

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

LOCAL UNION #1512 DISTRICT COUNCIL #15
JOINT APPRENTICESHIP COMMITTEE

FLOORCOVERERS PROGRAM
O*NET-SOC CODE: 47-2042.00

RAPIDS CODE:
0199

INTERNATIONAL UNION
OF PAINTERS AND ALLIED TRADES
FINISHING TRADES INSTITUTE

FOR ALL OCCUPATIONS LISTED IN THESE STANDARDS



APPROVED BY NEVADA

STATE APPRENTICESHIP

COUNCIL

These "model" National Guidelines for Apprenticeship Standards are an example of how to develop apprenticeship standards that will comply with Title 29 CFR parts 29 and 30 when tailored to a sponsor's apprenticeship program. These model Standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and Title 29,

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FOREWORD

These International Union of Painters and Allied Trades Finishing Trades Institute Apprenticeship Standards have as their objective, the training of all occupations listed in these Standards skilled in all phases of the industry. The JATC recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

DEFINITIONS

Floorcovering Apprentice: Any individual 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 is registered with the Registration Agency.

Apprentice Electronic Registration (AER): Is 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 Joint Apprenticeship and Training Committee (JATC), which sets forth the responsibilities and obligations of all parties with respect to the Apprentice's employment and training. Each Apprenticeship Agreement must be filed with the Registration Agency.

Certificate of Completion of Apprenticeship: The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

Collective Bargaining Agreement (CBA): The negotiated agreement between the Union and signatory Employers that sets forth the terms and conditions of employment.

Consultants: The JATC may request interested agencies or organizations to designate a representative to serve as a consultant. Consultants may be asked to participate without vote in conferences on special problems affecting the agencies or organizations they represent.

Coordinator of Training: An individual designated by the JATC to oversee the day to day operations of the apprenticeship and training program, as well as, but not limited to the program's training records, apprentice and program compliance.

Director of Training: The Director will work as the liaison to the FTI and the Joint Apprenticeship Committee. Will inform the committee of changes and recommendations of the National FTI to be implemented into programs with JATC recommendations.

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

Employer: Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

Employer Group: Any number of employers who are considered as approved training agents under these Apprenticeship Standards through a negotiated labor agreement, jointly or individually.

Finishing Trades Institute: The training entity for all crafts under the umbrella of the International Union of Painters and Allied Trades; and the name under which all District Council #15 Local Union #1512 Standards shall be named *the Finishing Trades Institute of District Council #15 Local Union #1512 Las Vegas, Nevada*

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

Interim Credential: Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

Joint Apprenticeship and Training Committee (JATC): Apprenticeship Committee means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A committee may be either joint or non joint as follows: 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).

Floorcovering Journey worker: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of 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 (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

Performance Improvement Plan: A document created by the JATC, with input from the apprentice, to identify the corrective actions necessary for an apprentice to demonstrate satisfactory progress in his or her apprenticeship training program.

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

Program Sponsor: The individual District Council or Local Unions JATC in whose name the local Standards of Apprenticeship are registered, having the full responsibility for administration and operation of the apprenticeship program.

Registered Apprenticeship Partners Information Data System (RAPIDS): The Federal System which provides for the automated collection, retention, updating, retrieval and summarization of information related to Apprenticeship programs.

Registration Agency: Means the U.S. Department of Labor and Nevada State Apprenticeship Council that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

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

Standards Of Apprenticeship: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

Supervisor of Apprentice(s): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

Transfer: A shift of apprenticeship agreement 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 committee or program sponsor.

Union: Means the Local Union #1512 and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

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

SECTION I - PROGRAM ADMINISTRATION

Structure of the Joint Apprenticeship and Training Committee (JATC)

The International Union of Painters and Allied Trades (IUPAT) Finishing Trades Institute (FTI) of District Council #15 Local Union 1512 – Las Vegas Nevada Joint Apprenticeship and Training Committee (JATC), in whose name these Standards of Apprenticeship are registered, shall be composed of an equal number of representatives appointed by management and the union. The JATC shall be comprised of three (3) representatives and one (1) alternate appointed by management and three (3) representatives and one (1) alternate appointed by the union. A Quorum shall consist of no less than one (1) representative of the employers and one (1) representative of the union.

Technical assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools – may be requested to advise the JATC.

Geographic Area

These Standards of Apprenticeship apply to the following geographic area:

Clark, Lincoln, Esmeralda and Nye Counties of the Great State of Nevada

Administrative Procedures:

- A JATC will elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place once a month.
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. The Chairperson and Secretary should rotate among members of the JATC.

Responsibilities of the Joint Apprenticeship and Training Committee:

- A Establish and register Standards of Apprenticeship with the Registration Agency, and ensure adherence thereto.

- B. Coordinate development of Standards of Apprenticeship with IUPAT/FTI and follow IUPAT/FTI prescribed procedures for approval and recognition of Standards of Apprenticeship prior to submittal to the Registration Agency.
- C. Establish and maintain rules and requirements governing the policies, administration, supervision, and training of apprentices. The rules and requirements shall be in conformity with the Collective Bargaining Agreement (CBA) and with the Apprenticeship Standards. A copy of the standards, rules and requirements, shall be provided to the Registration Agency and the Apprentice. Modifications must also be provided to the Apprentice and the Registration Agency.
- D. Determine the need for new apprentices, including when apprenticeship openings will be available and selecting apprentices in accordance with the Selection Procedures attached hereto and made a part of the Apprenticeship Standards.
- E. Initiate and sign all Apprenticeship Agreements and forward them to the Registration Agency for registration. In addition, the FTI of *District Council #15 Local Union #1512—Las Vegas Nevada* will notify the Registration Agency, IUPAT/FTI, employer, and other appropriate parties of the cancellation, suspension, extension, reinstatement, or completion of apprentices.
- F. Arrange for apprentices to receive the required On-the-Job Learning (OJL) and the Related Instruction (RI) that will provide them with the diversity of training delineated in the attached Program of Study.
- G. Monitor and evaluate the apprentices' progress, including the review of apprentices' records to insure apprentices are fulfilling their responsibilities under the program. Further, the FTI of *District Council #15 Local Union #1512—Las Vegas, Nevada JATC* will review, approve, and document all apprentice actions including: hours, content, and progress of OJL and RI; wage progressions; disciplinary actions; evaluations; corrective action plans; successful completions; cancellations; and any other performance or attendance-related issues.
- H. Hear and adjust complaints regarding Apprenticeship Agreement violations.
- I. Where applicable, certify that the apprentice has completed the requirements for an Interim Credential, and submit the certification to the

Registration Agency and the IUPAT/FTI with the request for the issuance of the appropriate Interim Credential.

- J. Certify that the apprentice has completed both the required OJL and RTI, and submitting the certification to the Registration Agency and the IUPAT/FTI with the request for the issuance of a Certificate of Completion of Apprenticeship.
- K. Annually review and update or modifying (if deemed necessary) the Affirmative Action Plan (Appendix C), good faith efforts, selection procedures and the Apprenticeship Standards. Such review will include an analysis of the FTI of District Council #15 Local Union #1512 – Las Vegas, Nevada JATC's success in meeting its goals, the good faith effort made, and the impact each element of the Affirmative Action Plan and Selection Procedures had on meeting the goals.
- L. Maintain all records relating to the recruitment, selection, employment and training of apprentices for a minimum of five years from the last date of action.
- M. Administer and operate a continuing education program for Journey workers.
- N. Ensure that all funds for the operation of the apprenticeship and training program(s) are held in a jointly administered Trust Fund established by the local Collective Bargaining Agreement(s) and operated as set forth in the Declaration of Trust and in accordance with applicable law.
- O. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

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

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sexual orientation, age or disability. The sponsor 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 (CFR), part 30, as amended Nevada State EEO Plan of 1978.

SECTION III - AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(b)(21) and 30.4

If the program includes five or more apprentices, the JATC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendix C.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)

Apprenticeship applications will be accepted on the basis that applicants have met and shown documented proof of all required minimum qualifications at the time of application.

Apprenticeship applicants must meet the following minimum qualifications:

A. Age

All applicants must be at least eighteen (18) years of age **except as noted below*. Applicants are required to submit reliable proof of age (e.g., a driver's license, birth certificate or other acceptable documentation).

B. Education

A high school diploma or HSE is required. Applicants are required to submit reliable proof of education (e.g., a high school transcript or HSE scores).

All applicants must possess sufficient educational knowledge to satisfactorily complete the OJL and RI.

C. Physical

The Applicant shall be physically capable of performing the essential functions of the chosen trade without posing a direct threat to the health and safety of themselves or any other individuals, with reasonable accommodations.

D. Citizen

The applicant must be a Legal Citizen of the USA or Legal Alien authorized to work in the USA by the U.S. Citizenship and Immigration Services (USCIS). Proof must be shown at the time of application.

E. Transportation

The applicant must have adequate transportation to attend On-the-Job Learning and Related Instruction classes.

F. Ability

All applicants must satisfy the Committee that they have the ability and aptitude to master the rudiments of the trade, based upon oral interview, written documentation submitted by applicant, and evaluation ratings.

G. If Applicable

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience and/or VA benefits.

**An applicant who is seventeen (17) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated and ranked and placed on the Pool of Eligible's list. Such an applicant must provide proof that a high school diploma or HSE has been awarded and must be eighteen (18) years of age prior to being registered by the sponsor.*

SECTION V - SELECTION OF APPRENTICES – Title 29 CFR 30.5

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards (Appendix D).

SECTION VI - APPRENTICESHIP AGREEMENT - Title 29 CFR 29.3(d) and (e) and 29.5(b)(11)

Prior to employment as an apprentice or enrollment in RI or OJL, the selected apprentice and an authorized representative of the JATC will sign a written Apprenticeship Agreement. The JATC will immediately submit the Apprenticeship Agreement to the Registration Agency for approval and registration. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to

the apprentice, the JATC, the Registration Agency, the employer and the union, if appropriate.

An additional copy of the Apprenticeship Agreement will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they may be entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the JATC's written rules and policies, the Apprenticeship Agreement, and the sections of the Collective Bargaining Agreement (CBA) that pertain to apprenticeship.

