



# STANDARDS OF APPRENTICESHIP

DEVELOPED BY

*SOUTHWEST CARPENTER AND AFFILIATED TRADES*

*JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC)*

FOR

ALL OCCUPATIONS IDENTIFIED IN APPENDICES A

FLOOR WORKER/LAYER      O\*NET-SOC CODE: \_47-2042.00\_    RAPIDS CODE: \_0199HY\_

APPROVED BY

OFFICE OF WORKFORCE INNOVATION AND

THE NEVADA STATE APPRENTICESHIP COUNCIL

---

Richard J. Williams, Nevada State Apprenticeship Director

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

REGISTRATION NUMBER: \_\_\_\_\_

REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP ACT

IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP

ESTABLISHED BY THE US DEPARTMENT OF LABOR, THE OFFICE OF WORKFORCE  
INNOVATION, AND THE NEVADA STATE APPRENTICESHIP COUNCIL

*This Page Intentionally Left Blank*

**TABLE OF CONTENTS**

	Page
Foreword .....	iii
SECTION I Program Administration .....	1
SECTION II Equal Opportunity Pledge .....	2
SECTION III Affirmative Action Plan and Selection Procedures .....	3
SECTION IV Qualifications for Apprenticeship .....	3
SECTION V Apprenticeship Agreement .....	4
SECTION VI Supervision of Apprentice and Ratio .....	4
SECTION VII Term of Apprenticeship.....	5
SECTION VIII Probationary Period.....	5
SECTION IX Hours of Work .....	5
SECTION X Apprentice Wage Progression .....	6
SECTION XI Credit for Previous Experience .....	6
SECTION XII Work Experience.....	6
SECTION XIII Related Instruction.....	7
SECTION XIV Safety and Health Training.....	7
SECTION XV Maintenance of Records .....	7
SECTION XVI Certificate of Completion of Apprenticeship .....	8
SECTION XVII Notice to Registration Agency.....	8
SECTION XVIII Registration, Cancellation, and Deregistration.....	9
SECTION XIX Amendments and Modifications .....	9
SECTION XX Adjusting Differences; Complaint Procedure .....	9
SECTION XXI Collective Bargaining Agreements.....	10
SECTION XXII Transfer of an Apprentice and Training Obligation.....	11
SECTION XXIII Responsibilities of the Apprentice.....	11
SECTION XXIV Technical Assistance .....	11
SECTION XXV Conformance with Federal Laws and Regulations.....	12
SECTION XXVI Definitions.....	12
SECTION XXVII Official Adoption of Apprenticeship Standards.....	15
Appendix A - Work Process Schedule and Related Instruction Outline	
Appendix B - Apprentice Agreement	
Appendix C - Affirmative Action Plan	
Appendix D - Qualifications and Selection Procedures	

## FOREWORD

These individual joint Southwest Carpenter and Affiliated Trades Joint Apprenticeship and Training Committee (JATC) apprenticeship standards have as their objective the training of Floor Worker apprenticeable occupation skilled in all phases the industry. Southwest Carpenter and Affiliated Trades Joint Apprenticeship and Training Committee (JATC) acting as sponsor, recognize that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

Pursuant to Title 29, CFR part 29.4 and NRS 610.202 these occupations are apprenticeable because each meet the following criteria:

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

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

## **SECTION I - PROGRAM ADMINISTRATION NRS 610.144 3 (f)**

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 II - EQUAL OPPORTUNITY PLEDGE - 29 CFR §§ 29.5(b)(21) and 30.3(b) NRS 610.144 2; NRS 610.144 3 (t); NAC 610.510 through 610.990**

**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 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 IV - QUALIFICATIONS FOR APPRENTICESHIP - 29 CFR § 29.5(b)(10) NRS 610.144 3 (j); NAC 610.815 to 610.860, Inclusive**

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.

- (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 one 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.

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 reporting to the jobsite.

5. Aptitude

Aptitude tests are 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 reporting to the jobsite.**

**SECTION V - APPRENTICESHIP AGREEMENT - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11) NRS 610.144 3(k)**

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 VI - SUPERVISION OF APPRENTICES AND RATIOS - 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7) NRS 610.144 3 (g) NRS 610.144 3(n)**

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 VII - TERM OF APPRENTICESHIP -29 CFR § 29.5(b)(2) NRS 610.144 3 (b)**

The term of the occupation will be **hybrid** with an OJL attainment of **6,200-8000** 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).

