

**REVISED**

**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

***LAS VEGAS 433 Las Vegas NV.***

**Reinforcing steel Ironworker**

**APPROVED BY**



***Nevada State Apprenticeship Council***

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Recognized as part of the National Apprenticeship Program in accordance with the basic standards of apprenticeship established by the Secretary of Labor.

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## **FOREWORD**

The Local Joint Apprenticeship Training Committee (JATC) charged with the administration of this program gives its services on a voluntary basis, and is selected equally from the local union's employers and the local union.

This plan, when put into operation under its guidance, is designed to produce efficient ironworkers in numbers that will adequately meet the needs of employers and the construction industry.

The success they meet with will depend upon the willingness of the employers to cooperate with the JATC in every manner possible.

The purpose of apprentice training is to encourage careful selection of individuals coming into the trade and to train apprentices who are now in the trade; to assist in providing training that will equip them for safe and profitable employment and good citizenship, and to further the assurance of qualified workers to the employer to the end that the public may receive the best possible work available.



## **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 Joint Apprenticeship and Training Committee (JATC or often referred to as the JAC) providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the JATC 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.

**APPRENTICE ELECTRONIC REGISTRATION (AER):** Is an electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

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

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

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

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

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



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

**JOURNEYWORKER:** A worker (also referred to as a journeyworker) who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

**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.

**PROGRAM SPONSOR:** The local Joint Apprenticeship and Training Committee in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

**REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY:** Means the Nevada State Apprenticeship council has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

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

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

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

**TIME-BASED OCCUPATION:** The time-based approach 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 agreement from one program to another where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

**UNION:** Means the International Association of Bridge, Structural, Ornamental and Reinforcing Ironworkers Local Union No. 433



## **SECTION I. - PROGRAM ADMINISTRATION**

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

- A. Members of the JATC will be selected by the groups they represent. The Union members who serve on the JATC shall be selected by the President of the Local Union.
- B. The Local JATC shall be composed of at least three members representing employers and at least three members representing the Local Union, maintaining an equal representation of the employers and the Union. The Local Union President appoints three (3) members to individual terms, one representative to serve a three-year term, another a two, the third shall be the Business Manager or if there is no Business Manager the Financial Secretary-Treasurer/Business Agent by virtue of his/her office. The term of office shall be two years, the term of one employer representative and one union representative to expire each year, with vacancies to be filled in the same manner in which the original appointments were made (members may succeed themselves).
- C. Technical Assistance -- such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, may be requested to advise the JATC.

### **Administrative Procedures:**

- A. The JATC will elect a Chairperson and a Secretary each of who shall serve for one year or until a successor is chosen and shall have the power to vote on all questions.
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. When, in any year, the Chairperson of the JATC is a representative of the employer, then the Secretary will be a representative of the Union, or vice versa.
- D. The JATC shall meet at least Quarterly at a time and place selected by them and no meeting shall be considered official unless both groups are represented. Notice of each meeting will be mailed to all members of the JATC by the Secretary (or any person selected by the JATC).



**Responsibilities of the Joint Apprenticeship and Training Committee:**

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Meet at least quarterly to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meeting will be kept.
- F. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- G. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- H. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- I. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- J. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- K. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- L. Certify to the local union and management that apprentices have successfully completed their apprenticeship program.
- M. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with

explanation of causes and notice of completions of Apprenticeship Agreements.

- N. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here, listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeymen.
- O. Provide the apprentice with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

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

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended Nevada State Plan 1998.

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

If the Sponsor employs five or more apprentices, the local JATC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendices B

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

Applicants will meet the following minimum qualifications:

A. Age

Applicants shall not be less than eighteen (18) years of age. Applicants shall be required to provide proof of age at the time of application.



B. Education

A high school proficiency certificate, or completion certificate, or diploma, or 2 or 4 yr. college degree from an accredited college, or HSE is required.

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.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

**SECTION V. - SELECTION OF APPRENTICES - Title 29 CFR 30.5**

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

**SECTION VI. - APPRENTICESHIP AGREEMENT - Title 29 CFR 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 signed by the JATC or its designee 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. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the JATC, the Registration Agency, and the employer and the union, if appropriate. An additional copy of the Apprenticeship Agreement will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

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



The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

**SECTION VII. - RATIO OF APPRENTICES TO JOURNEYMEN - Title 29 CFR 29.5(b)(7)**

A numeric ratio of apprentices to Journeyworkers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant.

- A. When an individual employer has four (4) journey level Iron Workers employed, excluding Foreman and Supervisory employees, the fifth (5<sup>th</sup>) person employed shall be an indentured apprentice. An individual employer may hire indentured apprentices at a ratio of four (4) journey level Iron Workers to one (1) indentured apprentice.
- B. On Ornamental, Miscellaneous and Fence Iron Work which is normally performed by two (2) Iron Workers, one (1) may be an apprentice.
- C. On Reinforcing Iron Work, an individual employer may hire indentured apprentices at a ratio of three (3) journey level Iron Workers to one (1) indentured apprentice.
- D. The ratio for signatory contractors engaged in solar array, mounting system assembly, installation shall not exceed Four (4) apprentices to one (1) Journeyworker. On non elevated work.

This ratio should provide the number of Ironworkers necessary for the future needs of the employer.

**SECTION VIII. - TERM OF APPRENTICESHIP -Title 29 CFR 29.5(b)(2)**

The term of the occupation **Structural Steel / Ironworker** will be **four (4) years** with an OJL attainment of **5,600-8,000** Hours supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outlines (Appendix A). Full credit will be given for the probationary period.

## **SECTION IX. - PROBATIONARY PERIOD - Title 29 CFR 29.5(b)(8), (b)(20)**

All applicants selected for apprenticeship will serve a probationary period. The probationary period shall be 1400 hours and cannot exceed twenty-five (25) percent of the length of the program, or one-year (1), whichever is shorter.

During the probationary period either the apprentice or the JATC may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice 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 JATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JATC will provide written notice to the apprentice and to the Registration Agency of the final action taken.

## **SECTION X. - HOURS OF WORK**

Apprentices will generally work the same hours as journeymen, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction courses.

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

## **SECTION XI. - APPRENTICE WAGE PROGRESSION - Title 29 CFR 29.5(b)(5)**

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyman status, the JATC will evaluate all progress to determine whether advancement has been earned by satisfactory



performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the JATC will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyman wage rate as established in the CBA. The percentages that will be applied to the applicable journeyman rate are shown on the attached Sample Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

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

The JATC may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish such records, affidavits, and Pay Checks stubs to substantiate the claim. Applicants requesting such credit 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 JATC during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. 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.



A. Apprentices who are granted credit shall be advanced to the wage rate for the period to which such credit advances them at their next regularly scheduled advancement.

### **SECTION XIII. - WORK EXPERIENCE - Title 29 CFR 29.5(b)(3) and 30.8**

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

### **SECTION XIV. - RELATED INSTRUCTION -Title 29 CFR 29.5(b)(4)**

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 204 hours of related instruction for each year of the apprenticeship. Apprentices agree to take such courses as the JATC deems advisable. The JATC will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction (e.g., distance learning) that meets the approval of the JATC and Registration Agency.

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

If applicable, the JATC will inform each apprentice of the availability of college credit through **CSN (Collage of Southern Nevada)**

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction training (or OJL) without due cause, the JATC will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

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

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

possible, the JATC may require the instructors to attend the Ironworkers Annual Instructor Training Program, courses at the Regional Training Centers, etc.

