

PLUMBING HEATING COOLING
CONTRACTORS OF NEVADA
EDUCATION FOUNDATION



JOINT APPRENTICESHIP TRAINING
PROGRAM

Plumber 0432

STANDARDS

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Foreword

The introduction of new competitive materials and changing methods of construction in recent years has challenged the age-old skills of the plumbing trade.

In order to meet this challenge, both management and labor recognize the need for more and better trained craft workers with high skills, technical knowledge and initiative to do more economical, durable jobs. This recognition has resulted in the development of these Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor and the Nevada State Apprenticeship Council as a basis from which local Apprenticeship Committees can work to develop and establish an apprenticeship training program that meets the particular needs of the area.

Since the original standards were first formulated and adopted, revisions of these standards have been made to keep them up to date and reflect changes within the industry.

It is recognized that the most practical and sound method of developing the highly skilled craftsman demanded by the construction industry today is through a well-planned and administrated apprenticeship program. Journeyworkers and their employers in the area have joined together to formulate and operate apprenticeship programs in a joint effort to produce journeyworkers through a quality apprenticeship program. The basic purpose of an apprenticeship program being:

- *To encourage a careful selection of people entering the trade;*
- *To provide a plan of approved training that will equip apprentices for future employment as a skilled worker;*
- *To prepare a future supply of skilled workers ready to meet employment demands;*
- *To assure employers that they will obtain competent, skilled workers;*
- *To provide the public with the highest possible grade of products and services in conformity with the approved practices of safety and skilled craftsmanship.*

Definitions

As herein referred to:

1. Standards: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Nevada State Apprenticeship Council and/or Registration Agency.
2. Plumbing, Heating, Cooling Contractors of Nevada Education Foundation (“PHCC-NV” or “Sponsor”): The organization sponsoring and responsible for the apprenticeship program.
3. Joint Apprenticeship Training Committee (“JATC”): The Apprenticeship Committee established by the Sponsor under these Standards who will be charged with the operation of the program. The JATC may also be referred to as the “Committee” or

- “Apprenticeship Committee”.
4. State Apprenticeship Council: The Council appointed by the Governor who administers the apprenticeship laws and regulations of the State of Nevada. The State Apprenticeship Councils may also be referred to as “Council” or “SAC”.
 5. 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 apprentices’ employment and training under these Standards. The term “indenture” as used sometimes is synonymous with this written agreement. Each Apprenticeship Agreement must be registered with the Council.
 6. Certificate of Completion of Apprenticeship: The Certificate of Completion of Apprenticeship issued by the Council and the United State Department of Labor, Office of Apprenticeship to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards.
 7. Employer: Means a member of the PHCC-NV employing one or more journeyworkers who employs an apprentice under these Standards and contributes to the PHCC-NV training fund. The Employer may also be referred to as “Contractor” or “Contractor Member”.
 8. Employer Acceptance Agreement: The written agreement between the Sponsor and the Employer wishing to participate in the apprenticeship under these Standards.
 9. Plumbing Journeyworker: A level of competency as recognized within the plumbing industry. Use of the term may also refer to a mentor, technician, specialist or other skilled worker. The term may also refer to an individual who has documented sufficient skill and knowledge of a trade, craft, or occupation, either through formal apprenticeship or through practical on-the-job experience, and formal training. This individual is recognized by his/her employer as being fully qualified to perform the work of the trade, craft or occupation.
 10. Instructor: An individual designated by Sponsor to provide educational instruction, supervision and have charge and direction of an apprentice.
 11. Plumbing Apprentice: Any individual employed by the Employer meeting the qualifications described in the Standards who has signed an Apprenticeship Agreement with the local JATC providing for training and related instruction under these Standards, and who is registered with the Council and any other appropriate registration agency.
 12. On-the-Job Learning: Tasks learned on the job with which the apprentice must be proficient before a Certificate of Completion of Apprenticeship is granted. The learning must be through structured, supervised work experience.
 13. Program Coordinator/Director: The person designated by the JATC who is responsible for overseeing the day-to-day successful planning, execution and completion of the program described in these Standards.
 14. Program Sponsor: The Sponsor identified in paragraph 2, above, and in whose name these Standards will be registered, and which will have the full responsibility for the administration and operation of the apprenticeship program identified in these Standards. The Sponsor is located at 271-252 Sunpac Ave. Henderson, NV 89011.
 15. Registration Agency: The Office of the Labor Commissioner. 3300 W Sahara Ave #225, Las Vegas, NV 89102
 16. 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.
 17. Nevada State Apprenticeship Council: U.S. Department of Labor, Office of

Apprenticeship.

18. Related Instruction: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation.

I. Joint Apprenticeship Training Committee

A. Authority and Scope

1. There is hereby established a Joint Apprenticeship Training Committee, which shall establish and administer rules and procedures governing the selection, training, and transfer of apprentices and for the training of journeyworkers and others.

B. Composition

1. The JATC will consist of a minimum of three (3) contractor members representing management and three (3) journeyworker members representing the employees chosen by the PHCC-NV's board of directors' president and governed by the PHCC-NV's board of directors.
2. Members may be selected to succeed themselves and may be removed for cause and replaced by the organizations they represent. Vacancies shall be filled by members selected in the same manner as the original selection.

C. Procedures

1. The JATC shall elect from its members a Chairperson and a Secretary, one from management and one from the Employees, who shall retain the right of vote on all matters.
2. A quorum at meetings of the JATC shall consist of at least one (1) member representing the Employers and one (1) member representing the Employees. Each member shall retain his or her block of votes.
3. The JATC shall schedule regular meetings and shall establish the time and place of such meetings. Special meetings may be called when judged necessary.
4. The JATC Chairperson will be charged with establishing a regular order of business and with conducting meetings in a businesslike manner. The Chairperson may also name regular or special committees to handle particular assignments.
5. The JATC Secretary shall be responsible for keeping minutes of all meetings, apprentice files, the registration of Apprenticeship Agreements, and all other records and reports of the JATC. Records shall be maintained for a period of at

least five (5) years.