#### **SECTION VIII - PROBATIONARY PERIOD - 29 CFR §§ 29.5(b)(8), and 29.5(b)(20) NRS 610.144 3 (h); NAC 610.442 NRS 610.144 (s)**

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 IX - HOURS OF WORK**

Apprentices will generally work the same hours as fully proficient workers (journeyworkers), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

**SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR § 29.5(b)(5) NRS 610.144 3 (e); NAC 610.480, NAC 610.485**

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 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 XII - WORK EXPERIENCE – 29 CFR § 29.5(b)(3) NRS 610.144 3 (c)**

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

**SECTION XIII - RELATED INSTRUCTION – 29 CFR § 29.5(b)(4) NRS 610.144 3 (d); NAC 610.433**

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 XIV - SAFETY AND HEALTH TRAINING – 29 CFR § 29.5(b)(9) NRS 610.144 3 (i)**

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

**SECTION XV - MAINTENANCE OF RECORDS – 29 CFR §§ 29.5(b)(6), 29.5(b)(23), and 30.8 NRS 610.144 3(v); NAC 610.910**

**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 XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29 CFR § 29.5(b)(15), and Circular 2015-02 NRS 610.144 3(o)**

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

The Office of Workforce Innovation (OWINN/Registration Agency) must be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

**SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION - 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8) NRS 610.144 3 (p)**

These standards will, upon adoption by the sponsor, be submitted to the Office of Workforce Innovation OWINN/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 (OWINN/Registration Agency) within 45 days in writing of any decision to cancel the program.

The Nevada Apprenticeship Office (OWINN/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 (OWINN/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 (OWINN/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 XIX - AMENDMENTS AND MODIFICATIONS - 29 CFR § 29.5(b)(18) NRS 610.144 (q)**

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 XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE - 29 CFR §§ 29.5(b)(22), 29.7(k), and 30.11 NRS 610.144 3(u)**

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:

**29 CFR § 29.7(k)**

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable grievance and arbitration procedures contained in the CBA.

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement or standards for which written notification is received within 15 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within

30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Nevada Apprenticeship Office (Registration Agency) for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is **Louis Ontiveros, Director, Southwest Carpenters Training Fund, 4245 Sunset Rd., Las Vegas, NV 89118 (fundoffice@swctf.org)**

#### **29 CFR § 30.14**

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

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

The complaint must be filed not later than 300 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the 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 of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above.

The sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices. Should cancellation from the program occur in accordance with the procedures above, apprentices may appeal cancellation from the program to Office of Workforce Innovation (OWINN), 555 E. Washington Ave., Ste 4900, Las Vegas, NV 89101.

#### **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 XXII - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - 29 CFR § 29.5(13) NRS 610.144 3(m)**

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 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 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 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 Office of Workforce Innovation (OWINN/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 Registration Agency to service this program. The Registration Agency and field representative identified are the United States Department of Apprenticeship 333 S. Las Vegas Blvd. Ste. 5520, Las Vegas, NV 89101.

**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 Office of Workforce Innovation, 555 E. Washington Ave., Ste. 4900, Las Vegas, NV 89101 (OWINN/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.

**SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS**

The Southwest Carpenter and Affiliated Trades Joint Apprenticeship and Training Committee (JATC) hereby adopt these standards of apprenticeship on this 1st day of August 2020.

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

 <small>Richard Harris (Sep 17, 2020 10:51 AM PST)</small>	<u>9/16/20</u>	 <small>Sean Hartranft (Sep 16, 2020 10:51 AM PST)</small>	<u>Sep 16, 2020</u>
Signature of Management	Date	Signature of Labor	Date
Richard Harris Residential Contractors Association		Sean Hartranft Southwest Regional Council of Carpenters	
 <small>James N. Judd (Sep 17, 2020 10:51 AM PST)</small>	<u>Sep 17, 2020</u>	 <small>Alejandro Gonzalez (Sep 17, 2020 10:51 AM PST)</small>	<u>Sep 17, 2020</u>
Signature of Management	Date	Signature of Labor	Date
James Judd Master Craft Carpet Services, Inc.		Alejandro Gonzalez Southwest Regional Council of Carpenters	
 <small>Gilbert Normandeau (Sep 17, 2020 10:51 AM PST)</small>	<u>Sep 17, 2020</u>	 <small>Steven Dudley (Sep 17, 2020 10:51 AM PST)</small>	<u>Sep 17, 2020</u>
Signature of Management	Date	Signature of Labor	Date
Gilbert Normandeau Frontier Stone Works, LLC		Steven Dudley Southwest Regional Council of Carpenters	
 <small>William K. Irwin, Jr. (Sep 18, 2020 08:09 EDT)</small>	<u>Sep 18, 2020</u>	 <small>Louis Ontiveros (Sep 17, 2020 10:51 AM PST)</small>	<u>Sep 17, 2020</u>
Signature National JATC		Signature of SWCTF	Date
William K. Irwin, Jr. Carpenters International Training Center		Louis Ontiveros Southwest Carpenters Training Fund	

