

**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

**Northern Nevada Sheet Metal Workers JATC**

**FOR THE OCCUPATION OF**

**SHEET METAL WORKER**

**O\*NET-SOC CODE: 47-2211.00**

**RAPIDS CODE: 0510HY**

**APPROVED BY:**

**State of Nevada  
Nevada State Apprenticeship Council  
555 East Washington Avenue, 4100  
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**Revision Date: May 6, 2016**

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## **FOREWORD**

These Northern Nevada Sheet Metal Workers JATC Apprenticeship Standards have as their objective the training of Sheet Metal Workers 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 and supplemental related instruction.

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

## **DEFINITIONS**

**APPRENTICE:** An individual meeting the qualifications for sheet metal worker described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the Joint Apprenticeship Training Committee (JATC) providing for training and related instruction under the Standards, and who is registered with the Registration Agency as a sheet metal worker.

**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 setting forth the responsibilities and obligations of all parties to the Agreement with respect to the Apprentice's employment and training under the Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

**ASSOCIATION:** Shall mean the Sheet Metal, and Air Conditioning Contractors' National Association, Inc. (SMACNA).

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

**CERTIFICATE OF TRAINING:** A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices documented as successfully completing an approved defined career lattice component of the apprentice training requirements as outlined in the Work Processes Schedule of these Standards of Apprenticeship. (*if applicable*)

**COORDINATOR:** Means the person designated by the local JATC to perform the duties stated in the standards of apprenticeship.

**EMPLOYER:** Any signatory member of the Sheet Metal and Air Conditioning Contractor's National Associations, Inc., or any other contractors having an agreement with the Sheet Metal Workers' International Association.

**JOINT APPRENTICESHIP AND TRAINING COMMITTEE:** The Joint Apprenticeship and Training Committee (JATC) shall consist of equal number of representatives of labor and management appointed by the Union and by the contractor's association, and in whose name the Standards of Apprenticeship are registered.

**JOURNEYWORKER:** A recognized level of competency as recognized within the sheet metal industry for a sheet metal worker. Use of the term may also refer to a sheet metal worker, mentor, technician, specialist or other skilled worker.

or

An individual who has documented sufficient skills and knowledge of a trade, craft or occupation of sheet metal worker, either through formal apprenticeship or through practical on-the-job experience, and formal training. This individual is recognized by his/her employer as being fully qualified to perform the work of the trade, craft or occupation.

**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, which replaces the DOT, 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 TRAINING (OJT):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The training must be through structured, supervised work experience.

**PROGRAM SPONSOR:** The local Joint Apprenticeship and Training Committee in whose name the Standards of Apprenticeship will be registered, and which will have 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 apprentices and apprenticeship programs.

**REGISTRATION AGENCY:**

State Apprenticeship Council  
c/o Office of the Nevada Labor Commissioner  
555 East Washington Avenue Suite 4100  
Las Vegas, NV 89101  
Phone: 702-486-2738  
Fax: 702-486-2660

**RELATED INSTRUCTION:** An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

**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.

**UNION:** Means any Local Union, affiliated with the Sheet Metal Workers' International Association.

**YOUTHBUILD U.S.A.:** YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their HSE or high school diploma, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society.

## **Section I. PROGRAM ADMINISTRATION**

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

1. The JATC shall be composed of an equal number of members from the contractors' association and from the local union.
2. Members of the JATC shall be selected by the groups they represent.
3. Consultants-- such as those from the Office of Apprenticeship, U.S. Department of Labor, State Apprenticeship Agencies, and vocational schools -- may be requested to sit with the JATC in an advisory capacity.

### **B. Administrative Procedures**

1. The JATC shall elect a Labor Co-Chairperson and a Management Co-Chairperson, and shall determine the time and place of regular meetings.
2. The Chairpersons shall have the power to vote on all questions affecting apprenticeship.
3. The JATC may at any time establish such additional rules and regulations as they may deem to be required for the implementation and operation of its apprentice programs.
4. Nothing contained in the Standards shall in any way abridge the full autonomy of the JATC to supervise and administer its program.

