

**STANDARDS
OF
APPRENTICESHIP**



ASSOCIATED BUILDERS AND CONTRACTORS, INC.

BALTIMORE METROPOLITAN CHAPTER

1220B E. Joppa Road, Suite 322

TOWSON, MARYLAND 21286

(410) 821-0351

-1-
PREFACE

To increase the number of skilled craftspeople needed by our construction industry, and to offer the existing and future labor force of our community an opportunity for training and advancement, the Baltimore Metropolitan Chapter of Associated Builders & Contractors, Inc. will implement and administer an Apprenticeship and Training Program to be governed by the Apprenticeship Standards hereby set forth with the approval and cooperation of the Maryland Apprenticeship and Training Council.

Incorporated in these Standards is an Affirmative Action Plan and Selection Procedure in conformance with the Maryland State Plan for Equal Employment Opportunity in Apprenticeship. Listed below are the trades covered in these Standards. Future circumstances may require the addition of other trades, which may be added through revision and with the approval of the registration agency.

BRICKLAYER
CARPENTER
CEMENT MASON
CONSTRUCTION EQUIPMENT MECHANIC
ELECTRICIAN
INSULATION WORKER
HEATING, VENTILATION, AIR COND. & REFRIGERATION
PLUMBER
SHEET METAL WORKER
IRONWORKER
PAINTER
ROOFER
SPRINKLER FITTER
PIPE FITTER

GLOSSARY

APPRENTICE – an individual at least 17 years of age who has signed an Apprenticeship Agreement with the Employer to learn a skilled trade as outlined in these Standards, and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT - a written agreement between the Chapter Apprenticeship Committee, and the person employed as an Apprentice, and (if a minor), his/her parent or guardian, and approved by the Registration Agency.

AFFIRMATIVE ACTION PROGRAM - a part of a Chapter's Apprenticeship Standards. A program designed for selection of apprentices without regard to race, sex, or national origin. This section of the Chapter Standards is in compliance with Federal Code (Title 29 CFR 30).

APPRENTICESHIP COMMITTEE - a duly authorized chapter committee whose composition and responsibilities are set forth in the Chapter's Standards of Apprenticeship.

APPRENTICESHIP TUITION (fee) - a dollar amount established by the Chapter's Board of Directors utilized to cover the cost of operating an apprenticeship program. The tuition is normally set on the basis of cost per apprentice and is payable to the Chapter by the company that is training the apprentice.

BUREAU OF APPRENTICESHIP TRAINING (BAT) - a legally constituted agency under the U.S. Department of Labor which has the responsibility to assist in developing and registering standards of apprenticeship. Where the state is a council state, the BAT representative acts as a consultant to the state council. This is true in Maryland, and therefore, the Registration Agency for the Apprenticeship Program of this Chapter is the Maryland Apprenticeship and Training Council.

GLOSSARY

CHAPTER - a duly constituted body incorporated within a specific state and operating within the framework of the by-laws established by the Board of Directors of the Associated Builders & Contractors, Inc.

EMPLOYER'S ACCEPTANCE AGREEMENT - a signed statement by the Employer indicating compliance with ABC Standards of Apprenticeship.

ON-THE-JOB TRAINING (OJT) - the training an apprentice receives while working "in the field" for his employer. The work processes established in the Standards of Apprenticeship specify the job tasks he is to learn and the amount of time that should be devoted to the training.

REGISTRATION AGENCY - the Maryland Apprenticeship and Training Council, as recognized by the U.S. Department of Labor, Bureau of Apprenticeship and Training.

STANDARDS OF APPRENTICESHIP - the standards of training adopted by a chapter of Associated Builders and Contractors, Inc., and registered with the appropriate registration Agency.

SUPERVISOR OF APPRENTICES - an individual designated by the Employer to perform the duties outlined in the Standards of Apprenticeship. He shall work in cooperation with the Apprenticeship Coordinator and the Apprenticeship Committee.

SECTION 1 -- THE APPRENTICESHIP COMMITTEE

A. OBLIGATIONS OF THE APPRENTICESHIP COMMITTEE

The Apprenticeship Committee will be responsible for the administration and supervision of these Apprenticeship Standards.

During the entire term of apprenticeship, the Apprentice shall be under the jurisdiction and control of the Apprenticeship Committee, and the Committee shall have the authority to protect the Apprentice's welfare; also to instruct, direct, and discipline at all times.

B. DUTIES OF THE APPRENTICESHIP COMMITTEE

1. To establish Apprenticeship Programs for the trades indicated in these Standards.
2. To include in such Programs minimum standards for on-the-job training and for related instruction.
3. To recruit, interview, evaluate, and select as qualified applicants for Apprenticeship.
4. To pledge equal opportunity through the following statement: "The recruitment, selection, employment, and training of Apprentices during their Apprenticeship indenture shall be without discrimination because of race, creed, color, religion, national origin, or sex. The Committee will take affirmative action to provide equal opportunity in Apprenticeship and will operate the Apprenticeship Training Program as required under Title 29 of the Code of Federal Regulations, Part 30."
5. To maintain for five years records adequate to demonstrate compliance with the above pledge.
6. To screen and select qualified applicants for apprenticeship and to refer qualified applicants to potential Employers.