## Appendix A

# **Work Process Schedule Related Training Instruction**

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

***This Page Intentionally Left Blank***

## Appendix A

### Floor Worker/Layer (Nevada) O\*NET-SOC CODE: 47-2042.00 RAPIDS CODE: 0199HY

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 6200-8000 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. SNV (COMMERCIAL): The allowable ratio of apprentices to journey workers shall be one (1) apprentice to every two (2) journey workers with the minimum allowable ratio being one (1) apprentice in a crew of ten (10) journey workers and one (1) additional apprentice for every five (5) journey workers thereafter. EXCEPTION: Insulation work may employ two (2) apprentices for every one (1) journey worker. SNV (LT COMMERCIAL): The allowable ratio of apprentices to journey workers shall be one (1) apprentice to one (1) journey worker.

#### 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: \$31.85 Northern Nevada; 35.70 Southern Nevada

Period	Percent	Hours	OJL
1	50	1000	0-1000
2	55	1000	1001-2000
3	60	700	2001-2700
4	65	700	2701-3400

Period	Percent	Hours	OJL
5	70	700	3401-4100
6	75	700	4101-4800
7	80	700	4801-5500
8	90	700	5501-8000

#### 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.

---

## WORK PROCESS SCHEDULE

### Floor Worker/Layer (Nevada)

**O\*NET-SOC CODE: 47-2042.00    RAPIDS CODE: 0199HY**

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

Work Process Schedule	Approximate Hours
Core Skills	750-1000
Preparation	1000-1200
Materials	650-800
Layout and Installation	2600-3500
Supplemental Skills	1200-1500
<b>Total Hours</b>	<b>6200-8000</b>

**RELATED INSTRUCTION OUTLINE**

**Floor Worker/Layer (Nevada)**

**O\*NET-SOC CODE: 47-2042.00 RAPIDS CODE: 0199HY**

<b>Core Skills RSI (220) OJL (750-1000)</b>	<b>Preparation RSI (100) OJL (1000-1200)</b>	<b>Materials RSI (100) OJL (650-800)</b>	<b>Layout and Installation RSI (120) OJL (2600-3500)</b>	<b>Supplemental Skills RSI (100) OJL (1200-1500)</b>
Industry Orientation	Substrate Awareness	Safety Data Sheets	Underlayment	Hand Sewing
First Aid/CPR/AED	Patching and Leveling	Material Handling	Gluing	Binding
OSHA 10-hour	Carpet Layout	Adhesives	Stairs	Resilient/Carpet Repairs
Math for the Trades	Seam Cutting Methods	Carpet Construction	Poured Flooring	Regenerative Monolithic Repairs
Print Reading	Hot Melt Seaming	Cushion	Wall base	Wood Flooring Repairs
PPE HAZ Awareness	Stretch-in Carpet	Carpet Transitions	Tiled Flooring	Sanding and Finishing
Pattern Match Principles	Pattern Matching	Resilient Products	Resilient Flooring and Sheet Flooring	Regenerative Monolithic Flooring Installation & Certification
Carpet Tools	Sheet Layout	Wood Flooring products	Diagonal and Herringbone Patterns	Substrate Prep and Self-Leveling Certification (INSTALL)
Resilient Tools	Seam Cutting		Fitting	
Hardwood Tools	Heat welding		Rubber flooring	Carpet Installation Certification (INSTALL)
Diversity Training	Jobsite Check Procedures		Linoleum Flash Cove	Resilient Flooring Certification (INSTALL)
Green Awareness	Making Scale Drawings		Hardwood Flooring Installations	Synthetic Turf
Ergonomics	Substrate Preparation		Flooring Inlays	
Crew Lead Training			Flooring Borders	
			Grinding, honing, polishing	
<b>Optional Instruction</b>				
Foreman Training				Manufacturer Certifications-Verduren
3rd Year Leadership Training				Powered Industrial Truck Operator