D. Duties

1. To conduct surveys and studies to determine industry apprenticeship needs and skill requirements, and to develop other data essential to establishing adequate and effective plans and programs of apprenticeship. Also, to attend at least one (1) apprenticeship session per quarter.
2. To periodically review these Standards and keep them consistent with state standards and changes within the industry.
3. To establish minimum qualifications for apprentice applicants within the area covered by these Standards and to devise a system of apprentice selection that will assure the industry of competent workers and all candidates of equal opportunity.
4. To indenture, under a written agreement, all apprentices accepted for apprenticeship under the provisions of these Standards.
5. To determine the kind and amount of on-the-job training and experience to be required of apprentices and to arrange for such experience and apprenticeship through the Employers.
6. To determine the kind and the amount of supplemental related instruction to be required of apprentices and to arrange for such instruction to be provided. (Minimum of 144 hours per year.)
7. To determine the ability of Employers to provide adequate and reasonably continuous job training and supervision for apprentices and to regulate the number of apprentices to be allowed an Employer within the established ratio of apprentices to journeyworkers.
8. To establish a system of permanent records, reports and examinations that will provide a means of determining the progress and conduct of each apprentice in both the on-the-job training and Related Instruction requirements throughout the apprenticeship.
9. To adjust such differences that may arise between the parties of an Apprenticeship Agreement as may come within the scope of these Standards.
10. To determine when apprentices have satisfactorily met all requirements of their apprenticeship, to recommend their acceptance as journeyworkers, and to obtain an award of an appropriate Certificate of Completion of Apprenticeship to those satisfactorily completing all requirements of their Apprenticeship Agreement.
11. To register all Apprenticeship Agreements with the Council and notify the Council of all subsequent apprenticeship actions taken by the JATC affecting these Apprenticeship Agreements, such as advancements, suspensions,

cancellations, and completion of apprenticeship.

12. In general, to be responsible for the successful operation of this apprenticeship program through appropriate administration and supervision of all phases of apprenticeship, in cooperation with the Council in programs and activities for the improvement of training of journeyworkers and appropriate public information.
13. To provide adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on-the-job and in related instruction training. All training will be in compliance with the Occupational Safety and Health Standards by the Secretary of Labor under Public Law 91-596, and subsequent amendments to the Public Law, or State Standards.
14. To periodically review and evaluate apprentice progress in job performance and related instruction and maintain appropriate progress records.
15. To cooperate in the selection of apprentices as outlined in this program.
16. To review and recommend apprenticeship activities in accordance with this program.
17. To hear and resolve all complaints of violation of Apprenticeship Agreements.
18. To ensure that the apprentices read, sign, and receive a copy of the apprenticeship policies and procedures.
19. To ensure that the name, address, social security number, veteran or non-veteran status of all apprentices, and all apprentice cancellations, terminations, suspensions, and completions shall be reported by the JATC to the Council.

II. Equal Opportunity

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, age, sex, creed, disability, sexual orientation, genetic information, or gender identity or expression. The Sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations. Part 30, and all regulations on equal opportunity of employment in the State of Nevada. NAC 610.540.

III. Affirmative Action Plan

If the Sponsor employs five or more apprentices, the JATC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29. CFR Part 30; NAC

IV. Qualifications and Selections of Apprentices

A. Minimum Qualifications

1. Must be at least 18 years of age. Must be at least 17 years of age at time of application and 18 years of age at the time of final selection.
2. Must be a high school graduate or hold a state approved high school equivalency certificate or have an acceptable GED Certificate within the first 144 classroom hours of the apprenticeship. Applicants must provide official transcripts for high school and post high school education and training. All GED records must be submitted if accepted.
3. Must complete an aptitude test.
4. Must be legally residing in the United States, and willing to comply with all terms and conditions of these Standards.
5. Must complete an oral interview administered by the JATC.
6. Must be physically able to perform all work of the trade with reasonable accommodations.
7. Must be able to pass a post selection drug test, after offer and execution of the Apprenticeship Agreement.

B. Procedures

1. The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without regard to race, color, creed, sex, sexual orientation, gender identity or expression, religion, disability, genetic information, national origin or age of 40 years or older. NRS 610.020(1). The Sponsor will take affirmative action to provide equal opportunity in training and will operate the apprenticeship programs as required under Title 29 of the Code of Federal Regulations, Part 30, and Equal Employment Opportunity regulations of the State of Nevada.
2. Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards. (Appendix D)

V. Responsibilities of Apprentices

The JATC shall impress upon all indentured apprentices that in signing the Apprenticeship Agreement, they have voluntarily agreed to abide by the provisions of these apprenticeship Standards and inform the apprentices of their responsibilities and obligations under this apprenticeship program. In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under this apprenticeship program:

- A. To diligently and faithfully perform the work of the occupation and other pertinent duties as assigned by the Employer of the JATC, in accordance with the provisions of the Standards.
- B. To respect the property of the Employer and abide by the rules and regulations, as described for on-the-job training, of the JATC and the Council.
- C. To regularly attend and satisfactorily complete the required Related Instruction training as provided.
- D. The program will cover the cost of training the apprentice NAC 610.433(1). However, the program can require the apprentice to pay costs of books, tools, and license.
- E. 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.
- F. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety as well as that of their fellow workers.
- G. To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time, money and effort will be spent in affording them an opportunity to become skilled craft workers. The apprentice must respectfully represent the Employer, this Joint Apprenticeship Training Program, and the JATC at all times. The attire, grooming and demeanor of apprentices must always be modest, neat, clean, and professional.