### **C. Responsibilities:**

All duly indentured apprentices shall be under the supervision and control of the JATC. The JATC shall formulate and make operative such rules and regulations as it may deem necessary, and which do not conflict with the specific terms of the local labor agreement, to govern eligibility, registration, education, transfer, wages, hours and working conditions of the apprentice and the operation of an adequate apprenticeship program to meet the needs and requirements of the trade. Furthermore, the JATC shall be vested with the authority to set up an apprenticeship program in conformity with the national guideline standards recommended by the International Training Institute (ITI) for the Sheet Metal Industry. The JATC shall regulate, supervise and control all matters relating to apprenticeship of the Sheet Metal Worker and be the sole agency within the jurisdiction of the sponsoring local groups governing apprenticeship matters. The JATC shall:

1. Employ an Apprenticeship Coordinator. Experience has proven the need for and the value of a full-time Apprenticeship Coordinator and will insure that maximum benefits are derived from the training program.
2. Determine the need for new apprentices, with due regard to present and future needs of the trade.
3. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and Agreements with the appropriate Registration Agency.
4. Establish the minimum standards of education and experience required of apprentices.
5. The Apprenticeship Agreement executed between an apprentice and the JATC does not obligate the JATC to actually employ the apprentice; but it does obligate the JATC to see to it that the apprentice is properly trained and supervised by the employer. The Agreement also obligates the JATC to use its best influence to keep the apprentice continuously employed when work is available.
6. Determine the quality and quantity of experience on-the-job, which apprentices should have and to make every effort toward their obtaining it.
7. Hear and adjust all complaints of violation of Apprenticeship Agreements.
8. Arrange tests for determining the apprentice's progress in manipulative skills and technical knowledge.
9. Maintain a record of all apprentices, showing their education, experience, and progress in learning the trade.
10. Make a periodic report covering the work of the JATC to the local employers and the union. (Minutes shall be kept of each meeting of the JATC.)
11. Determine the physical fitness of qualified applicants to perform the work of the trade which may require a medical examination prior to their employment as apprentices and drug test.
12. Advise apprentices on the need for preventing accidents and give instruction with respect to safe construction.



13. Notify the appropriate registration agency of all terminations and cancellations with explanation of causes therefore and notice of completions of Apprenticeship Agreements.
14. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeypersons.

**Section II. EQUAL OPPORTUNITY PLEDGE - 29.5(b) (20)**

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, sexual orientation 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, part 30, as amended, and all regulations (NRS and NAC 610) on equal opportunity of employment in the State of Nevada.

**Section III. AFFIRMATIVE ACTION PLAN - 29.5(b)**

If the employer employs five or more apprentices, the local 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 - 29.5(b) (10)**

A. Applicants shall meet the following minimum qualifications:

1. Age: Shall be at least 18 years of age. An applicant who is sixteen (16) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated, ranked and placed on the list of eligible applicants. Such an applicant must be eighteen (18) years of age prior to being accepted into the apprenticeship program.
2. Education: A high school diploma or high school equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All equivalency records must be submitted 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.

3. Driver's License: Applicants must possess a current valid driver's license. A photocopy of license shall be included with the application.

4. Physical: Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others. Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the JATC or the Employer.

## **Section V. SELECTION OF APPRENTICES**

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 - 29.5(b) (11)**

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written apprenticeship agreement (Appendix B) signed by the JATC and the apprentice and approved by and registered with the Registration Agency. Such agreement shall 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 Agreement shall be furnished to the apprentice, the JATC, the Registration Agency, the employer and the Union.

Prior to signing the Apprenticeship Agreement, each selected applicant shall 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 promptly 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- 29.5(b) (7)**

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeypersons is established by the current labor agreement, which allows no more than one apprentice for the first journeyperson at the job site and not more than one apprentice for every two additional journeypersons. This ratio should, however, provide the number of future craft workers necessary for the future needs of the industry. The coordinator shall endeavor to maintain a full ratio as determined by the collective bargaining agreement to ensure that an adequate number of sheet metal workers are being trained for market growth.

