs with fewer than 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 4

### ~~COMPOSITION OF JOINT APPRENTICESHIP AND TRAINING COMMITTEES~~

- ~~A. To assure the best results, the administration of these apprentice standards shall be vested in a Joint Apprenticeship and Training Committee representing labor and management organizations covered under the local Collective Bargaining Agreement. The Northern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee (JATC) shall be composed of 05 labor representatives and 05 management representatives who are owners or non-bargaining unit employees of signatory contractors and duly appointed in writing. In addition thereto, one apprenticeship consultant representing the Nevada State Apprenticeship Council, and one representative from the local school district(s), and others as determined by the committee, shall act as advisors. Such advisors will act without vote.~~
- ~~B. The term of the Northern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee membership shall be for 05 years or until resignation or removal. Members are subject to removal if they no longer represent the sponsoring organization by which they were originally appointed, or if they have more than three (3) consecutive unexcused absences. Committee members are not limited to one term. However, all reappointments shall be in writing for the same specified term.~~
- ~~1. Committee members representing Labor are appointed by the Executive Secretary Treasurer of the Southwest Regional Council of Carpenters. Whenever possible, there shall be at least one (1) representative from Local Unions 971 on the Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee.~~
  - ~~2. Committee members representing Management are appointed by the management association(s) represented in the UBC Unions 971 Collective Bargaining Agreements of the Southwest Regional Council of Carpenters (CBA).~~
- ~~C. The JATC shall consist of equal numbers of labor and management representatives. The JATC members shall elect a Chairperson and a Secretary from the committee. When the Chairperson represents the Contractors, the Secretary shall represent the Union, and vice versa.~~
- ~~D. The length of the term of office for the Chairperson and Secretary shall be one (1) year and elections shall be held by the JATC membership at the first quarterly meeting of each calendar year. These officers shall retain the right of voice and vote on all matters pertaining to apprenticeship, and shall determine the time and place of regular and special meetings.~~
- ~~E. Any vacancy created as a result of members leaving the JATC prior to the expiration of their appointment, shall be filled by the appropriate party to complete the unexpired term within a reasonable time period (the appointment shall be in writing).~~
- ~~F. Any JATC officer or committee member may be removed by the sponsoring organization at will.~~
- ~~G. Consultants and guests may be invited to attend meetings of the JATC, but shall have no official voice and no vote. There cannot be any alternate or ex-officio members of the JATC.~~
- ~~H. Sub-Committee: A Sub-Committee (s) consisting of at least one (1) Labor and one (1) Management representative and any advisors may be appointed by the JATC to handle the duties and operations of the JATC as seen needed.~~

## **SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP - 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:

1. Minimum age - seventeen (17) years of age to apply. If applicant is under eighteen (18) years of age, the apprenticeship agreement must be signed by the applicant's parent or guardian. (*Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.*)

All applicants must be eligible for employment in the United States and have a Social Security Card or other proper Immigration and Naturalization Service papers (green card) for working in the United States.

### **2. Education**

Applicant must provide an official transcript(s) of education achieved, if seeking additional eligibility points during the application process.

The applicant must have a high school diploma, GED or equivalent to apply; OR applicant must obtain his/her high school diploma, GED or equivalent prior to the completion of the apprenticeship program.

Applicants must submit a DD-214, or any similar documentation, used to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

### **3. 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.

### **4. Tests**

Applicants will be informed at the time of application to the program about pre-job and employment conditions that may lead to screening for the current illegal use of drugs prior to being employed.

### **5. Aptitude**

Not mandatory

### **6. Others**

1. **A valid state issued photo ID is required.**
2. **Applicants must submit a DD-214, or any similar documentation, used to verify military.**
3. **Applicants will be informed upon acceptance into the program about employment conditions that may lead to screening for the current illegal use of drugs prior to being employed.**

## **SECTION 5**

### **DUTIES OF AND OPERATIONS OF THE JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

- A. ~~The Northern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee shall maintain conformity with the NJATC Standards and the local CBA, adopt and establish approved Standards governing the qualification, selection, employment, education and training of all apprentices, and register such Standards with the Nevada State Apprenticeship Council, (Such documents must be modified to comply with State regulations. All documents, including any modifications, must first be properly approved by the NJATC, after which, they must~~

be approved and registered by the ~~Nevada State Apprenticeship Council~~ before they are implemented). The JATC shall also be responsible for the training of Journeymen and others.

1. ~~The JATC may establish Sub Committees to make recommendations to the JATC on the following topics:~~

- ~~• Apprentice Intake~~
- ~~• Apprentice Advancement~~
- ~~• Training Content~~
- ~~• Apprentice Complaints~~
- ~~• Apprentice Discipline~~
- ~~• And/or other Duties and Operations of the JATC~~

2. ~~The JATC will make final decisions on all standards, rules and regulations, and policy recommendations made by Sub Committees. The JATC will affirm that any changes to the program rules and regulations are in compliance with the standards.~~

B. ~~Southwest Carpenters Training Fund shall hold and distribute all funds for the operation of the Northern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee as outlined by the Agreement and Declaration of Trust of the Southwest Carpenters Training Fund. The Southwest Carpenters Training Fund will share fiduciary responsibility for the Northern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee with those responsible for administrating the Program as provided for in Part 4 of the Employee Retirement Income Security Act of 1974 (ERISA).~~

C. ~~Each sponsoring party (Labor/Management) must have at least one (1) JATC members present to establish a quorum for the transaction of business, provided not less than one (1) Management committee member and one (1) Labor committee member is present. Each sponsoring party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members (Section 4, paragraph A), regardless of the number of committee members present.~~

D. ~~The JATC shall meet at least once every 3 month(s) and on call of the Chairman when a specific need arises. The Chairman, upon consultation with the Secretary, may agree to cancel a regularly scheduled meeting due to specific or unusual circumstances.~~

- ~~E. A Training Coordinator and/or Training Director may be assigned to assume the responsibility and authority for the day to day operation of the apprenticeship and training programs as delegated by the JATC. The JATC in cooperation with the Southwest Carpenters Training Fund shall be responsible to assure full compliance with these Standards, the Affirmative Action Plan and Selection Procedures.~~
- ~~F. The JATC shall mandate that the Local Union representatives evaluate and report annually the number of apprentices needed to maintain an adequate number of trained Journey level workers in the area covered by these Standards. The JATC shall ensure that the Local Union representatives consider all factors (employment opportunities, attrition, etc.) having a bearing on the number of apprentices needed to meet area requirements. The JATC shall also consider its capability to provide related instructional training.~~
- ~~G. The unemployed number of registered apprentices included in the CBA for these standards will be reviewed at JATC meetings. The JATC will review this report and the dispatching volume to determine the need for new apprentices into the program.~~
- ~~H. The JATC shall accept into the program all indentured apprentices without discrimination because of race, color, religion, national origin, sex, age, disability, sexual orientation, or any other classification protected by Federal, State or Local law, except the applicant must be at least seventeen (17) years of age to apply. If the apprentice is under eighteen (18) years of age, the Apprentice Agreement must be signed by the applicant's parent or guardian. The JATC does not, and will not, discriminate against a qualified individual with a disability. The JATC will provide reasonable accommodation to individuals as required by federal, state, or local disability law.~~
- ~~I. The JATC cannot, and does not, employ apprentices. Therefore, it is not obligated to actually employ the apprentice but shall refer them to the Local Union representatives to be assisted in finding employment in a reasonably continuous manner with the participating employers.~~
- ~~J. All indentured apprentices will be registered by the JATC with the Nevada State Apprenticeship Council. During the probationary period, the apprenticeship agreement may be terminated by either the apprentice or the sponsor without stated cause. After the probationary period is completed, the agreement may be canceled at the request of the apprentice, or may be suspended, canceled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Nevada State Apprenticeship Council of the final action taken.~~
- ~~K. The JATC shall retain all submitted application forms along with all related documents and materials for a period of five (5) years, or longer, as required by Office of Apprenticeship Training, Employer and Labor Services or Nevada State Apprenticeship Council, regardless of the application outcome. Such records shall include all announcements of apprenticeship opportunity.~~
- ~~L. The JATC shall maintain complete and accurate records on all apprentices for a minimum of five (5) years following the last date of committee action including graduation date.~~
- ~~M. The JATC shall establish a written Policy Statement that sets forth the policies, rules, and penalties regarding conduct within the program. The policies, rules and penalties shall be consistently applied in a nondiscriminatory manner. Every indentured apprentice shall be provided a copy of the Policy~~

~~Statement at the time of indenture and a copy of all subsequent modifications. A copy of the JATC Policy Statement and subsequent changes to the Policy Statement shall be submitted to the Nevada State Apprenticeship Council in a timely manner.~~

~~N. The JATC shall establish and implement a written complaint procedure. A copy of the complaint procedure shall be provided to every apprentice.~~

~~O. The JATC shall make an annual report to the sponsoring parties carefully reviewing its work for the preceding year, including a review of the current Affirmative Action Plan, its overall effectiveness, and changes made to the Plan as a result of the review. This report shall not include any information identifying individual apprentices in any manner.~~

~~P. The JATC shall call upon the NJATC and professional consultants for assistance and guidance when deemed necessary.~~

~~Q. The JATC shall work cooperatively with the NJATC in completing Industry surveys and annual reports, and in maintaining the Industry's National Standards.~~

~~R. It shall be the duty of the JATC to see that all sections of these Standards, the Affirmative Action Plan, the Selection Procedures, Policy Statements, Rules and Regulations are enforced without discrimination.~~

## **SECTION V - APPRENTICESHIP AGREEMENT - 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 which can be submitted electronically through the RAPIDS, using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved by and registered with the Nevada Apprenticeship Office (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, the employer, and the union. 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, the apprenticeship agreement, and the sections of the collective bargaining agreement (CBA) that pertain to apprenticeship.