7. To place Apprentices under Apprenticeship Agreements, and to approve, sign, and submit such agreements for registration to the Registration Agency.
8. To hear and adjust any complaints of violations of Agreements. NOTE: Employers or Apprentices may freely consult with the Committee for interpretation of disputed provisions of these Standards.
9. To notify the Registration Agency of all suspensions, reinstatements, or cancellations of Agreements, as well as accelerated advancement of the exceptional apprentice or failure of the Apprentice to meet advancement requirements (i.e. prolonged lay-off or absenteeism).
10. To survey, test, and record the progress of each Apprentice in all aspects of the Program.
11. To monitor the adherence of all participants to establish minimum standards.
12. To arrange continuous employment for each Apprentice insofar as possible.
13. To notify the Registration Agency of each successful completion of Apprenticeship, requesting a "Certificate of Completion" from the Agency.
14. To make a periodic report to the Chapter.
15. To assume responsibility for successful operation of Apprenticeship Programs under these Standards.
16. To recruit instructors for related classes and develop guidelines for their use. To visit classrooms once a month, not only to indicate continuing interest, but to evaluate the instructors.

SECTION II -- THE APPRENTICE

A. OBLIGATIONS OF THE APPRENTICE

It is the responsibility of the apprentice applicant to become fully acquainted with these Standards which will govern his/her entire program. Once accepted, he/she will agree to apply himself/herself diligently and to abide by these Standards and the regulations set forth by the Apprenticeship Committee. He/she will contact the Education Director if he/she needs assistance in any phase of the program. When signing the Apprenticeship Agreement, he/she will affirm these obligations.

B. APPLICATION PROCEDURE

1. Applicants may apply at the Chapter Office, Monday through Friday from 9:00 a.m. to 4:00 p.m. between the months of January through September.
2. Supply the following information to the Chapter Office. All information must be submitted before your application can be processed.
 - a. Doctor's certificate - stating you are physically able to do construction work and signed by attending physician.
 - b. Proof of age - i.e. birth certificate, selective service card, school record, this is on your transcripts.
 - c. Transcripts of the last grade completed from the guidance department of the last school attended.
 - d. Proof of work experience - i.e. letter from a previous employer or a current employer stating length of employment and duties performed. If you have work experience in the trade, this will give you additional points.
 - e. Applicant, if veteran, must provide discharge papers, and if claiming credit for training in trade, proof of this training.

- f. Three (3) letters of reference from acquaintances, other than family, verifying character and dependability.
3. After the applicant has submitted the requirements, he/she will be required to meet with the Education Director for an interview. You will be notified by mail, when and where the interview will be held.

NOTE: The Apprentice is required to furnish his/her own transportation to and from all job sites of employer.

C. SELECTION PROCEDURE

1. Equal Employment Opportunity Pledge -- 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 Associated Builders & Contractors, Inc., Baltimore Metropolitan Chapter will take affirmative action to provide equal opportunity in apprenticeship and will operate the Apprenticeship Program as required under 29 CFR 30 and the Maryland State Plan for Equal Employment Opportunity.

D. ELIGIBILITY POOL

1. Following an oral interview by the Education Director, eligible applicant will be placed on his/her trade pool list and referral will be made to employers as the applicant's name appears at the top of his/her trade pool.
2. Non-acceptance of an apprenticeship agreement by either the employer or the apprentice will be referred to the Committee by the Education Director for validation. If the Committee determines that the reasons are valid, the applicant will

be referred to another employer. If the reasons are determined to be invalid, appropriate action will be taken by the Committee to resolve the differences.

E. ADVANCED STANDING

advanced standing in the Program. Applicant will be advised at the interview that advancement is possible provided ability is demonstrated both by examination and on-the-job performance. If advanced standing is awarded, the pay rate will be adjusted to the proper level in accordance with the Standards and the Employer so informed.

Unless the Committee finds an applicant qualified to advance a full year, his/her advancement will not be awarded until the end of his/her probationary period.

F. PROBATIONARY PERIOD

All Apprentices employed in conformity with these Standards will be subject to a probationary period not to exceed six (6) months. During the probationary period, the Apprenticeship Agreement may be canceled by the Apprenticeship Committee at the request of either party to the Agreement without the formality of a hearing.

G. CREDIT DURING TRAINING

Apprentices who demonstrate exceptional ability may be advanced ahead of their scheduled period of advancement into the next period of their Apprenticeship and shall receive that wage rate. This advancement recommended by the Employer must be approved by the Apprenticeship Committee.

H. RELATED SCHOOL INSTRUCTION

Each Apprentice registered under these Standards is required to receive an annual minimum of one hundred and forty-four (144) hours of instruction in technical and theoretical subjects, pertinent to the trade in which he/she is assigned, and shall be required

to pass a satisfactory yearly examination of such subject matter before being granted a Certificate of Completion for that year.