VI. Apprenticeship Agreement

1. All apprentices, their parent or guardian, if they are minor, shall enter into and sign a written Apprenticeship Agreement with the JATC. The signing of the Apprenticeship Agreement does not obligate the JATC to employ the apprentice, but to assign the apprentice to an employer and to keep the apprentice as continuously employed as is possible when work is available.
2. The Apprenticeship Agreement shall contain a statement making the terms and condition of these Apprenticeship Standards a part of the Apprenticeship Agreement. For this reason, every apprentice applicant will be required to read these standards,

printed in the English language, before signing the Apprenticeship Agreement.

3. Each Apprenticeship Agreement will be registered with the Council within 10 days, and furnished to the following:
 - a. The JATC
 - b. The Apprentice
 - c. The Veterans Administration, if applicable

VII. Credit for Previous Experience

- A. 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.
- B. 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, or other documents that will 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 probation 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, evaluation of the apprentice's performance, and demonstrated skill and knowledge during the probationary period.

Exemption will be given to activated Reservists and National Guard Members. Returning reservists have 30 days to submit documentation of job-related training or classroom training they received while on active duty.

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

VIII. Probationary Period

The first ~~6~~ **12** months with at least ~~900~~ **1800 OJT** hours and the successful completion of ~~one~~ **two** semesters of the related classroom instruction. **The apprenticeship shall be under the supervision of the JATC.** ~~of the term of apprenticeship under the supervision of the JATC shall be the probationary period.~~ Probation of apprentice may not exceed 25% of total hours of training on the job and related instruction (NAC 610.442). Apprenticeship Agreements can be canceled by either party without stated cause during this time by

notifying the other party in writing.

After the probationary period, the Apprenticeship Agreement may be canceled at the request of the apprentice. The Apprenticeship Agreement may also be suspended, canceled, or terminated by the JATC for good cause with due notice to the apprentice, and a reasonable opportunity for corrective action and the written notice to the apprentice and the Council of the final action taken. Upon termination, an apprentice may appeal the JATC termination to the State Director of the Apprenticeship Council.

IX. Term of Apprenticeship

Each apprentice shall attend a minimum of 144 instructional hours per year, **complete 1800 OJT hours** and complete the school year with a minimum grade of 73% to advance to the next level. All assigned work and or projects shall be completed and turned into the instructor for grading. ~~Each apprentice prior to final graduation and before receiving any verification of completion shall take and successfully pass the journeyworker plumbing examination offered by the Nevada Board of Plumbing Examiners.~~

Upon successful and satisfactory completion of the requirements of the Apprenticeship Agreement, the JATC will notify the Council and obtain and issue to the apprentice a Certificate of Apprenticeship.

The term of the apprenticeship shall cover a period of 7200 hours and not less than four school years of **and maintain** reasonable continuous employment and on-the-job training supplemented by the required minimum 576 hours of related technical instruction. ~~The terms apprentice and apprenticeship shall end when the apprentice has successfully passed the journeyworker examination offered only for the state of Nevada applicants.~~

X. Supplemental Related Instruction

- A. The JATC shall annually schedule courses of instruction in subjects related to the trade, and each apprentice shall be required to enroll in and attend all sessions scheduled during each year of apprenticeship. Not less than 144 hours of such instruction shall be scheduled each year.
- B. Failure of apprentices to fulfill their obligations as to related instruction, attendance and progress shall constitute just cause for disciplinary action by the JATC. Therefore, if apprentices are unable to attend sessions due to illness or other just cause, they shall be expected to obtain an official excuse from the JATC or its designated representative.
- C. Hours spent in related instruction shall not be deemed or classed as process hours of work.

XI. On-The-Job Training

- A. Under the direct supervision of a qualified journeyworker, each apprentice shall be given such practical experience and training in the various phases and job processes of the trade as is necessary to become a proficient and skilled journeyworker. The schedule of work experience to be received is set forth in Appendix A.
- B. Apprentices shall receive instruction in accident prevention and safe work habits. Such instruction shall be coordinated with the actual work being performed on the job and with the tools and equipment being used.
- C. The JATC will secure the cooperation of the Employers and the journeyworker in providing the varied experience and training on-the-job; and, if necessary, to assure a rounded training in all phases of the trade, may shift or rotate apprentices from one employer to another. The duration of such transfers should not exceed the hours specified in the schedule of work experience to attain reasonable proficiency in the particular work processes or job operations for which the transfer was made.

XII. Safety & Health Training

All apprentices shall receive instruction in safe and healthful work practices both on-the-job and in related technical instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, as amended, by Public Law 105-552, Section 3101, November 5, 1990, as amended by Public Law 105-198, July 16, 1998 as amended by Public Law 105-241 September 29, 1998, 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.

XIII. Disciplinary Action

- A. The JATC or Program Coordinator shall have authority to discipline an apprentice who fails to comply with the Apprenticeship Agreement or rules and instructions of the JATC, and all parties agree to abide by these provisions. Disciplinary action which may be employed at the discretion of the JATC or Program Coordinator includes:
 - 1. Postponement of scheduled advancement.

2. Suspension - Temporary removal from the job site and/or classroom, resulting in loss of employment for a day or more and unexcused absences from school.
 3. Cancellation - Causing termination of the Apprenticeship Agreement. The JATC shall notify the apprentice to appear before the JATC for a hearing before such disciplinary action shall be invoked. Due notice to apprentice, and a reasonable opportunity for corrective action, shall be provided before final action. If the apprentice fails to appear before the JATC, after due notice, such disciplinary action may be invoked without a hearing.
 4. Random Drug Testing.
- B. Some of the reasons considered as just cause for disciplinary action may include, but are not limited to the following:
1. Failure to meet related class attendance and progress requirements.
 2. Lack of interest, application to or satisfactory progress in work, apprenticeship and on the job.
 3. Failure to properly prepare and submit required reports.
 4. Positive drug test result or violation of the substance abuse policy.
 5. Undesirable attitude or conduct including in the school or on the job.
 6. Failure to appear before the JATC when requested.
 7. Appearing before the JATC for the same infraction more than once.
 8. Any actions taken by the JATC or Program Coordinator may be appealed by the apprentice within thirty (30) days after the date on which the notice of his/her dismissal from the Program is deposited in the mail.

