



NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL
2023 Non-Joint Standards of Apprenticeship

STANDARDS OF APPRENTICESHIP

DEVELOPED BY



FOR

Occupation: *Arborist Apprenticeship, Urban Orchard Project*

APPROVED BY
NEVADA LABOR COMMISSIONER AND
THE NEVADA STATE APPRENTICESHIP COUNCIL

Toni Giddens, Nevada State Apprenticeship Director

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IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP
ESTABLISHED BY THE U.S. DEPARTMENT OF LABOR, THE NEVADA LABOR COMMISSIONER, AND THE
NEVADA STATE APPRENTICESHIP COUNCIL

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FOREWORD

These **Soulful Seeds** apprenticeship standards have as their objective the training of numerous apprenticeable occupations skilled in all phases of various industries. **Soulful Seeds** acting as sponsor, recognize that to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

Soulful Seeds' mission is to promote community connection and resiliency through neighborhood gardens. We are introducing the arborist apprenticeship under our Urban Orchard Project, funded by the USDA, to improve workforce development opportunities in the neighborhoods where we operate gardens.

Soulful Seeds' Urban Orchard Project unites diverse public-private partners to address low tree canopy and environmental injustices in underserved Washoe County, Nevada neighborhoods. Through the apprenticeship, we will train four future apprentices. Soulful Seeds will pay each apprentice a competitive wage, provide health insurance benefits, and cover all educational and supply costs over the two-year period. At the completion of the project period, we will work with community partners to support apprentices to secure employment.

This opportunity is supported by the U.S. Forest Service of the U.S. Department of Agriculture as part of an award totaling \$1,000,000 with 0% financing from non-federal sources under grant award 24-DG-11046013-606. The apprenticeship was designed by Soulful Seeds with feedback from community partners. The contents of the program does not necessarily represent the official views of, nor an endorsement by, the USDA or the U.S. Government.

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

- (a) Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning.
- (b) Be clearly identified and commonly recognized throughout an industry.
- (c) Involve the progressive attainment of manual, mechanical or technical skills and knowledge in accordance with the industry standard for the occupation. (1) If the program uses a time-based approach, requires the completion of not less than 2,000 hours of [work experience,] on-the-job learning, consistent with training requirements as established by practice in the trade; (2) If the program uses a competency-based approach, specifies the skills that must be demonstrated by an apprentice and addresses how on-the-job learning will be integrated into the program; or (3) If the program uses a hybrid approach, specifies the

skills that must be acquired and the minimum number of hours of on-the-job learning that must be completed by an apprentice.

(d) Require related instruction to supplement the on-the-job learning.

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

SECTION 1 – PROGRAM ADMINISTRATION

Program sponsors (Soulful Seeds) are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Sponsors may establish a Joint Apprenticeship and Training Committee (JATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. A list of the membership and the areas of expertise they represent must be provided to the Registration Agency. The sponsor **will not** administer the program with the services of a JATC. Soulful Seeds will create and utilize an Apprenticeship and Training Committee that will consist of the Program Coordinator, at least one member from the Board of Directors, the Executive Director and a member from any partner organization applicable to OJL.

The Sponsor, Soulful Seeds shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of 29 CFR § 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.

- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge, and maintain appropriate progress records. Soulful Seeds will conduct evaluations at the following intervals to ensure the apprentice is meeting key milestones and competencies: 3 month, 6 month, 1 year, 18 months then 2 years to ensure all competencies are complete.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Provide each apprentice with a copy of these standards, Requirements for Apprenticeship Sponsors Reference Guide, and Appendix A, any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.
- The employer will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section XXI of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered employer for completion of the apprenticeship. If conditions of business make it necessary to temporarily suspend the period of apprenticeship, apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

ATC Administrative Procedures

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

- A. The chairperson and secretary will have the power to vote on all questions affecting the apprenticeship program.
- B. The offices of chairperson and secretary will rotate among members of the ATC.

- C. The ATC will notify the Nevada State Apprenticeship Council via the Registration Agency, of any termination or agreement within 10 days.
- D. The ATC will be comprised of an equal number of representatives of management and labor and any public representatives whom they select.

SECTION 2 - EQUAL OPPORTUNITY PLEDGE – NRS 610.144, NAC 610.540 and 29 CFR §§ 29.5(b)(21) and 30.3(b)

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

The Program 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 Nevada State Plan for EEO. The Program Sponsor shall not discriminate against a qualified individual with a disability because of the disability of such individual. The Program Sponsor will provide reasonable accommodation to individuals as required by federal, state, or local disability law.

SECTION 3 - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES – NAC 610.810 and 29 CFR §§ 29.5(b)(21), 30.4, and 30.5

Sponsors are required to provide a written selection procedure, which will become part of these standards of apprenticeship and those with five or more registered apprentices are required to adopt an Affirmative Action Plan two years after program registration. However, the Nevada State Apprenticeship Council encourages the development of these two plans for all programs regardless of apprentice numbers.

For programs with fewer than five apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

SECTION 4 - QUALIFICATIONS FOR APPRENTICESHIP – NRS 610.144 NAC 610.090 and 29 CFR § 29.5(b)(10)

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

1. **Age:** Minimum age qualification required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 18 years.
2. **Education:** A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant(s) must provide an official transcript(s) for high school and any post-high school education. Applicant(s) must submit the GED certificate or other high school equivalency credential if applicable.
3. **Physical:** Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Applicant(s) will screen and pass for the current illegal use of drugs if required by the employer on acceptance into the program and prior to being employed.
4. **Aptitude Test:** An aptitude test will not be used as a factor in applicant selection.
5. **Others:** As appropriate or deemed necessary by Soulful Seeds.