Attendance at related instruction classes shall not be considered as hours worked when given outside of regular working hours; the Apprentice shall not be paid for attendance at related classes. (See Appendix, "Student Regulations".)

Where classes are not available through the local school, other organized trade, industrial or correspondence courses of equivalent value may be approved by the Apprenticeship Committee.

I. WAGES FOR APPRENTICES

Apprentices will be paid a progressively increasing schedule of wages based on a percentage of the average wages paid the journeyman of his/her Employer. The wage scale shall be indicated in the Appendix covering each trade.

J. STUDENT REGULATIONS

Students will abide by the regulations as outlined in the Appendix.

SECTION III -- THE EMPLOYER

A. OBLIGATIONS OF THE EMPLOYER

The Employer agrees that the Apprentice will be worked under such conditions as will result in normal advancement, will require the Apprentice to attend related training Classes, will require the Apprentice to make satisfactory progress in both on-the-job training and related technical studies. The Employer also agrees that the Apprentice will not be employed in a manner that may be considered to be in conflict with these Standards.

Selection of Apprentices under the Program shall be made from qualified applicants on the basis of qualifications alone and without regard to race, creed, color, religion, national origin, or sex.

B. WORK PROCESSES

It is the Employer's responsibility to see that the Apprentice received training in the areas called "Work Processes" which are an integral part of these Standards. (See Appendix for "Work Processes".)

Quarterly progress reports will be completed and returned to the Education Director. (See Appendix for "Quarterly Report".) Each Employer shall designate a member of his staff (Superintendent, Foreman, etc.), who shall be responsible for the supervision of the Apprentice's on-the-job training. As the Supervisor of the Apprentices, he shall be responsible for seeing that the Apprentice is trained in all branches of the trade, and shall sign the Apprentice's daily work record and shall grade his/her progress on the job. The name of the Supervisor shall be given to the Education Director.

C. APPRENTICESHIP AGREEMENT

For each Apprentice employed, the Employer will receive a copy of the registered Apprenticeship Agreement. This Agreement will contain a special clause making the terms and conditions of these Standards a part of the Agreement upon entering the Program. The Employer shall maintain a signed copy of this Agreement in his files.

D. TUITION FEE

1. The fee for the Apprentice is set by the Education & Training Committee to cover the cost of administering the Program. This fee is payable in full annually upon receipt of invoice from the Education & Training Committee. ABC members are entitled to a fifty percent (50%) reduction of the non-member fee.

2. REFUND POLICY –

If an apprentice is terminated by his/her employer or resigns prior to the start of related instruction classes, a full refund (either cash or credit) will be issued. However, a \$100.00 administration fee will be deducted.

After the start of classes and up to the end of the first quarter, a refund of 50% (either cash or credit) will be issued.

NO REFUNDS WILL BE ISSUED, UNDER ANY CIRCUMSTANCES, AFTER THE SECOND QUARTER OF RELATED INSTRUCTION CLASSES HAS STARTED.

REFUND POLICY DOES NOT APPLY TO LAID-OFF APPRENTICES.

REQUESTS FOR REFUND MUST BE SUBMITTED IN WRITING.

E. THE TERM OF APPRENTICESHIP

The term of apprenticeship for the trade to which an Apprentice shall be assigned under these Standards shall be the number of HOURS of work experience as indicated in the Appendix for that trade, plus a minimum of one hundred and forty-four (144) hours of related instruction for each year of the term of apprenticeship.

Each Apprentice employed under these Standards shall be trained in all branches of the trade necessary to qualify him/her as a journeyman.

F. RELATED SCHOOL INSTRUCTION

Each apprentice registered under these Standards is required to receive an annual minimum of one hundred and forty-four (144) hours of instruction in technical and theoretical subjects, pertinent to the trade in which he is assigned, and shall be required to pass a satisfactory yearly examination of such subject matter before being granted a Certificate of Completion for that year. Attendance at related instruction classes shall not be considered as hours worked when given outside of regular working hours; the Apprentice shall not be paid for attendance at related classes.

The Employer agrees to visit his Apprentices' classes at least once each month during the school year, not only to support and encourage him/her, but also to evaluate the Instructor. The Evaluation shall be filed with the Education Director. (See Appendix -- "Instructor Evaluation" form.)

G. PROBATIONARY PERIOD

All Apprentices employed in conformity with these Standards shall be subject to a probationary period not to exceed six (6) months. During the probationary period, the Apprenticeship Agreement may be canceled by any one party to the Agreement without formal hearing, but with notification to the Education Director. If the Agreement shall be terminated after completing the

probationary period, the reason for the termination shall be stated in writing and shall be presented at a formal hearing of the Apprenticeship Committee.

When an Employer discharges an Apprentice who has completed his/her probationary period, the apprentice shall immediately notify the Committee in writing, giving the name of the Apprentice, the reason for discharge, and the date of termination. Disposition of such cases shall be made by the Committee within thirty (30) days of receipt of notice of the discharge and the Registration Agency shall be notified.