#### **SECTION XV. - SAFETY AND HEALTH TRAINING - Title 29 CFR 29.5(b)(9)**

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

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

#### **SECTION XVI. - SUPERVISION OF APPRENTICES - Title 29 CFR 29.5(b)(14)**

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

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

#### **SECTION XVII. - RECORDS AND EXAMINATIONS - Title 29 CFR 29.5(b)(6)**

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



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

Apprentices failing to pass a satisfactory examination after serving the normal term of apprenticeship may be given an opportunity to serve another six (6) months, at which time they shall again be examined.

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

#### **SECTION XVIII. - MAINTENANCE OF RECORDS -Title 29 CFR 29.5(b)(23)**

The JATC will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request of the Registration Agency.

#### **SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - Title 29 CFR 29.5(b)(15)**

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



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

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

**SECTION XXI. - CANCELLATION AND DEREGISTRATION - Title 29 CFR 29.5(b)(18)**

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

The Int. Assoc. Bridge Struct. Orn. Reinf. Ironworkers LU433 JAC reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

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

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the JATC will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

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

These Standards may be amended or modified at any time by joint agreement between DISTRICT COUNCIL OF IRONWORKERS CA/AZ/NV and Int. Assoc. Bridge Struct. Orn. Reinf. Ironworkers LU433 JATC provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the JATC for approval and will then be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

**SECTION XXIII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE -**  
**Title 29 CFR 29.5(b)(22) and 30(11)**

The JATC will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the union, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

**Title 29 CFR 29.7(k)**

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

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

Scott Sylvia  
Ironworkers LU 433 JATC  
960 Wigwam Pkwy Henderson NV. 89014

**Title 29 CFR 30.11**

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

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly



discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

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

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

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

#### **SECTION XXIV. - COLLECTIVE BARGAINING AGREEMENT (CBA) - Title 29 CFR 29.11**

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

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

#### **SECTION XXV. - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - Title 29 CFR 29.5(13)**

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

- (i) The transferring apprentice must be provided a transcript of related instruction and on-the-job learning 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.

If the apprentice is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the JATC will make every effort to refer the apprentice with his/her consent to another employer, Registration Agency or One Stop for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The JATC will also make available to the apprentice and the receiving employer the apprentice's training record. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

#### **SECTION XXVI. - RESPONSIBILITIES OF THE APPRENTICE**

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

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

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the JATC and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer, union and the JATC.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the JATC.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.



- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the JATC.

### **SECTION XXVII.-CONSULTANTS/TECHNICAL ASSISTANCE**

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

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

### **SECTION XXVIII. - MEMBERSHIP**

- A. All first period apprentices shall make application for membership together with payment of the first month's dues upon completion of their probationary period.
- B. After payment of their first month's dues and completing and signing the appropriate apprentice membership application, said apprentice may be given up to 60 days to fulfill all other financial obligations including, but not limited to, appropriate initiation fees.
- C. If the apprentice fails to apply him/herself and is unable or unwilling to adapt to trade conditions, or otherwise unsuited for the work of the trade he or she will be notified by the JATC of their findings and informed that he/she is being terminated from the program.

### **SECTION XXIX. - PARTICIPATION OF EMPLOYERS**

Employers desiring to benefit from the apprenticeship training program must be signatory to the CBA.

SECTION XXX. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The *Local 433 L.V.* Hereby adopts these Standards of Apprenticeship on this \_\_\_\_ Day of \_\_\_\_\_ (Insert Month/Year).

REPRESENTING THE (*Name of the JATC*):

\_\_\_\_\_  
Signature of (**MANAGEMENT**)

\_\_\_\_\_  
Signature of (LABOR)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

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



**New**  
**Nevada Local #433 4 Year Apprentice Program**  
**Outline**

First semester: (1st Period) 8 consecutive Saturdays

1. Orientation Introduction to:
  - a. General Information (Sexual Harassment class)
  - b. Rigging
  - c. Burning
  - d. Structural
  - e. Reinforcing
  - f. OSHA IO hour
  - g. Scaffold User
2. Mixed Base (40 Hours)
  - a. Math
  - b. Blueprint
  - c. Green Training

Second Semester: (2<sup>nd</sup> Period)

1. Structural I/Scaffold Erector-Dismantler/Green Training ( 40 Hours)
2. Structural II Subpart R/Forklift/Green Training (40 Hours)

Third Semester: (3<sup>rd</sup> period)

1. Rigging (40 Hours)
2. Structural III(40 Hours)

Fourth Semester: (4<sup>th</sup> period)

1. Lead Hazard/15<sup>1</sup> Aid/CPR (40 Hours)
2. I.W. History (40 Hours)

Fifth Semester: (5<sup>th</sup> period)

1. Welding I (40 Hours)
2. Welding II (40 Hours)

Sixth Semester: (6<sup>th</sup> period)

1. Architectural I (40 Hours)
2. Welding III (40 Hours)

**New**  
**Nevada Local #433 4 Year Apprentice Program**  
**Outline**

Seventh Semester : (7th period)

1. Architectural II (40 Hours)
2. Architectural III (40 Hours)

Eight Semester: (8<sup>th</sup> period)

1. Metal Buildings (40 Hours)
2. Precast/Foreman Training (40 Hours)



## **Appendix A**

### **Work Process Schedules for: Ironworker (including the Architectural and Ornamental Ironworker, Reinforcing Concrete Ironworker, and the Structural Ironworker)**

The schedules are attached to and are a part of these Standards for the above identified occupations.

#### **1. TERM OF APPRENTICESHIP**

The term of the Ironworker apprentice shall be 4 Years with an OJL attainment of 5,600-8,000 supplemented by the required hours of related instruction.

#### **2. RATIO OF APPRENTICES TO JOURNEYMEN (JOURNEYWORKERS)**

- A. When an individual employer has four (4) journey level Iron Workers employed, excluding Foreman and Supervisory employees, the fifth (5<sup>th</sup>) person employed shall be an indentured apprentice. An individual employer may hire indentured apprentices at a ratio of four (4) journey level Iron Workers to one (1) indentured apprentice.
- B. On Ornamental, Miscellaneous and Fence Iron Work which is normally performed by two (2) Iron Workers, one (1) may be an apprentice.
- C. On Reinforcing Iron Work, an individual employer may hire indentured apprentices at a ratio of three (3) journey level Iron Workers to one (1) indentured apprentice.
- D. The ratio for signatory contractors engaged in solar array, mounting system assembly, and fence installation shall not exceed Four (4) apprentice to one (1) journeyworker on non elevated work.

#### **3. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyman wage rate or as per the CBA.

##### **4 Year Term:**

First	700 to 1000 hours -	not less than 50%
Second	700 to 1000 hours -	not less than 55%
Third	700 to 1000 hours -	not less than 60%
Fourth	700 to 1000 hours -	not less than 65%
Fifth	700 to 1000 hours -	not less than 75%
Sixth	700 to 1000 hours -	not less than 80%
Seventh	700 to 1000 hours -	not less than 90%
Eighth	700 to 1000 hours -	not less than 95%

- A. Apprentices who complete the last period and who fail to pass the required journeyman examination shall be required to serve another six months, for which they shall be paid the regular last period rate.

4. **SCHEDULE OF WORK EXPERIENCE** (See attached Work Process Schedule)

The work processes required for each Ironworker occupation are identified on the following pages. The detailed knowledge and skill competencies within each of the work process clusters are found on the master list included after the individual Work Process Schedules.