Decisions by the JATC may be appealed to the Council. This appeal must be filed within 30 days after the date on the notice of cancellation from the JATC. Please refer to the appeal process in its entirety (NAC 610.460; NAC 610.461; NRS 610.180 & SB516; 29 CFR 29.7(k)).

XIV. Hours of Work

Apprentices shall work the same number of hours as journeyworkers employed in the trade; however, an apprentice will not be allowed to work overtime if it interferes with their attendance at instructional training classes. Employers will assist the JATC by not creating overtime if it conflicts with scheduled classes. Classes missed due to overtime shall be recorded as absences. Only actual hours worked will be credited on the term of

apprenticeship. Exemption will be granted in cases of national or local disaster where it is necessary to preserve and/or protect property or persons.

XV. Apprentice Wages

Apprentices shall be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training, receives an increase in wage percentage, or to journeyworker status, the JATC or Program Coordinator will evaluate all progress to determine whether advancement has been earned by satisfactory performance in the on-the-job learning and in related instruction courses. In determining whether satisfactory progress has been made, the JATC or Program Coordinator shall be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker wage rate as established by the Apprenticeship Council. The percentages that will be applied to the applicable journeyworker rate are shown as follows:

| 1 st | 2 nd | 3 rd | 4 th | 5 th | 6 th | 7 th | 8 th |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 59.8% | 64% | 69% | 74% | 79% | 84% | 89% | 94% |
| 900 hours | 900 hours | 900 hours | 900 hours | 900 hours | 900 hours | 900 hours | 900 hours |

In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable. Beginning wage for apprentices is at least 35% of the rate for journeyworker (NAC 610.480). Employers must pay each at least 50% of the amount which would have been paid to a journeyworker during the period of their employment. Apprentices shall not be paid other than the wage rate specified for their correct period of apprenticeship except as may be authorized by the Committee.

XVI. Ratio of Apprentices to Journeyworkers

In order to secure maximum production and to make adequate provisions for apprentices to learn this trade, the following ratios of apprentices to journeyworkers be 1 journeyworker to 1 apprentice (1:1) for the first journeyworker at the job site and not more than one apprentice for every three additional journeyworker as required by company and project pursuant to NAC 610.438(1)(a).

XVII. Employment

It is the intent of the JATC to keep apprentices continuously employed; however, if an Employer is unable to provide such employment for an apprentice, the JATC will be notified prior to lay-off so that efforts can be made to place the apprentice with another Employer.

Employers shall not summarily discharge an apprentice for any reason without notification to

the JATC, allowing for appropriate action to be taken. Notification of discharge must be given to the school by the next business day. Likewise, the apprentice shall not leave the employ of an Employer to whom the apprentice is assigned without prior approval of the JATC.

XVIII. Adjustment of Differences

- A. The Employer and the apprentices shall have the right and privilege of appeal to the JATC in the event of dispute or controversy arising over interpretations of the provisions of these apprenticeship Standards. The JATC shall hear all affected parties and make such adjustments as it considers necessary. Persons wishing the JATC to hear such matters should make a request in writing prior to JATC meetings, so that it may be placed on the agenda. NRS 610.180; 29 CFR 29.7(k).
- B. Either of the parties may appeal the decision of the JATC to the Office of the Labor Commissioner, State Apprenticeship Council, 3300 W Sahara Ave #225, Las Vegas, NV 89102.
- C. The name and address of the appropriate authority under this program to receive, process and make disposition of complaints is:
 - Plumbing Heating Cooling Contractors
 - Joint Apprenticeship Training Committee
 - 271 252 Sunpac Avenue
 - Henderson, NV 89011
- D. Complaint Procedure.
 - 1. 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 gender, 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 approved apprenticeship program, any person or through an authorized representative, may file a complaint with the Nevada State Apprenticeship Council, 3300 W Sahara Ave #225, Las Vegas, NV 89102.
 - 2. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstance of the failure to apply Equal Opportunity Standards.
 - 3. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the Equal Opportunity Standards, and in case of complaints filed directly with the review bodies designated by the JATC to review such complaints, any referral of such complaint by the complainant to the Nevada State Apprenticeship Council must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Nevada State Apprenticeship Council for good cause shown.
 - 4. Complaints of harassment in the apprenticeship program may be filed and

processed under Title 29 CFR, Part 30; NAC 610.955 and the procedures as set forth above.

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

XIX. Supervision of Apprentices

- A. The JATC may employ a Program Coordinator or other person to perform such services as it deems necessary to assure proper supervision of apprentices and administration of this program. Such persons shall perform only those functions as are delegated to them by the JATC.
- B. The Program Coordinator selected for related technical instruction shall be responsible for supervision of the related instruction classes under the general direction of the JATC.
- C. The JATC will insist that apprentices work under a competent journeyworker at all times and each employer shall designate a person, who may be a superintendent, foreman or journeyworker, to be responsible for the training of apprentices on the job. This person shall, with the advice and assistance of the JATC, be responsible for the apprentice's work experience on the job, the recording and rating of same on forms provided for this purpose, and to see that the apprentice attends the Related Instruction classes. The potential of attending class virtually will be given at the discretion of the school or government.
- D. The Employer or designated supervisor may be required to appear before the JATC at intervals to keep the JATC informed as to an apprentice's progress, conduct, interest, and attitude.
- E. The Employer or designated supervisor will be required to carry out the intent and purpose of these Standards.