H. HOURS OF WORK

The hours of work for Apprentices and the conditions associated therewith shall be the same as for those for the journeyman. The Apprentice shall not be required to work such hours as would interfere with his/her attendance to related training classes, except in cases of emergency. In each case, the Committee shall be notified of the emergency and the nature thereof.

I. WAGES FOR APPRENTICES

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the average wages paid the journeyman in their company. Wage rate percentages shall be indicated on an Appendix covering each trade.

J. CREDIT FOR PREVIOUS EXPERIENCE

Apprentices who receive credit for previous experience shall be paid the rate for the period to which such credit advances them.

Credit for previous experience will be granted after evaluation by the Apprenticeship Committee and a try-out period of 30-60 days with the Agreement of the Employer.

Apprentices will also be granted credit for related technical training received upon submission of satisfactory proof to the Committee

K. CREDIT DURING TRAINING

Apprentices who demonstrate exceptional ability may be advanced ahead of their scheduled period of advancement into the next period of their apprenticeship and shall receive that wage rate. This advancement, recommended by the Employer, must be approved by the Apprenticeship Committee.

L. RATIO OF APPRENTICES TO JOURNEYPERSONS

Only that number of apprentices will be employed in each trade covered in the local Standards who can be given adequate training and supervision. The Committee will determine the number of Apprentices to be accepted. In no case will a participating Employer be assigned more than one apprentice to his shop, and one additional apprentice to each one (1) full-time journeymen he employs. In the event of a lay-off of journeypersons, apprentices shall be laid off in the same ratio in which they were hired. The furloughed apprentice shall be re-hired before any new apprentices are hired.

M. SAFETY CLAUSE

Each Apprentice shall be provided with initial indoctrination and instruction in order to enable him to perform his work in a safe manner. These instructions shall include information pertinent to company safety regulations, reporting of accidents, and availability of First Aid and medical facilities.

The Employer shall, at all times, exercise reasonable precaution for the health and safety of the Apprentices engaged in the performance of the work hereinafter described as "work processes". He/she shall comply with all applicable provisions of Federal, State, and Municipal safety, health, and sanitation statutes and codes.

APPENDIX

-15-

**AFFIRMATIVE ACTION PLAN
UNDER MARYLAND RULES AND REGULATIONS - TITLE 09.12.21
EQUAL EMPLOYMENT OPPORTUNITY IN APPRENTICESHIP AND TRAINING
BY AUTHORITY OF ARTICLE 89, SECTION 55
OF THE ANNOTATED CODE OF MARYLAND**

**SPONSOR: ASSOCIATED BUILDERS AND CONTRACTORS, INC., BALTIMORE
METROPOLITAN CHAPTER**

**ADDRESS: 1220B E. Joppa Road, Suite 322, Towson, MD 21286
TELEPHONE: (410) 821-0351**

STATEMENT OF POLICY

To further its goals of equal opportunity for all apprentices and prospective apprentices without regard to race, color, religion, national origin, or sex, Associated Builders & Contractors, Inc., Metropolitan Chapter (hereinafter sometimes referred to as "ABC") states as its policy the following:

- A. It will be the policy of Associated Builders & Contractors, Inc. to recruit, select, employ, and train apprentices without regard to race, color, religion, national origin, or sex.
- B. The principle of equal opportunity will always be the basis for selection decisions.
- C. All training and ultimately, certification, will be in conformity with the principle of equal opportunity in apprenticeship.
- D. All conditions of employment, and regulations pertaining thereto, such as compensation, periodic advancement, promotion, assignment of work, job performance criteria, rotation among all work processes of the trade, disciplinary action, tuition assistance, and social programs, will be administered without regard to race, color, religion, national origin, or sex.

The Education Director assisted by the Apprenticeship Staff will manage our program of positive action. All employers and training staff will take an active part in the program to insure all apprentices and prospective apprentices are treated nondiscriminatorily.

Ronald G. Alessi, Sr.
President
August, 1980

EEO PLEDGE AND AFFIRMATIVE ACTION PLAN

In order to conform with the Maryland Rules and Regulations Title 09.12.21 Equal Employment Opportunity on Apprenticeship and Training, the Baltimore Metropolitan Chapter of Associated Builders & Contractors Apprenticeship Program hereby adopts the following Equal Employment Opportunity Pledge, Affirmative Action Plan, and selection procedure.

EEO Pledge

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 COMAR 09.12.21 and Title 29, Part 30, of the Code of Federal Regulations.

In order to fulfill this pledge, the sponsor will engage in the following affirmative actions to assure as far as possible the achievement and maintenance of minority and female participation equal to that of the minority and female composition in the work force area.

Affirmative Action Plan

The Associated Builders & Contractors, Inc., Baltimore Metropolitan Chapter Registered Apprenticeship Program (hereinafter referred to as the "Apprenticeship Program") is pledged to achieve equal employment opportunity for all applicants for apprenticeship regardless of race, color, religion, national origin, or sex through this affirmative action plan. Affirmative action is not mere passive non-discrimination, but involves action which will equalize opportunity in apprenticeship so as to allow full utilization of minority and female potential.