The Registration Agency will be advised within ten (10) days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

SECTION VII - RATIO OF APPRENTICES TO JOURNEYWORKERS - Title 29 CFR 29.5(b)(7))

A numeric ratio of apprentices to journey workers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio of apprentices to journey workers will be one Floorcovering Apprentice to three Floorcovering Journey Workers. The ratio of Apprentices to journeyman employed in any occupation on a job site must not be greater than the ratio approved for the employer as to the entire workforce pursuant to the program registered with the council.

SECTION VIII – TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)

The term of the apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as prescribed in the OJL schedule found within Appendix A of these standards. The Floorcoverers Apprenticeship shall be a combination of a range of hours of OJL, plus a minimum of 144 hours of RTI annually. In the event the apprentice is required to work overtime, he/she shall receive credit on his term of apprenticeship for only the actual hours worked. This Program is a hybrid program with a term between 3900-6000 hours.

An apprentice, who by exceptional aptitude or as a result of past education and/or practical experience achieves the desired level of competency in a phase of the apprenticeship program in less than the time designated, may be advanced to the next phase with the formal approval of the JATC. The determination of such advancement is outlined in the competencies for each craft. It is the responsibility of the FTI of *District Council #15 Local Union #1512*

Las Vegas, Nevada JATC to confirm that all competencies have been satisfactorily met, within the guidelines of these standards.

SECTION IX - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(20))

Each applicant selected for apprenticeship shall serve a probationary period of no less than the first ninety (90) calendar days from the commencement of OJL.

During the probationary period either the apprentice or the JATC may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing.

The records for each probationary apprentice shall be reviewed by the JATC 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 such review shall be given full credit for the probationary period and continue in the program.

Prior to the end of the probationary period, the JATC must act on each probationary apprentice to end the probation, extend the probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

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

SECTION X - HOURS OF WORK

Apprentices will generally work the same hours as journey workers except that no apprentice will be allowed to work overtime or out of town 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 the required number of hours of training are accrued.

SECTION XI - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages 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 journey worker status, the JATC will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the JATC will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker wage rate as established in the CBA. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Sample 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 which may be applicable.

SECTION XII - CREDIT FOR PREVIOUS EXPERIENCE - Title 29 CFR 29.5(b)(12) and 30.4(c)(8)

The FTI of District Council #15 Local Union #1512 - Las Vegas Nevada JATC may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to the competencies established under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit such a request at the time of application and furnish such records, affidavits, and other such materials as may be required by the JATC to document their previous employment, training, and experience. Such applicants will be required to demonstrate their hands-on proficiencies as well as be subject to a formal written and/or electronic assessment(s) to substantiate the claim. The FTI of District Council #15 and Local Union #1512– Las Vegas, Nevada JATC will utilize standardized assessment instruments provided by the IUPAT/FTI to determine the knowledge, skills and competencies of apprentice applicants seeking credit for previous experience.

Applicants requesting such credit who are selected into the apprenticeship program shall start at the beginning wage rate. If credit is granted, it shall be given with the formal approval of the JATC. The request for credit will be evaluated and a determination made by the JATC 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 shall be advanced to the wage rate designated for the level to which such credit accrues. The granting of advanced standing will be uniformly applied to all apprentices. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

Applicants who successfully complete the application process for apprenticeship and have successfully completed the *Painting* Job Corps Program or are entering through recognized preparatory programs (including the Helmets to Hardhats Program, other Veterans Programs, and Native American Programs) shall be evaluated, in terms of their prior experience, through hands-on assessments as well as be subject to a formal written and/or electronic assessment(s). They will then be placed within the program at the point that corresponds with their proven experience.

SECTION XIII - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8

During the apprenticeship the apprentice will receive such 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 supervisor of the apprentice(s).

SECTION XIV - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)

During each segment of training, apprentices are required to attend classes in subjects related to their chosen occupation as outlined in Appendix A. A minimum of 160 hours of RTI is required annually during the term of apprenticeship. Apprentices agree to take such courses as the JATC deems advisable. The JATC will secure the instructional aides and equipment it deems necessary to provide quality instruction. Apprentices will not be paid for hours spent attending RI classes unless approved for payment by the FTI of *District Council #15 Local Union #159 – Las Vegas, Nevada JATC*.

If applicable, the JATC will inform each apprentice of the availability of college credit through the **College of Southern Nevada**.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the JATC 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 JATC will monitor and document the apprentice's progress in related instruction classes.

Instructor Qualification

The JATC will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.

- A. Instructors shall be journeymen or equivalent subject matter experts who possess advanced levels of knowledge about the crafts and/or topics for all subjects to be taught.
- B. Instructors shall have been trained in teaching techniques and adult learning styles, as evidenced by at least one of the following:
 - 1. Instructors shall have successfully completed IUPAT/FTI training in teaching techniques and adult learning styles;
 - 2. Instructors shall have successfully completed course(s) equivalent to the IUPAT/FTI programs cited in paragraph (1) above provided by an accredited institution; or
 - 3. An instructor who has not completed either the IUPAT/FTI training cited in paragraph (1) above or equivalent training cited in paragraph (2) above shall be allowed a period not to exceed 18 consecutive months from the effective date of these standards or the beginning of his or her duties to instruct apprentices, whichever is later, to meet these requirements.
- C. Instructors shall remain current in their industry knowledge and adult education knowledge referenced in A and B of this section. Industry-recognized certification programs may satisfy this requirement.

SECTION XV - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards.

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

SECTION XVI - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)

The JATC will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the JATC and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the JATC.

No apprentice will be allowed to work without direct journeyworker supervision.

SECTION XVII - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)

Each apprentice will be responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the JATC. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of the JATC. This record will be included in each apprentice's record file maintained by the JATC.

Before each period of advancement, or at any other time when conditions warrant, the JATC will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the JATC may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the JATC will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the JATC will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

SECTION XVIII – MAINTENANCE OF RECORDS - Title 29 CFR 29.5(b)(23)

The FTI of *District Council #15 Local Union #1512 Las Vegas, Nevada* JATC, in whose name these Standards of Apprenticeship are registered, will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rates of pay or other forms of compensation, hours of work and training, evaluations, and other relevant data.

The records will permit the identification of minority and female (minority and non-minority) participants. These records will be made available upon request to the Registration Agency.

SECTION XIX - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the JATC will so certify in writing to the Registration Agency and USDOL and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

SECTION XX - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)

The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

SECTION XXI - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18) and 29.8(a)(2)

These Standards will, upon adoption by the JATC, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The Glazier, Painter, Drywall Finishing and Floor Coverers Joint Apprenticeship Training Committee reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency and the IUPAT/FTI will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the JATC to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the FTI of *District Council #15 Local Union #1512 – Las Vegas, Nevada* JATC will notify the IUPAT/FTI and each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.8.

SECTION XXII - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)

These Standards may be amended or modified at any time by the FTI of *District Council #15 Local Union #1512– Las Vegas, Nevada* JATC 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 IUPAT/FTI for approval before being submitted to the Registration Agency for approval and registration prior to being placed in effect. Such submission shall include an explanation of the reason for the amendment, be it regulatory, programmatic, or other. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XXIII - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22), 29.7(k) and 30.11

The FTI of *District Council #15 Local Union #1512 – Las Vegas, Nevada* JATC will have full authority to supervise the enforcement of these Apprenticeship Standards. Its decision will be final and binding on the employer, the local union, 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, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 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 Articles of the CBA.

The JATC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The JATC will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: *1701 Whitney Mesa Drive Suite 106, Henderson, Nevada 89014*

If the apprentice believes the JATC did not resolve the issue to his/her **JATC** satisfaction, the apprentice may appeal to the Nevada State Apprenticeship Council
555 E Washington Ave Suite 4100, Las Vegas, Nevada 89101

Title 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes 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 the apprenticeship program, may personally or through an authorized representative contact the Federal Equal Employment Opportunity Commission (EEOC), or the Registration Agency.

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

The complaint must be filed not later than one hundred and eighty days (180) from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in 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 thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

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.

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

SECTION XXIV - COLLECTIVE BARGAINING AGREEMENTS – Title 29 CFR 29.11

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

- (a) Any apprenticeship provision in any collective bargaining agreement 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 XXV - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - Title 29 CFR 29.5(13)

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

- A. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor;
- B. Transfer must be to the same occupation; and
- C. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

In the event the Sponsor is unable to fulfill its obligation under the Apprenticeship Agreement due to lack of work or failure to conform to these Standards, the Sponsor will make every effort to refer the apprentice with his/her consent to another employer, Registration Agency, or One Stop for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of his/her apprenticeship program. The apprentice must receive credit for the training already satisfactorily completed.

In the event an employer is unable to fulfill its obligation under the Apprenticeship Agreement, the apprentice may be transferred to another same-occupation Approved Training Agent operating within this same program. Such transfers are subject to the consent of both the apprentice and the sponsor. The JATC has the authority to transfer any apprentice from one employer to another to insure that all OJL processes and competencies in all aspects of the chosen trade are adequately covered as listed in the attached Occupational Schedules (Appendix A).

SECTION XXVI - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these Standards formulated by the JATC and signed an Apprenticeship Agreement with the JATC agree to all the terms and conditions contained therein and agree to abide by the JATC's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the JATC may deem necessary to become a skilled Floorcoverer.

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

- A. Keep the Director of Training and/or training office, as designated by the JATC, informed of his/her current contact information, including but not limited to, address, phone number(s), name changes, and email addresses.
- B. Perform diligently and faithfully the work of the occupation and such other duties as may be assigned by the employer and the JATC in accordance with the provisions of these Standards.
- C. Respect the property of the employer and not waste, damage or injure such property.
- D. Abide by all working rules and regulations of the employer, the union, and the JATC, including but not limited to drug and alcohol policies.
- E. Attend and satisfactorily complete the required hours in OJL and in related instruction in subjects related to the occupation, as provided under these Standards.
- F. 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.
- G. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.

- H. Work safely at all times and comply with all company and legislative requirements.
- I. Maintain a professional, credible, ethical and moral manner at all times.
- J. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the JATC.

SECTION XXVII - TECHNICAL ASSISTANCE

Technical Assistance, such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools, may be requested to advise the JATC.

The JATC is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.