The Nevada Apprenticeship Office (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 6**

### **QUALIFICATIONS & DUTIES OF PARTICIPATING EMPLOYERS**

~~A. An employer who is eligible to train apprentices shall be signatory to the local CBA, comply with the qualifying requirement as set forth in the basic labor agreement and be able to provide the necessary work experience for training as determined by these training standards. Participating employers must comply with all provisions of the apprenticeship program including the registered Standards of Apprenticeship, the Affirmative Action Plan, and Selection Procedures, and the policies and rules of the JATC. The employer shall only employ apprentices who are registered with the Nevada State Apprenticeship Council. Employers shall contribute to the Southwest Carpenters~~

~~Training Fund at the rate established by CBA.~~

~~B. While the apprentice is on the jobsite it shall be the responsibility of the Employer to provide to the apprentice a safe and healthful workplace as outlined in the OSHA Act and conditions of employment and work assignments that the apprentice can safely perform.~~

~~C. The employer shall assign journey level CARPENTER workers to adequately train and supervise the OJT training of the apprentice. Using the work assignments available, the employer shall see that the OJT training of the apprentice is based upon the work processes outlined in these Training Standards.~~

**SECTION VI - SUPERVISION OF APPRENTICES AND RATIOS - 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 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, continuity of employment, and applicable provisions in CBAs, except where such ratios are expressly prohibited by the CBAs.

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 Appendix A.

**SECTION 7**

**TERM OF APPRENTICESHIP**

- A. ~~The Term of Apprenticeship for the CARPENTER classification named in these training Standards shall be approximately four (4) years, during which time the apprentice will participate in a minimum of 5,200 hours of work experience of reasonably continuous supervised on the job training (OJT). The JATC shall review participation in all of the work processes as outlined in Appendix A "Work Processes Schedule and Related Instruction Outline" of these Standards.~~
- B. ~~The apprentice shall participate in a minimum of 144 hours of related training per year. These hours are to be completed outside the normal work hours.~~

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

The term of the occupation will be **hybrid** with an OJL attainment of **5,200** supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (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 (insert career lattice requirements, if applicable).

**SECTIONS WAGES See Section X below**

- A. ~~Apprentices shall be paid a progressively increasing schedule of wages and fringe benefits, during their apprenticeship. Apprentice wages and fringe benefits will be in accordance with the provisions of the apprenticeship program and the Collective Bargaining Agreement. Increases shall be subject to satisfactory progress on the job and satisfactory progress or completion of related instruction. The entry wage shall not be less than the minimum wage prescribed by the NAC 610.485, where applicable, unless a higher wage is required by other applicable Federal law, State law or respective regulations. Apprentices will be advanced to the next pay level upon successful completion of related instruction and work experience as predetermined by the JATC. The CBA, or any changes to the CBA, affect these Standards at the date the contract becomes valid. The advancement of an apprentice may also be determined, as outlined in Section 20 "Advancement of Apprentices".~~
- B. ~~Apprentices covered by these standards receive a percentage of the journey worker wage negotiated for the geographical area covered by the local standards, dependent upon each apprentice's level in the program. Five (5) pay upgrades are in the four year specialty program. The percentages (based on journey worker scale) for advancement in the program are listed below. The "Apprentice Pay Grades" must be made part of the local CBA(s).~~

**Recommended Pay Grades:** The progressive percentages are to be based on OJT hour periods of the apprenticeship term as follows:

<b>Four-Year Program Wage &amp; Advancement Chart</b>			
Level	OJT Min. Hours	RTI Class Units	Wage Rate
1st	0-599 hours	0-1	50%
2nd	600-1299 hours	2-3 Units	60%
3rd	1300-2599 hours	4 Units	70%
4th	2600-3899 hours	8 Units	80%
5th	3900-5199 hours	12 Units	90%

Journeyman	5,200-8,000	16 Units	100%
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~~C. Because an apprentice may work under more than one CBA during the course of an apprenticeship, the apprentice's actual wages may vary. The apprentice's wages will be based on the CBA in force at each jobsite.~~

**SECTION VIII - PROBATIONARY PERIOD - 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. The probationary period shall be **1,000 OJL hours and a minimum of 72 hours related and supplement instruction.**

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 Nevada Apprenticeship Office (Registration Agency) of the final action taken.

## **SECTION 9**

### **EQUAL EMPLOYMENT OPPORTUNITY PLEDGE**

- A. ~~The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, age, disability, sexual orientation, or any other classification protected by Federal, State or Local law. The applicant must be at least seventeen (17) years of age to apply. If the apprentice is under eighteen (18) years of age, the Apprentice Agreement must be signed by the applicant's parent or guardian. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will provide reasonable accommodation to individuals as required by federal, state, or local disability law. The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended, Nevada State Plan for EEO, and other applicable laws and lawful regulations.~~
- B. ~~As part of this pledge, the JATC shall implement into the training program education regarding illegal discrimination and sexual harassment.~~

### **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 10**

### **AFFIRMATIVE ACTION PLAN**

- A. ~~The recruitment, selection, employment and training of apprentices shall be in accordance with the Affirmative Action Plan in Appendix B and are in compliance with the guidelines established by Title 29 CFR Part 30 and Nevada State Plan for Equal Employment Opportunity and approved by the Nevada State Apprenticeship Council, and made part of these Standards.~~

### **SECTION X - APPRENTICE WAGE PROGRESSION - 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 as established in the CBA. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached Work Process Schedule and Related Instruction

Outline (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

## **SECTION 11**

### **QUALIFICATION FOR APPRENTICESHIP and SELECTION PROCEDURES**

~~A. Individuals may enter the pool of qualified applicants by following the procedures in Appendix C. The JATC representatives will continually review the selection procedures and retention of all apprentices in the program to ensure there is not a pattern of adverse impact on applicants belonging to a group protected by Federal, State, or Local law.~~

~~B. Minimum Qualifications are:~~

- ~~1. AGE: The applicant must be at least seventeen (17) years of age to apply. If under eighteen (18) years of age, the Apprentice Agreement must be signed by the applicant's parent or guardian. Applicants are required to submit reliable proof of age.~~
- ~~2. EDUCATION: The applicant must have a high school diploma, GED or equivalent to apply; OR applicant must obtain his/her high school diploma, GED or equivalent prior to the completion of the apprenticeship program.~~
- ~~3. PHYSICAL: Within the guidelines of the American Disabilities Act and other applicable laws, all applicants shall be physically capable of performing the essential functions of the trade with reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Applicants must pass a drug test screening upon acceptance into the program. In addition, apprentices must agree to cooperate in all subsequent random drug screening tests throughout his/her apprenticeship.~~

~~C. Selection Procedures into the apprenticeship program will be in accordance with the selection procedures made part of these Standards in Appendix C.~~

## **SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE - 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, and affidavits 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 Nevada Apprenticeship Office (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 12

### ~~CREDIT FOR ON-THE-JOB SKILL ACQUISITION AND PREVIOUS RELATED TRAINING~~

- ~~A. Candidates with previous knowledge and documented proof of such skill acquisition in the trade may ask for and have such knowledge and skill evaluated by JATC prior to signing an Apprenticeship Agreement. Where such experience warrants, the JATC will place the apprentice in the appropriate period with commensurate wages as determined by the CBA. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.~~
- ~~1. The JATC representatives will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training.~~
  - ~~2. The JATC representatives will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJT and related instruction. Those awarded credit will be assigned to the appropriate pay period classification.~~
  - ~~3. The granting of advanced standing or credit for previously acquired experience, training, or skills shall be applied equally to all applicants and measured against the work processes and related instruction, with commensurate wages for any progression step so granted.~~
- ~~B. Advanced standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.~~

C. ~~The credit hours granted to the individual will be reflected on the Apprentice Agreement submitted to the Nevada State Apprenticeship Council.~~

### **SECTION XII - WORK EXPERIENCE - 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 13**

### **THE APPRENTICESHIP AGREEMENT**

- A. ~~Before being employed as an apprentice or allowed to participate in related instruction classes, the selected applicant will sign an Apprenticeship Agreement. The JATC will immediately submit it to the Nevada State Apprenticeship Council for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.~~
- B. ~~Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's Policy Statement, the apprenticeship agreement, and the applicable sections of the Collective Bargaining Agreements of the Southwest Regional Council of Carpenters that pertain to apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.~~
- C. ~~The JATC shall have two (2) copies of the apprenticeship agreement properly completed. Both copies will be submitted to the Nevada State Apprenticeship Council within ten (10) days for registration and approval. One (1) copy will be returned by the Nevada State Apprenticeship Council to the JATC.~~

### **SECTION XIII - RELATED INSTRUCTION - 29 CFR § 29.5(b)(4)**

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of related instruction is recommended 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. 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 Nevada Apprenticeship Office (Registration Agency).

Apprentices **"will not"** be paid for hours spent attending related instruction classes.

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 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

## **SECTION 14**

### **PROBATIONARY PERIOD**

- A. ~~The probationary period shall be at a minimum, the completion of 1,000 OJT hours and satisfactory performance in two 40 hour training sessions of related classroom training. During the probationary period, either party shall have the ability to cancel the apprenticeship agreement without stated cause. A decision to cancel by either party shall be executed in accordance with these standards, and the Nevada State Apprenticeship Council shall be notified of such cancellations within 10 days. The JATC reserves the right to extend the probationary phase up to satisfactory completion of two (2) additional 40 hour training sessions of related classroom training when deemed necessary. Furthermore, the Nevada State Apprenticeship Council shall be notified of any extension of the probationary period. Extension of the probationary period shall not exceed 25% of the term of apprenticeship.~~
- B. ~~During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training, skill or knowledge does not reduce the probationary period. The JATC also reserves the right to place an apprentice on probation at anytime during the term of apprenticeship when it is determined that the individual is in non-compliance with the terms of these Apprenticeship Standards; the length of said probationary period shall be set by the JATC.~~

- C. ~~Applicants awarded advanced standing at the time of indenture shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments, to the assigned rate of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.~~
- D. ~~Prior to the end of the probationary period, action must be taken by the JATC on each probationary apprentice to end the probation, extend the probation, or cancel the apprenticeship agreement.~~

#### **SECTION XIV - SAFETY AND HEALTH TRAINING - 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 15**

##### **RELATED INSTRUCTION**

- A. ~~The related instruction curriculum of the Apprenticeship Program shall consist of at least **144**— minimum hours of related instruction per year. Apprentices shall complete sixteen (16) Units of Instruction. Each unit shall be one week as outlined in Appendix A—"Work Processes Schedule and Related Instruction Outline" of these Standards. The time spent in related classroom instruction shall be in addition to the required minimum hours of on the job training. The JATC reserves the right to modify these Units of Instruction to meet the needs of the local area. The JATC shall notify the NSAC, NJATC and the Director of the Southwest Carpenters Training Fund, of any modifications it has adopted.~~
- B. ~~The Southwest Carpenters Training Fund shall secure qualified training personnel and will monitor adequate supervision on the job on behalf of the JATC.~~
- C. ~~The Southwest Carpenters Training Fund shall secure the instructional aids and equipment it deems necessary to provide quality instruction on behalf of the JATC.~~
- D. ~~Instructors shall administer tests in a timely manner. No test or test materials will be left in the hands of any apprentice. The JATC and the Instructors will be prudent and diligent in all efforts to protect the integrity of the testing materials.~~
- E. ~~The JATC shall monitor the apprentice's performance in related training and take all appropriate action to encourage improvement where warranted. The JATC will require reports to be filed on a regular basis by the instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice, providing a cumulative record of performance in related training.~~

**SECTION XV - MAINTENANCE OF RECORDS – 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 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 Nevada Apprenticeship Office (Registration Agency) upon request.