The master Ironworker Work Process Schedule includes work processes listed within clusters. Each cluster lists the knowledge and skill competencies required of an Ironworker in order to master that cluster. The knowledge and skill competencies are developed and tested during related instruction and then applied on the job.

For each Ironworker occupation the minimum and maximum on-the-job learning (OJL) hours are identified for the primary clusters. The minimum number indicates the minimum hours of OJL required to reach the required skill level.

Note that the OJL hours are identified for the primary clusters applied and tracked on the job (e.g., welding, rigging and cranes, structural steel erection). While other clusters develop required knowledge and skills during related instruction, they support the application of the primary skills (e.g., orientation, blueprint reading, and mathematics).

JATCs may implement a traditional time-based apprenticeship model or they may implement a hybrid-progression model using distance learning for related instruction. With both models the JATC may select and modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. **SCHEDULE OF RELATED INSTRUCTION** (See attached Related Instruction Outlines)



The International Association of Bridge, Structural, Ornamental and Reinforcing Ironworkers recommends a minimum of 204 classroom hours and a maximum of 2000 OJL hours per year for a time-based local union apprenticeship program. This means that the minimum is 612 hours of related instruction and a maximum of 6000 hours of OJL for a three-year program and a minimum of 816 hours of related instruction and a maximum of 8000 hours of OJL for a four-year program. While the International recommends 2000 hours per year of OJL, given the nature of the ironworking trade it is often difficult to obtain 2000 hours. Therefore the minimum total OJL hours per year must be greater than 1400.

The International has established a minimum requirement of 612 hours of related instruction for a three-year apprenticeship program. While the three-year program is the minimum requirement, the International suggests that local union JATCs consider 816 hours, which ideally is built into a four-year program.

The International recommends a minimum of 204 classroom hours and a maximum of 2000 OJL hours per year for a hybrid-progression apprenticeship program. Refer to the Work Process Schedules for the minimum and maximum OJL hours for specific work process clusters.

The clusters identified within the master Ironworker Work Process Schedule form the foundation for the related instruction courses. The courses identified within the individual occupational schedules are required to develop the necessary knowledge and skill competencies. JATC's are only required to include the skill clusters indicated in the appropriate Work Process Schedule in their local curriculum. JATC's may select other clusters from the master list in order to reach the required number of related instruction hours and to meet local needs.

## Appendix A

### WORK PROCESS SCHEDULE

#### IRONWORKER

O\*NET-SOC CODE: 47-2221.00 RAPIDS CODE: 0669

The following table lists the work processes required for this Ironworker occupation. The recommended OJL hours for the primary clusters applied and tracked on the job are identified for 3-year and 4-year time-based and hybrid apprenticeship programs. The recommended related instruction hours are identified for the required work process clusters. **Refer to the master work process schedule for the specific knowledge and skills developed within each cluster.**

Work Processes (within competency clusters)	4-Year Hybrid OJT	Related Instruction
Orientation for Ironworkers		40
Introduction to Blueprint Reading		20
Mathematics for Ironworkers		30
I.W.-History Trade science		40
COMET		8
30-Hour OSHA Training		30
Scaffold User Erector/Dismantler		16
Traffic Flagger/ Fire Watch		8
Forklift		8
OSHA Sub-Part R		8
First Aid/CPR		8
Precast Safety and erector/ Qualified Rigger		20
Lead Hazard training		16
Foreman Training for Ironworkers		32
Welding		120
Rigging and Cranes		40
Structural Steel Erection / Green Training		120
Architectural and Ornamental Construction		40
Instrument and Layout		40



Pre-engineered Metal Buildings

20

**Totals**

**5600-8000**

**664**

## Ironworker Master Work Process Schedule

### Work Processes (within competency clusters)

#### Orientation for Ironworking

##### **Knowledge Competencies:**

- Describe the history of the Ironworkers
- Describe the structure of the union
- Describe the structure of the apprenticeship program
- Use general Safe Work Practices
- Measure linear distance using a tape measure and a folding rule
- Identify basic ironworking hand tools
- List the steps to tie the Bowline and Clove Hitch
- List the steps in the setup and break down oxyfuel equipment
- List the steps to connect leads for shielded metal arc welding
- Describe roles and responsibilities of the structural Ironworker
- Describe roles and responsibilities of the architectural and ornamental Ironworker
- Describe roles and responsibilities of the reinforcing Ironworker

##### **Skill Competencies:**

- Use common Personal Protective Equipment (PPE)
- Select, don and adjust a personal Fall Arrest Harness
- Set up and use an extension ladder
- Set up and use a step ladder
- Demonstrate proper lifting techniques
- Assemble and use a complete structural tool belt
- Use a pocket knife
- Use a chisel
- Use sledgehammers
- Use a ball peen hammer
- Use "C" Clamp
- Use "C" type locking pliers
- Use adjustable locking pliers
- Use a torpedo level
- Use a plumb bob
- Use a hacksaw
- Use aviation snips
- Use a tag line
- Use a striker (flint lighter)
- Use a torch tip cleaner



### **Work Processes (within competency clusters)**

- Use a wire brush
- Use a slag hammer
- Use a connecting bar
- Use a spud wrench
- Use an adjustable spud wrench
  
- Use an adjustable wrench
- Use Allen wrench set
- Use a center punch
- Use a combination square
- Use soapstone
- Use a chalk box and chalk
- Use a bevel square
- Use a socket set
- Use a tap wrench
- Use a caulk gun
- Use a wire reel
- Use diagonal cutting pliers
- Use side cutting pliers
- Use a lumber crayon and holder
- Assemble and use a complete reinforcing tool belt
- Tie a bowline knot
- Tie a clove hitch
- Setup oxyfuel welding equipment
- Connect leads for shielded metal arc welding equipment
- Identify reinforcing steel bar sizes
- Identify marks on reinforcing steel
- Tie a single snap tie with a wrap
- Tie a saddle tie
- Tie a saddle tie with a wrap
- Tie a figure eight tie
- Tie two nail head ties

### **Introduction to Blueprint Reading**

#### **Knowledge Competencies:**

- Identify the types of construction drawings
- Interpret symbols and drawing information
- Interpret elements of drawings and common abbreviations and acronyms
- Interpret the basic elements of a drawing

#### **Skill Competencies:**

- Interpret floor plans
- Interpret anchor bolt plans and details
- Interpret blueprint abbreviations and symbols

### **Work Processes (within competency clusters)**

- Identify columns on blueprints
- Identify the elements of a drawing
- Interpret elevations
- Interpret crane plans
- Interpret roof framing plans and details
  
- Identify doors on blueprints
- Interpret reinforcing plans and details
- Interpret post - tensioning plans and details
- Interpret curtain wall plans and details

### **Welding**

#### **Knowledge Competencies:**

- Describe the history of welding
- Identify various types of joints and symbols.
- Describe general welding safety concepts.
- Explain procedures for base metal preparation and welding repairs.