XX. Apprentice Records

- A. An individual record will be maintained by the JATC, showing the status, conduct and progress of each apprentice.
- B. To maintain this record, apprentices will be required to complete work hour time sheets. It is to be the responsibility of the apprentice to record related work and school hours and deliver to the apprentice's instructor.
- C. Failure to keep and submit the required reports on time may result in the apprentice losing credit for that day of classroom instruction.
- D. The JATC will maintain for a period of 5 years from the date of last action, all records relating to the apprentice application (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 apprentices' job assignments, promotions, demotions, layoffs, terminations, rate of pay, or some other relevant data. The records shall permit identification of minority and female (minority or non-minority) participants. The records will be made available on request of the Council.

XXI. Apprentice Examinations

- A. Apprentices may be called before the JATC at any time for the purpose of a hearing, examination, or consultation regarding their apprenticeship status.
- B. Examination and review of the apprentice's progress and conduct, both on the job and in the Related Instruction work, will be conducted by or under the direction of the JATC before each advancement period.
- C. Apprentices not showing satisfactory progress may be held in current period at any time during the term of apprenticeship or subject to such other action as the JATC may determine.
- D. It is ~~mutually agreed~~ **understood** that no apprentice shall be advanced to the next ~~period~~ **level without receiving a 73% passing grade.** ~~or to journeyworker classification except with the prior approval of the JATC, and upon passing of the local journeyworker exam.~~

XXII. Certificate of Completion of Apprenticeship

Upon successful and satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the JATC will notify the Council, and the Office of Apprenticeship to obtain and issue to the Apprentice a Certificate of Completion of Apprenticeship.

XXIII. Notice to Nevada State Apprenticeship Council

The Nevada State Apprenticeship Council will be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatement, extensions, modifications, completions, cancellations, and termination of Apprenticeship Agreements and causes.

XXIV. Transfer of Training Obligations

The JATC will try to transfer an apprentice with his/her consent, from one Employer to another, to provide continuous employment and to assure the apprentice more complete on-the-job learning experience in all aspects of the occupation.

XXV. Technical Advisors

- A. Representatives of the Nevada State Apprenticeship Council and Federal and Local Departments of Education may be called upon for advice or assistance in the formulation, operation, and improvement of this apprenticeship system.
- B. Such persons serve in an advisory capacity at the request of the JATC, and without vote on JATC decisions.

XXVI. Qualifications for Employers

Employers undertaking to employ apprentices must notify the PHCC-NV office and agree to and sign the Employer Apprentice Agreement and satisfy the JATC that they can properly train apprentices, including the following qualifications:

1. Have the necessary facilities to assure proper training in a safe manner.
2. Steadily employ the required number of journeyworkers.
3. Be willing to employ and train apprentices in accordance with these Standards.
4. Be a member in good standing with the Plumbing Heating Cooling Contractors of Nevada.
5. Not schedule apprentices to work during classroom hours.

XXVII. Maintenance of Records

The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the record pertaining to interviews of applicant, 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, 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 these reductions, at 29 CFR, Part 30, NAC 610 as may be required by the Nevada State Apprenticeship Agency or the U.S. Department of Labor. The records pertaining to individual

applicants, selected, or rejected, will be maintained in such a manner as to permit the identification of minority and women (minority and non-minority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of 29 CFR 30.4, NAC 610. The Sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR 30.5(b), NAC 610.

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction, which are part of the total judgment. Records will be maintained for 5 years from the date of the last action and made available upon request to the U.S. Department of Labor or another authorized representative.

XXVIII. Revision of Standards

These apprenticeship Standards may be revised at any time by the action of the JATC and approval of the Sponsor and the Council. Copies of any revisions must be registered and approved by the Council before becoming effective. Revision of these standards shall not alter Apprenticeship Agreements already in effect without consent of all parties to the Apprenticeship Agreement.

A copy of each revision adopted will be furnished to each apprentice to whom the revision applies.

XXIX. Cancellation/De-registration of Apprenticeship Standards

De-Registration of a program may be affected upon the voluntary action of the JATC by request for cancellation of the registration, or upon reasonable cause by the Council formal de-registration procedures in accordance with the provisions of 29 CFR 30.

XXX. Approval and Official Adoption of Standards

The Plumbing Heating Cooling Contractors of Nevada Education Foundation, Joint Apprenticeship Training Committee, hereby officially adopts these Standards on this ____ day of _____, _____.

Signature of the Chairman

Signature of the Secretary

APPROVED AND REGISTERED BY THE NEVADA STATE APPRENTICESHIP

COUNCIL ON THIS ____ DAY OF _____, _____.

SECRETARY / DIRECTOR

DATE

APPENDIX A

Sample Work Processes and Related Instruction Outline

WORK PROCESSES

Term of apprenticeship and period of probation:

7200 hours of term of apprenticeship. 900 **1800** OJT and 144 Classroom hours term of probation. 576 hours of classroom instruction.