The ratio of apprentices to journeymen is established by the current labor agreement, which allows no more than one apprentice for the first journeyman at the job site and not more than one apprentice for every two additional journeymen.

#### **Section VIII. TERM OF APPRENTICESHIP - 29.5(b) (2)**

The recommended term of the apprenticeship shall be 4 years\* with an OJT attainment of approximately 6,400 hours supplemented by the required hours of related technical instruction, as stated on the Trade Schedule (Appendix A). Full credit shall be given for the probationary period.

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, therefore accelerating the term of their apprenticeship.

\* A year is considered to be 1600 hours of OJT.

#### **Section IX. PROBATIONARY PERIOD - 29.5(b) (8), 29.5(b) (19)**

All applicants selected for apprenticeship shall serve a probationary period of not less than the first twelve months (approximately 1600 hours) of on-the-job training.

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 prior to the end of the probationary period. Records shall consist of periodic reports regarding progression made in both the on-the-job training and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice considered to be unsatisfactory after a review of the probationary period shall have his/her Apprenticeship Agreement canceled before the expiration of the probationary period, by means of written notice to the apprentice and to the registration agency.

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

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. Cancellation of

an apprenticeship agreement during the probationary period shall not have an adverse impact to the sponsor's completion rate.

## **Section X. HOURS OF WORK**

Apprentices shall generally work the same hours as journeyworkers, except that no apprentice shall be allowed to work if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of on-the-job training during a given segment shall have the term of that segment extended until the required number of hours of training are accrued. If an apprentice is unable to complete the OJT hours in a six-month period for reasons outside of their control (market conditions, economy, weather, etc.), he/she shall be reviewed by the JATC accordingly. If the apprentice achieves the desired level of competency in that phase of apprenticeship, he/she may be advanced to the next phase, with the required hours of OJT being granted accordingly.

## **Section XI. APPRENTICE WAGE PROGRESSION - 29.5(b) (5)**

Apprentices shall 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 journeyworker status, the JATC shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job training and in related instruction classes. In determining whether satisfactory progress has been made, the JATC shall be guided by the work experience and related instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the journeyworker wage rate as established in the Collective Bargaining Agreement. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Trade Schedule (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 - 29.5(b) (12)**

The JATC may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards of Apprenticeship. There are three (3) ways to accelerate the program; direct entry, previous experience, demonstration of acquired competencies (skills and knowledge) as verified by the sponsor, where the following requirements are met:

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish

such records, affidavits, and other certifications to substantiate the claim. The request for credit will be evaluated and a determination made by the JATC while actual on-the-job and related instruction performance can be examined. 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 period to which such credit accrues.

The granting of advanced standing will be uniformly applied to all apprentices.

### **Section XIII. WORK EXPERIENCE - 29.5(b) (3)**

During the apprenticeship, the apprentice shall receive such on-the-job training and related technical instruction in applicable phase or phases of the occupation necessary to develop the skill and proficiency of a skilled employable journeyworker. The on-the-job training shall be under the guidance of qualified journeyworkers.

The Work Process(s) for each occupation is covered in the attached Trade Schedule(s) (Appendix A).

### **Section XIV. RELATED INSTRUCTION - 29.5(b) (4)**

During each segment of training each apprentice is required to attend classes in subjects related to the job as outlined in Appendix A. The recommended term of apprenticeship will include no less than 240 hours of related technical instruction for each year of the apprenticeship. Grading procedures for related technical instruction will be included in the Rules, Regulations, and Policies of the JATC. Apprentices agree to take such subjects as the JATC deems advisable. These subjects will be determined by direct counseling with the student and must offer the student an in depth knowledge of one or more aspects of the industry that provide the best opportunity for future continued employment. The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction, the apprentice shall be required to take a correspondent course in sheet metal that meets the approval of the JATC and Registration Agency. Apprentices will not be paid for hours spent attending related instruction classes.