**TOTAL MINIMUM HOURS: 4-year Program 6,200 hours; 144 RSI per year.**

## Appendix B

# **APPRENTICESHIP AGREEMENT**

**AND**

# **APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP**

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

***This Page Intentionally Left Blank***

**APPRENTICE REGISTRATION – SECTION II**

OMB No. 1205-0223

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

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

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

1. Name (Last, First, Middle) and Address *Social Security Number (No., Street, City, State, Zip Code, Telephone Number)		Answer Both A and B (Voluntary) (Definitions on reverse)	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female	4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino  b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee			
7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship			
8. Signature of Apprentice Date		9. Signature of Parent/Guardian (if minor) Date	

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

1. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)  <b>Southwest Carpenter and Affiliated Trades JATC</b> <b>4245 Sunset Road</b> <b>Las Vegas, NV 89110</b>	2a Occupation (The work processes listed in the standards are part of this agreement).  <p style="text-align: center;"><b>Floor Worker 47-2042.00</b></p>	2b Occupation Code:0199 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input checked="" type="checkbox"/> Hybrid	4. Term (Hrs., Mos., Yrs.)  <p style="text-align: center;">8000 HRS</p>	5. Probationary Period (Hrs., Mos., Yrs.)  <p style="text-align: center;">1000 HRS</p>
	6. Credit for Previous Experience (Hrs., Mos., Yrs.)	7. Term Remaining (Hrs., Mos., Yrs.)	8. Date Apprenticeship Begins

9a. Related Instruction (Number of Hours Per Year) <p style="text-align: center;">144</p>	9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input checked="" type="checkbox"/> Will Not Be Paid	9c. Related Training Instruction Source <p style="text-align: center;"><b>Southwest Carpenters Training Fund/College of Southern Nevada</b></p>
--	--	--

10. Wages: (Instructions on reverse)

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

Check Box <input checked="" type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.	Period 1	2	3	4	5	6	7	8	9	10
10d. Term	1000	1000	700	700	700	700	700	700		
10e. Wage Rate (Mark one) % <input checked="" type="checkbox"/> or \$ <input type="checkbox"/>	50	55	60	65	70	75	80	90		

11. Signature of Sponsor's Representative(s) (Labor Union) Date Signed	13. Name and Address of Sponsor Designee to Receive Complaints (If applicable) <b>Louis Ontiveros, Director Southwest Carpenters Training Fund</b> <b>Southwest Carpenter and Affiliated Trades</b> <b>4245 Sunset Road, Las Vegas, NV 89118</b> <b>PHONE: (702) 452-5099 FAX: (702) 452-0677</b> <b>EMAIL: fundoffice@swctf.org</b>
12. Signature of Sponsor's Representative(s) (Employer) Date Signed	

**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
------------------------------------	------------------------------------	--------------------

4. Apprentice Identification Number (Definition on reverse):

## Program Definitions and/or Instructions:

### Part A

#### Item 4.a. Definition - Ethnic Group:

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

#### Item 4.b. Definitions - Race:

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

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

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

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

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

#### Item 7b. Instructions:

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

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

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

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

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

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

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

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

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

### Part B

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

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

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

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

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

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

#### Item 10. Wage Instructions:

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

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

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

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

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

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

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

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

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

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

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

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

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

**Part C.**

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

---

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

---

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

---

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

---



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

Sponsor Information

Table with 2 columns: Sponsor information (Sponsor, Address, City, State, Zip) and Program information (Program #, Contact Name, Phone).

Apprentice Information

Form with fields for: Full Name of Apprentice, Apprentice Registration Number, Occupation, Term, Registration Date, Date of Completion, Completion Wage.

Related Instruction Certification

Form with fields for: Related Instruction Hours completed, Related Instruction Furnished By, Teacher(s) or Director(s) of Related Instruction Certifying to above information, Name, Address.

Request for Certificate

Text block for certification request with fields for: Sponsor's Signature, Date, Title.

Office of Apprentice use only:

Form with fields for: Date Entered in RAPIDS (if required), Date Certificate Sent.