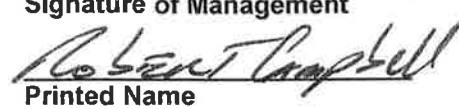
Advice and assistance in the successful operation and implementation of these apprenticeship standards will be available at any time, upon request, from: the FTI trustees and staff; the IUPAT; and the Finishing Contractors Association.

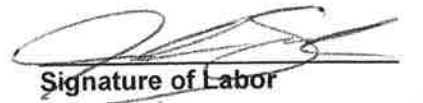

SECTION XXVIII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The PDCA of Southern Nevada (or/and)
Western Wall & Ceiling Contractors Assoc.

District Council #15 Local Union #159

Hereby adopts these Standards of Apprenticeship on this 18 day
of December, 2013


Signature of Management

Printed Name


Signature of Labor

Printed Name

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

IUPAT/FTI Core Curriculum Program of Study

The Core Curriculum program of the IUPAT/Finishing Trades Institute is designed to provide a foundation on which apprentices in multiple occupations will be exposed to a uniform body of theoretical knowledge and practical skills needed to be a successful crafts person in the finishing trades.

While participating in the core curriculum program of study, apprentices will be exposed to on-the-job learning (OJL) and Related Instruction (RI) in the following disciplines:

- 1.0 Introduction to the Union and Construction Trades
- 2.0 Health and Safety in the Construction Trades
- 3.0 Leadership and Professional Development

Apprentices will be assessed on their acquisition of knowledge, skills and abilities in the core curriculum through hands-on and written tests as well as OJL performance measures.

Additionally, the apprentices will integrate their Core knowledge, skills and abilities into the pursuit of specific occupation training throughout the term of their apprenticeship. This program specific training is designed to build the technical and professional skills needed by apprentice to successfully perform his/her occupation.

The occupations represented in the Finishing Trades Apprenticeship Program are:

Floorcoverer D.O.T. #47-2004200

Wage schedule for Painting Apprentices are as follows:

On the job training items

Starting rate	45% of Floorcoverers Journey Worker Scale
First 1000 Hours	50% of Floorcoverers Journey Worker Scale
Second 1000 Hours	55% of Floorcoverers Journey Worker Scale
Third 1000 Hours	60% of Floorcoverers Journey Worker Scale
Fourth 1000 Hours	70% of Floorcoverers Journey Worker Scale
Fifth 1000 hours	80% of Floorcoverers Journey Worker Scale
Sixth 1000 Hours	85% of Floorcoverers Journey Worker Scale
Seventh 1000 Hours	95% of Floorcoverers Journey Worker Scale
Eighth 1000 Hours period of OJL hours the Apprentice will graduate as a Journey Worker if all related training instruction has been completed.	

Core Curriculum Program Competencies

Apprentices successfully completing an apprenticeship program will be proficient in the following competencies identified in the Core Curriculum:

1.1 Introduction to the Union and Finishing Trades

- Analyze the IUPAT's role in the labor movement from 1887 to the Present.
- Identify the organizational responsibilities of the IUPAT to its members.
- Demonstrate the individual's responsibilities as an IUPAT member.
- Recognize the structure of the IUPAT at the International, District Council, and Local Union levels.
- Display good character and ethical behavior in all matters personal and professional.
- Demonstrate effective skills and knowledge using computers and related technology and applications.
- Utilize trade-related tools and equipment.
- Interpret drawings related to the finishing trades.
- Apply trade math calculations on the job.
- Demonstrate sustainable/green building design awareness on all construction sites and in all trade practices.

2.1 Health and Safety

- Recognize and apply the fundamentals of worker and jobsite safety (OSHA) on the construction site.
- Perform the proper application of First Aid, CPR, and AED on the job.
- Display healthy ergonomic practices in the workplace and on the construction site.
- Demonstrate awareness and lead-safe work practices on the jobsite.

3.1 Leadership and Professional Development

- Clearly and appropriately express ideas and other information through good oral, listening and writing skills to all levels of personnel.
- Demonstrate creativity, integrity and other influential qualities and characteristics necessary to successfully lead as a foreman, project manager or jobsite supervisor.
- Execute planning and organizational skills necessary to successfully complete a job on time and on budget.
- Recognize and apply emerging technologies in the occupation in order to elevate the industry.

Suggested Program of Study for the Core Curriculum Competencies

The IUPAT/FTI Program of Study for the Core Competencies OJL and RI is outlined below. Under this hybrid occupation, an apprentice must participate in the indicated minimum number of hours of OJL for each category of the occupation. The Program Sponsor is responsible for determining the number of RI hours that an apprentice must participate in based on the FTI guidance, local needs, and the mandated minimum of 144 hours per year (29 CFR 29.5(b)(4)).

CATEGORY #	CATEGORY NAME	OJL Hours	RTI Hours
1.1	History of IUPAT		4
1.2	Survival of the Fittest	16	2
1.3	Green Building Awareness		4
1.4	Sexual Harassment		2
1.5	Math for the Construction Trades		12
1.6	Basic Computing		4
1.7	Architectural Drawings/Blueprint Reading		16
2.1	Introduction to Health and Safety	16	10
2.2	First Aid/CPR/AED		8
2.3	Ergonomics		4
2.4	Respiratory Protection		4
2.5	Lead Abatement Awareness for the Lead Worker		8
2.6	Hand and Power Tool Safety Awareness		6
3.1	Communication Skills		4
3.2	Foreman Training		2
3.3	Project Management		4
3.4	Supervisor Training Program (STP)		2
		32	96

Core Curriculum Course Competencies

This table identifies the Core curriculum course competencies which the students will successfully complete during their apprenticeship.

Module 1.0 – Introduction to the Union and Construction Trades

INTRODUCTION TO THE UNION AND CONSTRUCTION TRADES		
1.1	On-the-Job Learning (OJL)	HISTORY OF IUPAT (LABOR HISTORY) Related Instruction (RTI) – 4 hours
	<ul style="list-style-type: none"> This is a classroom-based module, there is no OJL assessment. 	<ul style="list-style-type: none"> Identify the historical reasons for unionization. Describe the strengths and weaknesses of the labor movement in the U.S. Describe the union structure and its activities. Explain how unions promote the occupation and serve its members Understand the union's impact on economic issues, corporation, productivity, and distribution of wealth. Identify and explain the most significant labor laws of the 1900s. Analyze the impact the labor movement has had on social and political reform. Evaluate the IUPAT's role in the labor movement from 1887 to the Present.
1.2	On-the-Job Learning (OJL) – 16 hours	SURVIVAL OF THE FITTEST (SOF) Related Instruction (RTI) – 2 hours
	<ul style="list-style-type: none"> Demonstrate the characteristics of a professional in the occupation. Participate in union-related activities. 	<ul style="list-style-type: none"> Investigate the current state of the union's market share. Discuss the personal rewards and consequences associated with the union's market share. Describe successful strategies for unions to regain a market share in the construction industry. Identify and describe what the union provides on an ongoing basis to its members and affiliates. Identify the roles and responsibilities of the end users, contractors, union, and rank and file. Articulate the value that the union provides its members and affiliates. Describe the impact the IUPAT's Top Workplace Performance (TWP) program has on shaping attitudes and performance. Discuss the generational changes in rank and file attitudes and behaviors.
1.3	On-the-Job Learning (OJL)	GREEN BUILDING AWARENESS Related Instruction (RTI) – 4 hours

	<ul style="list-style-type: none"> This is a classroom-based module, there is no OJL assessment. 	<ul style="list-style-type: none"> Describe sustainability and the social, environmental, and economic impact. Identify the benefits of sustainability. Explain the purpose of sustainability in commercial and residential buildings. Identify professional 'green' organizations. Identify elements of sustainability. Explain the importance of green practices. Define green bid specifications. Identify and interpret a green specification in a project manual. Source and cost out green products. Create a bid incorporating green products and practices. Describe the elements involved with sustainable sites. Describe water efficiency practices. Determine energy and atmospheric requirements. Identify and describe effective materials and resources. Discuss indoor environmental quality standards. Discuss the 'green' innovation and design process. Identify and discuss the Leadership in Energy and Environmental Design – New Construction (LEED-NC) Process.
1.4	On-the-Job Learning (OJL)	SEXUAL HARASSMENT
	<ul style="list-style-type: none"> This is a classroom-based module, there is no OJL assessment. 	Related Instruction (RTI) – 2 hours <ul style="list-style-type: none"> Define sexual harassment. Identify the law sexual harassment violates. Identify characteristics of quid pro quo sexual harassment. Identify characteristics of hostile environment sexual harassment. Cite factors that contribute to the determination of whether behavior is sexual harassment. Explain legal and other consequences of sexual harassment. Identify effects of sexual harassment. Identify costs associated with sexual harassment. Discuss employer liability in harassment Industrial Coating and Lining Application Specialist (ICLAS) cases. Identify United States Supreme Court Landmark ICLAS cases.
1.5	On-the-Job Learning (OJL)	MATH FOR CONSTRUCTION TRADES
	<ul style="list-style-type: none"> This is a classroom-based module, there is no OJL assessment. 	Related Instruction (RTI) – 12 hours <ul style="list-style-type: none"> Add, subtract, multiply, and divide whole numbers, with and without a calculator. Use a standard ruler, a metric ruler, and a measuring tape to measure. Add, subtract, multiply, and divide fractions. Add, subtract, multiply, and divide decimals, with and without a calculator.