SECTION 5 - APPRENTICESHIP AGREEMENT – NRS 610.150, NRS 610.160 and 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)

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

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the sponsor's written rules and policies, and the apprenticeship agreement. The Nevada State Apprenticeship Council, via the Registration Agency will be advised within 10 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION 6 – SUPERVISION OF APPRENTICES AND RATIOS – NRS 610.144 and 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)

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

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is always under the supervision of a fully qualified journey worker or supervisor who is responsible for making work assignments, providing on-the-job learning (OJL), and ensuring safety at the worksite. To supervise an apprentice adequately or properly does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

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

SECTION 7 - TERM OF APPRENTICESHIP – 29 CFR § 29.5(b)(2) NRS 610.144(3)(b)

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

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

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

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

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

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

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

SECTION 9 - HOURS OF WORK

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

SECTION 10 - APPRENTICE WAGE PROGRESSION – NRS 610.144 and 29 CFR § 29.5(b)(5)

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

The progressive wage schedule and fringe benefits **(if applicable)** will be an increasing percentage of the fully proficient or journey worker wage rate. The percentages that will be applied to the applicable fully proficient or journey worker rate are shown on the attached Work Process Schedules and Related Instruction Outlines (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable, or 35% of the rate for journey workers/fully competent workers in a non-construction trade, the minimum wage set by the Nevada State Apprenticeship Council, or the minimum reasonable and profitable wage for an apprentice in the construction industry set by the Nevada State Apprenticeship Council.

SECTION 11 - CREDIT FOR PREVIOUS EXPERIENCE – NRS 610.140 and 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)

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

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

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

SECTION 12 - WORK EXPERIENCE – NRS 610.144 and 29 CFR § 29.5(b)(3)

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

SECTION 13 - RELATED INSTRUCTION – NRS 610.144 and 29 CFR § 29.5(b)(4)

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

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

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

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

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

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

See Appendix A for Work Process Schedule and Related Instruction Outline.

SECTION 14 - SAFETY AND HEALTH TRAINING – NRS 610.144 and 29 CFR § 29.5(b)(9)

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

SECTION 15 - MAINTENANCE OF RECORDS – NRS 610.144 and 29 CFR §29.5(b)(6), 29.5(b)(23), and 30.8

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

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

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

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

SECTION 16 - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – NRS 610.120 and 29 CFR § 29.5(b)(15), and Circular 2015-02

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

Certificate of Training

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

SECTION 17 - NOTICE TO REGISTRATION AGENCY – NRS 610.160 and 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)

The Nevada State Apprenticeship Council, via the Registration Agency, must be notified within 10 days of any apprentice action—for example, registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, cancelled—and a statement of the reasons for such actions.

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

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

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

The Nevada State Apprenticeship Council may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein, including NAC 610 and NRS 610. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 10 days of the date of the Nevada State Apprenticeship Council's acknowledgment of the sponsor's request. If the Nevada State Apprenticeship Council orders the deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 10 days of the effective date of the order. This notification will conform to the requirements of NAC 610 and 29 CFR § 29.8.

SECTION 19 - AMENDMENTS AND MODIFICATIONS – NRS 610.150 and 29 CFR § 29.5(b)(18)

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

SECTION 20 - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – NRS 610.180 and 29 CFR § 29.5(b)(22), 29.7(k), and 30.11

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

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

NRS 610.180 and 29 CFR § 29.7(k)

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

Soulful Seeds

316 California Ave. #700

Reno, NV 89509

brooke@soulful-seeds.com (Executive Director) or john@soulfulseedsnevada.org (Board Chair)

(This is also the same information that will go in highlighted area of Appendix B)

NRS 610.180 and 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 their selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Nevada State Apprenticeship Council, via Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

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

The complaint must be filed not later than 300 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Nevada State Apprenticeship Council must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Nevada State Apprenticeship Council for good cause shown.

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

NAC 610.460 Dismissal of apprentice; reconsideration of dismissal; appeal from final decision. ([NRS 610.090](#), [610.140](#), [610.180](#))

1. A joint committee may cancel an agreement with any apprentice and dismiss them. Upon such a cancellation and dismissal, the joint committee shall serve written notice of the dismissal upon the apprentice and notify them of the right to request the joint committee to reconsider its decision. Such a notification must be given by certified or registered mail.

2. The apprentice may make such a request by filing a written notice of the request with the joint committee within 30 days after the date on which the notice of dismissal from the program is deposited in the mail.

3. Within 30 days after receipt of a request or at its next scheduled meeting, whichever is sooner, the joint committee shall hold a hearing for the reconsideration. The joint committee shall notify:

- (a) The apprentice of the joint committee's final decision upon reconsideration and of the right to appeal from that decision to the Council if the joint committee has affirmed the dismissal; and
- (b) The Council of the joint committee's final decision upon reconsideration.

4. The joint committee shall prepare a record of the hearing required pursuant to subsection 3 that includes, without limitation, an explanation of the final decision of the joint committee.

5. The apprentice may appeal from the joint committee's final decision to the Council by filing a written notice of appeal with the Council. This appeal must be filed within 30 days after the date on the notice of cancellation from the joint committee.