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

### **Authentication of Requests for Certificate of Completion of Apprenticeship**

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

### **General Guidance**

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

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

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

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

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

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

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

### **Issuance of Replacement OA Certificate of Completion of Apprenticeship**

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

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



**STATE OF NEVADA**  
**Nevada State Apprenticeship Council**  
**5910 Form**

Program Name Southwest Carpenter and Affiliated Trades JATC Program # TBD  
 Address 1360 Financial Blvd City Reno State/Zip NV 89502 Telephone (775) 856-4660  
 Contact Person Louis Ontiveros Title Director Type of Program: Flooring NNV NAICS Code 238330  
 EIN # 95-2106266 Email Address: fundoffice@swctf.org

<b>Type of Action: (Check One)</b> A. <input type="checkbox"/> Wage Increase B. <input type="checkbox"/> Revision of Standards C. <input checked="" type="checkbox"/> New Occupation D. <input type="checkbox"/> New Program	<b>Type of Program: (Check One)</b> A. <input type="checkbox"/> Individual Union B. <input type="checkbox"/> Individual Non-Union C. <input checked="" type="checkbox"/> Group Union D. <input type="checkbox"/> Group Non-Union E. <input type="checkbox"/> If Union Bargaining Unit	<b>Journey Workers (JW)</b> A. No. of Females <u>0</u> B. No. of Minorities <u>10</u> C. No. JW <u>14</u> D. No. of Employers <u>2</u>	<b>Pay Period (Circle One)</b> <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi Monthly <b>Pay Increases (Months)</b> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> Other <input checked="" type="checkbox"/>
--	--	--	---

**TRADE INFORMATION**

Occupation (use separate form for each occupation)	Term (OJT hours)	RTI (Classroom hours)	# Of Journey workers	# Of Apprentices in Training	Journey worker Hourly Rate	Days per Week
NNV Floor Worker 47-2042.00	6200-8000	Min. 144/Yr	14	5	31.85	5

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

Occupation	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH
NNV Floor Worker 47-2042.00	\$ 15.93	\$ 17.52	\$ 19.11	\$ 20.70	\$ 22.30	\$ 23.89	\$ 25.48	\$ 28.67	\$	\$
	50 %	55 %	60 %	65 %	70 %	75 %	80 %	90 %	%	%
<b>Fringe Benefits (\$ or %)</b>	\$12.49	\$12.49	\$18.06	\$18.06	\$18.06	\$18.06	\$18.06	\$18.06		

The Sponsor / Program Coordinator certifies and assures that it will utilize qualified training personnel in the delivery of the related instruction, such as subject matter experts (e.g., journeymen) who are recognized within an industry as having expertise in a specific occupation, and who also have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction. Further, the Sponsor / Program Coordinator certifies the information above is true and correct.

8/1/2020  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Sponsor / Program Coordinator

**DO NOT WRITE BELOW THIS LINE**

Received By: \_\_\_\_\_ State Apprenticeship Director \_\_\_\_\_ Date



**STATE OF NEVADA**  
**Nevada State Apprenticeship Council**  
**5910 Form**

Program Name Southwest Carpenter and Affiliated Trades JATC Program # TBD  
 Address 4245 Sunset Rd. City Las Vegas State/Zip NV 89118 Telephone 702 452-5099  
 Contact Person Louis Ontiveros Title Director Type of Program: Flooring SNV NAICS Code 238330  
 EIN # 95-2106266 Email Address: fundoffice@swctf.org

Type of Action: (Check One) A. <input type="checkbox"/> Wage Increase B. <input type="checkbox"/> Revision of Standards C. <input checked="" type="checkbox"/> New Occupation D. <input type="checkbox"/> New Program	Type of Program: (Check One) A. <input type="checkbox"/> Individual Union B. <input type="checkbox"/> Individual Non-Union C. <input checked="" type="checkbox"/> Group Union D. <input type="checkbox"/> Group Non-Union E. <input type="checkbox"/> If Union Bargaining Unit	Journey Workers (JW) A. No. of Females <u>0</u> B. No. of Minorities <u>10</u> C. No. JW <u>14</u> D. No. of Employers <u>2</u>	Pay Period (Circle One) <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi Monthly Pay Increases (Months) 3 <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> Other <input checked="" type="checkbox"/>
---	---	---	---