#### ***Shielded Metal Arc Welding (SMAW)***

##### **Knowledge Competencies:**

- Describe the SMAW process
- Identify SMAW safety practices
- Describe the role of electricity in the SMAW process
- Identify the components of the SMAW equipment
- Describe the steps to setup SMAW equipment
- Identify SMAW electrodes
- Describe the process for making a weld using SMAW
- Determine the quality of a SMAW weld
- Describe the process for performing carbon arc cutting and gouging

##### **Skill Competencies:**

- Setup SMAW equipment
- Evaluate the quality of a SMAW weld
- Run a stringer bead
- Perform a butt joint (square) in the four basic positions
- Perform a butt/groove weld in the four basic positions (flat, vertical, horizontal, overhead)
- Perform a lap weld in the four basic positions (flat, vertical, horizontal, overhead)
- Perform a t-joint/fillet in the four basic positions (flat, vertical, horizontal, overhead)
- Perform a corner joint in the four basic positions (flat, vertical, horizontal, overhead)
- Perform an edge joint in the four basic positions (flat, vertical, horizontal, overhead)

#### ***Flux Cored Arc Welding (FCAW)***

##### **Knowledge Competencies:**

- Describe the FCAW process
- Identify FCAW safety practices



### **Work Processes (within competency clusters)**

- Describe the role of electricity in the FCAW process
- Identify the components of the FCAW equipment
- Identify FCAW consumables
- Describe the procedures for performing minor maintenance and repairs of FCAW equipment
- Describe the steps to setup FCAW equipment
  
- Describe the process for making a weld using FCAW
- Determine the quality of a FCAW weld

#### **Skill Competencies:**

- Setup FCAW equipment
- Evaluate the quality of a FCAW weld
- Perform a butt/groove weld in the four basic positions (flat, vertical, horizontal, overhead)
- Perform a lap weld in the four basic positions (flat, vertical, horizontal, overhead)
- Perform a t-joint in the four basic positions (flat, vertical, horizontal, overhead)

### **Gas Tungsten Arc Welding (GTAW)**

#### **Knowledge Competencies:**

- Describe the GTAW process
- Identify GTAW safety practices
- Describe the role of electricity in the GTAW process
- Describe the process of high frequency GTAW
- Identify the components of the GTAW equipment
- Identify tungsten electrodes
- Identify metals used with GTAW
- Describe the procedures for performing minor maintenance and repairs of GTAW equipment
- Describe the steps to setup GTAW equipment
- Describe the process for making a weld using GTAW
- Determine the quality of a GTAW weld

#### **Skill Competencies:**

- Setup GTAW equipment
- Evaluate the quality of a GTAW weld
- Perform a butt/groove weld in the four basic positions (flat, vertical, horizontal, overhead)
- Perform a lap weld in the four basic positions (flat, vertical, horizontal, overhead)
- Perform a t-joint in the four basic positions (flat, vertical, horizontal, overhead)
- Perform a corner joint in the four basic positions (flat, vertical, horizontal, overhead)
- Perform an edge joint in the four basic positions (flat, vertical, horizontal, overhead)

### **Oxyfuel Gas Cutting and Welding (OFCIW)**

#### **Knowledge Competencies:**

- Describe the OFC process
- Identify OFW, OFB and OFC safety practices
- Identify the components of OFC equipment
- Describe the steps to setup OFC equipment

### **Work Processes (within competency clusters)**

- Evaluate the OFC process
- Describe the Oxyfuel Welding (OFW) process
- Describe the Oxyfuel Brazing (OFB) process
- Describe the air fuel soldering process
- Identify oxyfuel consumables and accessories

#### **Skill Competencies:**

- Setup OFC equipment
- Perform oxyfuel cutting
- Perform oxyfuel welding
- Perform oxyfuel brazing

#### **Gas Metal Arc Welding (GMAW)**

##### **Knowledge Competencies:**

- Describe the GMAW process
- Identify GMAW safety practices
- Identify the components of the GMAW equipment
- Identify materials used with GMAW
- Describe the steps to setup GMAW equipment
- Describe the process for making a weld using GMAW
- Determine the quality of a GMAW weld

##### **Skill Competencies:**

- Setup GMAW equipment
- Perform a butt/groove weld in the appropriate position for short arc and/or pulse spray.
- Perform a lap weld in the appropriate position for short arc and/or pulse spray.
- Perform at-joint in the appropriate position for short arc and/or pulse spray.
- Perform a butt/groove weld in the flat or horizontal position using globular or spray method.
- Perform a lap weld in the flat or horizontal position using globular or spray method.
- Perform at-joint weld in the flat or horizontal position using globular or spray method.

#### **Submerged Arc Welding (SAW)**

##### **Knowledge Competencies:**

- Describe the SAW process
- Identify SAW safety practices
- Identify the components of the SAW equipment
- Identify materials used with SAW
- Describe the steps to setup SAW equipment
- Describe the process for making a weld using SAW
- Determine the quality of a SAW weld

##### **Skill Competencies:**

- Setup SAW equipment
- Perform a butt joint in the flat position
- Perform a t-joint in the horizontal position



## **Work Processes (within competency clusters)**

### **Carbon Arc Cutting & Gouging**

#### **Skill Competencies:**

- Perform carbon arc cutting and gouging

### **Rigging and Cranes**

#### ***Rigging***

#### **Knowledge Competencies:**

- Describe the evolution and history of rigging technology
- Identify types of fiber rope
- Describe the reeving process
- Identify types of wire rope
- Identify types of rigging hardware
- Identify types of slings
- Identify types of chain
- Identify rigging tools and devices
- Describe rigging procedures and precautions
- Describe rigging with hydraulic gantry systems

#### **Skill Competencies:**

- Identify types of fiber rope
- Demonstrate coiling and uncoiling techniques
- Whip the end of a line
- Inspect fiber rope
- Splice fiber rope
- Demonstrate the ability to tie various types of knots with fiber rope
- Reeve rope falls
- Identify types of wire ropes
- Inspect wire ropes
- Attach end fittings to wire rope
- Identify rigging hardware
- Demonstrate the use of a single choker hitch
- Demonstrate the use of a double wrap choker hitch
- Demonstrate the use of a single basket hitch
- Demonstrate the use of a double wrap basket hitch
- Inspect chains
- Use a jack
- Use a roller
- Use a pulling device
- Operate a fork lift
- Demonstrate crane signals

#### ***Cranes***

#### **Knowledge Competencies:**

### **Work Processes (within competency clusters)**

- Describe the history of cranes
- Identify the types and configurations of mobile cranes
- Describe the principles of crane operation
- Identify the quadrants of crane operation
- Read crane load charts
- Identify crane capacity factors
- List the steps for prelift planning and setup
- Describe mobile crane operating procedures
- Describe the process to erect, climb, dismantle, and transport tower cranes
- List key crane operating procedures

#### **Skill Competencies:**

- Assist with erecting, climbing, dismantling, and transporting cranes on job sites
- Assess site hazards
- Demonstrate proper crane set up as per manufacturers' instructions
- Level the crane (blocking, mats/pads and ensuring crane is level using a leveling device)
- Set up rubber tired mobile cranes as per manufacturers' instructions
- Set up crawler mobile cranes as per manufacturers' instructions
- Set up tower cranes as per manufacturers' instructions
- Assembly (disassembly) of lattice booms
- Determine the total load from the net load
- Apply the total load to the values in the load capacity charts
- Give and follow standard crane hand signals
- Give and follow verbal crane signals
- Demonstrate the use of a lift study to perform a set-up

### **Structural Steel Erection**

#### **Knowledge Competencies:**

- Review the historical use of iron
- Identify safe working practices when erecting structural steel
- Identify tools and equipment used for structural steel erection
- Read structural steel drawings
- Describe how to unload, shake out, and store structural steel materials
- Identify the steps to erect columns and beams
- Identify the steps to erect joists, joist girders, and trusses
- Describe the steps to plumb and align structural steel
- Identify the steps to bolt up structural steel
- Name the types of structural connections
- Identify correct practices to handle and install metal deck safely
- Identify correct practices to handle and install sheeting safely
- Describe the procedures for erecting bridges
- Describe the process for erecting Solar and Hydro systems
- Describe the process for erecting wind turbines
- Describe the process for the Fabrication and installation of Mass Timber/CLT