DISSEMINATION OF INFORMATION

The Associated Builders & Contractors, Inc., Baltimore Metropolitan Chapter Apprenticeship Committee (hereinafter referred to as the "Committee") pledges to engage in the following actions:

Dissemination of Information - External

The Committee has and will continue to regularly, and not less than semi-annually, disseminate to various sources of information concerning the nature of the apprenticeship program, requirements for admission, availability of opportunities, sources of applications, and the equal opportunity policy of the sponsor.

In order to reach the minority community and women, a quarterly news release explaining the program and listing the trades for which applications are currently being accepted has been and will continue to be sent to a large number of newspapers, radio, and television stations, referral agencies and schools. This news release will display the works "We Are An Equal Opportunity Affirmative Action Program Sponsor M/F", and will also have attached concrete instructions regarding how to apply for an apprenticeship with ABC. A list of the sources to which we shall continue to disseminate this information is included as Attachment 1.

In addition to the quarterly press releases sent to the Afro-American, the Committee will place in the Afro-American on a quarterly basis paid advertisements which provide information about its apprenticeship programs and encourage minorities and women to apply.

In addition to the above sources, the Committee will send this information to:

the Baltimore City Board of Education
for forwarding to teachers and career
counselors in the public school system
women legislators

ABC has met with minority business regarding membership in ABC, and the Committee will send the above-mentioned information on its Apprenticeship Program to the Maryland Minority Contractors Association.

Dissemination of Information - Internal

To insure that all members are made aware of the responsibilities involved in affirmative action, ABC has held general membership meetings at which the topic was addressed. ABC has discussed with its members the Affirmative Action Handbook prepared in 1978 especially for ABC by its legal counsel. Further meetings will be conducted with participating contractors to explain the intent of the Committee's affirmative action program and individual responsibility for effective implementation. Furthermore, the Committee intends to continue to disseminate its equal opportunity policy internally by publicizing it in the sponsor's newsletter at least semi-annually. Also, in a recent meeting of participating employers and in letters to all employers of apprentices, the Committee reiterated the need to comply diligently with the Apprenticeship Program's Affirmative Action Plan.

In addition to keeping participating employers informed, the Committee also believes it is essential that minority and female participants are aware of its equal opportunity policy. Minorities and females currently participating in the Apprenticeship Program would be an invaluable source in locating prospective minority and female applicants. To this end, the Committee will contact minority and female participants to solicit their suggestions on recruitment sources and methods. These participants will also be encouraged to refer other minorities and women for applications.

ACTION-ORIENTED PROGRAMS

In order to fulfill its pledge to achieve equal opportunity in apprenticeship and to attain its affirmative action goals, the Committee has developed, is implementing and will continue to supplement, the following action-oriented programs.

Participation in Workshops

In an effort to recruit more women applicants, ABC participated in the Baltimore New Directions for Women "Women's Employment Options Conference" held on May 5, 1979, at the Lord Baltimore Hotel.

ABC again participated in a conference presented by Baltimore New Directions for Women, the "Women's Employment Opportunities Conference," held on April 18-19, 1980, at the Baltimore Convention Center. ABC was listed as an exhibitor and recruiter on the Conference and an advertisement in the conference program.

There was also a speaker from ABC at the 1977 "Black Women's Day Seminar on Careers and Community Resources". This seminar was organized by the Division of Social Services, Department of Housing and Community Development, and community residents to disseminate information on careers.

Currently, ABC is sponsoring a woman on its apprenticeship staff, Michelle Butt, as a member of the Baltimore Chapter of the National Association of Women in Construction. This Chapter, which meets monthly, has established a scholarship fund and plans to establish a job bank.

Representatives of ABC will continue, at every available opportunity, to participate in workshops, seminars and any other programs conducted by State or other Employment Service agencies in order to familiarize the participants with the Apprenticeship Program and the opportunities currently offered.

Cooperation with Baltimore City School Board and Vocational Education Systems

It is the policy of ABC to cooperate, in every way possible, with local school boards and vocational education systems to develop programs preparing students for entry into apprenticeship programs. To further encourage this development, ABC will establish an advisory Committee and will invite the Director of Vocational Education of Baltimore City, the Vocational Education Coordinator, and representatives of both the Baltimore City Guidance Counselors and Baltimore City Vocational Technical Teachers to become active members of this committee. This committee will serve in an advisory capacity to ABC in its efforts to familiarize all Baltimore City School teachers and guidance counselors with the opportunities that exist for minorities in its Apprenticeship Program.