**TRADE INFORMATION**

Occupation (use separate form for each occupation)	Term (OJT hours)	RTI (Classroom hours)	# Of Journey workers	# Of Apprentices in Training	Journey worker Hourly Rate	Days per Week
SNV Floor Worker 47-2042.00	6200-8000	Min. 144/Yr	14	5	35.70	

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

Occupation	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH
SNV Floor Worker 47-2042.00	\$ 17.85	\$ 19.64	\$ 21.42	\$ 23.21	\$ 24.99	\$ 26.78	\$ 28.56	\$ 32.13	\$	\$
	50 %	55 %	60 %	65 %	70 %	75 %	80 %	90 %	%	%
<b>Fringe Benefits (\$ or %)</b>	\$10.61	\$13.06	\$18.47	\$18.47	\$18.47	\$18.47	\$18.47	\$18.47		

The Sponsor / Program Coordinator certifies and assures that it will utilize qualified training personnel in the delivery of the related instruction, such as subject matter experts (e.g., journeymen) who are recognized within an industry as having expertise in a specific occupation, and who also have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction. Further, the Sponsor / Program Coordinator certifies the information above is true and correct.

8/1/2020

Date

\_\_\_\_\_  
 Signature of Sponsor / Program Coordinator

**DO NOT WRITE BELOW THIS LINE**

Received By: \_\_\_\_\_

State Apprenticeship Director

Date

# **Apprenticeship Nevada**

## **Appendix C**

### **Affirmative Action Plan**

**ADOPTED BY**

**Southwest Carpenter and Affiliated Trades Joint  
Apprenticeship and Training Committee**

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

*This Page Intentionally Left Blank*

## **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).

## **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.

## **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)

## **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.

**SECTION VI - OFFICIAL ADOPTION**

The Southwest Carpenter and Affiliated Trades Joint Apprenticeship and Training Committee hereby officially adopt this Affirmative Action Plan on this 1st Day of August (Month), 2020.

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

Richard Harris  
Richard Harris (Sep 16, 2020 05:37 PDT)  
 Signature of Management      Sep 16, 2020  
 Date

Richard Harris  
 Residential Contractors  
 Association

Sean Hartranft  
Sean Hartranft (Sep 16, 2020 09:00 PDT)  
 Signature of Labor      Sep 16, 2020  
 Date

Sean Hartranft  
 Southwest Regional  
 Council of Carpenters

James N. Judd  
James N. Judd (Sep 17, 2020 13:04 EDT)  
 Signature of Management      Sep 17, 2020  
 Date

James Judd  
 Master Craft Carpet  
 Service Inc.

Alejandro Gonzalez  
Alejandro Gonzalez (Sep 17, 2020 09:42 PDT)  
 Signature of Labor      Sep 17, 2020  
 Date

Alejandro Gonzalez  
 Southwest Regional  
 Council of Carpenters

Gilbert Normandeau  
Gilbert Normandeau (Sep 17, 2020 09:59 PDT)  
 Signature of Management      Sep 17, 2020  
 Date

Gilbert Normandeau  
 Frontier Stone Works LLC

Steven Dudley  
Steven Dudley (Sep 17, 2020 08:29 PDT)  
 Signature Labor      Sep 17, 2020  
 Date

Steven Dudley  
 Southwest Regional  
 Council of Carpenters

Louis Ontiveros  
Louis Ontiveros (Sep 17, 2020 13:51 PDT)  
 Signature Director      Sep 17, 2020  
 Date

Louis Ontiveros  
 Southwest Carpenters  
 Training Fund

See Attachments: Workforce Goal Worksheet

**AFFIRMATIVE ACTION PLAN  
WORKFORCE ANALYSIS WORKSHEET**

**A. SPONSOR INFORMATION**

Program Number:	TBD	
Name of Sponsor:	Southwest Carpenter and Affiliated Trades JATC	
Address:	1360 Financial Blvd.	
City/State/Zip Code:	Reno, NV 89502	
Contact Person:	Louis Ontiveros	
Phone Number: 702-452-5099	Fax Number: 702-452-0677	
E-Mail Address:	fundoffice@swctf.org	

**B. OCCUPATIONAL INFORMATION**

Occupation Title:	Floor Worker	
RAPIDS Code: 0199HY	O*NET-SOC Code: 47-2042.00	
Type of Selection Method Used:	<input type="checkbox"/> Selection on basis of rank from pool of eligible applicants <input type="checkbox"/> Random selection from pool of eligible applicants <input type="checkbox"/> Selection from pool of current employees <input checked="" type="checkbox"/> Alternative selection	
Labor Market Area Description:	<input type="checkbox"/> State <input checked="" type="checkbox"/> SMA <input type="checkbox"/> County	