### **Work Processes (within competency clusters)**

- Explain the process for erecting clear span and modular structures
- Describe the process for erecting Towers
- Describe the process for erecting amusement park structures
- Explain the process for erecting and installing composite materials

#### **Skill Competencies:**

- Identify and use hand tools
- Identify and use crane signals
- Handle & hake out structural steel
- Rig/Erect Multilayered beams, columns, floor panels regardless of composition
- Prepare a base plate to elevation
- Erect a column
- Make a beam-to-column connection
- Make a beam-to-beam connection
- Connect a bar joist to a beam
- Install bridging
- Plumb columns
- Space welded connections for plumbing purposes
- Identify and select a specific bolts
- Bolt up a connection
- Demonstrate the turn of the nut method
- Demonstrate the use of a DTI
- Demonstrate the use of a TC gun
- Perform a pre-installation verification test
- Install decking
- Install sheeting

### **Reinforcing Concrete**

#### **Knowledge Competencies:**

- Describe the early history of reinforced concrete
- Describe the process of manufacturing of reinforcing steel
- Identify reinforcing tools, ties and safety practices
- Identify types of reinforced concrete construction
- Solve reinforcing concrete mathematics problems in Imperial and Metric
- Describe the use of reinforcing in bridge construction
- Describe principles and theory of reinforced steel
- Describe the process of the fabrication of reinforcing steel
- List the steps to unload, handle and store reinforcing steel
- Describe and interpret various types of construction and shop drawings
- Identify types of bar supports and their usages
- Describe the placement of reinforcing steel in footings
- Identify the placing of reinforcing steel in walls
- Identify the placing of reinforcing bars steel in columns
- Describe the placing of reinforcing steel in beams and girders
- Describe the placement of reinforcing steel in joists and slabs

<b>Work Processes (within competency clusters)</b>
<ul style="list-style-type: none"><li>• Describe reinforcement in highway structures and airport pavement</li><li>• Apply general principles for bar splicing and mechanical coupling</li></ul> <p><b>Skill Competencies:</b></p> <ul style="list-style-type: none"><li>• Identify the size and marks of reinforcing steel</li><li>• Identify and demonstrate the correct use of a full body harness</li><li>• Tie a single snap tie</li><li>• Tie a wrap and snap tie</li><li>• Tie a saddle tie</li><li>• Perform all work associated with Autonomous and semi-Autonomous robotic rebar machines and rebar carrying and placing robots. All work associated with autonomous and semi-autonomous welding machines and equipment</li></ul> <ul style="list-style-type: none"><li>• Tie a wrap and saddle tie</li><li>• Tie a figure eight tie</li><li>• Tie two nail head ties</li><li>• Inspect all rigging equipment for safety hazards</li><li>• Identify the sizes and capacities of various chokers, shackles, and fiber straps</li><li>• Properly rig a bundle of reinforcing bars using a set of wire rope chokers or fiber straps</li><li>• Identify and place different types of bar supports</li><li>• Assemble a footing mat</li><li>• Layout and assemble a round and a square column</li><li>• Perform the proper rigging procedures for a column to be lifted</li></ul>



## **Architectural and Ornamental Construction**

### **Knowledge Competencies:**

- Identify the components of curtain wall systems
- Identify the components of window wall systems
- Identify the components of sloped walls and skylights
- Identify the components of storefronts, entranceways and cable walls
- Describe the proper use of sealants
- Describe the process of installing glass (glazing) and glass rails
- Discuss the procedures for testing window and curtain wall systems
- Describe different types of doors installed by Ironworkers
- Review the steps for installing swing doors
- Outline the steps for installing door closers
- Review the steps for installing sliding doors and mall fronts
- Review the steps for installing revolving doors
- Review the steps for installing rolling service doors
- Describe the processes for installing anchors and fasteners
- List the steps for erecting stairs and ladders
- List the steps for installing catwalks and grating
- List the steps for installing fence and guard rails
- List the steps for installing detention equipment
- Describe the process for installing space frames

### **Skill Competencies:**

- Transfer control lines

### **Work Processes (within competency clusters)**

- Construct a curtain wall
- Construct a window wall system
- Layout a storefront and entranceway
- Conduct an adhesion test
- Prepare joint surfaces
- Prime joint surfaces
- Mask and unmask joints
- Install backer rod and bond breaker tape
- Apply sealant with a manual cartridge gun
- 
- Apply sealant with an air cartridge gun
- Apply sealant with an electric cartridge gun
- Apply sealant with a sausage gun
- Tool a caulked joint
- Maintain a sealant log
- Handle and store/secure glass crates
- Install glass in a wet glazing system
- Install glass in a dry glazing system
- Install glass in a pressure glazing system
- Install glass in a two-sided wet structural glazing system
- Layout a glass railing
- Drill holes for the shoe of glass rail
- Weld rails
- Set glass in a glass rail
- Assemble a swing door
- Install a swing door and weatherization
- Install a surface mounted door closer
- Install an overhead door closer
- Install a floor closer
- Erect a frame and install a sliding door
- Install a sliding mall front
- Glaze doors
- Set a sill in various door installations
- Install a revolving door
- Install a rolling service door
- Install adhesive anchors in a solid base material
- Install adhesive anchors into hollow base material
- Install mechanical anchors
- Install drop-in stairs
- Install handrails
- Install ornamental stairs
- Install a ladder
- Install a catwalk
- Install grating
- Layout and set fence posts



<b>Work Processes (within competency clusters)</b>
<ul style="list-style-type: none"> <li>• Install fittings, top rail, and tension wire</li> <li>• Weave chain link fence fabric</li> <li>• Stretch fence fabric</li> <li>• Install a gate in a chain link fence and an ornamental fence</li> <li>• Install chain link fence in a specialty application</li> <li>• Install guard rails</li> <li>• Install a swing door and frame for a detention application</li> <li>• Install a rolling door and frame for a detention application</li> <li>• Install various types of detention hardware</li> </ul>
<p><b><u>Pre-Engineered Metal Buildings</u></b></p> <p><b>Knowledge Competencies:</b></p> <ul style="list-style-type: none"> <li>• Describe the history and trends of metal buildings</li> <li>• List the steps to unload and store materials</li> <li>• List the steps to erect primary structural framing systems</li> <li>• List the steps to erect secondary framing systems</li> <li>• List the steps to install insulation</li> <li>• List the steps to install wall materials</li> <li>• List the steps to install metal roofing</li> <li>• List the steps to install flashing, trim, gutters, and accessories</li> <li>• List the steps to repair common metal building problems and failures</li> <li>• Describe re-roofing and other metal building renovations</li> </ul> <p><b>Skill Competencies:</b></p> <ul style="list-style-type: none"> <li>• Unload and store materials</li> <li>• Erect primary structural framing systems</li> <li>• Erect secondary framing systems</li> <li>• Install insulation</li> <li>• Install wall materials</li> <li>• Install metal roofing</li> <li>• Install flashing, trim, gutters, and accessories</li> <li>• Repair common metal building problems and failures</li> </ul>
<p><b><u>Unbonded Post-tensioning</u></b></p> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Describe principles and theory of post-tensioning</li> <li>• Identify components of a monostrand post-tensioning system</li> <li>• Identify components of stressing equipment</li> <li>• Identify installation hand tools and equipment</li> <li>• Describe how to do document control and unload and handle materials</li> <li>• List the steps to install monostrand post-tensioned floor systems</li> <li>• List the steps to prepare monostrand tendons prior to stressing</li> <li>• List the steps to stress monostrand tendons</li> </ul>