As it has done in the past, to encourage students to consider the Apprenticeship Program, ABC will continue to participate in programs such as the following:

- Baltimore Polytechnic Institutes' Career Day
- The Maryland State Advisory Council on Vocational-Technical Education's Public Meeting on Vocational-Technical Education, the purpose of which was "to give the general public an opportunity to express its views concerning any aspect of the vocational-technical education program of the State"
- Department of Education's Vocational Educational Workshop for Counselors
- Catonsville Community College Festival
- Southwestern High School Career Fair

Outreach and Female Recruitment Programs

ABC will continue to seek minority and female applicants through active recruitment programs. By becoming involved in such programs as CETA, it is hoped that information on the Apprenticeship Program will be disseminated to greater numbers of minorities and females. A female employee of the Committee served as a panel member at a Baltimore County CETA Career Opportunity Seminar, and the Committee will continue to participate in such programs whenever requested.

ABC has also made efforts to reach potential applicants in correctional institutions. In 1980, ABC's Field Counselor, Stuart Auslander, gave a presentation to the counseling staff of the Department of Correctional Services Work Release program in Baltimore consisting of what apprenticeship is, the relationship of pre-apprenticeship to apprenticeship, the pool listing referral, and the application and screening process. ABC stands ready to follow up on any requests from inmates or counselors for information and guidance concerning the opportunities afforded by the Apprenticeship Program.

The prior policy of Associated Builders & Contractors made it mandatory for all applicants to apply in person at the Chapter Office. In order to reach more minority and female applicants, the Education Director will work with the Baltimore City Schools to establish a schedule of specific dates on which ABC will visit the individual schools, talk with interested students, and accept applications for the Apprenticeship Program.

Every effort will be made by program staff to set up information centers in the following locations:

- a. Baltimore City Schools
- b. Minority and Female Organizations
- c. Public Referral Agencies
- d. Key Public Gathering Places

ABC has developed and will continue to supplement a poster ad program to be utilized in these centers.

Pre-Apprenticeship Program

In addition to its continued recruitment efforts, ABC recognizes that the retention of minorities and females should be given constant attention to assure successful completion of the Apprenticeship Program. To this end, ABC implemented, in February 1980, the position of "Field Counselor" whose responsibilities are limited to the retention of apprentices who were participants in the Pre-Apprenticeship Program and of minority and female apprentices.

With the addition of this position, ABC will be able to provide the following motivational steps to insure completion by all participants:

- a. provide complete counseling service to help each pre-apprentice completer overcome any social, medical, or personal problems that might be a hindrance to completing the apprenticeship program successfully.
- b. provide a thorough follow-up procedure by visiting the job site and/or the residence of the participant to ascertain if any problems might exist.
- c. develop a structural record keeping system that will accurately monitor the pre-apprentice completers' progress in the program and effectively call attention to any problem areas.

ABC foresees a strong possibility of renaming the position of "Field Counselor" to "Minority Coordinator" in the near future.

Other Appropriate Actions

In an effort to maintain maximum retention in the program, minorities and females who leave the program will be promptly interviewed to: (a) determine the reason for leaving, and (b) ascertain whatever action can be taken to retain the person in the program. Uniform records of these interviews will be maintained to serve as a basis for an analysis on the causes of non-completion and to ascertain the most effective retention measures.

ABC will review its application process to determine if there are any unnecessary impediments which should be eliminated.

ABC will also review all literature including, but not limited to, brochures, posters, and press releases to ascertain that:

- a. the statement "We are an Equal Opportunity Affirmative Action Program Sponsor M/F" appears on all literature and
- b. any literature featuring apprentices and/or journeypersons also depicts minorities and females performing work of the various trades.

ANALYSIS TO DETERMINE WHETHER DEFICIENCIES EXIST

The Baltimore Metropolitan Chapter, Associated Builders & Contractors, Inc., Apprenticeship Program has made a determination as to whether goals and timetables shall be established based on an analysis of the following factors.

1. The size of the working age minority and female population in the Apprenticeship Program's labor market area.

Minority	380,000
Non-minority	1,199,000
Female	836,000
(Minority)	210,000
(Non-minority)	626,000
Male	743,000

2. The size of the minority and female (minority and non-minority) labor force in the Apprenticeship Program's labor market area.

Minority	231,000
Non-minority	788,000
Female	427,000
(Minority)	110,000
(Non-minority)	316,000
Male	471,000
Total Labor Force	1,019,000

3. The percentage of minority and female (minority and non-minority) participation as apprentices in the program as compared with the percentage of minorities and women (minority and non-minority) in the Apprenticeship Program's labor market area.

<u>Labor Force</u>	<u>%</u>	<u>Apprentices* in Program</u>	<u>%</u>
Minority	22.7		16.3
Non-minority	77.3		83.7
Female	41.9		1
(Minority)	10.8		.5
(Non-minority)	31.0		.5
Male	58.1		99

4. The percentage of minority and female (minority and non-minority) participation as journeypersons employed by the employers participating in the Apprenticeship Program as compared with the percentage of minorities and women (minority and non-minority) in the Apprenticeship Program's labor market area.

* These figures are current as of 7/22/80.