The apprentice may appeal to:

NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL
3300 W. Sahara Ave., Suite 225
Las Vegas, NV 89102

NEVADASAC@labor.nv.gov

SECTION 21 - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – NRS 610.090 and 29 CFR § 29.5(13)

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

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

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

SECTION 22 - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled journey worker.

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

1. 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.
2. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
3. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer, or the apprenticeship agreement is terminated by the sponsor.

SECTION 23 - TECHNICAL ASSISTANCE

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

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

SECTION 24 - CONFORMANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS

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

SECTION 25 - DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

O*NET-SOC CODE or its successor: 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 O*NET-SOC Code. Use of the SOC classification as a basis for the O*NET Codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

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

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

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS) or its successor: A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

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

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

The Registration Agency and field representative identified are:

Nevada Labor commissioner and/or Nevada State Apprenticeship Council 702-486-2650

and

U.S. Department of Labor, Office of Apprenticeship 702-388-6396

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

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program.

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

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

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

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

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

SECTION 27 - APPENDICES AND ATTACHMENTS

Appendix A - *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship*

Appendix B - *Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship*

Appendix C - *Alternative Selection Method*

Appendix D - *Qualifications and Selection Procedures*

Appendix E - *Employer Acceptance Agreement*

Attachment A - *Soulful Seeds Arborist Apprenticeship Program, Program Calendar and Employment Timeline*

Attachment B - *Instruction Outline and Topic Descriptions*

SECTION 28 - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

Soulful Seeds hereby adopts these standards of apprenticeship.

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

Signature of Sponsor (*designee*)

Date:

Type Name and Title

Signature of Sponsor (*designee*)

Date:

Type Name & Title



NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL
**2023 Non-Joint Standards of
Apprenticeship**

Appendix A

Work Process Schedules And Related Instruction Outline



Soulful Seeds

Urban Orchard Project, Arborist Apprenticeship

O*NET-SOC Code: 37-3013.00 Rapids Code: 2048HY

APPROVED BY
THE NEVADA LABOR COMMISSIONER AND THE NEVADA STATE APPRENTICESHIP COUNCIL

Toni Giddens, Nevada State Apprenticeship Director

REGISTRATION DATE: _____

RAPIDS PROGRAM ID NUMBER: _____

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

Appendix A

WORK PROCESS SCHEDULE

Arborist	
Job Description: Using sophisticated climbing and rigging techniques, cut away dead or excess branches from trees or shrubs to maintain right-of-way for roads, sidewalks, or utilities, or to improve appearance, health, and value of trees. Prune or treat trees or shrubs using handsaws, hand pruners, clippers, and power pruners. Works off the ground in the tree canopy and may use truck-mounted lifts.	
RAPIDS Code: 2048HY	O*NET Code: 37-3013.00
Estimated Program Length: 2 Years	
Apprenticeship Type: <input type="checkbox"/> Competency-Based <input type="checkbox"/> Time-Based <input checked="" type="checkbox"/> Hybrid	

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

1. Type of Occupation

- ☐ Time-based
- ☐ Competency-based
- ☒ Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be defined by the attainment of all competencies of the position. 1) If the program uses a time-based approach, requires the completion of not less than 2,000 hours of [work experience,] on-the-job learning, consistent with training requirements as established by practice in the trade; (2) If the program uses a competency-based approach, specify the skills that must be demonstrated by an apprentice and address how on-the-job learning will be integrated into the program; or (3) **If the program uses a hybrid approach, specify the skills that must be acquired and the minimum number of hours of on-the-job learning that must be completed by an apprentice. This hybrid approach apprenticeship would occur within approximately 2,000 hours of OJL a year, with 220 hours of related instruction per year of the apprenticeship.**

This would be expected to occur within approximately 2,000 hours (must be at least 2,000 hours) of OJL, supplemented by the minimum of 144 hours of related instruction per year of the apprenticeship.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey worker/fully trained worker ratio is: maximum 2 apprentice(s) to 2 journey worker/fully trained worker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. All costs of the apprenticeship will be covered by the sponsor including, but not limited to, education costs, tools, benefits and salary.

Arborist Apprentice: 37-3013.00	Salary	Wage	FTE Salary	Benefits
	Month 1-6	\$16/hour	\$33,280	Health, Education Costs
	Month 7-12	\$17/hour	\$35,360	Health, Education Costs, Supplies (e.g., chainsaw and protective gear)
	Month 13-24 (Y2)	\$18/hour	\$37,440	Health, Education Costs

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

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

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

See Attachment A in Appendix.

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

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

See Attachment B in Appendix.

Appendix A

Attainment of all competencies, both technical and behavioral, of the position, which would occur within 2000 hours of OJL/year, supplemented by 220 hours of related instruction per year of apprenticeship.

Soulful Seeds will conduct evaluations at the following intervals to ensure the apprentice is meeting key milestones and competencies: 3 month, 6 month, 1 year, 18 months then 2 years.