### **Work Processes (within competency clusters)**

- List the steps to detension and lift off monostrand tendons
- Describe how to troubleshoot monostrand tendons and stressing equipment
- List the steps to finish off tendon tails
- Identify the components of an encapsulated system
- List the steps to install barrier cables
- Identify the components of post-tensioned slabs-on-ground/grade

#### **Skill Competencies:**

- Layout and install anchorage of banded tendons on the edge form
- Layout tendon placement
- Layout a tendon profile support system
- Uncoil and install a monostrand tendon into anchorage and edge form
- Prepare a monostrand tendon for stressing
- Hook up stressing equipment
- Properly position the stressing jack and stress a monostrand tendon using a pump with a sequence valve or a seating valve
- Measure and record elongation of a stressed tendon
- Detension a tendon using a jack with jack feet, a jack with detensioning stool, or special detensioning nose piece

### **Bonded Post-tensioning**

#### **Knowledge Competencies:**

- Describe principles and theory of bonded post-tensioning
- Identify components of a bonded post-tensioning system
- Identify components of stressing equipment
- Identify installation hand tools and equipment
- Describe how to handle and store bonded post-tensioning materials and components
- List the steps to install bonded post-tensioned systems
- List the steps to stress bonded post-tensioning tendons
- List the steps to grout bonded post-tensioning systems
- List the steps to finish and protect bonded post-tensioning systems
- List the steps to field test bonded post-tensioning systems
- List the steps to troubleshoot bonded post-tensioning systems
- Identify the components of wire post-tensioning systems

#### **Skills:**

- Assemble ducts and vents
- Apply heat shrink sleeve
- Install tendons into the ducts
- Stress tendons
- Mix grout



<b>Work Processes (within competency clusters)</b>
<ul style="list-style-type: none"> <li>• Follow pumping procedures</li> <li>• Conduct a flow cone test</li> </ul>
<p><b><u>Conveyor Installation and Industrial Maintenance</u></b></p> <p><b>Knowledge Competencies:</b></p> <ul style="list-style-type: none"> <li>• Describe the history of conveyors</li> <li>• Identify safety practices, procedures and tools used in conveyor and industrial maintenance work</li> <li>• Describe types of overhead conveyor systems</li> <li>• Describe types of floor conveyor systems</li> <li>• Describe the process for installing conveyor systems</li> <li>• Describe components and operation of various bulk handling systems</li> <li>• Read conveyor drawings.</li> <li>• Describe industrial maintenance procedures</li> </ul> <p><b>Skill Competencies:</b></p> <ul style="list-style-type: none"> <li>• Calculate theoretical mechanical advantage</li> <li>• Read a barrel micrometer</li> <li>• Read a vernier caliper</li> <li>• Read a dial caliper</li> <li>• Drill and tap a threaded hole</li> <li>• Extract a broken stud</li> <li>• Lay out a reverse vertical curve</li> <li>• Lay out a compound vertical curve</li> <li>• Use the 3-4-5 method</li> <li>• Use the Pythagorean Theorem</li> <li>• Sketch and dimension a hanger leg</li> <li>• Read column lines on conveyor drawings (Interpret Standard Conveyor Drawings)</li> <li>• Read title block information on conveyor drawings (Interpret Standard Conveyor Drawings)</li> <li>• Identify and locate materials from a materials list (Identify and locate materials from lists and callouts)</li> <li>• Identify and locate materials from callouts (Identify and locate materials from lists and callouts)</li> <li>• Determine dimensions from conveyor drawings</li> <li>• Follow cross-references between drawings</li> <li>• Interpret sections and views</li> <li>• Identify standard conveyor symbols (Interpret Standard Conveyor Drawings)</li> <li>• Remove and replace a bearing with a puller and a bearing heater</li> <li>• Remove and replace a bearing using a hydraulic press</li> <li>• Align and tension v-belts</li> </ul>
<p><b><u>Precast Safety and Erection</u></b></p>

## **Work Processes (within competency clusters)**

### **Knowledge Competencies:**

- Describe preconstruction planning for precast concrete
- Identify precast concrete erection practices and procedures
- Identify precast concrete equipment
- Identify precast concrete erection safety procedures
- Interpret precast concrete erection tolerances
- Identify precast concrete quality control procedures

### **Skill Competencies:**

- Unload precast concrete
- Perform rigging on precast concrete
- Place precast concrete
- Align precast concrete
- Fasten precast concrete

## **Fence Erection**

### **Knowledge Competencies:**

- Identify types of fence, including chain link, ornamental, composite, blast deflector, PVC fence, farm/range fence, and guard rails.
- Read fence drawings
- Read survey plats
- Describes the process to layout fence line with gates
- Describes the process to erect/install fence posts
- Describes the process to erect/install fence rails
- Describes the process to erect/install chain link fence fabrics
- Describe the process to erect/install ornamental fence
- Describe the process to erect/install high security fence and gates
- Describe the process to erect/install baseball backstops
- Describe the process to erect/install cantilever gates
- Describe the process to erect/install semi cantilever gates
- Describe the process to erect/install swing gates
- Describe the process to erect/install vertical lift gates

### **Skill Competencies:**

- Operate industrial trucks (fork lifts) and aerial lifts
- Operate augers
- Operate post drivers
- Operate hand diggers
- Inspect all equipment and tools
- Maintain all equipment and tools
- Read survey plats
- Read job specifications
- Communicate with utility companies
- Check off materials required
- Lay out fence line



### **Work Processes (within competency clusters)**

- Lay out gates
- Fabricate gates
- Fabricate temporary fence and gates
- Fabricate, erect/install fence post
- Fabricate, erect/install fence rails
- Fabricate, erect/install chain link fence
- Fabricate, erect/install chain link fence fabric
- Fabricate, erect/install ornamental fence
- Fabricate, erect/install high security fence and gates
- Fabricate, erect/install baseball backstops
  
- Fabricate, erect/install cantilever gates
- Fabricate, erect/install semi cantilever gates
- Fabricate, erect/install swing gates
- Fabricate, erect/install vertical lift gates
- Fabricate, erect/install overhead supported gates
- Install barb wire
- Install razor ribbon
- Weave vertical and horizontal slats in chain link fence
- Splice wires (tension, barb and etc.)