The JATC shall inform each apprentice of the availability of college credit through the International Training Institute's College Credit Program with the American Council on Education (ACE) and Ivy Tech State College, the George Meany Institute and Truckee Meadows Community College.

Any apprentice who is absent from related instruction classes, unless officially excused, shall satisfactorily complete all class work missed before being advanced to the next

period of training. In cases of failure of an apprentice to fulfill the obligations regarding classroom (or on-the-job) training without due cause, the JATC shall take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

The JATC will pay the cost of training the apprentice. The apprentice is not liable for the cost of training, including, but not limited to, costs for classroom facilities, college credits, tuition or instructors. The apprentice is required to pay the cost of drafting kits, welding kits, and tools as required by the Collective Bargaining Agreement. The apprentice may also be required to pay a yearly book deposit.

The apprentice, upon acceptance in the program, must sign a Scholarship Loan Agreement. The agreement states that the apprentice is liable for the cost of training received should he/she become employed by or become a non-signatory contractor.

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

The JATC shall secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. This may be accomplished through such media as; classroom, occupational or industry courses, or electronic media, or other instruction as approved by the administering agency. All apprenticeship instructors shall meet the State Department of Education's requirements for vocational-technical instructor in the state of registration and/or be recognized as a subject matter expert, e.g., journeyworker. The JATC will require the instructors to attend the International Training Institute Training Programs for course work in teaching techniques and adult learning behaviors and learning styles.

#### **Section XV. SAFETY AND HEALTH TRAINING - 29.5(b) (9)**

All apprentices shall receive instruction in safe and healthful work practices both on-the-job and in related technical instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public Law, or State Standards that have been found to be at least as effective as the Federal Standards.

They shall 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 in such manner as to ensure their own safety and that of their fellow workers.

#### **Section XVI. SUPERVISION OF APPRENTICES - 29.5(b) (14)**

The employer shall be responsible for the training of the apprentice on the job.

Apprentices shall be under the general supervision of the employer and under direct supervision by a journeyworker either through direct observation or another form of readily available communication. The supervisor of the apprentice(s) designated by the employer shall, with the advice and assistance of the JATC, be responsible for the apprentice's work assignments' ensuring 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.

#### **Section XVII.        RECORDS AND EXAMINATIONS - 29.5(b) (6)**

Each apprentice shall be responsible for maintaining a record of his/her work experience/training on the job and in related technical instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice shall authorize an effective release of their completed related instruction records from the local school authorities to the JATC. The record cards and all data pertaining to the apprenticeship 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 shall 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 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.

Written records of progress evaluations and corrective and final actions shall be maintained by the JATC. The Registration Agency will be notified of all registrations, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations.

#### **Section XVIII.        MAINTENANCE OF RECORDS - 29.5(b) (22)**

The JATC shall 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, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records shall permit identification of minority and female (minority and non-minority) participants. The

records shall be made available on request to the Registration Agency.

**Section XIX. CERTIFICATE OF COMPLETION - 29.5(b) (15)**

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the JATC shall so certify in writing to the Nevada State Apprenticeship Council and the United States Department of Labor-Office of Apprenticeship and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests shall be accompanied by the appropriate documentation for both the on-the-job training and the related instruction.

Certificate of Training – for any individual who successfully completes one or more of the ITI career paths identified in Appendix “A”.

**Section XX. NOTICE TO REGISTRATION AGENCY - 29.5(b) (18)**

The Registration Agency shall be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations.

**Section XXI. CANCELLATION AND DEREGISTRATION - 29.5(b) (17)**

These Apprenticeship 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 JATC reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency shall be notified promptly of any decision to cancel the program.