Apprenticeship Competencies – Technical

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

On-the-Job Learning Outline

Operate grounds maintenance equipment.	Approximate Hours
A. Operate shredding and chipping equipment, and feed limbs and brush into the machines.	100
B. Operate boom trucks, loaders, stump chippers, brush chippers, tractors, power saws, trucks, sprayers, and other equipment and tools.	300
C. Cut away dead and excess branches from trees, or clear branches around power lines, using climbing equipment or buckets of extended truck booms, or chainsaws, hooks, handsaws, shears, and clippers.	100

D. Hoist tools and equipment to tree trimmers, and lower branches with ropes or block and tackle.	100
E. Spray trees to treat diseased or unhealthy trees, including mixing chemicals and calibrating spray equipment.	10
F. Split logs or wooden blocks into bolts, pickets, posts, or stakes, using hand tools such as ax wedges, sledgehammers, and mallets.	10
Total Hours	620

Drive trucks or other vehicles to or at work sites.	Approximate Hours
A. Operate boom trucks, loaders, stump chippers, brush chippers, tractors, power saws, trucks, sprayers, and other equipment and tools.	50
B. Load debris and refuse onto trucks and haul it away for disposal.	50
Total Hours	100

Trim trees or other vegetation.	Approximate Hours
A. Cut away dead and excess branches from trees, or clear branches around power lines, using climbing equipment or buckets of extended truck booms, or chainsaws, hooks, handsaws, shears, and clippers.	100
B. Trim, top, and reshape trees to achieve attractive shapes or to remove low-hanging branches.	100
C. Trim jagged stumps, using saws or pruning shears.	20
D. Prune, cut down, fertilize, and spray trees as directed by tree surgeons.	50

E. Harvest tanbark by cutting rings and slits in bark and stripping bark from trees, using spuds or axes.	10
Total Hours	280

Clean equipment or supplies.	Approximate Hours
A. Clean, sharpen, and lubricate tools and equipment.	20
Total Hours	20

Climb ladders or vehicles to perform duties.	Approximate Hours
A. Climb trees, using climbing hooks and belts, or climb ladders to gain access to work areas.	100
Total Hours	100

Instruct staff in work policies or procedures.	Approximate Hours
A. Supervise others engaged in tree trimming work and train lower-level employees.	30
Total Hours	30

Supervise maintenance workers.	Approximate Hours
A. Supervise others engaged in tree trimming work and train lower-level employees.	30
Total Hours	30

Estimate maintenance service requirements or costs.	Approximate Hours
A. Plan and develop budgets for tree work, and estimate the monetary value of trees.	20
Total Hours	20

Remove debris from work sites.	Approximate Hours
A. Load debris and refuse onto trucks and haul it away for disposal.	100
B. Clear sites, streets, and grounds of woody and herbaceous materials, such as tree stumps and fallen trees and limbs.	100
C. Collect debris and refuse from tree trimming and removal operations into piles, using shovels, rakes, or other tools.	100
D. Remove broken limbs from wires, using hooked extension poles.	100
Total Hours	400

Inspect landscaping to determine treatment needs.	Approximate Hours
A. Inspect trees to determine if they have diseases or pest problems.	50
Total Hours	50

Treat greenery or surfaces with protective substances.	Approximate Hours
A. Prune, cut down, fertilize, and spray trees as directed by tree surgeons.	50
B. Scrape decayed matter from cavities in trees and fill holes with cement to promote healing and to prevent further deterioration.	50
C. Spray trees to treat diseased or unhealthy trees, including mixing chemicals and calibrating spray equipment.	50
D. Apply tar or other protective substances to cut surfaces or seal surfaces and to protect them from fungi and insects.	50
Total Hours	200

Provide information about landscaping services or costs.	Approximate Hours
--	-------------------

A. Provide information to the public regarding trees, such as advice on tree care.	75
Total Hours	75

Irrigate lawns, trees, or plants.	Approximate Hours
A. Water, root-feed, and fertilize trees.	50
Total Hours	50

Install equipment to protect or support trees.	Approximate Hours
A. Cable, brace, tie, bolt, stake, and guy trees and branches to provide support.	50
B. Install lightning protection on trees.	10
Total Hours	60

Prepare chemicals for work application.	Approximate Hours
A. Spray trees to treat diseased or unhealthy trees, including mixing chemicals and calibrating spray equipment.	50
Total Hours	50

Plant greenery to improve landscape appearance.	Approximate Hours
A. Transplant and remove trees and shrubs, and prepare trees for moving.	50
Total Hours	50

Total OJL Hours: 2235

Apprenticeship Competencies – Behavioral

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

Behavioral Competencies

1. Safety Consciousness

Apprentice must demonstrate a strong commitment to personal safety and the safety of others by adhering to industry safety standards and regulations. Proactively identify and report safety hazards.

2. Quality Workmanship

Perform tasks with attention to detail and strive for excellence in all work activities.

Understand and apply industry standards for tree care, such as ANSI A300 pruning standards.

3. Teamwork and Collaboration

Work effectively within a team, contributing to a collaborative environment.

Assist and learn from mentors.

4. Communication Skills

Communicate clearly and effectively with peers, supervisors, and clients. Listen actively and follow instructions accurately.

5. Problem-Solving Ability

Demonstrate the ability to analyze problems, consider alternative solutions, and implement effective resolutions. Show initiative in overcoming challenges and learning from mistakes.

6. Adaptability and Flexibility

Adapt to changing work conditions and job assignments. Show willingness to learn new techniques and approaches.

7. Professionalism and Work Ethic

Exhibit a strong work ethic, punctuality, and consistent attendance. Represent Soulful Seeds positively and maintain a professional demeanor.

8. Continuous Learning and Development

Engage in ongoing learning opportunities and seek feedback for improvement. Pursue certifications and additional training to advance skills and knowledge.