### **10-Hour OSHA/SMART MARK**

#### **Knowledge Competencies:**

- Describe the introduction to and the purpose of OSHA
- Identify electrical safety practices according to subpart-K
- Identify fall protection practices according to subpart-M
- Identify scaffold safety practices according to subpart-L
- Identify material handling practices according to subpart-H
- Identify tool safety practices according to subpart-I
- Identify personal protective equipment practices according to subpart-E
- Identify stairway and ladder practices according to subpart-X
- Identify hazard communications practices according to subpart-D
- Identify confined spaces practices according to subpart-C

#### **Skill Competencies:**

- Follow the OSHA 10-hour course guidelines on the job site
- Practice Electrical safety
- Practice Fall Protection
- Practice Scaffold Safety
- Practice Material Handling Safety
- Practice Hand and Power Tool Safety
- Practice Proper Personal Protective Equipment and Life Saving Equipment Safety
- Practice Stairway and Ladder Safety
- Practice Occupational Health And Environmental Controls
- Practice Confined Space Safety

## **Work Processes (within competency clusters)**

### **Scaffold User/Erector/Dismantler**

#### **Knowledge Competencies:**

- Identify the correct steps for using a scaffold
- Identify the correct steps for erecting a scaffold
- Identify the correct steps for dismantling a scaffold

#### **Skill Competencies:**

- Use a scaffold
- Erect/Dismantle a scaffold

### **OSHA Subpart R**

#### **Knowledge Competencies:**

- Identify safe practices for fall protection
- Identify safe practices for multiple lifts
- Identify safe practices for structural steel assembly
- Identify safe practices for open web steel joists
- Identify safe practices for panelized joist erection
- Identify safe practices for pre-engineered metal buildings
- Identify safe practices for installing steel decking
- Identify safe practices for determining site conditions and sequencing

#### **Skill Competencies:**

- Follow the OSHA Subpart R course guidelines on the job site
- Practice multiple lifts safety
- Practice the safe assemble of structural steel
- Practice the erection of open web steel joists
- Practice safety of panelized joist erection
- Practice the safe erection of pre-engineered metal buildings
- Practice the safe installation of steel decking
- Describe the safe site conditions and sequencing

### **First Aid/CPR and AED Training**

#### **Knowledge Competencies:**

- Describe first aid procedures commonly performed by Ironworkers on job sites
- Describe the process for performing cardiopulmonary resuscitation (CPR)
- Describe the process for using the Automated External Defibrillator (AED)

#### **Skill Competencies:**

- Demonstrate the ability to provide first aid procedures commonly performed by



### **Work Processes (within competency clusters)**

- Ironworkers on job sites
- Demonstrate the ability to perform cardiopulmonary resuscitation (CPR)
- Demonstrate the ability to use an Automated External Defibrillator (AED)

### **Mathematics for Ironworkers**

#### **Knowledge Competencies:**

- Perform addition, subtraction, multiplication, division and multiple operations with whole numbers
- Perform addition, subtraction, multiplication, division and multiple operations with common fractions
- Perform addition, subtraction, multiplication, division and multiple operations with decimal fractions
- Perform calculations involving percentages
- Perform calculations involving averages
- Perform calculations involving exponents
- Perform calculations involving roots
- Perform calculations involving ratios
- Perform calculations involving proportions
- Perform calculations involving linear measurements
- Perform calculations involving area measurements
- Perform calculations involving circular measurements
- Perform calculations involving volume measurements
- Perform calculations using basic geometry
- Perform calculations using basic trigonometry involving right triangles and the Pythagorean Theorem
- Perform conversions between English and Metric systems

### **Layout Instruments**

#### **Knowledge Competencies:**

- Define terms related to construction layout
- Perform basic mathematical calculations used in layout
- Describe the use of an engineer's tape, tape measure and folding rule
- Describe the use of a plumb bob
- Describe the use of 2-foot and 4-foot levels
- Describe the use of measuring and Philadelphia rods
- Describe the use of a laser for distance measure
- Describe the use of a combination square, 2-foot square and scribe

### **Work Processes (within competency clusters)**

- Describe the use of trammel points
- Describe the use of a chalk line
- Identify the functions of an automatic level
- Identify the functions of a handheld laser
- Identify the functions of an automatic rotating laser
- Identify the functions of a theodolite/transit
- Identify the functions of a total station

#### **Skill Competencies:**

- Use an engineer's tape, tape measure and folding rule
- Use a chalk line to establish a visible line
- Use a plumb bob to plumb a column
- Use a plumb bob to transfer a mark
- Check a level for accuracy
- Use torpedo, 2-foot and 4-foot levels
- Use a laser distance measuring device
- Use a combination and 2-foot square
- Read a measuring rod
- Set up a level and check elevations
- Transfer benchmarks with a level
- Set material to height with a level
- Check level calibration
- Use a handheld laser to check for plumb
- Use a handheld laser to turn 90 degrees
- Use a handheld laser to check for level
- Use a rotating laser to transfer plumb marks
- Use an automatic rotating laser to turn 90 degrees
- Use an automatic rotating laser to check for elevation
- Use an automatic rotating laser to transfer benchmarks
- Check an automatic rotating laser for calibration
- Set up and level a theodolite over a control point
- Set up and level a theodolite over a control line and transfer the line
- Set up and level a theodolite over a control line and plumb a column
- Check a theodolite for calibration
- Set up a total station over a control mark and measure distances
- Set up a total station over a control mark and fine tune the instrument for level

### **Fork and Aerial Lifts**

#### **Knowledge Competencies:**

- Identify types of fork and aerial lifts
- Identify safety practices associated with fork and aerial lifts
- Describe the steps to operate a fork lift
- Describe the steps to operate an aerial lift

#### **Skill Competencies:**



Work Processes (within competency clusters)
<ul style="list-style-type: none"> <li>• Operate a fork lift</li> <li>• Operate an aerial lift</li> </ul>
<p><b><u>Wind Turbine Erection Training for Ironworkers</u></b></p> <p><b>Knowledge Competencies:</b></p> <ul style="list-style-type: none"> <li>• Describe the different forms of fall protection, rescue and evacuation techniques</li> <li>• Identify the different types of equipment used in the wind energy workplace</li> <li>• Describe the proper use, care, and maintenance of the safety and rescue equipment</li> <li>• Describe basic fasteners and fastener safety</li> <li>• Describe mechanical, electronic, and hydraulic torquing</li> </ul> <p><b>Skill Competencies:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the proper use of different fall protection and rescue equipment</li> <li>• Demonstrate different evacuation techniques</li> <li>• Operate and maintain safety equipment</li> <li>• Operate mechanical, electronic, and hydraulic torque equipment</li> </ul>
<p><b><u>Foreman Training for Ironworkers</u></b></p> <p><b>Knowledge Competencies:</b></p> <ul style="list-style-type: none"> <li>• Identify the roles and responsibilities of the foreman</li> <li>• Identify the characteristics of and create effective work teams</li> <li>• Identify characteristics of and demonstrate effective communication skills</li> <li>• Describe and apply the problem solving process to job site problems</li> <li>• Document events and maintain records</li> <li>• Support labor-management relations</li> <li>• Plan and schedule work for the crew</li> <li>• Assist with implementing the employer's safety program</li> <li>• Describe and apply quality management principles to work done at the job site</li> </ul>
<p><b><u>General Foreman and Superintendent Training for Ironworkers</u></b></p> <p><b>Knowledge Competencies:</b></p> <ul style="list-style-type: none"> <li>• Identify the responsibilities and roles of a general foreman and a superintendent</li> <li>• Demonstrate effective computer skills</li> <li>• Describe and demonstrate critical administrative skills</li> <li>• Display effective management level communications</li> <li>• Describe and demonstrate management skills required of a general foreman or a superintendent</li> <li>• Describe and apply safety management skills</li> <li>• Describe the process for estimating a project's duration and cost</li> <li>• Describe the components of and create a project plan and schedule to follow</li> <li>• Describe and demonstrate project budgeting skills</li> <li>• Solve potential problems at the management level</li> </ul>

<b>Work Processes (within competency clusters)</b>
<ul style="list-style-type: none"><li>• Conduct a job completion evaluation</li></ul>



Appendix C

QUALIFICATIONS AND SELECTION  
PROCEDURES

ADOPTED BY

***INT. ASSOC. BRIDGE STRUCT. ORN. RE/NF.  
IRONWORKERS LOCAL UNION 433***

DEVELOPED IN COOPERATION WITH THE  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

APPROVED BY \_\_\_\_\_  
REGISTRATION AGENCY

DATE APPROVED: \_\_\_\_\_

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, Part 60-3) or Title 29 CFR, Part 30.