		<ul style="list-style-type: none"> • Convert decimals to percentages and percentages to decimals. • Convert fractions to decimals and decimals to fractions. • Explain what the metric system is and how it is important in the construction industry. • Recognize and use metric units of length, weight, volume, and temperature. • Recognize some of the basic shapes used in the construction industry and apply basic geometry to measure them.
1.6	BASIC COMPUTING	
	On-the-Job Learning (OJL)	Related Instruction (RTI) – 4 hours
	<ul style="list-style-type: none"> • This is a classroom-based module, there is no OJL assessment. 	<ul style="list-style-type: none"> • Describe the components of a computer system. • Define microcomputer hardware in terms of its functions: input, output, processing, and storage. • Describe how peripheral devices are connected to a microcomputer. • Identify types of software and their functions and describe the difference between system software and application software. • Navigate and use the Windows XP environment to open and use applications, manage documents, and identify and maintain resources. • Access and navigate the World Wide Web to find information. • Create, format, and edit documents using Microsoft® Word. • Create, revise, and enhance business presentations using Microsoft® PowerPoint. • Create, revise, and enhance spreadsheets using Microsoft® Excel.
1.7	ARCHITECTURAL DRAWINGS/BLUEPRINT READING	
	On-the-Job Learning (OJL)	Related Instruction (RTI) – 16 hours
	<ul style="list-style-type: none"> • Locate occupational information using blueprints. • Answer basic construction questions related to the layout and installation of materials at the jobsite. 	<ul style="list-style-type: none"> • Define blueprint and blueprint reading. • Define plans and specifications. • Describe how plans and specifications are prepared. • Describe the purpose and importance of a set of plans. • Identify and define various parts of a set of plans. • Identify the various views of a drawing that are included in a set of plans and their relationship to each other. • Identify and define material symbols, abbreviations, and lines used in drawings. • Define the meaning of scale. • Use fractional rule to calculate measurements. • Explain how an architect's scale is used to measure lines. • Use the architect's scale to determine the actual length of a scaled line. • Recognize, locate, and determine missing dimensions. • Describe proper handling procedures for plans and drawings.

Module 2.0 – Health and Safety

HEALTH AND SAFETY	
INTRODUCTION TO HEALTH AND SAFETY	
2.0	Related Instruction (RTI) – 10 hours
2.1	On-the-Job Learning (OJL) – 16 hours
<ul style="list-style-type: none"> Inspect Personal Protective Equipment (PPE) to determine if it is safe to use (PPE should include safety goggles, hard hat, gloves, safety harness, and safety shoes). Properly don and doff PPE (safety goggles, hard hat, and personal fall protection). Demonstrate safe lifting procedures. Set-up an extension ladder properly. Demonstrate three-point contact on a ladder. 	<ul style="list-style-type: none"> Explain the idea of a safety culture and its importance in the construction fields. Identify causes of accidents and the impact of accident costs. Explain the role of OSHA in jobsite safety. Locate OSHA Standards references applicable to specific hazardous conditions and practices. Recognize the aspects of 1926 Subpart C (General Safety and Health Provisions). State the purpose of the OSHA Act and list the functions of OSHA. List the OSHA inspection priorities and describe the inspection process. Describe the rights and responsibilities of employers and employees under the OSHA Act. Recognize hazard recognition and risk assessment techniques. Explain fall protection, ladder, stair, and scaffold procedures and requirements. Identify struck-by hazards and demonstrate safe working procedures and requirements. Identify caught-in-between hazards and demonstrate safe working procedures and requirements. Define safe work procedures to use around electrical hazards. Demonstrate the use and care of appropriate PPE. Explain the importance of hazard communications (Haz Com) and Material Safety Data Sheets (MSDSs). Identify other construction hazards on your jobsite, including hazardous material exposures, environmental elements, welding and cutting hazards, confined spaces, and fires.
2.2	First Aid/CPR/AED
	On-the-Job Learning (OJL)
<ul style="list-style-type: none"> This is a classroom-based module, there is no OJL assessment. 	<ul style="list-style-type: none"> Demonstrate how to minimize the risk of disease transmission when giving care. Demonstrate how to check an unconscious person for life-threatening and non-life threatening conditions. Demonstrate how to give cardiopulmonary resuscitation (CPR) to a person.

		<ul style="list-style-type: none"> • Demonstrate how to care for a person who is not breathing and/or choking. • Describe when and how to use an AED.
2.3	ERGONOMICS	
	On-the-Job Learning (OJL)	Related Instruction (RTI) – 4 hours
	<ul style="list-style-type: none"> • This is a classroom-based module, there is no OJL assessment. 	<ul style="list-style-type: none"> • Describe ergonomics and its importance in the workplace. • Describe the benefits of implementing an ergonomic program. • Identify and describe ergonomic related injuries and related musculoskeletal disorders that can occur in an office setting. • Identify and describe ergonomic related injuries and related musculoskeletal disorders that can occur in a construction workplace. • Recognize and describe risk factors that can cause musculoskeletal disorders or related injuries. • Describe healthy ergonomics in an office setting. • Describe healthy ergonomics in a construction workplace. • Demonstrate proper stretching techniques. • Identify employee and employer rights and responsibilities.
2.4	RESPIRATORY PROTECTION	
	On-the-Job Learning (OJL)	Related Instruction (RTI) – 4 hours
	<ul style="list-style-type: none"> • This is a classroom-based module, there is no OJL assessment. 	<ul style="list-style-type: none"> • Describe how the respiratory system works. • Identify the different types of respirators and their purposes. • Demonstrate the proper fit, inspection, cleaning, disinfection, and storage of respirators. • Summarize how the human respiratory system works. • Identify respiratory hazards and describe how they affect the respiratory system. • Identify work activities that can create airborne hazards. • Demonstrate how to perform proper negative and positive fit-checks. • Demonstrate proper inspection of respirators. • Demonstrate safe cleaning, disinfection, and storage procedures for respirators.
2.5	LEAD ABATEMENT AWARENESS (WORKER)	
	On-the-Job Learning (OJL)	Related Instruction (RTI) – 8 hours
	<ul style="list-style-type: none"> • This is a classroom-based module, there is no OJL assessment. 	<ul style="list-style-type: none"> • Explain his/her roles and responsibilities as a Lead Abatement worker. • Recall and describe basics facts in the history of lead and Lead Abatement. • Identify and describe the health effects of lead exposure and protection against lead exposure and poisoning. • Describe and demonstrate safe work practices when working with or around

		<p>lead.</p> <ul style="list-style-type: none"> • Describe general work safety and health hazards. • Identify and describe the federal, state and local regulations for Lead Abatement workers. • Explain and demonstrate the pre-abatement set up and containment procedures for residential buildings. • Recognize and describe residential lead-based paint hazards and control factors. • Describe and explain interior dust abatement procedures, clean-up and final clearance inspections. • Describe and explain the procedures for soil and exterior dust abatement with waste disposal. • Explain and demonstrate the pre-abatement set up and containment procedures for industrial buildings. • Recognize and describe industrial lead-based paint hazards and control factors. • Describe and demonstrate lead safe work practices in compliance with the EPA Renovation, Repair, and Painting (RRP) Rule, and HUD's Lead Safe Housing Rule.
2.6	HAND & POWER TOOL SAFETY AWARENESS	
	On-the-Job Learning (OJL)	Related Instruction (RTI) – 6 hours
	<ul style="list-style-type: none"> • This is a classroom-based module, there is no OJL assessment. 	<ul style="list-style-type: none"> • Recognize and identify some of the basic hand tools and their proper uses in the construction industry. • Visually inspect hand tools to determine if they are safe to use. • Safely use hand tools. • Identify power tools commonly used in the construction industry. • Demonstrate and describe all general safety rules for power tools and follow them. • Explain the importance of using guards during the operation of power tools. • Explain the importance of using a properly rated extension cord. • Demonstrate and describe how to properly ground a power tool. • Explain how to maintain power tools properly.

Module 3.0 – Leadership and Professional Development

3.0	LEADERSHIP AND PROFESSIONAL DEVELOPMENT
3.1	COMMUNICATION SKILLS

On-the-Job Learning (OJL)

- This is a classroom-based module, there is no OJL assessment.

Related Instruction (RTI) – 4 hours

- Interpret information and instructions presented in both verbal and written form.
- Communicate effectively in on-the-job situations using verbal and written skills.
- Communicate effectively on-the-job using electronic communication devices.

3.2	FOREMAN TRAINING
	<p>On-the-Job Learning (OJL)</p> <ul style="list-style-type: none"> This is a classroom-based module, there is no OJL assessment. <p>Related Instruction (RTI) – 2 hours</p> <ul style="list-style-type: none"> Describe the role of the foreman. State the key role of the foreman in maintaining safety rules and regulations. Describe how to establish and maintain good relationships with co-workers, supervisors, and other professionals. Describe productive motivational techniques. Explain the importance of properly performing personnel functions in accordance with the union agreement and company policies. Explain the importance of developing and using effective communications skills. Describe the proper planning and organizational skills needed to successfully complete a job. Describe the "leadership" qualities needed to be an effective foreman.
3.3	PROJECT MANAGEMENT
	<p>On-the-Job Learning (OJL)</p> <ul style="list-style-type: none"> This is a classroom-based module, there is no OJL assessment. <p>Related Instruction (RTI) – 4 hours</p> <ul style="list-style-type: none"> Achieve predicted and desired results in the execution of projects through implementation of consistent methodologies. Advance the skill level and knowledge of IUPAT Project Managers. Emphasize the depth and breadth of roles and responsibilities that a Project Manager may be relied upon to manage, to contribute to, or to perform.
3.4	SUPERVISOR TRAINING PROGRAM (STP)
	<p>On-the-Job Learning (OJL)</p> <ul style="list-style-type: none"> This is a classroom-based module, there is no OJL assessment. <p>Related Instruction (RTI) – 2 hours</p> <ul style="list-style-type: none"> Define the role of the supervisor. Define the scope and importance of verbal communication. Refine written communication skills. Describe various job site personnel issues. Identify the supervisor's role in safety. Manage and estimate the cost of tools and materials. Describe the importance of leadership in effective supervision.

Appendix A

**DISTRICT COUNCIL #15 LOCAL UNION #1512
FLOORCOVERERS JOINT APPRENTICESHIP TRAINING COMMITTEE
AND**

**INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES FINISHING TRADES
INSTITUTE (IUPAT/FTI)**

Programs of Study

Core Curriculum

Program Competencies

IUPAT/FTI

Floor Coverer (Floor Layer)

Program Competencies

O*NET-SOC CODE: 47-2042.00

RAPIDS CODE: 0199HY

WORK PROCESS SCHEDULE
RELATED INSTRUCTION OUTLINE
Floor Coverer (Floor Layer)
O*NET-SOC CODE: 47-2042.00 RAPIDS CODE: 0199HY

IUPAT/FTI Floor Coverer Course Competencies

The Program level curriculum builds upon the foundation of the core curriculum skills, knowledge, and abilities. At the program level, occupation-specific standardized curriculum is designed by an ad-hoc committee comprised of the FTI Curriculum Department, IUPAT/FTI subject matter experts, employers, manufacturers, and associations.