9. Environmental Stewardship

Demonstrate respect for the environment and promote sustainable practices in tree care. Understand the importance of preserving the urban forest and the role of arboriculture in environmental health.

10. Customer Service Orientation

Provide excellent service to partnering organizations, ensuring their needs and expectations are met. Build and maintain positive relationships with partner organizations.

Assessing the Behavioral Competencies

Soulful Seeds will assess these behavioral competencies through various methods, each providing a different perspective on how the apprentice is developing and demonstrating the required skills and behaviors. Assessment methods will include:

1. Self-Competency Assessment

Apprentices rate themselves on each competency relative to the organizational standard. This will be followed by a discussion with Soulful Seeds Executive Director in a behavioral interview.

2. Observational Behavioral Assessment

Supervisors or mentors observe apprentices in real work situations, noting how they apply competencies such as teamwork, problem-solving, and safety consciousness.

3. Competency Interview Assessment

Conduct structured interviews where apprentices are asked to describe how they have demonstrated specific competencies in past experiences.

4. Simulation Behavioral Assessment

Use simulations or role-playing scenarios to assess how apprentices react and handle situations that require the application of competencies like adaptability, customer service, and environmental stewardship¹.

5. Performance Reviews and Goal Setting

Regular performance reviews will be used to assess progress on competencies. Setting specific, measurable goals related to the competencies will help the apprentice, supervisor, and mentor to track development over time.

6. Partner Feedback

Soulful Seeds will gather feedback from partnering organizations on the apprentice's professionalism, communication, and quality of work as it relates to the behavioral competencies.

RELATED INSTRUCTION OUTLINE

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

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

Please see Attachment B for details.

COURSE TOPICS	HOURS
------------------	-------

A.	#
B.	#
C.	#
D.	#

COURSE TOPIC DESCRIPTIONS

A. Description #1

B. Description #2

C. Description #3

D. Description #4

SECTION 27 - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

Soulful Seeds hereby adopts these standards of apprenticeship.

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

Signature of Sponsor (*designee*)

Date:

Type Name & Title

Attachment B

Instruction Outline and Topic Descriptions



Soulful Seeds

Urban Orchard Project, Arborist Apprenticeship

O*NET-SOC Code: 37-3013.00 Rapids Code: 2048HY

Instruction Outline and Topic Descriptions

OVERVIEW

As part of the Soulful Seeds' Apprenticeship Program, apprentices will be taught a technical curriculum by Soulful Seeds' certified staff, certified industry specialists, industry partners and industry standard educational materials. Instruction will be largely concentrated in the first six months of each year of the apprenticeship, with additional units as needed. Learning will occur through a combination of lessons, presentations, and activities delivered by the team above. Technical discussion will also be provided time where apprentices will be able to dive deeper into subjects of interest or raise questions with instructors. Technical discussion hours will be guided by the apprentice's own needs and interest within the topics of the course.

COURSE TOPICS AND APPROXIMATE HOURS:

In total, the courses will fill 220 hours of the Apprenticeship each year. Subject areas and time spent on each are shown in the table below.

Instruction Outline

Topic	Estimated Hours	Integrated Discussion
Introduction to arboriculture	6	1
On the job safety (to include 1st Aid and CPR Certified)	25	2
Tree Biology	15	2
Regional/ common trees and shrubs identification	15	3
Tree planting, establishment and maintenance	15	3
Soil-management	10	2
Arborist pruning equipment fundamentals	3	1
Basic pruning principles and Pruning Cuts	20	4
Plant health basics: pests, disease and insects	15	3
Urban Forestry	2	1
Introduction to climbing and climbing gear	8	3
Introduction to rigging	17	4

Tree Risk Assessment	4	1
Introduction to tree-care employers	4	2
Behavioral Competencies	14	2
Total	187	36

1. Introduction to arboriculture

This topic will cover the history and principles of arboriculture, and introduce apprentices to the field of arboriculture. Apprentices will learn the importance of trees in forest ecosystems.

2. On the job safety (to include 1st Aid and CPR Certified)

Introduce apprentices to general safety components and health hazards through the OSHA training course. Identify how to assist an injured person until help arrives in case an emergency arises through a First Aid/CPR/AED course.

3. Tree Biology

This topic will cover how to describe tree structure, function and mechanics. As well as, explain how trees reproduce, how and why trees absorb nutrients. Create a matching activity to complete in the field where apprentices match the appropriate tree parts with their function.

4. Regional/ common trees and shrubs identification

This topic will allow apprentices to practice scientific nomenclature, determine what makes one tree species different from another by identifying morphological characteristics.

Possible activity: A tree identification task aimed at correctly identifying the most trees (using a dichotomous key) out of a set number of total trees.

5. Tree planting, establishment and maintenance

This topic will cover the benefits (wind/noise breaks, reduce runoff/soil erosion, summertime cooling, reduce energy use, etc.) of making appropriate tree selections and planting trees in the right location to encourage tree establishment. As well as describe why it is important to know tree morphology in terms of planting the right tree in the right place (appropriate distance from utility lines, underground pipes/wires, sidewalks/structures, etc. Apprentices will learn step-by-step how to properly plant a tree and the actions required after the tree is in the ground and once it is established. Discuss important tree measurements (diameter at breast height (DBH), tree height, crown spread, dripline, critical root zone, etc.)