Hours per day and total number of hours per week to be worked:

8 hours per day 40 hours per week

Hours of classroom instruction per year:

144 hours

Major plumbing processes in which the apprentice is to receive instruction and experience:

WATER 2600 HOURS TOTAL

- a) Fabrication and installation of copper piping for hot and cold water for domestic purposes to include soldering and brazing. This is to include the maintenance and repair of equipment and plumbing systems, operation, care and use of all tools and equipment, code, blueprint reading, sketching, isometric drawings, and safety and assembly in position and connection of fixtures and appliances used in domestic heating, gas fittings, plumbing and drainage systems. **1300 HOURS**
- b) Fabrication and installation of poly type systems. This is to include the maintenance and repair of equipment and plumbing systems, operation, care and use of all tools and equipment, code, blueprint reading, sketching, isometric drawings, and safety and assembly in position and connection of fixtures and appliances used in domestic heating, gas fittings, plumbing and drainage systems. **1300 HOURS**

DRAIN, WASTE, AND VENT 2600 HOURS

- a) Fabrication and installation of piping for waste, soil, sewage, vent, and leader lines, including grading and compaction of sewer ditches. **1200 HOURS**
- b) Maintenance and repair of equipment and plumbing systems. **700 HOURS**
- c) Operation, care and use of all tools and equipment of the plumbing trade. Code, blueprint reading, sketching, isometric drawings, and safety relating to drain, waste, and vent. **700 HOURS**

GAS 2000 HOURS

- a) Fabrication and installation of piping for gas fired appliances, appurtenances, and heaters. **1200 HOURS**
- b) Maintenance and repair of equipment and plumbing systems, operation, care and use of all tools and equipment, code, blueprint reading, sketching, isometric drawings, and safety relating to gas piping. **800 HOURS**

TOTAL 7200 HOURS

When the PROGRAM SPONSOR is an association of employers and/ or an organization of employees and not an individual employer, the association of employees does not assume the obligations of an employer but agrees to use their best endeavors to produce employment and

training for the APPRENTICE with one or more employers who will accept full responsibility as the employer for all terms and conditions of employment and training set forth in this Apprenticeship Agreement.

All controversies or differences concerning the Apprenticeship Agreement which cannot be adjusted locally shall be submitted to the State Apprenticeship Council for determination as provided in NRS 610.180.

RELATED CLASSROOM INSTRUCTION

1ST YEAR SYLLABUS

PLUMBING THEORY AND APPLICATION

LEVEL 1 Hours 144

COURSE DESCRIPTION

Items covered in this course will include plumbing history, hand tools, piping material, safety rules, mathematics, measuring tapes, folding rulers, scale rulers, sewage disposal, introduction to gases and pressure pipe and fittings. Student must complete level 1 with no less than a grade of 73%. Final grade will be based on book chapter testing conducted throughout the year, a mid-term exam, and the final exam.

COURSE OBJECTIVES

- To demonstrate a knowledge of plumbing history.
- To demonstrate a working knowledge of hand tools and how they are used with plumbing material.
- To define plumbing safety rules.
- To demonstrate a knowledge of mathematics and how it is used with the various measuring devices.
- To demonstrate a working knowledge of sewage disposal and the various gases used in the plumbing industry.
- To demonstrate a working knowledge of pressure pipe and the associated fittings.

REQUIRED TEXT

Plumbing 101 – Plumbing Apprentice Student Workbook - Most current edition

Current adopted Uniform Plumbing Code Book

2ND YEAR SYLLABUS

PLUMBING THEORY AND APPLICATION

LEVEL 2 Hours 144

COURSE DESCRIPTION

Items covered in this course will include water distribution systems, mathematics, offsets, and formulas and drain, waste and vent piping systems. Student must complete level 2 with no less than a grade of 73%. Final grade will be based on book chapter testing conducted throughout the year, a mid-term exam, and the final exam.

COURSE OBJECTIVES

- To demonstrate a working knowledge of water distribution systems.
- To demonstrate a working knowledge of mathematics for use with property offsets and plumbing formulas.
- To demonstrate a working knowledge of drain and vent piping systems.

REQUIRED TEXT

Plumbing 201 – Plumbing Apprentice Student Workbook - Most current edition

Current adopted Uniform Plumbing Code Book

3RD YEAR SYLLABUS

PLUMBING THEORY AND APPLICATION

LEVEL 3 Hours 144

COURSE DESCRIPTION

Items covered in this course will include residential and commercial plumbing fixtures and appliances, residential and commercial plumbing fixture and trim, residential and commercial rough and finish plumbing installations, National Fuel Gas Code, mathematics, local gas codes, inspections and testing. Student must complete level 3 with no less than a grade of 73%. Final grade will be based on book chapter testing conducted throughout the year, a mid-term exam and the final exam.

COURSE OBJECTIVES

- To demonstrate a working knowledge of residential and commercial plumbing fixtures and appliances.
- To demonstrate a knowledge of residential and commercial plumbing fixture fittings and trim.
- To demonstrate a working knowledge of residential and commercial rough and finish plumbing installations.
- Define the National Fuel Gas Code and local gas codes.
- Demonstrate a knowledge of mathematics and how it is used in sizing and gas piping.
- To demonstrate a knowledge of inspections and testing.

REQUIRED TEXT

Plumbing 301 – Plumbing Apprentice Student Workbook - Most current edition

Current adopted Uniform Plumbing Code Book

4TH YEAR SYLLABUS

PLUMBING THEORY AND APPLICATION

LEVEL 4 Hours 144

COURSE DESCRIPTION

Items covered in this course will include repair and service installation practices, drainage, venting, water and gas sizing, indirect waste system installation practices, heating systems, and the plumbing code. Student must complete level 4 with no less than a grade of 73%. Final grade will be based on book chapter testing conducted throughout the year, a mid-term exam, and the final exam. Additionally, each level 4 student shall take and successfully pass the journeyworkers plumbing examination offered by the Nevada Board of Plumbing Examiners.

COURSE OBJECTIVES

- To demonstrate a working knowledge of repair and service installation practices.
- To demonstrate knowledge of sizing for sanitary drainage, venting systems, storm drainage, potable water systems, fuel gas pipe and gas appliance vents.
- To demonstrate a working knowledge of indirect waste system installation practices.
- To demonstrate a knowledge of heating systems.
- Demonstrate knowledge of the current uniform plumbing code.