Apprentices will be assessed on their acquisition of knowledge, skills and abilities in the core curriculum through hands-on and written tests as well as the OJL performance measures.

Additionally, the apprentices will integrate their core knowledge, skills and abilities into the pursuit of specific craft training throughout the term of their apprenticeship. This program specific training is designed to build the technical and professional skills needed by the apprentice to successfully perform his/her trade profession.

Floor Coverer Apprenticeship Program

The Floor Coverer Apprenticeship Program is co-sponsored by the IUPAT/FTI to meet the ever-changing needs of the industry and the affiliates it serves. The apprenticeship program ensures that apprentices will learn the theoretical knowledge and the practical skills necessary to be a successful Floor Coverer. During this program of study, apprentices will successfully complete the IUPAT/FTI core curriculum and integrate it into the Floor Coverer craft specific training. Apprentices successfully completing this program apply their skills and abilities as Floor Coverer.

Description of Occupation

Floor Coverers generally work indoors and provide a basic flooring function. Floor Coverers add decorative qualities to their finished work that enhances the appeal of the building. Work is typically done in homes, offices, hospitals, stores, restaurants, and in many other structures. Floor Coverers (carpet installers, floor installers and floor layers, and floor sanders and finishers) will each learn the tools of their specific flooring trade. Workers in the floor covering trade must be able to work with plans and/or blueprints and apply math skills to measure, purchase, and install the materials for the best possible finished floor. Workers in this trade must also be able to inspect floor surfaces for imperfections and know how to correct the flaw prior to beginning the job. Safe work habits are also emphasized in this trade.

Training/Skill Set

The Flooring industry uses Apprenticeship Training as its greatest opportunity to expand the workforce. People with limited or no experience in the flooring industry can use the available apprenticeship program as a catalyst to becoming a qualified journeyworker in the trade.

The flooring curriculum and training will provide the skills, knowledge, and abilities needed to meet the needs of the industry and to ensure that each worker is equipped to use the technology, materials, and applicable methods of installation as well as adhering to all quality and safety standards on the job.

Floor Coverers learning their trade through an apprenticeship program will receive relevant classroom training as well as OJL and experience. The OJL may include tasks such as preparing surfaces to receive flooring, installing stripping and padding, stretching newly installed carpet, and using tools of the trade. They will progress to learning how to cut and install the various floor coverings.

Skills needed to become carpet and floor finishers include manual dexterity, eye-hand coordination, physical fitness, and a good sense of balance and color. The ability to solve arithmetic problems quickly and accurately is also needed. As a supervisor, salesperson or estimator, carpet and floor finishers should be able to identify and estimate the quantity of materials needed to complete a job, accurately estimate how long a job will take to complete, and compute the cost of the job.

Emphasized early in the apprentice's career is adherence to and knowledge of OSHA standards for personal safety; safety on the job site; and proper handling of tools, materials and equipment. Additionally, the apprentice will discuss safe work practices when working with flooring materials and various obstacles that may be encountered on the job, such as moving and lifting heavy objects.

Working Environment

Floor Coverers generally work indoors and have regular daytime hours. When the job has them working in an office or occupied store, then they may be required to work evenings and weekends to avoid disruption of the business to its customers and/or employees.

Although the work is labor intensive, the conditions under which Floor Coverers typically work are favorable since most construction has been completed and the work area is relatively clean and uncluttered.

Additional Information/Contact

For more information about IUPAT apprenticeships or work opportunities, contact a Local of the International Union of Painters and Allied Trades, a local Joint Union-Management Apprenticeship Agency, or the nearest office of the State Employment Service or State Apprenticeship Agency.

For general information about the work and training for IUPAT, contact:



International Union of Painters and Allied Trades (IUPAT)
7234 Parkway Drive
Hanover, MD 21076
Internet: <http://www.iupat.org>



Finishing Trades Institute (FTI)
7230 Parkway Drive
Hanover, MD 21076
Internet: <http://www.finishingtradesinstitute.org/>



Labor Management Cooperative Initiative (LMCI)
7234 Parkway Drive
Hanover, MD 21076
Internet: <http://www.lmcionline.org/>



Finishing Contractors Association (FCA)
8120 Woodmont Avenue, Suite 520
Bethesda, Maryland 20814
Internet: <http://www.finishingcontractors.org>

Program Level Competencies

With reference to each of the respective areas of the Floor Covering occupation, apprentices successfully completing this program will be able to:

Floor Coverer

- Explore trade options as they pertain to the floor covering industry.
- Identify trade-related materials and applications.
- Distinguish between the various floor covering installation materials and applications.
- Install, repair and replace floor covering materials.
- Utilize trade-related tools and equipment.
- Interpret drawings related to the floor covering trade.
- Apply math calculations related to the floor covering trade.
- Demonstrate the proper measurement, preparation, and installation methods of the floor covering industry.
- Apply the standards of quality control and quality assurance in the floor covering industry.
- Exemplify the qualities and characteristics necessary to be a leader in the floor covering industry.

Suggested Program of Study for the Floor Coverer Curriculum

The IUPAT/FTI Program of Study for the Floor Coverer OJL and Related Instruction is outlined below. Under this hybrid approach, an apprentice must participate in the indicated minimum number of hours of OJL for each category of the program. The Program Sponsor is responsible for determining the number of RI hours that an apprentice must participate in based on the FTI guidance, local needs, and the mandated minimum of 144 hours per year (29 CFR 29.5(b)(4)).

CATEGORY #	CATEGORY NAME	OJL¹ HOURS	RTI² HOURS
1.1-3.4	Core Curriculum	32	96
6.1	Health and Safety Awareness for the Floor Coverer	300- 481	70
6.2	Introduction to the Floor covering Trade	400- 481	52
6.3	Floor Preparation	1000 - 1281	52
6.4	Materials and Tools of the Floor covering Trade	400 - 781	50
6.5	Installation Methods for Resilient Floor covering	1260- 1681	120
6.6	Installation Methods for Laminate and Hardwood Flooring	1600- 1681	100
6.7	Installation Methods of Carpet and Synthetic Turf	1200 - 1582	100
		6192 - 8000	640

¹ Refers to a Minimum – Maximum range of OJL hours that an apprentice must participate in during the specific apprenticeship program. An apprentice can take hands-on assessments in order to be awarded credit for these hours as determined by the District Council.

² Refers to the IUPAT/FTI suggested number of RI hours an apprentice should participate in during the specific apprenticeship program. However, the number of RI hours that an apprentice must participate in is determined by the District Council but must be at a minimum of 144 hours per year.

WORK PROCESS SCHEDULE
RELATED INSTRUCTION OUTLINE
Floor Coverer (Floor Layer)
O*NET-SOC CODE: 47-2042.00 RAPIDS CODE: 0199HY

This table identifies the course competencies that the Floor Coverer apprentice will successfully complete.

Module 6.0 – Floor Coverer

HEALTH AND SAFETY AWARENESS			
6.1	On-the-Job Learning (OJL) – 300 - 481 hours	Related Instruction (RTI) – 96 hours	
	<ul style="list-style-type: none">• Don (put on), doff (remove), inspect, and maintain the proper PPE that should be worn during floor covering including, but not limited to:<ul style="list-style-type: none">• Head• Face• Eyes• Ears• Hands• Body• Feet• Respiratory• Perform a job analysis for safe working conditions:<ul style="list-style-type: none">• Attend pre-job safety meetings• Adhere to site specific safety rules and federal regulations• Observe Vessel Entry/Confined Space regulations• Read and interpret MSDS• Establish and maintain a safe working perimeter• Safely demonstrate the proper use and maintenance of floor covering tools including, but not limited to:<ul style="list-style-type: none">• Basic Tools• Fastening Tools• Scribers• Cutting Tools• Hand Saws• Straight Edges• Trowel• Spreaders	<ul style="list-style-type: none">• Recognize the important areas of OSHA in general terms.• Identify the Safety Regulations as they apply to safe work practices in the floor covering trade with emphasis on:<ul style="list-style-type: none">• Identification of safety hazards (unsafe conditions)• Proper handling of materials, including hazardous• Maintenance and safe operation of tools• PPE• Describe the precautions that must be followed when using flammable liquids and adhesives.• Explain what a Material Safety Data Sheet (MSDS) is, its purpose and limitation.• Describe the role of employer, supplier, and worker in the education of workers.• Outline emergency procedures and how to obtain assistance for injured workers.• Describe the proper technique (ergonomics) for lifting and transporting floor covering materials.	

	<ul style="list-style-type: none"> • Power Tools • Maintain clean work areas (housekeeping). • Store, handle, and transport tools, equipment and materials properly (including forklift operation). • Identify the locations of First Aid and Fire Equipment. 	
6.2	INTRODUCTION TO THE FLOOR COVERING TRADE	
	On-the-Job Learning (OJL) – 400 - 481 hours	Related Instruction (RTI) – 70 hours
	<ul style="list-style-type: none"> • Demonstrate the characteristics of a professional Floor Coverer, including: <ul style="list-style-type: none"> • Exhibit suitable appearance and personal hygiene. • Exhibit proper attitude and behavior on the job site, including private residences and other occupied buildings. • Deal with difficult customers in a professional and courteous manner. • Interpret written and verbal instructions. • Recognize the importance of cooperation and interaction with related trades on a job site. 	<ul style="list-style-type: none"> • Identify and explain the basic terminology used in the floor covering trade. • Identify the historical events of the modern floor covering trade. • Describe the working conditions of the floor covering trade. • Identify the career options and advancement opportunities in the floor covering trade. • Differentiate between the various materials used in the floor covering trade, including resilient, carpet, laminate, hardwood, moldings, adhesives, and underlay. • Describe custody, care, and maintenance, of tools and equipment.
6.3	FLOOR PREPARATION	
	On-the-Job Learning (OJL) – 1000 - 1281 hours	Related Instruction (RTI) – 52 hours
	<ul style="list-style-type: none"> • Recognize the different types of substrates in the floor installation process. • Conduct a moisture test on a given substrate. • Prepare substrate depending on grade level and type of flooring materials to be installed. • Identify substrate defects and describe how to resolve them. • Demonstrate the methods of cleaning, priming, patching, and leveling substrates. • Inspect substrates and recognize conditions that will impact final flooring product installation. • Demonstrate proper sanding, scraping, sweeping, and filling procedures to receive any type of flooring. • Observe manufacturer's HVAC recommendation for installation area. 	<ul style="list-style-type: none"> • Identify the different types of substrates. • Define grade level and explain its importance in floor covering. • Identify the types of moisture issues on various substrates and explain why moisture tests are made on substrates. • Determine how to prepare new concrete floors before installing floor coverings. • Define curing and parting compounds and explain their uses. • Determine the use of a primer in the floor covering installation process. • Identify the minimum clearance for ventilated suspended concrete floors. • Identify the minimum drying time for new concrete. • Explain the importance of underlayment's in floor covering installation process. • List and identify the types of board underlayments (hardboard, plywood, and particle board). • Explain the issues with installing new floor covering over existing floor covering. • Describe the methods to re-do an existing covered floor.