**SECTION 16**

**SAFETY AND HEALTH TRAINING**

- ~~A. The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with the Occupational Safety and Health Act standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970 and as amended by Public Law 101-552, dated November 5, 1990, and State, and local standards that have been found to be at least as effective as the Federal standards.~~
- ~~B. While on the jobsite, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.~~
- ~~C. The JATC shall see that each apprentice successfully completes the CPR/First Aid training course, before the completion of their apprenticeship program.~~
- ~~D. The JATC shall see that each apprentice successfully completes the OSHA approved, 10-Hour OSHA Construction Safety course, before the completion of their apprenticeship program.~~

**SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – 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, Nevada Apprenticeship Office, Application for Certification of Completion of Apprenticeship Form accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Nevada Apprenticeship Office (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 (or 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 17-~~**

### **~~HOURS OF WORK~~**

- ~~A. The apprentice shall work the same hours as the journey level workers and shall work under the supervision of a journey level worker at all times. The apprentices shall work the hours that are consistent with the journey workers covered in the Collective Bargaining Agreements of the Southwest Regional Council of Carpenters. The apprentice's work schedule shall not interfere with attending related instructional classes. Exemptions will be granted in cases of national or local disaster where it is necessary to preserve and/or protect property or persons.~~
- ~~B. The JATC representatives shall maintain a standard procedure to best ensure reasonably continuous employment for all apprentices. The JATC representatives shall make all OJT assignments, reassignments and transfers as stipulated in the CBA, ensuring adequate training and employment opportunities. Should the current employer be unable to provide the apprentice full employment on a reasonably continuous basis in the work processes outlined in these Standards, the apprentice may be transferred or reassigned to another participating employer.~~
- ~~C. When an employer is unable to fulfill its obligation under the apprenticeship agreement, arrangements will be made for the transfer of an employer's training obligation to another employer under the same program with the consent of the apprentice and the JATC.~~

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

The Nevada Apprenticeship Office (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 18

### WORK EXPERIENCE

A. ~~During the apprenticeship the apprentice will receive such OJT and related instruction in all phases of the trade necessary to develop the skill and proficiency of a skilled journey worker. The OJT shall be under the direction and guidance of qualified journey level CARPENTER workers.~~

B. ~~An expanded schedule of work processes and the associated training schedules which are available in Appendix A "Work Processes and Related Instruction Outline", describe the approximate number of OJT hours the apprentice should receive and the training schedules (grids) that identify the related training topics. In an effort to meet the various skill requirements of the trade; the JATC representatives may work with the Contractor to provide work experience in all or specific areas of the trade.~~

## SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION - 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 Registration Agency 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 Nevada Apprenticeship Office (Registration Agency) within 45 days in writing of any decision to cancel the program.

The Nevada Apprenticeship Office (Registration Agency) 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 Nevada Apprenticeship Office (Registration Agency) 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 Nevada Apprenticeship Office (Registration Agency) acknowledgment of the sponsor's request. If the Registration Agency 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 29 CFR § 29.8.

## SECTION 19

### NUMBER OF APPRENTICES: THE RATIO

A. ~~The sponsor shall not indenture a number of apprentices that exceeds a ratio of one (1) apprentice/s to three (3) journey workers normally employed in the jurisdictional area, consistent with proper supervision, training, safety, and continuity of employment.~~

B. ~~The ratio of apprentices to journeymen shall be one (1) apprentice for the first two (2) journeymen after the foreman and an additional apprentice for every three (3) journeymen (or fraction thereof) thereafter. However, the ratio of apprentices to journey workers employed in any occupation on a job site must not be greater than the ratio approved for the employer as to the entire work force pursuant to the program registered with the Council.~~

## **SECTION XIX - AMENDMENTS AND MODIFICATIONS - 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 Nevada Apprenticeship Office (Registration Agency) 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 20**

#### **ADVANCEMENT OF APPRENTICES**

- ~~A. In approximately six month intervals during the term of an individual's apprenticeship the JATC shall examine the progress of the apprentice on the job and in related instruction. The JATC will also receive a monthly OJT report from the employer showing the experience and training in the various work processes acquired by the apprentice and evaluating the apprentice.~~
- ~~B. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each level. If found in compliance and satisfactory progress has been made, no action must be taken on each apprentice to approve advancement. Action may be taken on each apprentice found in non-compliance to extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and reasonable opportunity for corrective action. Proper documentation shall be maintained of all actions taken.~~
- ~~C. It shall be the responsibility of the JATC to notify the Apprentices local union of all advancements and/or changes in an apprentice's training wage status. The Apprentices local union shall have the responsibility of notifying any change of wage status of an apprentice to the current employer.~~

## **SECTION XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE - 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:

### **SECTION 21**

#### **JATC RULES AND POLICIES**

- ~~A. The apprentice is subject to the written Policy Statement of the JATC as presently in existence, or as may be adopted or modified from time to time. The JATC will provide the Registration Agency with a copy of the written Policy Statement and any modifications to the Policy Statement. The apprentice will be provided with a copy of the written Policy Statement and will sign acknowledgement of it.~~

## **SECTION XXI - COLLECTIVE BARGAINING AGREEMENTS - 29 CFR § 29.11**

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- (a) Any apprenticeship provision in any CBA between employers and employees establishing higher apprenticeship standards; or
- (b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, executive order, or authorized regulation.

### **SECTION 22**

#### **~~ADJUSTMENT OF DIFFERENCES: CANCELLATION OF APPRENTICESHIP AGREEMENT OR RESIGNATION OF APPRENTICE AND COMPLAINT PROCEDURE~~**

- A. ~~The JATC shall have full authority and responsibility to review, and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters. All EEO complaints may be referred to the Nevada State Apprenticeship Council by either the JATC or the apprentice.~~
- B. ~~Apprenticeship agreements that are canceled at any time during the term of apprenticeship shall be executed as follows:~~
  - 1. ~~During the probationary period, apprenticeship agreements terminated by either the apprentice or the sponsor shall be without stated cause.~~
  - 2. ~~After the probationary period is completed, apprenticeship agreements terminated by either the apprentice or the sponsor will be:~~
    - a. ~~Canceled at the request of the apprentice and executed by the JATC (resignation).~~
    - b. ~~Canceled by JATC as a result of recommendation for cancellation by the Sub-Committee, for good cause, with due notice (via certified mail) to the apprentice and a reasonable opportunity for corrective action.~~
      - 1. ~~Apprentices will be issued written notification of possible disciplinary action (s) or cancellations for failing to attend training and/or for violating the rules and policy of the program. The JATC will hear apprentice appeals for rescission of the recommendation for disciplinary action (s)/cancellation based on documented good cause and in accordance with the rules and regulations.~~
  - 3. ~~Written notice shall be provided within ten (10) working days from the decision date to the apprentice and to the Nevada State Apprenticeship Council of any such action taken (probation extension or cancellation).~~

~~4. Apprentices that have been issued disciplinary action (s), canceled or terminated may use the appeals process provided.~~

~~C. Apprentices who have been canceled or terminated are not eligible to participate in any related training activities, and as per the CBA, they are not eligible for any job assignments under the CBA.~~

~~D. Apprentices shall have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing.~~

~~E. The JATC has full authority to supervise the enforcement of these Standards. Its decisions are binding on the applicant or apprentice. If applicants or apprentices believe an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may only be sought through one or more of the following avenues, based on the nature of the issue:~~

~~1. For issues regarding wages, hours, working conditions, and other issues covered by the Collective Bargaining Agreement, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the Collective Bargaining.~~

~~2. Complaints of Violation and Conflicts arising between applicants or apprentices and the Apprenticeship Program shall be brought to the attention of the area Coordinator for resolution within 15 days of alleged violation. If the Coordinator cannot mediate a satisfactory resolution, either party may place the matter in writing before the JATC.~~

~~3. The JATC shall hear and consider all appeals and complaints of violations concerning the Apprenticeship Agreement and the Registered Standards. All matters brought before the JATC must be made in writing within 90 days of occurrence and at least 10 business days prior to the next JATC scheduled meeting to be placed on the agenda. The JATC shall make such rulings as it deems necessary in each individual case. Either party to the Apprenticeship Agreement may consult with the Nevada State Apprenticeship Council, for an interpretation of any provision of the Standards where differences occur.~~

~~a. The name and address of the appropriate authority to receive, process and make disposition of complaint is:~~

~~**Northern Nevada Carpenters and Affiliated Trades  
Joint Apprenticeship and Training Committee  
1360 Financial Blvd. \* Reno, Nevada 89502  
Telephone: 775-856-4448 Fax: 775-856-4661 Email: Reno@swctf.org**~~

~~b. Appeals to the decisions of the JATC are to be addressed to:~~

~~**Nevada State Apprenticeship Council  
555 East Washington Avenue #4100 \* Las Vegas, Nevada 89101**~~