REQUIRED TEXT

Current adopted Uniform Plumbing Code Book

OFFICIAL ADOPTION OF WORK PROCESSES AND RELATED INSTRUCTION

The Plumbing Heating Cooling Contractors of Nevada Education Foundation, Joint Apprenticeship Training Committee, hereby officially adopts these Work Processes and Related Instruction on this _____ day of _____, _____.

Signature of the Chairman

Signature of the Secretary

APPENDIX B

Apprenticeship Agreement

Program Registration and Apprenticeship Agreement



NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL

APPRENTICE REGISTRATION

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

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

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

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

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

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

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

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

APPENDIX C

Affirmative Action Plan Adopted by Plumbing Heating Cooling Contractors of Nevada Education Foundation

SECTION I – INTRODUCTION

The Apprenticeship Committee enters into this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The Apprenticeship Committee seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event females and/or minorities are underutilized in the apprenticeship program. To accomplish the purposes of the Nevada State Plan of Equal Employment Opportunities in Apprenticeship, the Committee pledges to take affirmative action to encourage minorities and women to apply for the apprenticeship program. The Apprenticeship Committee hereby adopts the following nondiscriminatory pledge and the AAP.

SECTION II- EQUAL OPPORTUNITY PLEDGE

The Apprenticeship Committee commits to the following Equal Opportunity Pledge:

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without regard to race, color, creed, sex, sexual orientation, gender identity or expression, religion, disability, genetic information, national origin or age of 40 years or older. The program sponsor or the sponsoring employer shall 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, NAC 610, and Nevada EEO Plan, as amended.

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Apprenticeship Committee pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the Apprenticeship Committee's labor market area. Once the labor market is determined, the Apprenticeship Committee can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupation registered with the Nevada State Apprenticeship Council, using the Affirmative Action Plan Analysis Worksheet and Goals and Timetables attached.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The Apprenticeship Committee's AAP includes the following selected outreach and positive recruitment efforts that would reasonably be expected to increase minority and women's participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. Once those efforts have been selected, the Apprenticeship Committee shall set forth the specific steps they intend to take under each identified effort. The Apprenticeship Committee will identify a significant number of activities in order to enable it to meet its obligation under Title 29, CFR Part 30.4(c), and the Nevada EEO Plan.

- A. An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval of application to the agencies/organizations:
- Nevada State Apprenticeship Council
 - Women's Organizations/Centers
 - Local Schools
 - Employment Service Centers
 - One Stop Centers
 - Vocational Education Schools
 - Other Organizations/Centers (which can effectively reach minorities and women)
 - Electronic Media (which reach people in the minority community and among women)
 - Such other appropriate groups or interested parties
 - As directed by the Office of the Labor Commissioner.

- The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Apprenticeship Committee's equal opportunity policy. Applications will be taken for no less than 10 consecutive business days.
- B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
 - C. Internal communication of the Apprenticeship Committees Equal Opportunity Policy should be conducted in such a manner to foster understanding, acceptance, and support among the Apprenticeship Committees various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR, Part 30, and the Nevada EEO Plan.
 - D. Engage in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, the Apprenticeship Committee may be required to work with other sponsors and appropriate community organizations. The Apprenticeship Committee will also initiate programs to prepare women and encourage women to enter traditionally male programs.
 - E. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The Apprenticeship Committee shall make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
 - F. Utilization of journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
 - G. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
 - H. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without regard to race, color, creed, sex, sexual orientation, gender identity or expression, religion, disability, genetic information, national origin or age of 40 years or older (e.g., general publication of apprenticeship opportunities and advantages in advertisement, industry reports, articles, etc., use of present minority and women apprentices and journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunities, including reporting systems, on-site reviews and briefing sessions).
 - I. Participate in workshops conducted by the Governor's Office of Workforce Innovation, bona fide organizations of Apprenticeship Coordinators for the purpose of furthering apprenticeship-training opportunities.

- J. The selection of apprentices shall be by means of a selection procedure consistent with the provisions of the Office of the Labor Commissioner, State Apprenticeship Council's Equal Opportunity in Apprenticeship State Plan.
- K. Cooperate with local school boards and vocational education systems to develop a familiarization with the needs of the industry and the qualifications required for apprenticeship and develop programs for preparing students to qualify for entry.
- L. The Committee shall communicate this plan to its participating parties to promote understanding and acceptance, and to foster the support of the policies of equal opportunity among the parties, including the officers, supervisors, employees and members of the Sponsor, and encourage those persons to take the necessary action to aid the Sponsor in meeting its obligations.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

In accordance with Title 29 of the Code of Federal Regulations, Part 30.8b and the Nevada EEO Plan, the Apprenticeship Committee will make an annual review of its AAP and its overall effectiveness and initiate any reasonable modifications to goals, timetables, and outreach and recruitment efforts. The review shall analyze the affirmative action steps taken by the Apprenticeship Committee for outreach and recruitment, selection, employment, and training. All changes to the AAP must be submitted to the Nevada State Apprenticeship Council for registration.

The Committee shall make an annual study of participation of minorities and women in its utilization of these groups with the rates of their participation in the labor force in this jurisdiction. A percentage participation rate of minorities and/or women in apprenticeship which is less than their respective participation rate in the labor force signifies a utilization deficiency. If underutilization exists, corrective affirmative action will be immediately implemented.

The goals and timetables also will be reviewed periodically as determined by the Nevada State Apprenticeship Council and updated where necessary.

SECTION VI - OFFICIAL ADOPTION OF AFFIRMATIVE ACTION PLAN

The Plumbing Heating Cooling Contractors of Nevada Education Foundation, Joint Apprenticeship Training Committee, hereby officially adopts this Affirmative Action Plan on this ____ day of _____, _____.