		<ul style="list-style-type: none"> • Determine the coarseness used for sanding strip wood floors. • Describe the hazards of removing existing floors.
6.4	MATERIALS AND TOOLS OF THE FLOOR COVERING TRADE	
	On-the-Job Learning (OJL) – 400 - 781 hours	Related Instruction (RTI) – 50 hours
	<ul style="list-style-type: none"> • Recognize the problems a Floor Coverer may encounter with the different types of floors used in the floor covering industry, including: <ul style="list-style-type: none"> • On Grade or Below Grade Concrete Floors • Suspended Concrete Floors • Magnesite Floors • Floors with Asphaltic Underlayment or Lightweight Aggregate • Wood Floors • Nonporous Surfaces • Differentiate between the different types of resilient floor coverings. • Recognize the advantages of resilient floor coverings. • Differentiate between the different types hardwood floors. • Determine the appropriate type of trim to use when resilient floor coverings are a different thickness. • Properly install the appropriate trim product. • Demonstrate the proper procedure(s) for applying the appropriate adhesive, primers, and sealers. • Provide adequate ventilation when using adhesives, primers, and sealers. • Perform the proper procedure for installing the appropriate underlayment for a given floor installation. • Demonstrate the appropriate techniques for installing a floor system over concrete. • Safely use the various types of basic hand tools, special hand tools, cutting tools, miscellaneous tools, and power tools. 	<ul style="list-style-type: none"> • Identify and describe the characteristics of the different types of resilient floor covering, including: <ul style="list-style-type: none"> • Linoleum • Homogenous PVC Sheet Vinyl • Inlaid Sheet Vinyl • Rotovinyl • Cushioned Sheet Vinyl • Resilient Tile (soft tile) • Asphalt Tile • Vinyl Composition Tile (VCT) • Cork Tile • Rubber Tile • Identify the different types of safety flooring and where it is appropriate to install them. • Identify the three distinct layers in all laminate flooring (surface, core, backing). • Identify the different types of hardwood floors, including: <ul style="list-style-type: none"> • Solid • Engineered • Parquet • Floating • Longstrip • Exotic • Hand scraped • Name the three classifications of Electrostatic Discharge (ESD) control flooring. • Identify the different types of carpet including backings, surface fibers, and their properties (wool, nylon, acrylics, polypropylene, polyester, recycled, synthetic turf). • Identify and describe the various types of trim products used in the floor

	<p>covering industry, including:</p> <ul style="list-style-type: none"> • Cap Moldings • Cove rim (cove metal trim) • Transitional Metal • Finish Metal • Cove Base Fittings • Binder Bar • Stair Noising <p>• Identify the various types of adhesives used in the floor covering industry, including:</p> <ul style="list-style-type: none"> • Water-Soluble Paste • Asphalt-based Adhesives • Epoxy Cements • Adhesives for Sheet Vinyl (multipurpose adhesives, acrylic latex adhesives, and perimeter floor adhesives) • Adhesives for Vinyl Composition Tile (thin spread, contact cement, cove base cement, pressure sensitive cement) • Eco-friendly <p>• Explain the significance of Primers and Sealers when applying adhesives.</p> <p>• Identify and describe the different types of underlayments and their properties that are commonly used in the floor covering industry, including:</p> <ul style="list-style-type: none"> • Plywood • Hardboard • Lining Felt • Composition Felt • Concrete <p>• Identify and describe the basic hand tools used in the floor covering industry, including:</p> <ul style="list-style-type: none"> • (adjustable wrenches, awls, broad knives, chalk lines, chisels, duster brushes, files, hammers, knives, nail sets, pliers, push brooms, saws, screwdrivers, steel squares, tapes, tin snips/aviation shears, trowels, etc.) <p>• Identify and describe the special hand tools used in the floor covering industry, including:</p> <ul style="list-style-type: none"> • Fastening Tools (spot nailers, power nailers, hammer staples, brad pusher, special hammers, electric tacker, etc.) • Scribes (divider type scribe, under scribe, hinged scribe, bar
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		<p>scriber, outside corner scribe, pin vise, etc.)</p> <ul style="list-style-type: none"> • Cutting Tools (linoleum knife, hook knife, rubber cove base cutter, tile cutter, metal miters, miter boxes, etc.) • Miscellaneous Special Tools (straightedges, base shoe lifters, scrapers, rollers, towels & spreaders, torches & heat guns, moving equipment, tile scooter, knee kicker, power stretcher, etc.) • Identify and describe the power tools used in the floor covering industry, including: <ul style="list-style-type: none"> • sander, strippers, buffers, drills, circular saws, vacuum cleaners, air compressors, hot metal glue guns, wood routers, special routers, soldering guns, hot air welders, heat blow guns, air sled, hot melt seaming iron, etc.
6.5	INSTALLATION METHODS FOR RESILIENT FLOOR COVERING	
	On-the-Job Learning (OJL) – 1260 – 1681 hours	Related Instruction (RTI) – 120 hours
	<ul style="list-style-type: none"> • Demonstrate the measuring procedures to determine the required amount of materials needed for installation of all types of resilient flooring. • Demonstrate the layout and installation procedures to properly install manufacturer's material. • Demonstrate installation techniques for various types of resilient flooring including but not limited to safety flooring, rotovinyl, linoleum, rubber, cork, VCT, PVC, sheet vinyl, and vinyl conductive. • Select and safely use the appropriate tools to install resilient floor coverings. • Demonstrate knowledge of adhesive and substrate compatibility. • Demonstrate knowledge of proper trowel notch sizes as recommended by product manufacturers. • Demonstrate knowledge of proper cutting, fitting and seaming for various resilient flooring methods including pattern scribing (self-coving). • Demonstrate knowledge of proper installation and fitting of top-set cove base. • Demonstrate knowledge of proper job completion skills. • Observe manufacturer's HVAC recommendations for installation area. • Demonstrate heat welding techniques and skills. 	<ul style="list-style-type: none"> • Identify and describe the characteristics of the different types of resilient floor covering, including: <ul style="list-style-type: none"> • Linoleum • Homogenous PVC Sheet Vinyl • Inlaid Sheet Vinyl • Rotovinyl • Cushioned Sheet Vinyl • Resilient Tile (soft tile) • Asphalt Tile • Vinyl Composition Tile (VCT) • Cork Tile • Rubber Tile • Explain the advantages and limitations of using resilient floor coverings. • Identify the appropriate tools to use to install resilient floor coverings.

	<ul style="list-style-type: none"> Demonstrate techniques and skills for proper repair and replacement procedures. Demonstrate knowledge of proper job completion skills. Successfully complete the requirements for industry recognized manufacturer training and certifications, such as Forbo, Armstrong, Ardex Henry, Shaw, Mohawk, Tarkett, Nora Rubber, etc. 	
6.6	INSTALLATION METHODS FOR LAMINATE AND HARDWOOD FLOORING On-the-Job Learning (OJL) – 1600 - 1681 hours	
	<ul style="list-style-type: none"> Demonstrate the measuring procedures to determine the required amount of materials needed for installation. Demonstrate the layout and installation procedures to properly install manufacturer's materials. Demonstrate installation techniques for various types of laminated and hardwood flooring. Select and safely use the appropriate tools to install laminated and hardwood floor coverings. Demonstrate knowledge of adhesive and substrate compatibility including underlayment for floating floors. Demonstrate knowledge of proper trowel notch sizes as recommended by product manufacturers. Demonstrate knowledge of proper cutting and fitting for various hardwoods and laminate flooring. Demonstrate knowledge of proper installation and fitting of trim and wood base. Observe manufacturer's HVAC recommendations for installation area. Demonstrate techniques and skills for proper repair and replacement procedures. Demonstrate knowledge of proper job completion skills. Successfully complete the requirements for industry recognized manufacturer training and certifications (Forbo, Armstrong, Ardex Henry, Shaw, Mohawk, Tarkett, Nora Rubber, etc). 	Related Instruction (RTI) – 120hours <ul style="list-style-type: none"> Identify the three distinct layers in all laminate flooring, including: <ul style="list-style-type: none"> • Surface • Core • Backing Identify the different types of hardwood floors, including: <ul style="list-style-type: none"> • Solid • Engineered • Parquet • Floating • Longstrip • Exotic • Hand scraped Name the three classifications of Electrostatic Discharge (ESD) control flooring. Explain the advantages and limitations of using laminate and hardwood floor coverings. Identify the appropriate tools to install laminate and hardwood flooring.
6.7	INSTALLATION METHODS FOR CARPET AND SYNTHETIC TURF On-the-Job Learning (OJL) – 1200 - 1582 hours	
	<ul style="list-style-type: none"> Demonstrate the measuring procedures to determine the required amount of materials needed for installation. Demonstrate the layout and installation procedures to properly 	Related Instruction (RTI) – 100 hours <ul style="list-style-type: none"> Identify the different types of carpet including backings, surface fibers, and their properties (wool, nylon, acrylics, polypropylene, polyester, recycled, synthetic turf).