4. ~~Any applicant or apprentice for apprenticeship who believes they have been discriminated against on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, or any other classification protected by Federal, State or Local law with regard to apprenticeship, or that the equal opportunity standards with respect to their selection have not been followed in the operation of the apprenticeship program, may contact directly the Federal, State or Local Equal Employment Opportunity Commission (EEOC), and/or the Nevada State Apprenticeship Council, Training, Employer and Labor Services or their local Nevada State Apprenticeship Council.~~
5. ~~Discrimination complaints to the Nevada State Apprenticeship Council, which may be filed by the applicant or apprentice or through an authorized representative of the applicant or apprentice, must be filed not later than 180 days (29 CFR 30.11) from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. 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 standard.~~
6. ~~The JATC upon request shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, State and Federal contacts for receiving complaints. This procedure is also a part of the Affirmative Action Plan.~~
7. ~~The Complaint Procedure shall be equitably applied to all applicants and apprentices.~~

## **SECTION XXII - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - 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 23**

### **COMPLETION CERTIFICATE**

- A. ~~Upon satisfactory completion of the Apprenticeship Program course of study and at least the minimum hours of OJT, the JATC will certify to the sponsoring parties and to the NJATC and the Nevada State Apprenticeship Council that the apprentice has satisfied the requirements of his or her apprenticeship agreement.~~

- B. ~~The JATC will present each graduating apprentice with a Certificate of Completion issued by the NJATC. The JATC shall request Completion Certificates from the NJATC for every individual completing the apprenticeship program. Each Certificate shall be approved and signed by the officers of the JATC. The JATC shall likewise submit a written request for a Completion Certificate to the Nevada State Apprenticeship Council and Office of Apprenticeship.~~
- C. ~~The JATC shall notify the Local Union of the date of each satisfactory completion, allowing the Local Union to reclassify the individual as per UBC By Laws, Rules and Policies. The Local Union will likewise notify the graduating apprentice's current employer.~~

**SECTION XXIII - 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 24**

**PROGRAM DE REGISTRATION**

- A. ~~This program may be de-registered upon the voluntary action of the JATC and the Southwest Carpenters Training Fund. The JATC shall notify the Nevada State Apprenticeship Council within thirty (30) days of any such action of cancellation of the registration of this program. The program may also be de-registered for reasonable cause by the Nevada State Apprenticeship Council in accordance with its formal de-registration proceedings.~~
- B. ~~Prior to program de-registration, the JATC must notify the NJATC by contacting the Carpenters International Training Fund office.~~
- C. ~~Upon de-registration or voluntary cancellation of the program, the sponsor will inform each apprentice, within 15 days, of de-registration or cancellation and the effect of such action. This notification will conform to the requirements of Title 29, Code of Federal Regulations, Part 29.7 and NRS 610.~~

## **SECTION XXIV - TECHNICAL ASSISTANCE**

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, Nevada Apprenticeship Office (Registration Agency), 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 25**

### **MAINTENANCE OF RECORDS**

- A. ~~The JATC shall maintain for a period of five (5) years from the last date of action the records of applicants and apprentices. This includes all records (regardless of outcome) relating to: indentured apprentice applications, the employment and training of apprentices and information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application, selection, periodic advancements, disciplinary action, layoffs, termination, pay rates, hours of on-the-job training, related instruction, evaluations and other pertinent data of indentured apprentices. This DOES NOT include Southwest Carpenters Training Fund records, which shall be maintained pursuant to the requirements of ERISA.~~
- B. ~~All JATC records shall be made available upon request of the Nevada State Apprenticeship Council. This provision DOES NOT include Southwest Carpenters Training Fund records.~~
- C. ~~All apprentice applications must be kept on file for a period of two years from the last active date of the application with appropriate record keeping of actions.~~

## **SECTION XXV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS**

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

## **SECTION XXVI - DEFINITIONS**

*Some of these definitions may not apply to all registered apprenticeship programs - sponsors may add or delete definitions depending on their needs.*

**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 Nevada Apprenticeship Office (Registration Agency).

**APPRENTICESHIP COMMITTEE (COMMITTEE)**: Those persons designated by the sponsor to act as agents for the sponsor in the administration of the program. A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

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

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP**: The credential issued by the Nevada Apprenticeship Office (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 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.

**COLLECTIVE BARGAINING AGREEMENT**: The negotiated agreement between the signatory union and signatory employer(s) that sets forth the terms and conditions of employment.

**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 C: Qualifications and Selection Procedures.

**JOURNEYWORKER**: 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. The term 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 (OIL):** 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 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.

**REGISTRATION AGENCY and FIELD REPRESENTATIVE:** The U.S. Department of Labor's Office of Apprenticeship or Nevada Apprenticeship Office (Registration Agency) 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 Nevada Apprenticeship Office (Registration Agency) to service this program. The Registration Agency and field representative identified are the Nevada Apprenticeship Office, 555 Washington Ave., Ste. 4900, Las Vegas, NV 89101, (702) 486-8080.

**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 Nevada Apprenticeship Office (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.

**STANDARDS OF APPRENTICESHIP:** This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Nevada Apprenticeship Office (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.

**UNION:** The signatory union and any of its affiliated local unions party to a labor agreement with the signatory employer(s).

**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 C: Selection Procedures.

Northern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee  
Revised Standards 2010

-CARPENTER-

O\*NET 47-2031.00

RAPIDS 0067-HY

To be registered as part of the National Apprenticeship Program, in accordance with the basic Standards of Apprenticeship, as established by the Secretary of Labor.

Approved by: Nevada State Apprenticeship Council

NSAC Signature: Michael Tanchel

Date: DEC 03 2010

Registration No. #: NV002450001

Date: DEC 03 2010

Approved by: United Brotherhood of Carpenters NJATC

Executive Director: William K Irwin  
William K. Irwin, Jr.

Date: 9-21-10

Approved by: Southwest Carpenters Training Fund

SWCTF Director: Edward Ripley  
Edward Ripley

Date: 9/24/10

Address: 1360 Financial Road \* Reno, Nevada 89502

Contact: PH. 775-856-4448

Fax 775-856-4661

[reno@swctf.org](mailto:reno@swctf.org)

Northern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee  
Revised Standards 2010

-CARPENTER-

O\*NET 47-2031.00

RAPIDS 0067-H4

1. Marc Furman  
(Signature, Labor) Date

Marc Furman

2. Buzz Harris 9-21-10  
(Signature, Management) Date

Buzz Harris

3. Michael Britton 09-21-10  
(Signature, Labor) Date

Mike Britton

4. Jim Koepf 9-21-10  
(Signature, Management) Date

Jim Koepf

5. Michael Witt 9-21-10  
(Signature, Labor) Date

Michael Witt

6. Steve Talafuse 9-21-10  
(Signature, Management) Date

Steve Talafuse

7. Dan Bean  
(Signature, Labor) Date

Dan Bean

8. Craig Lynch 9-21-2010  
(Signature, Management) Date

Craig Lynch

**APPENDIX A**

**WORK PROCESSES SCHEDULE AND RELATED INSTRUCTION OUTLINE**

**CARPENTER-**

**UNIT 47-2031.00**

**RAPIDS 0067-HY**

**WORK EXPERIENCE SCHEDULE**

During the term of apprenticeship, each apprentices shall be given such instruction and work experience in all areas of the trade as per the following schedule. This schedule is recognized as being sufficiently flexible and capable of being changed if accumulated experience indicates that changes will be beneficial to the all parties.

**WORK PROCESS**

**APPROXIMATE HOURS**

**A. Concrete Formwork**

1,300 Hours to 2,000 Hours

*Includes but not limited to: Job Prep, Prints, Hand & Power Tool Instruction and Use, Material Identification and Use, Measuring and Layout Skills, Installation Methods and Techniques, and Attachment Methods and Techniques;*

**B. Framing**

1,300 Hours to 2,000 Hours

*Includes but not limited to: Job Prep, Prints, Hand & Power Tool Instruction and Use, Material Identification and Use, Measuring and Layout Skills, Installation Methods and Techniques, and Attachment Methods and Techniques;*

**C. Finish Carpentry**

1,300 Hours to 2,000 Hours

*Includes but not limited to: Job Prep, Prints, Hand & Power Tool Instruction and Use, Material Identification and Use, Measuring and Layout Skills, Installation Methods and Techniques, and Attachment Methods and Techniques;*

**D. Supplemental Skills, Electives, and Misc.**

1,300 Hours to 2,000 Hours

*Includes but not limited to: General Construction Safety, Operating Forklifts, Aerial lifts, Scissor lifts, Rough Terrain lifts, Rigging and Signaling, Ergonomics, Proper Material Transporting and Storage, Use of Powder Actuated Tools and Use of Pneumatic Tools, Erecting and Dismantling Scaffolding and other Movable Work Platforms, Stocking and Scrapping, Fire Stop, Installing Fall Protection Systems, Barricade Systems and Fall Restraints, Trade Show Installation and Dismantling, Total Station (electronic level/transit) and Welding.*

**Total 5,200 Hours to 8,000 Hours**

**RELATED TRAINING OUTLINE**

In accordance with these registered Standards, each apprentice shall participate in related theoretical instruction in subjects related to the trade for 144 minimum hours per year of the apprenticeship term. Apprentices shall be required to complete a minimum of sixteen (16) units of instruction based on the following list. Each Unit will consist of one (1) week of instruction with specific task requirements, objectives, and evaluation criteria developed for each. As with any educational system, this is a never ending, continually changing process.

Unit	Description	Unit	Description	Unit	Description
1	Orientation	9	Cabinet & Millwork	17	Stairs and Ramp Forming
2	Safety & Health Certifications	10	Cabinet Installation	18	Tilt Up Panel Construction
3	Printreading	11	Commercial Floor Framing	19	Transit Level/Laser
4	Advanced Printreading	12	Door/Doors & Frames	20	Wall Forming
5	Basic Roof Framing	13	Doors/Door Hardware		
6	Basic Wall Framing	14	Foundations and Flatwork		
7	Beam & Deck Forming	15	Moldings & Trim		Scaffold Erector <small>eu2, 1, 1 call on (ELECTIVE)</small>
8	Bridge Construction	16	Rigging		

**Apprenticeship Nevada**

**Appendix A**

**WORK PROCESS SCHEDULE**

**AND**

**RELATED INSTRUCTION OUTLINE**

**FOR**

**Southwest Carpenter and Affiliated Trades JATC  
Carpenter- Northern Nevada**

## Appendix A

### WORK PROCESS SCHEDULE

#### Carpenter (Nevada-Northern)

O\*NET-SOC CODE: 47-2031.00 RAPIDS CODE: 0067HY

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

#### 1. APPRENTICESHIP APPROACH

Time-based       Competency-based       Hybrid

#### 2. TERM OF APPRENTICESHIP

The term of the apprenticeship will be **hybrid**, with an OJL attainment of **5200 - 8000** hours, supplemented by the minimum required **144** hours of related instruction per year.

#### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS

JOBSITE RATIO:

NNV (COMMERCIAL): The allowable ratio of apprentices to journey workers shall be one (1) apprentice for the first journey worker, and one (1) apprentice for every three (3) journey workers thereafter. NNV (LT COMMERCIAL): After one (1) journey worker is on the job site first, the allowable ratio of apprentices to journey workers shall be one (1) apprentice to two (2) journey workers.

#### 4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: Northern Nevada \$33.00

Period	Percent	Hours	OJL
1	50	1000	0-1000
2	55	600	1001-2000
3	60	600	1601-3000
4	65	600	2201-4000

Period	Percent	Hours	OJL
5	70	600	2801-5000
6	75	600	3401-6000
7	80	600	4001-7000
8	90	600	4601-8000

#### 5. Work Process Schedule (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local area 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 instruction outline to meet local area needs prior to submitting these Standards to the appropriate registration agency for approval.

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**WORK PROCESS SCHEDULE**

**Carpenter (Nevada-Northern)**

**O\*NET-SOC CODE: 47-2031.00 RAPIDS CODE: 0067HY**

The following schedule is an example of work experience (OJL) and training considered necessary to develop a skilled and productive worker in the Carpenter trade. Within the limits of basic commercial/residential trade requirements, the schedule is adaptable to local conditions.

<b>Work Process Schedule</b>	<b>Approximate Hours</b>
Core Skills	725 – 800
Concrete Formwork	1375 – 2500
Wood / Metal Framing	1625 – 2500
Exterior / Interior Finish	915 -1300
Supplemental Skills	560 -900
<b>Total Hours</b>	<b>5200 - 8000</b>

**RELATED INSTRUCTION OUTLINE Carpenter**

**(Nevada-Northern)**

**O\*NET-SOC CODE: 47-2031.00 RAPIDS CODE: 0067HY**

Core Skills RSI 156 OJL- 725-800	Concrete Formwork RSI 144 OJL- 1375-2500	Wood/Metal Framing Commercial-Residential RSI 130 OJL- 1625-2500	Exterior/Interior Finish Commercial-Residential RSI 110 OJL- 915-1300	Supplemental Skills RSI 100 OJL- 560-900
Industry Orientation	Footing Forms	Floor Joist Layout/Framing	Drywall/Paneling/Trim Installation	Transit/Level
OSHA 10-hour	Slab & Deck Forms	Wall Layout, Plating & Detailing	Roof Covering	Laser Level
First Aid/ CPR/AED	Wall Forms	Wall Framing & Assembly RSI- 12	Doors/Windows Fabrication/Install	Scaffold Erector Qualification
Hand, Power /Powder , Portable & Stationary Tools	Columns, Beams, and Girders	Ceiling Joists, Trusses, & Rafters	Weatherization and Building Envelope Construction	Rigging /Traffic Control
Print Reading	Stair Forms	Gable Roof Framing	Siding, Trims, Gutters & Components	Power Industrial Truck Operator Qualification
Math for the Trades	Building Layout	Hip & Intersecting Roof Framing	Installation of Pre-built Panels	Aerial Lift Qualification
Safety Data Sheets	Tilt Up & Precast Panels	Patios & Decks RSI- 4	Cabinet, Countertop & Fixture (lockers) Installation	Vertical/Horizontal & Sloped Specialty Building Enclosures and Exterior Panel/Curtain Walls
Materials and Fasteners	Gang/Slip Forms	Stairs	Door Hardware	Solar Installations

Layout	Falsework & Bridge Construction Box Culvert	Heavy Timber Framing	Roll Up & Retractable Doors	Store Front Trims, Fixtures & Components
Ergonomics	Water Treatment Formwork	Wood/Metal Blocking	Stone/Solid Surface Installation	Demountable Partitions
Construction Fall Protection	ICFs Walls and Decks	Heavy Load Construction	Flooring Installation and Repairs	Fencing
Insulation & Sound Control	Elevator and Utility Shafts			Regenerative Monolithic Flooring Installation & Certification
Water & Vapor Barrier				Substrate Prep and Self-Leveling Certification (INSTALL)
Diversity Training				Carpet Installation Certification (INSTALL)
Green Awareness				Resilient Flooring Installation and Certification (INSTALL)
Building Codes				
Optional Instruction				
	Piers, Pier Caps, Pile Caps		Handicap Access & Hardware Installation	Rigging & Signaling Qualification Certificate
				SMAW/GMAW Certification
				Verduren Certification
				Introduction to Welding
				Oxy/Acetylene Cutting Torch
				Total Station

**TOTAL MINIMUM HOURS: 4-year Program 5,200 hours; 144 RSI per year.**

APPENDIX A  
 WORK PROCESSES SCHEDULE AND RELATED INSTRUCTION OUTLINE

DRYWALL APPLICATOR

O\*NET 47.2081.02

RAPIDS 0145-HY

**WORK EXPERIENCE SCHEDULE**

During the term of apprenticeship, each apprentice shall be given such instruction and work experience in all areas of the trade as per the following schedule. This schedule is recognized as being sufficiently flexible and capable of being changed if accumulated experience indicates that changes will be beneficial to all parties.

**WORK PROCESS**

**APPROXIMATE HOURS**

<p><b>A. Handling and Installing Substrate Materials</b>  <i>-Any and all materials that are fastened to any and all framing systems</i></p> <p><b>B. Wall and Ceiling Framing Systems</b>  <i>-Any and all types of steel framing that will receive any substrate materials</i></p> <p><b>C. Allied Ancillary Work Processes</b>  <i>-Lathing, Insulation, Trims, Welding, Drywall Finishing, and Wet Wall Finishing</i></p> <p><b>D. Supplemental Skills, Electives, and Misc.</b>  <i>Includes but not limited to: General Construction Safety, Operating Forklifts, Aerial lifts, Scissor lifts, Rough Terrain lifts, Rigging and Signaling, Ergonomics, Proper Material Transporting and Storage, Use of Powder Actuated Tools and Use of Pneumatic Tools, Erecting and Dismantling Scaffolding and other Movable Work Platforms, Stocking and Scrapping, Fire Stop, Installing Fall Protection Systems, Barricade Systems and Fall Restraints, Trade Show Installation and Dismantling, Total Station (electronic <u>headset/transit</u>).</i></p>	<p>1,300 Hours</p> <p>1,300 Hours</p> <p>1,300 Hours</p> <p>1,300 Hours</p> <p><b>Total 5,200 Hours</b></p>
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**RELATED TRAINING OUTLINE**

In accordance with these registered Standards, each apprentice shall participate in related theoretical instruction in subjects related to the trade for 144 minimum hours per year of the apprenticeship term. Apprentices shall be required to complete a minimum of sixteen (16) units of instruction based on the following list. Each Unit will consist of one (1) week of instruction with specific task requirements, objectives, and evaluation criteria developed for each. As with any educational system, this is a never ending, continually changing process.

Unit	Description	Unit	Description	Unit	Description
1	Orientation	7	Drywall/Acoustical Ceilings	13	Light Gauge Welding AWS A
2	Safety & Health Certifications	8	Exterior Insulation Finish Systems EIFS	14	Structural Welding AWS A
3	Basic Framing Material Identification Trims	9	Framing Ceilings & Soffits	15	Printreading
4	Basic Lathing	10	Framing Suspended Ceilings	16	Printreading (Advanced)
5	Basic Metal Framing	11	Framing, Curves & Arches	17	Reinforced Substrate Installations
6	Door & Door Frames	12	Free-Form Lathing	18	Transit Level/Laser
					HirJPin qualification (ELECTIVE)
					Scaffold Erector Qualification (ELECTIVE)

# **Apprenticeship Nevada**

## **Appendix A**

### **WORK PROCESS SCHEDULE**

**AND**

### **RELATED INSTRUCTION OUTLINE**

**FOR**

**Southwest Carpenter and Affiliated Trades JATC  
Drywall Applicator-Northern Nevada**

# Appendix A

## WORK PROCESS SCHEDULE

**Drywall Applicator (Nevada-Northern)**  
**O\*NET-SOC CODE: 47-2081-02 RAPIDS CODE: 0145HY**

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

### 1. APPRENTICESHIP APPROACH

- Time-based
  Competency-based
  Hybrid

### 2. TERM OF APPRENTICESHIP

The term of the apprenticeship will be **hybrid**, with an OJL attainment of **5200 – 8000** hours, supplemented by the minimum required **144** hours of related instruction per year.

### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS

JOBSITE RATIO:

NNV (COMMERCIAL): The allowable ratio of apprentices to journey workers shall be one (1) apprentice for the first journey worker, and one (1) apprentice for every three (3) journey workers thereafter. NNV (LT COMMERCIAL): After one (1) journey worker is on the job site first, the allowable ratio of apprentices to journey workers shall be one (1) apprentice to two (2) journey workers.

### 4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate of Northern Nevada \$33.00

Period	Percent	Hours	OJL
1	50	1000	0-1000
2	55	600	1001-2000
3	60	600	1601-3000
4	65	600	2201-4000

Period	Percent	Hours	OJL
5	70	600	2801-5000
6	75	600	3401-6000
7	80	600	4201-7000
8	90	600	4801-8000

### 5. WORK PROCESS SCHEDULE (See attached work process schedule)

The sponsor may modify these 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 instruction outline to meet local area needs prior to submitting these Standards to the appropriate registration agency for approval.

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## WORK PROCESS SCHEDULE

### Drywall Applicator (Nevada)

O\*NET-SOC CODE: 47-2081.02 RAPIDS CODE: 0145HY

The following schedule is an example of work experience (OJL) and training considered necessary to develop a skilled and productive worker in the Drywall Applicator trade. Within the limits of basic commercial/residential trade requirements, the schedule is adaptable to local conditions.