**C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA**

<b>C.1. Total Labor Force 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.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 Occupation in National Apprenticeship System*</b>		
Number of women:	0	0.0% of apprentices
Number of minorities:	0	0.0% of apprentices
<b>C.4. General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in relevant Labor Market Area**</b>		
Number of women:	45.3	
Number of minorities:	27.8	

**D. SPONSOR'S WORKFORCE DATA**

<b>D.1. Total Number of Journeyworkers Employed</b>		
	14	
Number of women:	0	0.00 % of work force
Number of minorities:	13	93 % of work force
<b>D.2. Total Percentage of Apprentices or of Applicant Pool (Depending on Selection Method Used)</b>		
Percentage of women apprentices or women in applicant pool:	0	0.0 %
Percentage of minority apprentices or minorities in applicant pool:	4	95 %

**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****	9.2%	6.9 %

**F. DETERMINATION OF UTILIZATION**

Analysis	Yes	No
Minority underutilization:		X
Female underutilization:	X	

**G. SPONSOR'S GOALS**

The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting 9.2 % minorities and/or 6.9 % women during the next EEO review cycle. These goals will not be used to discriminate against any qualified applicant based on race, color, religion, national origin, or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be 5.

**H. REGISTRATION AGENCY APPROVAL**

**Sponsor**

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

Louis Ontiveros  
 \_\_\_\_\_  
 Typed Name

Director, SWCTF  
 \_\_\_\_\_  
 Title

8/1/2020  
 \_\_\_\_\_  
 Date Signed

**Registration Agency**

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

\_\_\_\_\_  
 \_\_\_\_\_  
 Typed Name

\_\_\_\_\_  
 \_\_\_\_\_  
 Title

\_\_\_\_\_  
 \_\_\_\_\_  
 Date Signed

Resources for obtaining labor market information:

\* <http://bls.gov/>

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

\*\*\* RAPIDS data available from Registration Agency.

\*\*\*\* <http://www.census.gov/eo2000/index.html>

**AFFIRMATIVE ACTION PLAN  
WORKFORCE ANALYSIS WORKSHEET**

**A. SPONSOR INFORMATION**

Program Number:	TBD	
Name of Sponsor:	Southwest Carpenter and Affiliated Trades JATC	
Address:	4245 Sunset Rd.	
City/State/Zip Code:	Las Vegas, NV 89118	
Contact Person:	Louis Ontiveros	
Phone Number: 702-452-5099	Fax Number: 702-452-0677	
E-Mail Address:	fundoffice@swctf.org	

**B. OCCUPATIONAL INFORMATION**

Occupation Title:	Floor Worker	
RAPIDS Code: 0199HY	O*NET-SOC Code: 47-2042.00	
Type of Selection Method Used:	<input type="checkbox"/> Selection on basis of rank from pool of eligible applicants <input type="checkbox"/> Random selection from pool of eligible applicants <input type="checkbox"/> Selection from pool of current employees <input checked="" type="checkbox"/> Alternative selection	
Labor Market Area Description:	<input type="checkbox"/> State <input checked="" type="checkbox"/> SMA <input type="checkbox"/> County	

**C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA**

<b>C.1. Total Labor Force in Labor Market Area*</b>			
Number of women:	405,500	45.0	% of labor force
Number of minorities:	423,340	46.9	% of labor force
<b>C.2. Working Age Population in Labor Market Area*</b>			
Number of women:	405,500	45.0	% of labor force
Number of minorities:	423,340	46.9	% of labor force
<b>C.3. Apprentice Participation in Occupation in National Apprenticeship System*</b>			
Number of women:	0	0.0	% of apprentices
Number of minorities:	0	0.0	% of apprentices
<b>C.4. General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in relevant Labor Market Area**</b>			
Number of women:	45.0		
Number of minorities:	46.9		

**D. SPONSOR'S WORKFORCE DATA**

<b>D.1. Total Number of Journeyworkers Employed</b>			14
Number of women:	0	0.00	% of work force
Number of minorities:	13	93	% of work force
<b>D.2. Total Percentage of Apprentices or of Applicant Pool (Depending on Selection Method Used)</b>			
Percentage of women apprentices or women in applicant pool:	0	0.0	%
Percentage of minority apprentices or minorities in applicant pool:	4	95	%