<p>install manufacturer's material on all surfaces including stairs.</p> <ul style="list-style-type: none"> • Demonstrate the installation techniques for various types of indoor and outdoor carpet and synthetic turf. • Select and safely use the appropriate tools on carpet and synthetic turf. • Demonstrate knowledge of adhesive and substrate compatibility for glue down carpet, padding for conventional carpet and turf substrates. • Demonstrate knowledge of proper trowel notch sizes as recommended by product manufacturers. • Demonstrate knowledge of proper cutting and fitting for various types of carpet and turf flooring. • Demonstrate knowledge of proper installation and fitting of trim. • Properly handle and store carpet in manner that prevents damage and distortion. • Consult the manufacturer for specific installation requirements and warranty conditions as they pertain to pile direction and pattern matching. • Refer to carpet manufacturer guidelines prior to installation. • Observe manufacturer's recommendations for seaming carpet edges. • Follow manufacturer's recommendations for double-glue-down, stretch, modular and pre-applied adhesive systems peel and stick installation. • Demonstrate knowledge and skills in pattern alignment and installation proficiencies. • Demonstrate knowledge of proper job completion skills. • Demonstrate techniques and skills for proper repair and replacement procedures. • Successfully complete the requirements for industry recognized manufacturer training and certifications (Forbo, Armstrong, Ardex Henry, Shaw, Mohawk, Tarkett, Nora Rubber, etc). 	<ul style="list-style-type: none"> • Identify the factors which contributed to the growth of the carpet industry. • Identify the impact the invention of tufted carpet had on the industry. • Identify which unit of measurement the total weight of carpet is measured in. • Explain the advantages and limitations of using carpet and synthetic turf. • Identify the appropriate tools to install carpet and synthetic turf.
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APPENDIX B

AFFIRMATIVE ACTION PLAN

ADOPTED BY

LOCAL UNION #1512 DISTRICT COUNCIL #15
JOINT APPRENTICESHIP COMMITTEE
AND
INTERNATIONAL UNION OF PAINTERS
AND ALLIED TRADES
FINISHING TRADES INSTITUTE

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY12, 1978

DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP
AND THE
NEVADA STATE APPRENTICESHIP COUNCIL

APPROVED BY: _____

DATE APPROVED: _____

Section I – Introduction

The FTI of Nevada Floorcoverers JATC enters this plan 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 minorities for possible selection into the apprenticeship program in the event females and /or minorities are underutilized in the apprenticeship program. The JATC hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan.

This AAP is a supplement to the Apprenticeship Standards. Any Changes made by the JATC shall become part of this written AAP, once approved by the Office of Apprenticeship, U. S. Department of Labor and the Nevada State Apprenticeship Council.

Section II – Equal Opportunity Pledge

The FTI of Nevada Floorcoverers JATC commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, disability, sex or sexual orientation. The sponsor 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 and the Nevada EEO Plan.”

Section III – Utilization and Analysis, Goals and Timetables

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, JATC pledges to identify 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.

Once the labor force is determined the JATC can determine if deficiencies exist in terms of underutilization of minorities and /or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Workforce Analysis Worksheet) If underutilization exists, the JATC will develop goals and a timetable to the best of their ability to increase the selection of minority and/or women applicants into the apprenticeship program.

Section IV – Outreach and Positive Recruitment

The JATC pledges to engage in various outreach and positive recruitment activities by employing the following approach:

When the program is accepting applications throughout the year, application information will be regularly disseminated, but not less than quarterly. When the program is only accepting applications at certain times, application information will be disseminated 30 days in advance of the application acceptance date. The information will include the place of application, the minimum qualifications, the documentation required and the equal opportunity policy of the local JATC.

The JATC's AAP includes the following 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 selected, 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©. At a minimum, the application information should be disseminated to the following organizations via an announcement of specific apprenticeship openings that must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:

- Registration Agency
- Minority Organizations
- Women's Organizations/Centers
- Job Corps Centers
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Veterans Organizations
- Native American Organizations/Tribes
- Media/Virtual Organization (Facebook, Carerrbuilder.com, etc.)
- Newspapers (which are circulated in the minority community or are directed at women)

The JATC will also undertake the following positive recruitment activities:

- 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.
- Cooperation with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- Internal communication of the JATC's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the JATC in meeting its obligation under Title 29, CFR Part 30 and the Nevada State plan for Equal Opportunity.
- Engagement in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, the JATC may be required to work with other sponsors and appropriate community organizations. The JATC will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- Use same craft journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- Grant advance standing or credit on the basis of previously acquired experience, training skills, or aptitude for all applicants equally.
- Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of age, disability, sexual orientation, race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and female apprentices and journey workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

SECTION V – ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The JATC will make an annual review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. The review shall 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 Affirmative Action Plan must be submitted to the Registration Agency for registration. 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 annually and updated where necessary.

FTI of Nevada Floorcoverers Local #1512 JATC

Affirmative Action Plan

FTI of Nevada Floorcoverers Local #1512 JATC will take the following actions in regards to the proposed action plan:

- A. Provide notice in community newspapers including the Review Journal and targeted publications. Notice will also be provided to employment centers, schools, women's organizations and centers, and minority centers and organizations.
- B. Take advantage of training offered in affirmative action through Federal Government and State of Nevada.
- C. Participate in Career Days and Counselors Information Events with local schools.
- D. Conduct recruitment training for staff and internal organizational personnel.
- E. Participate in programs such as Helmets to Hardhats and Build Nevada that offer pre-application assistance to applicants.
- F. Work with Job Corps pre-apprentice training programs
- G. Offer credit for previous training or on-the-job experience to all applicants on a uniform basis.
- H. Inform all participants of the possible opportunities available to assist in the implementation of affirmative action.

All items to be on going throughout the year and to be reviewed on a regular basis to determine their success.

SECTION VI – OFFICIAL ADOPTION

The foregoing Affirmative Action Plan is hereby officially adopted by the International Union of Painters and Allied Trades District Council 15 Floorcoverers Local Union #1512, and the Signatory Contractors of Floorcoverers Local Union #1512 known as The FTI of Nevada Floorcoverers JATC in this document on this 18 th Day of December, 2013



Signature of Management

Terry J. Mayfield

Printed Name



Signature of Management

Thomas C. Phares


Printed Name



Signature of Management

Robert Campbell


Printed Name



Signature of Labor

John Smith


Printed Name



Signature of Labor

William A. Swanson

Printed Name



Signature of Labor

Jack Maurey

Printed Name

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:	NV001940001		
Name of Sponsor:	Floorcovers JATC		
Address:	1701 Whitney Mesa #106		
City/State/Zip Code:	Henderson, NV 89014		
Contact Person:	Louis Preciado		
Phone Number:	702-438-2611	FAX Number:	
E-Mail Address:			

B. OCCUPATIONAL INFORMATION

Occupational Title: *	Floor Layer		
RAPIDS Code:0199	O*NET/SOC Code:47-2042.00		
Type of selection method used:	Las Vegas MSA		
Labor Market Area description:	Southern Nevada		

C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

C.1 Total Labor Force in Labor Market Area *			
Number of Women:	480,000	44.3% of labor force	
Number of Minorities:	389,533	36% of labor force	
C.2 Working Age Population in Labor Market Area *			
Number of Women:	480,000	44.3% of labor force	
Number of Minorities:	389,533	36% of labor force	
C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System **			
Number of Women:	1	2% of apprentices	
Number of Minorities:	43	84% of apprentices	
C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***			
Number of Women:	44.3%		
Number of Minorities:	36%		

Resources for obtaining labor market information.

* http://www.census.gov/hhes/www/eeoindex/page_c.html

** RAPIDS Data available from Registration Agency.

*** Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C.1 for "Total Labor Force", C.2 for "Working Age Population", and C.3 "Apprentice Participation in Particular Craft/Occupation" to propose the entries for "The General Availability of Minorities and Women."

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

D. SPONSOR'S WORKFORCE DATA

D.1 Total Number of Journey/Craft Workers Employed:	129	
Number of Women:	0	0% of work force
Number of Minorities:	86	69% of work force
D.2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:	1	2%
Numerical percentage of Minority apprentices or minorities in applicant pool:	43	84%

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): *	43 – 84%	1- 2%
E.2 EEOC Occupational Employment Data: **	1185 – 44.9%	35 – 1.3%

* Data available from Registration Agency

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

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority Underutilization:		↙
Female Underutilization:	↙	

G. SPONSOR'S GOALS:

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting N/A % minorities and 3.3 % women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: 20

H. REGISTRATION AGENCY APPROVAL:

Sponsor

Registration Agency

Sponsor's Signature

Registration Agency Signature

Typed Name

Typed Name

Title

Title

Date Signed

Date Signed



STATE OF NEVADA
NEVADA STATE APPRENTICESHIP COUNCIL
555 EAST WASHINGTON AVENUE, 4100
LAS VEGAS NV 89101
(702) 486-2650

APPRENTICESHIP OJT AND RELATED TRAINING INSTRUCTION (RTI)
INFORMATION CHECK LIST

APPRENTICESHIP TITLE: Floorcoverer

CURRICULUM TITLE: Floorcoverer

DOT NUMBER: 47-2042.00

OJT HOURS: 8,000

160 Total Hours of Related Instruction Per Year

Type of Related Instruction:

- ☒ Correspondence ☐ Outside Contract Instruction
☐ Regular College Course ☐ Other (Please explain in summary comments)
☒ Course Taught by Trade Instruction

Subjects to be Taught During Program:

- | | |
|------------------------|-------------|
| 1. <u>See Attached</u> | 7. <u></u> |
| 2. <u></u> | 8. <u></u> |
| 3. <u></u> | 9. <u></u> |
| 4. <u></u> | 10. <u></u> |
| 5. <u></u> | 11. <u></u> |
| 6. <u></u> | 12. <u></u> |

SOURCE(S) OF TRAINING MATERIAL (Title and Publisher):

International Union of Painters and
Allied Trade Finishing Trades Institute
(IUPAT/FTI)

Instruction Location:

- ☒ Apprenticeship Training Center ☐ College Campus
☐ Worksite After Hours ☐ Home
☐ Other (Please explain in summary comments)

Please Designate Length of Related Instruction Program 640 Hours/4 yrs.
(Example: 3 Yrs., 4 Yrs.)

Submitted by: Douglas Howell, USDOL/OA

RELATED TRAINING

CURRICULUM CONTENT:
NO YES

_____ X 1. Does the curriculum outline meet the required 144 hours minimum of related instruction per year?

_____ X 2. Does the curriculum provide learning experience representing competencies expected of employees in the occupation represented by this program?

_____ X 3. Are the course goals, objectives, and activities clearly stated and related directly to a current task analysis for this occupation?