Work Process Schedule	Approximate Hours
Core Skills	500 - 600
Framing	1400 - 1550
Drywall Systems	1400 - 2500
Drywall / Ceiling Systems	1400 - 2500
Supplemental Skills (Allied Ancillary work processes such as scaffolding, insulation, trims, welding, drywall finishing, wet wall finishing, acoustical ceiling, building envelope barriers, specialty finish installations, and green site work)	500 - 850
<b>Total Hours</b>	<b>5200 - 8000</b>

## RELATED INSTRUCTION OUTLINE

### Drywall Applicator (Nevada)

**O\*NET-SOC CODE: 47-2081.02    RAPIDS CODE: 0145HY**

**Related Instruction** – This commercial and residential instruction shall include, but not be limited to:

Core Skills RSI-160 Hrs. OJL-500-600 Hrs.	Framing RSI-100 Hrs. OJL 1400-1550 Hrs.	Drywall Systems RSI-160 Hrs. OJL 1400-2500 Hrs.	DW/Ceiling Systems RSI-120 Hrs. OJL 1400-2500 Hrs.	Supplemental Skills RSI- 100 Hrs. OJL-500-850 Hrs.
Industry Orientation	(Intro to) Metal Wall Framing	Drywall Application	Intro to Ceiling Systems	Aerial Lift Qualification
General Safety	Commercial and Residential steel framing	Sound & Thermal Systems	Framed Gypsum Ceilings	Scaffold Erector – Qualification Frame/Mobile Tower
OSHA 10 Hour	Wood Wall Framing	Fire Stop/Fireproof	Suspended Gypsum/Acoustical Ceilings	Power Industrial Truck Operator Qualification
First Aid/ CPR/AED	Soffits/Acoustical Soffits	Shaft Walls	Exposed/ concealed Grid	Leveling Devices
Safety Data Sheets		Pre-finished Drywall	Rated Ceilings	Power/Powder Actuated Tools
Materials & Handling		Lead Wall Systems	Glass Fiber Reinforced Gypsum & Concrete	Intro SMA Welding & Oxy-Acetylene Cutting
Print Reading		Demountable Partitions	Specialty/Curved Ceilings	Clean Room Protocol
Math for the Trades		Pre-fab Systems		Drywall Trims

Layout		GFRG and GFRP		Pre-Hung Doors, Doors and Hardware
Hand Tools				Fiberglass Reinforced Plastic
Portable Power Tools				Drywall Finishing
Fastening Systems				Building Envelope Barriers
Construction Fall Protection				
Ergonomics				
Green Awareness				
Diversity Training				
Infection Control Risk Assessment ICRA Best Practices in Health Care Construction				
<b>Optional Instruction</b>				
	Metal Jambs & Window Frames	(Shelf Standards	Specialty Metal ceiling Trims	(RSI-08 Hrs.) Rigging & Signaling Qualification Certificate
	Door Hanging		Clouds	SMAW light gauge Certification

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				GMAW Light Gauge Certification

TOTAL MINIMUM HOURS: 4-year program 5,200 hours; RSI 144 per year

## APPENDIX C - AFFIRMATIVE ACTION PLAN

### AFFIRMATIVE ACTION PLAN

#### I. ~~Equal Employment Opportunity Pledge~~

- A. ~~The recruitment selection and referral of apprentices by the JATC and the Southwest Regional Council of Carpenters shall be without discrimination because of race, color, religion, national origin, sex or sexual orientation. The Southwest Regional Council of Carpenters and the JATC will provide Equal Opportunity in Apprenticeship and will conduct the selection of individuals for apprenticeship in the Apprenticeship Programs as required under Title 29 of the Code of Federal Regulations, Part 30, and the Equal Employment in Apprenticeship as outlined in the Apprenticeship Regulations of the Nevada State Apprenticeship Council, Office of the Labor Commissioner as written, and as may be amended.~~
- B. ~~The affirmative action responsibilities of the JATC not only apply to the recruitment and selection of apprentices, but also to the employment and training of apprentices throughout their apprenticeship. In its Affirmative Action Plan, the JATC pledges to uniformly apply all rules and regulations, including but not limited to equality of wages, period advancement, promotion, assignment of work, performance evaluation, rotation among work processes of the trade, imposition of penalties and other disciplinary action, awarding of credit, and all other aspects of the program operation.~~

#### SECTION I - INTRODUCTION

The JATC enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The JATC seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The JATC hereby adopts the following nondiscriminatory pledge and the AAP (Section II).

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the JATC will become part of this written AAP, once approved by the Nevada Apprenticeship Office (Registration Agency).

#### H. ~~Analysis and Establishment of Goals~~

- A. ~~The JATC will conduct consistent periodic review of women and minority statistics in the labor market for the State of Nevada to determine if deficiencies exist. The statistical factors used in the analysis to determine whether there is an underutilization of the available workforce will include:~~
- ~~(1) The size of the working age minority and female (minority and nonminority) population in the program labor market area for the State of Nevada.~~
  - ~~(2) The size of the minority and female (minority and nonminority) labor force in the~~

~~program labor market area for the State of Nevada.~~

~~(3) The percentage of minority and female (minority and nonminority) participation as apprentices in the particular craft as compared with the percentage of minorities and women (minority and nonminority) in the labor force in the program labor market area for the State of Nevada.~~

~~(4) The JATC will compare the percentage of minority and female (minority and nonminority) participation as journeypersons employed by the employer or employers participating in the Apprenticeship Programs with the percentage of minorities and women (minority and nonminority) in the State of Nevada labor market area covered under the CBA and will identify the extent to which the program may expected to~~

~~correct any deficiencies through the achievement of goals and timetables for the selection of apprentices (see Attachment A, Analysis Worksheet), 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.~~

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

The JATC commits to the following Equal Opportunity Pledge:

Southwest Carpenter and Affiliated Trades Joint Apprenticeship and Training Committee 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. Southwest Carpenter and Affiliated Trades Joint Apprenticeship and Training Committee will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

### **III. Outreach Activities**

~~A. The JATC agrees to provide equal opportunity, and to engage in affirmative action— including taking part in activities to recruit, encourage and retain women and minorities in the apprenticeship program. These "outreach" actions shall be conducted by area Coordinator and other individuals as needed to attain established goals.~~

~~B. Furthermore, to ensure that effective outreach is actually taking place, responsible parties of the JATC shall identify groups and community activities that are specifically intend as programs to promote recruitment of individuals for entrance into the construction trades, and will routinely interact with these programs.~~

#### ~~1. Public Notice of Apprenticeship Openings~~

~~a. Dissemination of information must be made twice a year (once every six months).~~

~~b. Notice shall contain minimum qualifications~~

~~c. Notice shall contain dates, time and location for making application~~

- ~~d. Newspaper advertisements must be published semi-annually (every six months). Ads shall include the same information as stated in c and d above.~~
  - ~~e. Notice shall be sent to Registration Agency (Nevada State Apprenticeship Council, Office of the Labor Commissioner)~~
  - ~~f. Notice Shall be sent to community-based organizations~~
- ~~2. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program.~~
  - ~~3. Cooperation with school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship Programs.~~
  - ~~4. Internal communication of the Apprenticeship Committee' equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Apprenticeship Committee's various officers, supervisor, employees, and members to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR Part 30.~~
  - ~~5. Engage in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, the Apprenticeship Committee may be required to work with other sponsors and appropriate community organizations. The Apprenticeship Committee shall also initiate programs to prepare women and encourage women to enter Apprenticeship Programs.~~
  - ~~6. Encourage the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The JATC shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.~~
  - ~~7. Utilize journey workers to assist in the implementation of affirmative action in the apprenticeship program.~~
    - ~~a. Notices, posters and brochures used in recruitment campaigns targeting women and minorities will be available to disseminate to journey workers at local unions.~~
- ~~C. Recruitment materials shall be produced as a means of disseminating the apprenticeship opportunities and application process. The types of information shall include the nature and job skills of apprenticeship, requirements for admission, the sources for procuring applications, and the equal opportunity policy of the JATC. These materials shall be made available at each training location and local union, as well as provided to the groups and outreach programs identified as part of this affirmative action plan.~~
- ~~D. A review of the outreach activities and results of such activities will be including as part of the annual review of the affirmative action plan. If in the process of the review, new goals~~

are set, the JATC may encourage increased participation in outreach activities and/or seek additional programs as sources to improve the annual results.

### SECTION III - ANALYSES AND GOALS

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JATC pledges to identify and analyze outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the JATC's labor market area. (See attached Affirmative Action Plan Workforce Analysis Worksheet)

#### IV. ~~ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN~~

~~The JATC will make an annual review of its current Plan and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affamative action measures. The JATC will continually monitor these processes in order to identify the need for a new affirmative action effmt and/or deletion of ineffective existing activity (ies). All changes to the Plan must be submitted to the Registration Agency for approval. The JATC will continually monitor the participation rates of minorities and women in the apprenticeship program in an effmt to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.~~

### SECTION IV - OUTREACH AND POSITIVE RECRUITMENT - 29 CFR § 30.4(c)

The JATC's AAP includes the following "checked" outreach and positive recruitment efforts that would reasonably be expected to increase minority and women's participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the JATC will set forth the specific steps they intend to take under each identified effort.** The JATC will identify a **significant number of activities** in order to enable it to meet its obligation under Title 29, CFR part 30.4(c).