Activity: Assign small teams to plant trees according to International Society of Arboriculture (ISA) best management practices and use basic math skills to take tree measurement

6. Soil-management

This topic will cover the process by which soil is formed, the different soil types (sand, silt and clay), and the physical properties of soil. Apprentices will be able to describe how to collect soil samples and perform basic soil tests.

7. Arborist pruning equipment fundamentals

This lesson will help apprentices identify and inspect tools and equipment commonly used in tree care and how to inspect them (vehicles, chainsaws, basic hand/pruning tools, etc.).

8. Basic pruning principles and Pruning Cuts

This topic will cover basic pruning practices and principles to properly maintain trees with examples from a Certified Arborist to explain and demonstrate basic pruning cuts. Apprentices will learn to safely utilize tools/equipment while performing basic tree care, maintenance and pruning techniques. Apprentices will perform appropriate tree care and maintenance activities using ANSI safety standards and ISA best management practices, and communicate why and/or how they would prune differently.

9. Plant health basics: pests, disease and insects

This topic will discuss insect, pest and disease diagnostics and management recommendations. Apprentices will learn to identify biotic and abiotic factors that hinder tree growth and development.

10. Urban Forestry

This topic will help apprentices identify the costs and benefits of a sustainable urban forest in addition to learning the critical components of an urban forest management plan and how inventories are used in urban forest management.

11. Introduction to climbing and climbing gear

This topic will describe the gear and equipment used for climbing (ropes, knots, spurs, carabiners, etc.).

Apprentices will learn and demonstrate tying basic knots for tree work. Perform basic tree pruning, climbing, ascending techniques and making various types of proper cuts.

OTJ activity: Knot-tying challenge to practice tying appropriate knots for various tree-care scenarios.

12. Introduction to rigging

This topic will allow the apprentice to practice tree-roping and cabling techniques, tree-rigging methods and proper climbing strategies to safely work in trees.

13. Tree Risk Assessment

This topic will cover the process of identifying and assessing structural conditions to assess failure potential of trees.

14. Introduction to tree-care employers

Make introductions to local employers, and outline career opportunities within companies. Visit employer warehouses/offices as appropriate.

15. Behavioral Competencies

In addition to mastering all the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies, to complete the apprenticeship. See Appendix A for full list of competencies.

24 Month Program Calendar

[illegible]

[illegible]



NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL
2023 Non-Joint Standards of Apprenticeship

Appendix B

APPRENTICESHIP AGREEMENT AND APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

Soulful Seeds

RAPIDS PROGRAM ID NUMBER: 2048HY

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

Program Registration and Apprenticeship Agreement



NEVADA LABOR COMMISSIONER NEVADA STATE APPRENTICESHIP COUNCIL

APPRENTICE REGISTRATION

Warning: This agreement does not constitute a certification under NRS 610, NAC 610, Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29 and NRS & NAC 610.

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

Apprentice Identification Number:		Answer Both A and B (Voluntary)		5. Veteran Status (Mark one)	
1. Name of Apprentice:		4. a. Ethnic Group (Mark one)		<input type="checkbox"/> Non-Veteran	
Last Name, First Name, Initial		<input type="checkbox"/> Hispanic or Latino		<input type="checkbox"/> Veteran	
Address		<input type="checkbox"/> Not Hispanic or Latino		6. Education Level (Mark one)	
City State Zip Code		b. Race (Mark one or more)		<input type="checkbox"/> 8th grade or less	
2. Date of Birth (Mo., Day, Yr.)		<input type="checkbox"/> American Indian or Alaska native		<input type="checkbox"/> 9th to 12th grade	
3. Sex (Mark one)		<input type="checkbox"/> Asian		<input type="checkbox"/> GED	
<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Black or African American		<input type="checkbox"/> High School Graduate or Greater	
		<input type="checkbox"/> Native Hawaiian or other Pacific Islander		<input type="checkbox"/> Post-Secondary or Technical Training	
		<input type="checkbox"/> White			
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee					
7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans					
<input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship					
8. Signature of Apprentice			Date		
9. Signature of Parent/Guardian (if minor)			Date		

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

1. Sponsor Program No.		2a. Occupation (The work processes listed in the standards are part of this agreement).		2b. Occupation Code:							
Sponsor Name		3. Occupation Training Approach (Mark one)		4. Term (Hrs., Mos., Yrs.)							
Address		3a. <input type="checkbox"/> Time-Based		5. Probationary Period (Hrs., Mos., Yrs.)							
City State Zip Code		3b. <input type="checkbox"/> Competency-Based									
		3c. <input type="checkbox"/> Hybrid									
6. Credit for Previous Experience (Hrs., Mos., Yrs.)		7. Term Remaining (Hrs., Mos., Yrs.)		8. Date Apprenticeship Begins							
9a. Related Instruction (Number of Hours Per Year)		9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid		9c. Related Training Instruction Source							
10. Wages:											
10a. Pre-Apprenticeship Hourly Wage \$ _____ 10b. Apprentice's Entry Hourly Wage \$ _____ 10c. Journeyworker's Hourly Wage \$ _____											
Check Box		Period 1 2 3 4 5 6 7 8 9 10									
10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.											
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>											
11. Signature of Sponsor's Representative		Date Signed		12. Name and Address of Sponsor Designee to Receive Complaints (If applicable)							
				Name Address							
				City State Zip Code							

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address: NEVADA LABOR COMMISSIONER 3300 West Sahara Avenue Ste 225, Las Vegas NV 89102		2. Signature State Apprentice Director		3. Date Registered	
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Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

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

Item 4.b. Definitions - Race:

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

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

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

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

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

Item 7b. Instructions:

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

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

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

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

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

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

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

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

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

Part B

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

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

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

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

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

Item 10. Wage Instructions:

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

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

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

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

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

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

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

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

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

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

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

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

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

Part C.