Deregistration of these Standards of Apprenticeship 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 JATC will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

**Section XXII. AMENDMENTS OR MODIFICATIONS - 29.5(b) (17)**

These Standards of Apprenticeship may be amended or modified at any time by a two-thirds vote by action of the JATC, subject to the approval by the sponsoring employer’s association and Union. Such amendments or modifications adopted shall not alter any Apprenticeship Agreement in force at the time without the consent of all parties to the Agreement, and provided further that such amendment or modification shall be submitted to the Registration Agency for approval and registration prior to being placed



in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

**Section XXIII. ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - Title 29 CFR 29.5(b) (21), Title 29 CFR 29.30(11)**

The JATC shall have full authority to supervise the enforcement of these Apprenticeship Standards. Its decision will be final and binding on the employer, the union, and the apprentice, unless otherwise noted below. If an applicant or an apprentice believes an issue exists that adversely affects their 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 29.5(b) (21)**

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

The JATC shall hear and consider 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 shall 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:

State Apprenticeship Council  
c/o Office of the Nevada Labor Commissioner  
555 East Washington Avenue Suite 4100  
Las Vegas, NV 89101  
Phone: 702-486-2738  
Fax: 702-486-2660

**Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that they have been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or

applicant's election, with the private review body established by the program sponsor (if applicable).

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

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the U.S. Department of Labor 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 U.S. Department of Labor for good cause shown.

Complaints of discrimination in the workplace 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 their complaint procedure to all applicants for apprenticeship and all apprentices.

#### **Section XXIV. COLLECTIVE BARGAINING AGREEMENTS**

No provisions in these Standards of Apprenticeship shall be construed as permitting violation of any applicable, State or Federal laws or regulations.

Nothing in these Standards of Apprenticeship shall be interpreted as being inconsistent with existing or subsequent Collective Bargaining Agreements establishing higher standards. In the event of a conflict, the higher standards, whether in the Apprenticeship Standards or the Collective Bargaining Agreement, shall prevail.

#### **Section XXV. TRANSFER OF TRAINING OBLIGATION 29.5(13)**

The JATC may transfer an apprentice from one employer to another to provide continuous employment and to assure the apprentice more complete on-the-job training experience in all aspects of the trade.

The transfer of an apprentice between program sponsors, whether at the will of the apprentice or the initiative of the program sponsor, shall occur without adverse impact on either the apprentice or the program sponsor, where the following requirements are met...

- (i) "At a minimum, the transferring apprentice will be provided a transcript of related training and OJT by the committee or program sponsor"
- (ii) "Transfer is made to a related occupation or within the same occupation and;"
- (iii) "A new apprenticeship agreement is executed where the transfer occurs between

program sponsors”

If an employer is unable to fulfill its training obligation due to lack of work or failure to conform to the Standards of Apprenticeship, the JATC will move the affected apprentice(s) to other participating employers.

## **Section XXVI.      RESPONSIBILITIES OF THE APPRENTICE**

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

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

- A. Perform diligently and faithfully the work of the trade and other pertinent duties assigned by the JATC and the employer in accordance with the provisions of the Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer, union and the JATC.
- C. Attend and satisfactorily complete the required hours in the on-the-job training and in related technical instruction in subjects related to the trade as provided under these standards.
- D. 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 JATC.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- F. Work for the employer to who assigned to the completion of apprenticeship, unless reassigned to another employer or the Agreement is terminated by the JATC.
- G. Sign an Educational Loan Agreement with the JATC and the International Training Institute for all training received from the training center.

The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

**Section XXVII.      CONSULTANTS**

Advice and assistance in the successful operation of this apprenticeship program will be available at any time, upon request by the JATC, from representatives of the Registration Agency.

**Section XXVIII. OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

**The Northern Nevada Sheet Metal Workers JATC hereby adopts these Standards for Apprenticeship on this 22<sup>nd</sup> Day of December, 2015.**

## Representing The Northern Nevada Sheet Metal Workers JATC:

**Signature of JATC Co-Chairperson**

**Signature of JATC Co-Chairperson**

Printed Name

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**Printed**
**Name**