A. X An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval, or at least biannually to the following agencies/organizations:

- Registration Agency
- Women's Organizations/Centers
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools

- Other Organizations/Centers (which can effectively reach minorities, LGBTQ community, and women)
- Appropriate digital media (which are circulated in the minority community and among women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the JATC's equal opportunity policy. The period for accepting applications as established by the JATC is: year-round

- B.  Participation 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.  Cooperation with 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.  Internal and external communication of the JATC's equal opportunity policy will include anti-harassment training, and should be conducted in such a manner to foster understanding, acceptance, and support among the JATC's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.
- E.  Engaging 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 pre-testing experience and training. In initiating and conducting these programs, the JATC may be required to work with other JATCs and appropriate community organizations. The JATC will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F.  Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The JATC 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.  Utilizing journey workers to assist in the implementation of affirmative action in the apprenticeship program.
- H.  Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I.  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, sex, or any other classification protected by State or Federal law (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and women apprentices and journey workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

**(Identify Action:)**

01.	Southwest Carpenters Training Fund Website
02.	Brochures and Marketing Materials promoting apprenticeship programs and description of trades
03.	Three Generation Campaign Posters, Brochures encouraging journey workers to present apprenticeship opportunities to female family members.
04.	Cooperation with Sisters in the Brotherhood Committees to support female journey workers and female apprentice mentoring activities
05.	Participation in Career Fairs aimed at Female, Minorities, LGBTQ, Disabled and Disadvantaged Populations

**FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE JATC WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP**

01.	Maintain Outreach List to include State, City, Local Agencies, and Community Based Organization in geographic areas served
02.	Maintain Southwest Carpenters Training Fund website
03.	Dissemination of Announcement Apprenticeship Opportunities biannually including media outlets and mailings ongoing.
04.	Web posting and mailing of How To Join and Application Procedures
05.	Employment of Full-time Program Outreach/EEO Coordinator
06.	Written Policy for granting advanced standing or credit for previous experience
07.	Participation and cooperation with Educators and Sponsors of Career and Job Fairs in geographic areas served
08.	Interaction with Workforce Development Agencies and Sponsors of workforce training and pre-apprenticeship programs
09.	Conducting Anti-harassment training for applicants, apprentices, instructors, administrative staff, and posting Equal Opportunity Pledge and complaint procedures
10.	Educating and coordinating Anti-harassment training for contractors and journey worker working closely or coming in contact with apprentices.
11.	Conduct pre-job training for participants enrolled in Brothers' Keepers program as part of the Southwest Carpenter Regional Council's African-American Taskforce
12.	Conduct pre-job training for disadvantaged populations, and women seeking non-traditional employment in the Southwest Carpenters' Training Fund "Brother's Keeper (BK) and "Building Outstanding Opportunities with Tradeswomen Skills (B.O.O.T.S)

**SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The JATC will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and effect that result from their affirmative action measures. The JATC will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the Registration Agency for approval. The JATC will continually

monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

## AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

### A. SPONSOR INFORMATION

Program Number:	NV002450001	
Name of Sponsor:	Carpenters JATC (Northern)	
Address:	1360 Financial Blvd..	
City/State/Zip Code:	Reno, NV 89056	
Contact Person:		
Phone Number:	702-452-5099	FAX Number:702-452-0677
E-Mail Address:	reno@swctf.org	

### 8. OCCUPATIONAL INFORMATION

Occupational Title: * J	Carpenter	
RAPIDS Code: 0067-H	O*NET/SOC Code:47-2031.00	
Type of selection method used:	Alternative	
Labor Market Area description:	Reno MSA	

### C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

<b>C.1 Total Labor Force in Labor Market Area* Reno MSA</b>		
Number of Women:	<b>99,845</b>	45.3% of labor force
Number of Minorities:	61,146	27.8% of labor force
<b>C.2 Working Age Population in Labor Market Area*</b>		
Number of Women:	99,845	45.3% of labor force
Number of Minorities:	61,146	27.8% of labor force
<b>C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System **</b>		
<b>Southern Nevada</b> Number of Women:	3	2.6% of apprentices
<b>Southern Nevada</b> Number of Minorities:	49	42% of apprentices
<b>C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***</b>		
Number of Women:		45.3%
Number of Minorities:		27.8%

Resources for obtaining labor market information.

\* [http://www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html)

\*\* RAPIDS Data available from Registration Agency.

\*\*\* Program Sponsors may use any reasonable method for determining 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 "Apprentice Participation in Particular Craft/Occupation" to propose the entries for "The General Availability of Minorities and Women."

## AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

### D. SPONSOR'S WORKFORCE DATA

D.1 Total Number of Journey/Craft Workers Employed:		
Number of Women:		% of work force
Number of Minorities:		% of work force
D.2 Total Percentage of <b>Apprentices</b> or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:	2	.06%
Numerical percentage of Minority apprentices or minorities in applicant pool:	25	75.7%

### 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): *	42%	2.6%
E.2 EEOC Occupational Employment Data: **	29.4%	1.7%

\* Data available from Registration Agency

\*\* <http://www.eeoc.gov/stats/jobpat/jobpat.html>

### 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 **27.8% minorities and 4.6% women** during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of 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

  
\_\_\_\_\_  
Sponsor's Signature

GREG ALLAIRE  
Typed Name

MANAGER  
Title /

\_\_\_\_\_

Registration Agency

  
\_\_\_\_\_  
Registration Agency Signature

## APPENDIX D - SELECTION PROCEDURE

### ~~I. Applications (see Section II paragraph 1)~~

- ~~A. Announcement of apprenticeship opportunities shall be disseminated at least 30 days in advance. Announcements shall be made public to the Nevada State Apprenticeship Council, Office of Apprenticeship, and identified minorities on the Affirmative Action Outreach List at least 30 days in advance.~~
- ~~B. Individuals wishing to apply into the Apprenticeship Program shall make application at:~~

~~Northern Nevada Carpenters & Affiliated Trades  
Joint Apprenticeship Training Committee  
1360 Financial Road\* Reno, Nevada 89502 \* (775) 856-4448~~

### II. Minimum Qualifications (Section I)

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. The minimum qualifications to apply are:~~

- A. **Minimum age** - seventeen (17) years of age at the time of application. If applicant is under eighteen (18) years of age at the time of indenture, the Apprentice Agreement must be signed by the applicant's parent or guardian. (*Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.*)

All applicants must be eligible for employment in the United States and have a Social Security Card or other proper Immigration and Naturalization Service papers (green card) for working in the United States.

- ~~1. AGE: The applicant must be at least seventeen (17) years of age to apply. If under eighteen (18) years of age, the Apprentice Agreement must be signed by the applicant's parent or guardian. Applicants are required to submit reliable proof of age.~~
- ~~2. EDUCATION: The applicant must have a high school diploma, GED or equivalent to apply; OR applicant must be obtain his/her high school~~

diploma, GED or equivalent prior to the completion of the apprenticeship program.

## B. Education

Applicant must provide an official transcript(s) of education achieved, if seeking additional eligibility points during the application process.

(a) a high school diploma or its equivalent before being accepted into a program; or

(b) Receive a high school diploma or its equivalent: (1) within 1 year after being indentured as an apprentice

Applicants must submit a DD-214, or any similar documentation, used to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience

- ~~1. PHYSICAL: Within the guidelines of the American Disabilities Act and other applicable laws, all applicants shall be physically capable of performing the essential functions of the trade with reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Applicants must pass a drug test screening upon acceptance into the program. In addition, apprentices must agree to cooperate in all subsequent random drug screening tests throughout his/her apprenticeship.~~

## 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.

## D. Tests

Applicants will be informed at the time of application to the program about pre-job and employment conditions that may lead to screening for the current illegal use of drugs prior to reporting to the jobsite being employed.

## E. Aptitude

Not mandatory

## F. Others

None

### III. Application Procedures (Section II)

A. ~~The JATC will review all eligible applicants that meet the minimum qualifications.~~

#### A. Application Process

1. Applications will be accepted *throughout the year*. All persons requesting an application will have one made available upon signing the applicant log.
2. 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/ethnic and sex identification and the progress by dates and final disposition of each application. (Digital forms will be applicable)
3. 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 JATC.
4. Receipt of the properly completed application form, along with required supporting documents at the time of selection will constitute the completed application:
  - a. Proof of age: driver's license, birth certificate, or other acceptable documentation.
  - b. Social Security Number or U.S. Work Authorization Document
  - c. Copy of official transcript(s) for high school or GED (year or years completed), and post high school education and training
  - d. Applicants must submit a DD-214, or similar documentation used to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
5. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
6. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).
7. Applicants may appeal any handling and/or processing of an application by submitting in the facts to support a reversal of any negative decision or adverse outcome in writing within 10 days of official notification of the application status. All such appeals shall be sent to the JATC designated Appeals Committee as provided for in these Standards.

B. ~~Only completed applications will be considered for selection into the Apprenticeship~~

~~program. Incomplete applications will be disqualified.~~

B. Qualification for Selection

1. Individuals who meet the minimum qualifications are eligible to make application for selection. An applicant shall remain active in the Apprentice Application Record Log, subject to selection, for a period of two calendar years from the date of application.
2. An employee of a non-signatory employer not qualifying as a Journeyworker when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and indentured at the appropriate period of apprenticeship based on the skill and knowledge of the applicant.
3. An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) plus one of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a Journeyworker, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and indentured at the appropriate period of apprenticeship based on previous work experience and related training.
4. Transfer of an apprentice from one registered program to another in compliance with Title 29, Code of Federal Regulations (CFR) part 29.5(b)(13). The apprentice must request the transfer. Both the sending and receiving JATCs must agree to the transfer. The transfer must be in the same craft as the apprentice was indentured in the original program, and the transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the JATC and a new Apprenticeship Agreement must be executed when the transfer occurs.
5. If the JATC has an articulation agreement to include pre-apprenticeship with an educational entity, Community-based Organization, a government program, or a similar program and the Registration Agency is agreeable, then a component for pre-apprenticeship may be added to the Selection Procedures. Successful completers would then be eligible to make application.
6. An individual who successfully completes a UBC sponsored Job Corps program can apply for entry into a UBC affiliate sponsored apprenticeship program.
7. UBC members (journeyworkers) may request a change or revision of their classification and/or a change from their current occupation to another occupation and receive direct entry into the apprenticeship program sponsored by their local union.
8. Special Consideration for Military Veterans: Military veterans who have completed their military obligation may be granted special consideration into the program.
  - a. The JATC shall evaluate the military training received and/or any previous work experience for granting the appropriate credit on the term of apprenticeship and the appropriate wage rate.
  - b. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

- ~~C. All applicants must be eligible for employment in the United States and have a Social Security Card or other proper Immigration and Naturalization Service papers (green card) for working in the United States.~~
- ~~D. The JATC shall hold all information in confidence. No names, address, or phone numbers shall be made public without the applicants prior written approval or unless directed to do so by an order of the court.~~
- ~~E. Qualified applicants for apprenticeship shall have an interview with a JATC representative to determine their ranking level. Applicant ranking score will be based on work experience, vocational training, safety/trade qualification, military experience, certification or credentials, and professional attitude and aptitude for the industry. Scores and appropriate record keeping of the interview will be indicated for each applicant using an Applicant Interview form.~~
- ~~F. All interviews will be conducted in accordance with all Federal and State Equal Opportunity and Affirmative Action law, rules and regulations. A written record of all interviews shall be kept for each individual applicant.~~
- ~~G. An applicant not selected after interview shall be notified in writing stating the reason for denial by certified United States mail with return receipt requested.~~
- ~~H. Any ranked applicant can reapply to the JATC at anytime if they have obtained additional experience that would place them in a higher level.~~