	Labor Force	%	Apprentices in Program	%
Minority		22.7		9%
Non-minority		77.3		91%
Female		41.9		**
(Minority)		31.0		**
(Non-minority)		10.8		**
Male		51.8		**

** ABC does not have these statistics

5. The general availability of minorities and women (minority and non-minority) with present or potential capacity for apprenticeships in the program sponsor's labor market area.

No statistics are available from the Department of Employment Security pertaining to the general availability of minorities and women with potential capacity for apprenticeships in the Apprenticeship Program's labor market area.

SELECTION PROCEDURE

Affirmative Action for Minorities

ABC will institute a minority and a non-minority pool of all applicants in each craft for which ABC sponsors an apprenticeship program. Apprentices will be accepted into the program and placed with employers on a one to one ratio from the minority and non-minority pools; that is for each non-minority accepted from the non-minority pool, the committee will accept a minority applicant from the minority pool. Applicants will be selected from their respective pools according to their ranks within those pools achieved during the application process.

Minimally qualified minority and non-minority applicants will be ranked in their respective pools according to the applicant's qualifications. Lists reflecting these pools will be established monthly with new minimally qualified applicants being inserted into the previous month's lists according to the rank to which their qualifications entitle them. The top ranked applicant on one list will receive the first available position and then the top ranked applicant on the other list will be selected. Applicants will continue to be selected alternatively from each list on a one-to-one basis. The purpose of this program is to select 50% of the minority applicants. The program will remain in effect until 27% of ABC's apprenticeship program is comprised of minorities. This figure is greater than the 22.7 minority representation in the Baltimore Metropolitan Area labor force.

Affirmative Action for Females

To set its goals for female apprentices, ABC has consulted the most recent goals set by the Department of Labor. See 43 Fed. Reg. 14,900 (Apr. 7, 1978). In this regard, ABC has adopted the goal of 6.9% females for its program. ABC will endeavor to meet this goal by the completion of its 1981 enrollments.

MAINTENANCE OF RECORDS SECTION

Sponsor shall 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 and of those leaving the program, 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 condition 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 regulations. The records pertaining to applicants, selected or rejected, and to those leaving the program shall be maintained in such manner as to permit identification of minority and female (minority and non-minority) participants.

These records required by this part and any other information relevant to compliance with these regulations shall be maintained five (5) years and made available upon request to the Council or other authorized representative.

MONITORING COMPLIANCE

The Education Director will monitor records of referrals, apprentice applicants, rejections and selections, placement, training, deregistrations, and progress at all levels to insure that the Sponsor's nondiscriminatory policy is being followed.

Progress on the Sponsor's Affirmative Action Program will be discussed at Apprenticeship Committee meetings. Such progress will also be discussed at meetings between the Pre-Apprenticeship and Apprenticeship Program staffs. The Education Director will periodically report to the President on the effectiveness of the program and will submit recommendations to improve any unsatisfactory performance.

RESPONSIBILITY FOR IMPLEMENTATION

The Apprenticeship Staff, under the direction of the Education Director, will be responsible for the implementation of this affirmative action program. The President will actively support the program and provide assistance whenever it is needed.

The Education Director, together with the Staff will:

1. Develop policy statements, affirmative action program methods and external communication techniques.
2. Assist in the identification of problem areas.
3. Assist apprentice employers and trainers in arriving at solutions to equal employment problems.
4. Design and implement audit and reporting systems that will:
 - a. Measure the effectiveness of the Sponsor's program.
 - b. Indicate the need for remedial action.
 - c. Determine the degree to which the Sponsor's goals and objectives have been attained.
5. Serve as liaison between the Sponsor and the Maryland Apprenticeship and Training Council.

6. Serve as liaison between the Sponsor and minority organizations, women's organizations and community action groups concerned with employment opportunities of minorities and women. Make contact with predominantly female and minority-attended high schools, colleges and technical schools in the area.
7. Keep the President and apprentice employers and trainers informed of the latest developments in the equal employment opportunity area.
8. Conduct a periodic audit of apprentice selection, training programs, and hiring and promotion patterns to remove impediments to the attainment of goals and objectives.
9. Engage in regular discussions with employers, trainers and apprentices to ascertain whether the Company's policies are being followed.
10. Review the qualifications of all applicants to ensure that minorities and women are given full opportunities for apprenticeship selection and employment.
11. Provide counseling for apprentices.