**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)***	51.8%	3.5%
E.2. EEOC Occupational Employment Data****	9.2%	6.9 %

**F. DETERMINATION OF UTILIZATION**

Analysis	Yes	No
Minority underutilization:		X
Female underutilization:	X	

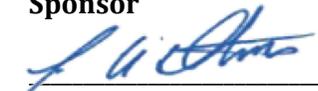
**G. SPONSOR'S GOALS**

The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting 9.2 % minorities and/or 6.9 % women during the next EEO review cycle. These goals will not be used to discriminate against any qualified applicant based on race, color, religion, national origin, or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be 5.

**H. REGISTRATION AGENCY APPROVAL**

**Sponsor**

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

Louis Ontiveros  
 \_\_\_\_\_  
 Typed Name

Director, SWCTF  
 \_\_\_\_\_  
 Title

8/1/2020  
 \_\_\_\_\_  
 Date Signed

**Registration Agency**

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

\_\_\_\_\_  
 Typed Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date Signed

Resources for obtaining labor market information:

\* <http://bls.gov/>

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

\*\*\* RAPIDS data available from Registration Agency.

\*\*\*\* <http://www.census.gov/eo2000/index.html>

# Apprenticeship Nevada

## Appendix D

### QUALIFICATIONS AND SELECTION PROCEDURES

#### ADOPTED BY

## Southwest Carpenter and Affiliated Trades Joint Apprenticeship and Training Committee

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

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

*This Page Intentionally Left Blank*

## **SECTION I - MINIMUM QUALIFICATIONS**

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

- A. 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.

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.

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 being employed-

E. Aptitude

Aptitude tests are not mandatory.

F. Others

None

## **SECTION II - APPLICATION PROCEDURES**

### 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. 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.

### **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 and/or to their email address 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 two notification attempts will be made.

- 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.

#### **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.

## **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 Office of Workforce Innovation (OWINN/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 89118

- 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. Should cancellation from the program occur in accordance with the procedures above, apprentices may appeal cancellation from the program to the Office of Workforce Innovation, 555 E. Washington Ave., Ste 4900, Las Vegas, NV 89101.

## **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.



**SECTION VII - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The Southwest Carpenter and Affiliated Trades Joint Apprenticeship and Training Committee hereby officially adopt these selection procedures on this       1st       day of (August 2020).

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

<u><i>Richard Harris</i></u> <small>Richard Harris (Sep 16, 2020 13:04 EDT)</small>	<u>Sep 16, 2020</u>	<u><i>Sean Hartranft</i></u> <small>Sean Hartranft (Sep 16, 2020 09:42 PDT)</small>	<u>Sep 16, 2020</u>
Signature of Management	Date	Signature of Labor	Date
<u>Richard Harris</u> Residential Contractors Association		<u>Sean Hartranft</u> Southwest Regional Council of Carpenters	
<u><i>James N Judd</i></u> <small>James N Judd (Sep 17, 2020 13:04 EDT)</small>	<u>Sep 17, 2020</u>	<u><i>Alejandro Gonzalez</i></u> <small>Alejandro Gonzalez (Sep 17, 2020 09:42 PDT)</small>	<u>Sep 17, 2020</u>
Signature of Management	Date	Signature of Labor	Date
<u>James Judd</u> Master Craft Carpet Service Inc.		<u>Alejandro Gonzalez</u> Southwest Regional Council of Carpenters	
<u><i>Gilbert Normandeau</i></u> <small>Gilbert Normandeau (Sep 17, 2020 08:59 PDT)</small>	<u>Sep 17, 2020</u>	<u><i>Steven Dudley</i></u> <small>Steven Dudley (Sep 17, 2020 09:42 PDT)</small>	<u>Sep 17, 2020</u>
Signature of Management		Signature Labor	Date
<u>Gilbert Normandeau</u> Frontier Stone Works LLC		<u>Steven Dudley</u> Southwest Regional Council of Carpenters	
		<u><i>Louis Ontiveros</i></u> <small>Louis Ontiveros (Sep 17, 2020 13:51 PDT)</small>	<u>Sep 17, 2020</u>
		Signature Director	Date
		<u>Louis Ontiveros</u> Southwest Carpenters Training Fund	