_____ X 4. Are the activities arranged in a logical sequence for maximum attainment of the required industrial skills?

_____ X 5. Is there criteria for measuring student achievement?

_____ X 6. Does the curriculum satisfy the requirements defined in the DOT?

8/29/13
Date

APPROVED:
DISAPPROVED:

X

SUMMARY COMMENTS:

APPENDIX C

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

**LOCAL UNION #1512 DISTRICT COUNCIL #15
JOINT APPRENTICESHIP COMMITTEE
AND
*INTERNATIONAL UNION OF PAINTERS
AND ALLIED TRADES
FINISHING TRADES INSTITUTE***

**DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP
AND THE
NEVADA STATE APPRENTICESHIP COUNCIL**

APPROVED BY: _____

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR part 60-3) or Title 29 CFR Part 30

The certification of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR part 60-3) or Title 29 CFR Part 30

SECTION I — MINIMUM QUALIFICATIONS

Apprentice applications will be accepted on the basis that applications have met and shown documented proof of all required minimum qualifications at the time of application.

Applicants shall meet the following minimum qualifications:

Apprenticeship applicants must meet the following minimum qualifications:

A. Age

All applicants must be at least eighteen (18) years of age **except as noted below*. Applicants are required to submit reliable proof of age (e.g., a driver's license, birth certificate or other acceptable documentation).

B. Education

A high school diploma or HSE is required. Applicants are required to submit reliable proof of education (e.g., a high school transcript or HSE scores).

All applicants must possess sufficient educational knowledge to satisfactorily complete the OJL and RI.

C. Physical

The Applicant shall be physically capable of performing the essential functions of the chosen trade without posing a direct threat to the health and safety of themselves or any other individuals, with reasonable accommodations.

D. Citizen

The applicant must be a Legal Citizen of the USA or Legal Alien authorized to work in the USA by the U.S. Citizenship and Immigration Services. Proof must be shown at the time of application.

E. Transportation

The applicant must have adequate transportation to attend On-the-Job Learning and Related Instruction classes.

F. Ability

All applicants must satisfy the Committee that they have the ability and aptitude to master the rudiments of the trade, based upon oral interview, written documentation submitted by applicant, and evaluation ratings.

G. If Applicable

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience and/or VA benefits.

**An applicant who is seventeen (17) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated and ranked and placed on the Pool of Eligible's list. Such an applicant must provide proof that a high school diploma or HSE has been awarded and must be eighteen (18) years of age prior to being registered by the sponsor.*

SECTION II — APPLICATION PROCEDURES

- A. Applications will be made available to anyone who is interested at specific periods of time throughout the year as deemed necessary by the JATC. Announcements will be made 30 days prior to the opening of the application period.
- B. The fact that applications and apprenticeship opportunities are available shall be made known as specified in the Affirmative Action Plan.

- C. All applications will be identical in form and requirement. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log in order to account for all applications. Applications will be tracked to show race/ethnicity and sex identification and the progress by dates and final disposition of each application.
- D. Before completing the full application process, each applicant will be required to review the Apprenticeship Standards and be given a copy of the complaint procedure. 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.
- E. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, HSE certificate or other acceptable documentation) will constitute a completed application.
- F. Completed applications will be reviewed to insure that all of the minimum qualifications have been met. 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 right to appeal his/her disqualification. Once the application has been disqualified, no further processing will be conducted.
- G. Applicants meeting all of the minimum qualifications and submitting the required supporting documents will be eligible to participate in the math evaluation.
- H. Only those candidates scoring 70% or higher on the math evaluation will be scheduled for interviews.
- I. Should the number of applicants scoring over 70% on the math evaluation significantly exceed the number of projected openings, the JATC reserves the right to raise or lower the eligible math evaluation score as deemed necessary.
- J. Should the JATC find they have enough applications to meet the future labor needs for the Counties, Cities, and Municipalities governed by these standards, the JATC retains the authority to stop accepting applications at any time.
- K. Application procedures which utilize electronic processes to accomplish any or all of the relevant steps A. through H. above shall be deemed consistent with these procedures, provided such procedures meet all the requirements that apply to non-electronic procedures (e.g. maintenance of records).

SECTION III — INTERVIEW PROCEDURES

- A. The JATC will schedule the interview and evaluation session. All applicants who have met the basic qualifications and have submitted the required documents and scored accordingly on the math evaluation will be notified of the date, time, and place to appear.
- B. The Interview Committee will have in its possession for review with regard to each applicant: application form, education verification and proof of age.
- C. After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the individual and about the capacity to participate in the apprenticeship program.
- D. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school record, mechanical ability, motivation, and vocational training.
- E. Evaluation should be based on a standard of industry needs and not by a comparison with other applicants.
- F. The same questions should be asked of each applicant.
- G. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form.

SECTION IV – SELECTION FROM THE COMMITTEE

- A. The number of new apprentices to be accepted will be determined before starting interviews. The number will be based on the needs of the industry areas governed by these standards.
- B. Selection of individuals from the list of interviewed applicants will not be made until all interview sessions are complete and all applicants have been evaluated.
- C. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List of Eligible Applicants" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.

- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicants name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list will be required to reapply.
- H. During the two (2) year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.
- I. Any applicant who feels that he/she was wrongfully denied entry to the apprenticeship program may appeal the decision using the applicant appeals procedure described below in Section VIII.

SECTION V – DIRECT ENTRY FOR JOB CORPS GRADUATES AND APPLICANTS FROM RECOGNIZED PREPARATORY PROGRAMS AND ORGANIZING

The JATC encourages preparatory/pre-apprenticeship craft training to facilitate entry into apprenticeship. 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.)***

Consequently, applicants who successfully complete the application process for apprenticeship and are entering through a recognized preparatory program (such as the Helmets to Hardhats Program) shall be evaluated, in terms of their prior experience, through hands on proficiencies as well as be subject to a written General Knowledge questionnaire. They will then be placed within the program at the point that corresponds with their proven experience. Entry of applicants from Helmets to Hardhats and other recognized preparatory programs shall be done without regard to race, color, religion, national origin, or sex.

An employee of a non-signatory not qualifying as a Journey Worker 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.

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 Journey Worker, 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.

SECTION VI – COMPLAINT PROCEDURE

A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, 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 Registration Agency or, at the apprentice or applicant's election, with the private review body established by the JATC (if applicable).

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

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

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

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

SECTION VII – 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 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 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.

The JATC must retain a statement of its AAP 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. The 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) and the Nevada State Plan for EEO.

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 last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VIII - APPRENTICE APPLICANT APPEALS PROCEDURE


An appeals committee will be established composed of one member appointed by labor and one member appointed by management. Each organization shall appoint its own representative on the appeals committee in any matter that they choose, as long as that individual is not serving on the apprenticeship committee. The authority of the appeals committee shall be limited to rendering a decision on cases involving unjust treatment of applicants for the apprenticeship program. The process for appeal includes the following:

- A. An appeal must be submitted in writing to the local JATC within fifteen (15) days of the date of receipt of notification of rejection to the apprenticeship program.
- B. The local JATC shall submit the appeal and the materials regarding the disposition of the applicant to the appeals committee.
- C. The Appeals Committee will consider the written evidence and a hearing will be granted.
- D. A final decision shall be rendered within thirty (30) days of the hearing and all parties concerned shall be notified in writing by the Appeals Committee.
- E. Decisions of the Appeals Committee shall be final and binding upon both the JATC and the applicant.
- F. A copy of the appeal and the disposition will be kept on file for a period of at least five (5) years.

The foregoing Selection Procedures are hereby officially adopted by the International Union of Painters and Allied Trades District Council 15 Floorcoverers Local Union #1512, and the Signatory Contractors of Floorcoverers Local Union #1512 known as The FTI of Nevada Floorcoverers JATC in this document on this 18 th Day of December, 2013


Signature of Management

Terry S. Maffei
Printed Name


Signature of Management


Thomas B. Anderson
Printed Name


Signature of Management


Robert Campbell
Printed Name


Signature of Labor

John Smith
Printed Name


Signature of Labor

William A. Swanson
Printed Name


Signature of Labor

Jack Murray
Printed Name



The foregoing Apprenticeship Standards, being in conformity with the rules, regulations and laws, and applicable federal regulations are hereby approved by the Nevada State Apprenticeship Council for IUPAT District Council 15 Floorcoverers JATC.

Approved at registered with the Nevada State Apprenticeship Council

this 2nd day of May, 2014

Thoran Towler, Secretary Director

May 2, 2014

Date

PROGRAM # NV00940001

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:	NV001940001		
Name of Sponsor:	Floorcovers JATC		
Address:	1701 Whitney Mesa #106		
City/State/Zip Code:	Henderson, NV 89014		
Contact Person:	Louis Preciado		
Phone Number:	702-438-2611	FAX Number:	
E-Mail Address:			

B. OCCUPATIONAL INFORMATION

Occupational Title: *	Floor Layer		
RAPIDS Code:0199	O*NET/SOC Code:47-2042.00		
Type of selection method used: Las Vegas MSA			
Labor Market Area description: Southern Nevada			

C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

C.1 Total Labor Force in Labor Market Area *			
Number of Women:	480,000	44.3% of labor force	
Number of Minorities:	389,533	36% of labor force	
C.2 Working Age Population in Labor Market Area *			
Number of Women:	480,000	44.3% of labor force	
Number of Minorities:	389,533	36% of labor force	
C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System **			
Number of Women:	1	2% of apprentices	
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C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***			
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Resources for obtaining labor market information.

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*** Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C.1 for "Total Labor Force", C.2 for "Working Age Population", and C.3 "Apprentice Participation in Particular Craft/Occupation" to propose the entries for "The General Availability of Minorities and Women."

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

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Industry Source Data	Minority rate of participation	Female rate of participation
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F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority Underutilization:		↙
Female Underutilization:	↙	

G. SPONSOR'S GOALS:

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The number of new apprentices to be hired during the next year (or selection period) is estimated to be: 20

H. REGISTRATION AGENCY APPROVAL:

Sponsor

[Signature]
Sponsor's Signature

Thomas Plueddemann
Typed Name

Chairman
Title

8-15-14
Date Signed

Registration Agency

[Signature]
Registration Agency Signature

Thoran Towler
Typed Name

NSAC Sec. Director
Title

FEB 07 2014
Date Signed