## **SECTION I. - MINIMUM QUALIFICATIONS**

Applicants will meet the following minimum qualifications:

### **A. Age**

Applicants shall not be less than eighteen (18) years of age. Applicants shall be required to provide proof of age. At the time of application.

### **B. Education**

A high school proficiency certificate, or completion certificate, or diploma, or 2 or 4 yr college degree from an accredited college, or HSE is required.

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.

### **C. Physical**

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants may be subject to a physical agility or fitness test, and will adhere to Impacts Drug screening procedures before acceptance into the program and prior to being employed.

## **SECTION II. - APPLICATION PROCEDURES**

A. Applicants will be accepted *throughout the year at a location and time specified by the JATC*. All persons requesting an application will have one made available in person or online at University of Iron.org

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/ethnic and sex identification and the progress by dates and final disposition of each application.

- C. Before completing the application, each applicant may review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.
- D. Receipt of the properly completed application form, along with required supporting documents proof of age, driver's license, and copy of high school diploma or HSE Certificate 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 application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.

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

- A. Selection will be made under alternative method #4 of the Nevada State Plan for Equal Employment Opportunity in Apprenticeship. (Intent to Hire)
- B. Applicants will be indentured as follows:
  - 1. Whenever the need for new apprentices in the Industry warrants the indenture of new apprentices, the Int. Assoc. Bridge Struct. Orn. Reinf. Ironworkers LU433 JATC shall notify, in writing, a sufficient number of applicants on the appropriate Applicant Referral List.
  - 2. Applicants for apprenticeship must apply to the JATC at a time and location published by the JATC.
  - 3. The applicant is screened by the JATC on the basis of selection criteria approved by the Office of Apprenticeship.
  - 4. Applicants who meet the screening requirements and are accepted by the JATC as eligible for apprenticeship are then referred to participating employers who are hiring.
  - 5. If the employer states in writing to the JATC their intent to hire an eligible applicant referred for a minimum of six (6) weeks, that applicant is indentured by the JATC and hired by the employer.



- a. Each letter of subscription must be submitted to and processed by the program sponsor or their representative prior to initial dispatch for employment.
  - b. Letters of subscription will not be accepted when the program sponsor in consultation with the Iron Workers Apprenticeship State Director, determines that the unemployment rate for apprentices is excessive or when the employment outlook is poor.
  - c. Letters of subscription may be issued when employers request them.
  - d. This request must be made in writing on the employer's letterhead and signed by an official representative of the company
  - e. Individuals who receive letters of subscription will be notified and scheduled to attend the next available orientation class.
6. Applicants removed from the list shall be notified by mail and advised of the process to reapply.
  7. All new indentures are required to attend the next normally scheduled orientation, pass an initial drug and alcohol test.

Any new indenture that tests positive or refuses to undergo the drug and alcohol screen will be denied acceptance into the program and may not re-apply to the program for six (6) months from the date of denial.

New indentures will be subject to random drug and alcohol tests throughout the term of apprenticeship and will abide by the drug and alcohol written policy established by the collective bargaining agreement.

8. A sponsor using the "Employers Intent to Hire" selection method, as with any other selection method in use since April 8, 1971, must implement certain other specific sections of 29 CFR 30 to meet the total requirement of the regulation. Under this procedure, the JATC is responsible for taking affirmative action to seek out and encourage females and minorities to apply, assures that selection procedures meet the requirements of 29 CFR 30.5, and keeps records as required under 29 CFR 30.8. If any contractor participating in the JATC Apprenticeship program discriminates against applicants referred by the JATC under the intent to hire process, the JATC could be held responsible (29 CFR 30.3(a)(1).

#### **SECTION IV. - DIRECT ENTRY**

JATCs who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award Credit for Previous Experience in accordance with Section XII of these Standards, and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
  
- B. Transfer of Apprenticeship - Direct Entry. In order to transfer an Apprenticeship Agreement between JATC's registered apprenticeship programs, the following requirements must be met:
  - 1. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
  - 2. The apprentice's sponsoring JATC must agree to the transfer.
  - 3. The receiving JATC must agree to accept the transfer.
  - 4. The two JATC's must agree to the transfer.
  - 5. The receiving JATC will have complete access to all apprenticeship records pertaining to the transferring apprentice.
  - 6. Upon being accepted by the receiving JATC, the apprentice's



existing Apprenticeship Agreement will be terminated.

7. Registration proceedings will be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
8. Apprentices accepted for transfer will be given full credit for OJL experience and related instruction successfully completed while indentured in the apprenticeship program.
9. Persons who are members of Locals of the International Association of Bridge, Structural, Ornamental and Reinforcing Ironworkers that have a minimum of 240 hours of employment as Ironworkers.

The transferring apprentice must:

- a. Complete an application form, accurately responding to all questions.
- b. Provide the receiving JATC official documentation pertaining to their participation in the apprenticeship program from which they are transferring.

An official copy of all records established with the sponsoring JATC (including a copy of the application form and the Apprenticeship Agreement properly registered with the Registration Agency) and other information submitted will be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records will become part of the receiving JATC's permanent files. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

C. Helmets to Hardhats (Military Veterans with Technical Training)

Military veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the Ironworking industry, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC

will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program)**



D. Organizing Efforts

An employee of a non-signatory employer not qualifying as a journeyman when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)**

- E. An employee who signs an authorization card during an organizing effort, wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyman, will be evaluated in accordance with the procedures for the granting of credit for previous experience and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program).** For such applicants to be considered they must:

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

- F. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journeyman and does not qualify as a journeyman, will be evaluated in accordance with the procedures for granting of credit for previous



experience and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program).**

- G. Recognition of the National Ironworkers Training Program for American Indians, Inc.

The JATC will accept graduates of the National Ironworkers Training Program for American Indians, Inc., directly into the apprenticeship program that have successfully completed the 500-hour related and hands-on course of the Training Program. The National Ironworkers Training Program for American Indians will forward all school records of an applicant being considered by the JATC to the JATC requesting an applicant's records. The JATC will evaluate each applicant and allow credit for the 500-hour course. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program.)**

- I. Persons who have completed a structured pre-apprenticeship training program sponsored by community outreach groups or sponsored by the International Association of Bridge, Structural and Ornamental Ironworkers, or sponsored by Local, State, Regional or National Building Trades programs.

Such persons receiving Priority Referral shall be given equal consideration without regard to their race, sex, minimum qualifications, the program's eligibility list or the education requirements for application.

## **SECTION V. - MAINTENANCE OF RECORDS**

- A. The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other

records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and female (minority and non-minority) participants.

- B. 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 analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

**SECTION VI. - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The (Insert Name of JATC) hereby officially adopts these Selection Procedures on this \_\_\_\_\_ Day of (Insert MonthNear).

\_\_\_\_\_  
**SIGNATURE OF (MANAGEMENT TO PROVIDE TITLE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**SIGNATURE OF (LABOR TO PROVIDE TITLE)**

\_\_\_\_\_  
**PRINTED NAME**

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