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

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

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

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



Program Registration and
Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration

Voluntary Disability Disclosure

OMB No. 1205-0223

Please check one of the boxes below:

- ☐ YES, I HAVE A DISABILITY (or previously had a disability)
- ☐ NO, I DON'T HAVE A DISABILITY
- ☐ I DON'T WISH TO ANSWER

Your name: _____

Date: _____

Why are you being asked to complete this form?

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.^[1] To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, intellectual disability (previously called mental retardation).

^[1] Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Apprenticeship website at <https://www.doleta.gov/OA/eo/>.

NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL APPLICATION FOR
CERTIFICATION OF COMPLETION OF APPRENTICESHIP

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

Sponsor Information

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

Apprentice Information

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

Related Instruction Certification

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

Request for Certificate

Certify that the apprentice named in the application has satisfactorily completed and is working at the Journey worker Level of their apprenticeship program as registered with the State Apprenticeship Agency by using the completion form for the issuance of the Certificate of Completion of Apprenticeship.
Sponsor's Signature: _____ Date: _____
Type Name/Title: _____

NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL APPLICATION FOR
CERTIFICATION OF COMPLETION OF APPRENTICESHIP

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

Authentication of Requests for Certificate of Completion of Apprenticeship

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

General Guidance

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

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

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

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

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

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

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

Issuance of Replacement OA Certificate of Completion of Apprenticeship

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

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



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APPENDIX C

Alternative selection method



Soulful Seeds

Urban Orchard Project, Arborist Apprenticeship

O*NET-SOC Code: 37-3013.00 Rapids Code: 2048HY

Appendix C

Soulful Seeds Apprentices will be recruited broadly with preference given to service population candidates that meet qualifications. The Program team will advertise via the Soulful Seeds' social media, email and web pages, as well as those of partner organizations, farms, and agricultural organizations. Press releases will occur at least once in advance of recruitment period, and the Program team will be made available for interview. Individual contact will be made with underserved community members and organizations, including phone calls, meetings and virtual meetings, to encourage applications from their community members. All communications and advertising will be sent to the Office of the Labor Commissioner.



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Appendix D

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

Soulful Seeds

RAPIDS PROGRAM ID NUMBER: 2048HY

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The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30 and NAC 610. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.



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SECTION 1 - MINIMUM QUALIFICATIONS

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

1. **Age:** Minimum age qualification required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 18 years.
2. **Education:** A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant(s) must provide an official transcript(s) for high school and any post-high school education. Applicant(s) must submit the GED certificate or other high school equivalency credential if applicable.
3. **Physical:** Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Applicant(s) will screen and pass for the current illegal use of drugs if required by the employer on acceptance into the program and prior to being employed.
4. **Aptitude Test:** An aptitude test will not be used as a factor in applicant selection.
5. **Others:** As appropriate or deemed necessary by Soulful Seeds.

SECTION 2 - APPLICATION PROCEDURES

- A. Applicants will be accepted throughout the year or as specified by the employer. Every person requesting an application will have one made available.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race, ethnicity, and sex and the progress by dates and final disposition of each application.



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- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the sponsor.
- D. A cover letter, resume, formal identification and three professional references will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

SECTION 3 - SELECTION PROCEDURES (EXAMPLES)

Sponsor must select one (1) of the following:

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

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4) and NAC 610.860.

Soulful Seeds Apprentices will be recruited broadly with preference given to service population candidates that meet qualifications. The Program team will advertise via the Soulful Seeds' social media, email and web pages, as well as those of partner organizations, farms, and agricultural organizations. Press releases will occur at least once in advance of recruitment period, and the Program team will be made available for interview. Individual contact will be made with underserved community members and organizations, including phone calls, meetings and virtual meetings, to encourage



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applications from their community members. All communications and advertising will be sent to the Office of the Labor Commissioner.

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

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligibles must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1) and NAC 610.845. The method of rating is listed by each employer.

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

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the State Apprenticeship Council. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

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

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) and NAC 610.855 that it



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does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program.

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

SECTION 4 - DIRECT ENTRY

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

Sponsor must select the ones they will use

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

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



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

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

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

D. A former inmate of the U.S. Department of Justice Bureau of Prisons (BOP) who has participated in or successfully completed a specific BOP apprenticeship program may be given direct entry into the apprenticeship program. Sponsors agreeing to admit such individuals into apprenticeship must do so without regard to present minimum qualifications, eligibility lists, or scores on written apprenticeship entrance tests. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information or because they are an individual with a disability or a person 40 years old or older. ***(Note: This is a method of direct entry into the apprenticeship program.)***



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

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

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

SECTION 5 - 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 their selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a written complaint with the Nevada State Apprenticeship Council, via Registration Agency or, at the apprentice or applicant's election,



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with the private review body established by the sponsor (if applicable). The mailing address is:

NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL
3300 W. Sahara Ave., Suite 225
Las Vegas, NV 89102
NEVADASAC@labor.nv.gov

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

C. The complaint must be filed not later than 300 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. In the case of a complaint filed directly with the review body designated by the sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Nevada State Apprenticeship Council for good cause shown.