Signature of the Chairman

Signature of the Secretary

APPENDIX D

Qualification And Selection Procedures

ADOPTED BY

Plumbing Heating Cooling Contractors of Nevada Education Foundation

DEVELOPED IN COOPERATION WITH THE
UNITED STATES DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

APPROVED BY: _____
Nevada State Apprenticeship Council

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), Title 29, CFR Part 30, and the Nevada EEO Plan

SECTION I - MINIMUM QUALIFICATIONS

Applicants shall meet the following minimum qualification:

- A. Age: The Apprenticeship Committee will establish qualification regarding minimum age limits. (Applicants must provide evidence of minimum age respecting any applicable state laws or regulations.) Must be at least 17 years of age at time of application and 18 years of age at time of final selection
- B. Education: Must be a high school graduate or hold a state approved high school equivalency certificate or have an acceptable G.E.D Certificate within the first 144 classroom hours of the apprenticeship. Applicants must provide official transcripts for high school and post high school education training. All diploma, H.S.E. or GED records must be submitted if acceptable.
- C. Physical: Must 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 II - APPLICATION PROCEDURES

- A. Applications will be taken for no less than 10 consecutive business days. All persons requesting an application will have one made available upon signing the applicant log, providing all required supporting documents (e.g....proof of age, driver's license, birth certification or other acceptable documentation; copy of high school diploma, state approved high school equivalency certificate, GED Certification or other acceptable documentation), and reviewing the approved Apprenticeship Standards and information provided 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 program.
- 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 gender identification and the progress by dates and final disposition of each application.
- C. Receipt of the properly completed application form, along with required supporting documents (e.g., proof of age, driver's license, birth certification or other acceptable documentation; copy of high school diploma, state approved high school equivalency certificate, GED Certification or other acceptable documentation) will constitute the completed application.
- D. Once the application has been completed, a member contractor roster will be given to the applicants who are not currently employed by a PHCC-NV C1 Contractor member. Applicants are encouraged to seek employment as soon as possible.
- E. Completed applications will be checked for minimum qualification. 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.

- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.
- G. The ability to apply and interview virtually will be provided at the discretion of the school or government.

SECTION III - SELECTION PROCEDURES

- A. The Apprenticeship Committee will schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear. The ability to apply and interview virtually will be provided at the discretion of the school or government.
- B. The interviewers will rate each applicant during the interview on each of the factors on the applicants rating form considering the information on the applications and required documents. The interviewer will record the questions asked and the general nature of the applicants answer. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviews will be calculated to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.

SECTION IV - TRANSFER OF APPRENTICESHIP

In order to transfer an Apprenticeship Agreement between 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 apprentices' sponsoring Apprenticeship Committee must agree to the transfer.
- 3. The receiving Apprenticeship Committee must agree to accept the transfer.
- 4. The receiving Apprenticeship Committee will have complete access to all apprenticeship records pertaining to the transferring apprentice.
- 5. Upon being accepted by the receiving Apprenticeship Committee, the apprentice's existing Apprenticeship Agreement shall be terminated. Indenture proceedings will be initiated with the receiving Apprenticeship Committee and the appropriate Nevada State Apprenticeship Council. The Nevada State Apprenticeship Council will be provided with all documentation necessary, and/or required to verify that the transfer is justifiable.

6. Apprentices accepted for transfer will be given full credit for on-the-job learning experience and related instruction successfully completed while indentured in a Plumbing Apprenticeship Training Program.
7. Apprentices accepted for transfer may have to wait to attend class in the next semester or school year, depending on when their transfer is happening. The Apprenticeship Committee or Program Coordinator will make the determination.

The transferring apprentice must:

- A. Complete an application form, accurately responding to all questions.
- B. Provide the receiving Apprenticeship Committee official documentation pertaining to their particular participation in the apprenticeship program that they are transferring from.
- C. Take an entrance exam. The results will be used in determining the apprentice's entry level.
- D. Be in good standing with prior apprenticeship program.

Submit an official copy of all records established with the sponsoring Apprenticeship Committee (including a copy of the application form and the Apprenticeship Agreement properly registered with the State Apprenticeship Council) and other information submitted will be provided to the receiving Apprenticeship Committee. The receiving Apprenticeship Committee will examine all documentation submitted before granting permission to transfer. All such records will become part of the receiving Apprenticeship Committee's permanent files.

SECTION V - DIRECT ENTRY

Direct entry, into the next school year, will be permitted to the following, provided that they have met the minimum qualifications and received approval from the Nevada State Apprenticeship office.

1. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military may be given direct entry into the apprenticeship program. The Apprenticeship Committee will evaluate the military training received for granted appropriate credit on the term of apprenticeship and the appropriate wage rate. The Apprenticeship Committee will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of veterans will be done without regard to race, color, creed, sex, sexual orientation, gender identity or expression, religion, disability, genetic information, national origin or age of 40 years or older. NRS 610.020(1).
2. Youth who complete a Job Corps, Youth Build or Helmets to Hardhats training programs in any occupation covered in the Apprenticeship Standards, who meet the minimum qualifications of the apprenticeship program, **upon approval of the JATC** may be admitted ~~directly~~ into the program, or if no apprentice opening is available, the program's graduate may be placed at the top of the current

applicant ranking list and be given first opportunity for placement. The Program Sponsor shall evaluate the program's training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps, Youth Build or Helmets to Hardhats graduates shall be done without regard to race, color, creed, sex, sexual orientation, gender identity or expression, religion, disability, genetic information, national origin or age of 40 years or older.

3. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer become a member, will be evaluated by the sponsor in accordance with the procedures for the granting of credit for previous experience, and, if accepted, indentured at the appropriate period of apprenticeship based on previous work experience and related training.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Plumbing Heating Cooling Contractors of Nevada Education Foundation, Joint Apprenticeship Training Committee, hereby officially adopts these Selection Procedures on this _____, _____.

Signature of the Chairman

Signature of the Secretary