### **SECTION III - SELECTION PROCEDURES**

- A. Alternative Selection Method (Title 29, CFR part 30.5):**
- B. All applicants who have met the minimum qualifications and have submitted the required documents will have the application questionnaire reviewed. The JATC will schedule a review and evaluation session (if applicable).**
- C. The reviewer(s) will award each qualified applicant eligibility points based on applicable work experience, educational and vocational training, safety/trade qualifications, military experience, trade certifications/credentials on the applicant's questionnaire to establish total eligibility points. The reviewer will record the documented proof of the applicant's answers. The reviewer will then prepare a written summary verifying the applicant's statements from the review.
  - a. Applicants that meet the criteria in Qualification for Selection, Section II-B paragraphs 3-9, are eligible for direct entry under the application procedures outlined in this section****
- D. If multiple reviewers continue the apprenticeship application process and verify points for the applicants re-evaluation/additional applicable work experience, educational and vocational training, safety/trade qualifications, military experience, trade certifications/credentials, the reviewer(s) will add the points to any previous points to determine the applicant's re-evaluated application/eligibility points.**
- E. All qualified applicants will be placed on an "Eligible Applicant List" following the application review.**
- F. As part of an alternate selection method, when an applicant's score reaches twelve points at any time during the eligibility period, and a work opportunity is available, the JATC shall contact the applicant in**

person, by phone, or written communication (including email when applicable) regarding selection into the program.

a. Selected applicants will be scheduled to attend a two-day pre-job before reporting to the jobsite. Failure to attend or pass the pre-job will result in cancellation.

Selected applicants must respond to the notice of selection within (8) hours of notice. It will be the responsibility of the applicant to keep the JATC informed of their current mailing/email address and telephone/cell number. If applicants cannot be reached by telephone/cell, their names will be passed and notice sent by text to cellphone or/and to their email address by “Certified Mail-Return Receipt Requested” to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant’s name will be removed from the list. ~~Only one certified notice will be mailed.~~

G. Qualified applicants remaining on a preceding eligibility list will automatically be carried forward on the new pool of eligible applicants and slotted in wherever their eligibility score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants on the list but not selected during the two-year (2) period eligibility period, will be required to reapply.

H. During the two-year (2) period, applicants who feel that their qualifications have improved since their original application may submit documented evidence of such additional experience or training and request reevaluation and eligibility score at the next regular processing cycle.

#### Alternative Selection Method:

Applicant receives a Letter of Intent-To-Hire (Letter of Sponsorship, Letter of Subscription) from a signatory employer.

a) A letter of Intent-To-Hire can be used as part of an “Alternative selection method” (See Section III Selection Procedures)

b) The letter must be written, signed, and dated by a signatory employer and submitted to the JATC.

#### **IV. — Ranking List**

~~A. Individuals who qualify through the application procedure shall be placed on the ranking list. All Applicants shall be ranked by score and then by application number. For applicants with equal scores, the individual with the lower application number shall be placed on the ranking list first.~~

~~B. Qualified applicants remaining on a preceding ranking list will automatically be carried forward onto a new ranking list and slotted in wherever their score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own request or following the failure to respond to an apprenticeship program opening opportunity. Applicants who are not placed into the apprenticeship program during the two (2) year period they were on the ranking list will be required re-apply.~~

~~C. An applicant may be removed from the list before the expiration of the 2 year period at his request or after his failure to respond to a notice of an opportunity for apprenticeship sent to him/her by certified United States mail with return receipt requested.~~

## **SECTION IV - DIRECT ENTRY**

The JATC may designate one or more of item B Qualifications for Selection methods 2 through 9 from Section II – “Application Process” as Direct Entry. These Direct Entry methods must be listed in the JATC Selection Procedures.

JATCs who 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 only include 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 JATC will award Credit for Previous Experience in accordance with Section XII of these Standards and will pay the apprentice(s) at the wage rate commensurate with their 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 shall include the following:

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet 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 JATC will evaluate the Job Corps training received for granting 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. Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. 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.)
  - a. The JATC will accept other candidates for direct entry from youth/adult programs that meet the standard of training and have entered into an agreement with the JATC.
- C. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the (Construction Industry), may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. 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. Former inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the Apprenticeship Program Sponsor agrees to admit such inmates without regard to race, color, religion, national origin, or sex and

all individuals receive equal consideration. JATCs agreeing to admit such individuals into apprenticeship must agree to do so without regard to present minimum qualifications, eligibility lists or the necessity of passing written apprenticeship entrance tests. (Note: This is a method of direct entry into the apprenticeship program.)

E. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through 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.)

F. An individual who signs an authorization card during an organizing effort, wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through 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). For such applicants to be considered they must:

1. Be employed in the JATC's jurisdiction when the authorization card was signed;
2. Have been employed by the employer before the organizational effort commenced;
3. Have been offered the opportunity to sign authorization cards and be evaluated along with all other employees of the employer; and
4. Provide reliable documentation to the JATC to show they were an employee performing (INSERT INDUSTRY) work prior to signing the authorization card.

G. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the Sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. (Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)

H. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journeyworker and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience

and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through 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).

Applicants that meet the criteria in Qualification for Selection, Section II-B paragraphs 3-8, are eligible for direct entry under the application procedures in Section III paragraphs B-H.

#### **V. Selection of Ranked Applicant**

- A. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. Ranked applicants must respond to the telephone call from the JATC within 48 hours. It shall be the responsibility of the applicant to keep the JATC informed of their current contact information.
- B. An applicant may be removed from the list before the expiration of the 2-year period at his request or after his failure to respond to a notice of an opportunity for apprenticeship sent to him/her by certified United States mail with return receipt requested.

#### **EXCEPTIONS:**

- 41 (Direct Entry) US Military Veterans and those with documented proof of being Helmets to Hardhats participant and meet the minimum qualifications of these Standards may be given direct entry into this program. The JATC shall evaluate the candidates previous and military training received for granting appropriate credit on the term of apprenticeship and wage rate.
- 41 (Direct Entry) Individuals who successfully complete a UBC sponsored Job Corps program and meets the minimum qualifications of these Standards shall be directly admitted for entry into a UBC affiliate sponsored Apprenticeship Program with prior approval from the Nevada State Apprenticeship Council, Office of the Labor Commissioner. The JATC shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship.
- II (Direct Entry) An individual, who meets the minimum qualifications of these Standards and signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a Journeyman, shall be evaluated by the JATC using consistent, standard, nondiscriminatory means, and indentured at the appropriate period of apprenticeship based on previous work experience and related training.
- 41 (Direct Entry) An employee of a non-signatory employer not qualifying as a Journeyman when the employer becomes signatory and meets the minimum qualifications of these Standards shall be evaluated by JATC, using consistent, standard, nondiscriminatory means and indentured at the appropriate period of apprenticeship based on the skill and knowledge of the applicant.
- 41 (Direct Entry) Transfer of Apprenticeship. Transfer of Apprenticeship. In order to transfer an

apprenticeship agreement between two UBC JATC registered apprenticeship programs, the following requirements must be met.

- ~~The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.~~
- ~~The apprentice's sponsoring JATC must agree to the transfer.~~
- ~~The receiving JATC must agree to accept the transfer.~~
- ~~The parent organizations of both JATC programs (the two UBC Local Unions or Regional Councils affected by the transfer) must agree to the transfer.~~
- ~~The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.~~
- ~~ID~~ ~~Upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.~~
- ~~ID~~ ~~Indenture proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.~~
- ~~GI~~ ~~Apprentices accepted for transfer will be given full credit for on the job training experience and related instruction successfully completed while indentured in an UBC apprenticeship program.~~
- ~~GI~~ ~~The transferring apprentice must complete an application form and meet the minimum qualifications of these Standards.~~
- ~~Provide to the JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC and other information submitted (including a copy of the application form and the apprenticeship agreement that was properly registered with the Registration Agency), shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the permanent files of the receiving JATC and shall be maintained in the same manner as other records.~~

## **SECTION V - COMPLAINT PROCEDURE**

A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against 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, 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 Nevada Apprenticeship Office (Registration Agency) or, at the apprentice or applicant's election, with the private review body established by the JATC (if applicable).

B. If an apprentice feels they have been subjected to discrimination, they may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with the appropriate agency (Attachment C-1). You may also be able to file complaints directly with the EEOC,

or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below. (Listing of EEOC offices for geographic locations covered by these standards may be found in Attachment C-1)

**C. EACH COMPLAINT FILED MUST BE MADE IN WRITING AND INCLUDE THE FOLLOWING INFORMATION:**

1. Complainant's name, address, and telephone number, or other means of contact, for contacting the complainant.

2. The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination).

3. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (for example, because of his/her race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age (40 or older), genetic information, or disability).

4. The complainant's signature or the signature of the complainant's authorized representative.

**D. 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 Nevada Apprenticeship Office (Registration Agency) for good cause shown. Complaints shall be mailed to:**

C/O  
Louis Ontiveros, Director  
Southwest Carpenters Training Fund  
4245 Sunset Road, Las Vegas, NV 89110

**E. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.**

**F. The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.**

**VI. — Indenturing of Apprentices**

~~A. The selected applicant shall be indentured by the JATC and registered with the Nevada State Apprenticeship Council by:~~

- ~~1. Signing two (2) copies of an Apprenticeship Agreement form provided by the Nevada State Apprenticeship Council, and~~
- ~~2. Being advised and acknowledging the rules, regulations, standards and policies of the apprenticeship program, and~~
- ~~3. Attending scheduled mandatory related instruction classes or accepting on the job training assignment.~~

## **SECTION VI - MAINTENANCE OF RECORDS**

The JATC 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 the 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 the regulations at Title 29, CFR part 30, as may be required by the Nevada Apprenticeship Office (Registration Agency) and or 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 non-minority) participants.

Each JATC must retain a statement of its Affirmative Action Plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will 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 which are part of the total judgment. Records will be maintained for five (5) years from the date of the last action and made available upon request to the Nevada Apprenticeship Office (Registration Agency) and or U.S. Department of Labor or other authorized representative