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

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

SECTION 6 - MAINTENANCE OF APPLICATION AND SELECTION RECORDS

The sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the



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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 29 CFR § 30, as may be required by the U.S. Department of Labor.

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

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

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

SECTION 7 - OFFICIAL ADOPTION OF SELECTION PROCEDURES

Soulful Seeds, hereby adopts these Qualifications and Selection Procedures.

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

Signature of Sponsor (*designee*)

Date:



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Type Name & Title

Signature of Sponsor (*designee*)

Date:

Type Name & Title



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Appendix E

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

Soulful Seeds

RAPIDS PROGRAM ID NUMBER: 2048HY

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

APPENDIX E

EMPLOYER ACCEPTANCE AGREEMENT

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by **Soulful Seeds** agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. We have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof. Nothing in this agreement or the Standards shall construe a right of continued employment by the apprentice, nor shall it be interpreted as being inconsistent with existing or subsequent employer policies contained in the employee company manual or policies provided to the apprentice. The Standards and associated Appendices are also modified for this employer as specified in the employer's modifications listed below.

On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker/fully trained worker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work and approved ratio will be adhered to. The employer agrees to pay the applicable apprenticeship wage and the costs of the training assessed to the apprentice, as defined in Section XIII of the Standards. This employer acceptance agreement will remain in effect until cancelled voluntarily or revoked by the Sponsor or Registration Agency. This form must be signed and returned to the Sponsor and the Registration Agency in turn for the apprenticeship program to be registered and becomes effective.

Signed:

Date:

Type Name & Title

Name of Company: Soulful Seeds

Address: 316 California Ave. #700

City, State, Zip: Reno, NV 89509

Contact: Brooke O'Byrne

Fax:

Phone Number: 775-625-0195

Email: brooke@soulful-seeds.com

Reviewed and approved by: Soulful Seed

Signature of Sponsor (*designee*)

Date:

Type Name & Title

Signature of Sponsor (*designee*)

Date:

Type Name & Title

EMPLOYER MODIFICATIONS TO
STANDARDS OF APPRENTICESHIP AND APPENDICES

Standards of Apprenticeship

SECTION 3 - AFFIRMATIVE ACTION PLAN

- ☐ **will** be employing five or more apprentices.
☒ **will not** be employing five or more apprentices.

SECTION 5 - SELECTION OF APPRENTICES

- ☐ **will** be employing five or more apprentices.
- ☒ **will not** be employing five or more apprentices.

SECTION 13 - RELATED INSTRUCTION

- ☒ Apprentices **will** be paid for hours spent attending related instruction classes during non-work hours.
- ☐ Apprentices **will not** be paid for hours spent attending related instruction classes during non-work hours.

Appendix A - Work Process Schedule and Related Instruction Outline

For each Appendix A

Occupation: Arborist Apprenticeship

O*NET Code: 37-3013.00

RAPIDS Code: 2048HY

Employer-partner agrees to abide by the terms set forth in Appendix A as drafted, except with the following modifications (see attached).

Appendix C - Affirmative Action Plan

If applicable (employing 5 or more apprentices), are there changes? Yes / No
If yes, see attached.

Appendix D - Qualifications and Selection Procedures

Are there changes?

- ☐ Yes
- ☒ No

If yes, see attached.



STATE OF NEVADA
Nevada State Apprenticeship Council
5910 Form

Program Name Arborist Apprenticeship, Soulful Seeds Urban Orchard Project RAPIDS Program # 2048HY
Address 316 California Ave., #700 City Reno State/Zip NV Telephone 775-625-0195
Contact Person Brooke O'Byrne Title Executive Director Email Address brooke@soulful-seeds.com
Type of Program ☐ Time-based ☐ Competency-based ☒ Hybrid EIN # 83-2274868 NAICS Code NA

Type of Action: (Check One) A. <input type="checkbox"/> Wage Increase B. <input type="checkbox"/> Revision of Standards C. <input type="checkbox"/> New Occupation D. <input checked="" type="checkbox"/> New Program	Type of Program: (Check One) A. <input type="checkbox"/> Individual Union B. <input checked="" type="checkbox"/> Individual Non-Union C. <input type="checkbox"/> Group Union D. <input type="checkbox"/> Group Non-Union	Journey Workers (JW) A. No. of Females____ B. No. of Minorities____ C. No. JW____ D. No. of Employers <u>4</u>	Pay Period (Check One) <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi Monthly Pay Increases (Months) 3 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Other <input type="checkbox"/>
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TRADE INFORMATION

Occupation Name and O*NET CODE (use separate form for each occupation)	Term (OJT hours)	RTI (Classroom hours)	# Of Journey workers	# Of Apprentices in Training	Journey worker Hourly Rate	Days per Week
Arborist	4,000	440	2	4	\$26.50	5

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

Occupation Name and O*NET CODE	1 ST	2 ND	3 RD	4 TH	5 TH	6 TH	7 TH	8 TH	9 TH	10 TH
Arborist	\$ 16	\$ 17	\$ 18	\$	\$	\$	\$	\$	\$	\$
	%	%	%	%	%	%	%	%	%	%
Fringe Benefits (\$ or %)	\$500	\$500	\$500							

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

6/6/2024
Date

B. O'Byrne
Signature of Sponsor / Program Coordinator

DO NOT WRITE BELOW THIS LINE

Received By:

State Apprenticeship Director

Date