News Media

A. S. Abell Publishing Co.
501 N. Calvert Street
Baltimore, MD 21202
Attn: Mr. Ed Guntz

Afro-American Newspaper
628 N. Eutaw Street
Baltimore, MD 21201

The Arbutus Times
405 Frederick Road
Catonsville, MD 21228

The Baltimore Jewish Times
2104 N. Charles Street
Baltimore, MD 21218

Baltimore Magazine
26 S. Calvert Street
Baltimore, MD 21202

The Carroll County Times
201 Railroad Avenue
P.O. Box 346
Westminster, MD 21157

The Catholic Review
320 Cathedral Street
Baltimore, MD 21201

Catonsville Times
405 Frederick Road
Catonsville, MD 21228

The Daily Record
11 E. Saratoga Street
Baltimore, MD 21202

Dundalk Eagle
4 N. Center Place
P.O. Box 8936
Dundalk, MD 21222

The Jeffersonian
409 Washington Avenue
Towson, MD 21204
Attn: August Maher

The Sun Paper
501 N. Calvert Street
Baltimore, MD 21203

Newsroom
Homestead Publishing Company
P.O. Box 189
Bel Air, MD 21014

Towson Times
409 Washington Avenue
Towson, MD 21204
Attn: Daniel Collins

WBAL
3800 Hooper Avenue
Baltimore, MD 21211

WBFF-TV
3500 Parkdale Avenue
Baltimore, MD 21211

WBMD
305 Washington Avenue
4th Floor
Baltimore, MD 21204

WCAO
8001 Park Heights Avenue
Baltimore, MD 21208
Attn: Walt Howard

WJHU
2216 N. Charles Street
Baltimore, MD 21218

WJZ-TV
Television Hill
Baltimore, MD 21211
Attn: Beverly Epstein

WLIF
1 W. Pennsylvania Avenue
Baltimore, MD 21204

WMAR-TV
6400 York Road
Baltimore, MD 21212
Attn: Bill Seiler

WNUV-TV Baltimore 54
3001 Druid Park Drive
Baltimore, MD 21215
Attn: Mr. Frank Knauer

Referral Agencies

Apprenticeship Info. Center
1100 N. Eutaw Street
Baltimore, MD 21201

Apprenticeship & Training Council
1100 N. Eutaw Street, Room 606
Baltimore, MD 21201

B G & E Career Transition Center
Drake Beam Morin
1122 Kenilworth Dr., Suite 212
Baltimore, MD 21204
Attn: Dana Elliott

The Baltimore Urban League
Orchard Street Church
512 Orchard Street
Baltimore, MD 21201

Black & Decker
626 Hanover Pike
Hampstead, MD 21074
Attn: Re-Employment Center

Carroll County Education Center
495 South Center Street
Westminster, MD 21157
Attn: Robin Farinholt

Coil-CEDC
11 S. Carrollton Avenue
Baltimore, MD 21223
Attn: Patrick Wagner

Department of Employment & Training
170 East Main Street
Elkton, MD 21921

Department of Employment & Training
3450 Court House Drive
Ellicott City, MD 21043

Department of Employment & Training
7500 Ritchie Highway
Glen Burnie, MD 21061

Department of Employment & Training
1228 East Joppa Road
Towson, MD 21204

Department of Employment & Training
125 Airport Drive
Westminster, MD 21157

Department of Employment & Training
7930 Eastern Boulevard
Baltimore, MD 21224

Department of Employment & Training
4025 Mortimer Avenue
Baltimore, MD 21215

Div. of Instr. Supp. Svcs.
Office of Guidance Svcs.
200 E. North Avenue, Room 204
Baltimore, MD 21202
Attn: Richard Scott

Electric League of MD, Inc.
815-C Central Avenue
Baltimore, MD 21090
Attn: Jack Benzing

Epoch Counseling Center
Stemmers Building
621 East Stemmers Run Road
Baltimore, MD 21221
Attn: Mr. Jack Merriman

General Electric
Appliance Park East
Columbia, MD 21046
Attn: Re-Employment Center

Girl Scouts of Central MD
730 W. 40th Street
Baltimore, MD 21211

The Health & Welfare Council
190 W. Ostend Street, #201
Baltimore, MD 21230
Attn: Peter Finlay

Human Resources Development
7701 Dunmanway
Baltimore, MD 21222
Attn: Phyllis Howard

Jewish Vocational Services
5750 Park Heights Avenue
Baltimore, MD 21215
Attn: Ms. Gilda Resnick

Job Corps Services
100 W. 23rd Street
Baltimore, MD 21218

Jones Falls Counseling Center
5900 York Road
Baltimore, MD 21212

Liberty Heights Center
2901 Liberty Heights Avenue
Baltimore, MD 21215
Attn: George Jiggetts

MEOC
2700 Gwynns Falls Parkway
Baltimore, MD 21216

Mondawmin Manpower Service Center
1114 Mondawmin Concourse
Baltimore, MD 21215

Multi-Service Community Center
8200 Old Philadelphia Road
Baltimore, MD 21237
Attn: Ms. Anna Knauer

Pastoral Counseling & Information Ctr.
5407 N. Charles Street
Baltimore, MD 21210

Urban Services
1400 Orleans Street
Baltimore, MD 21231

Vet Center
777 Washington Boulevard
Baltimore, MD 21230

Women In Construction
C/O Leonard A. Kraus Co., Inc.
800 Race Road
Baltimore, MD 21237
Attn: Thelma Gerst

Schools

Baltimore Hebrew University
Institute for Continuing Ed.
5800 Parks Heights Avenue
Baltimore, MD 21215

Baltimore Polytechnic Inst.
1400 W. Coldspring Lane
Baltimore, MD 21209

Benjamin Franklin Middle School
1202 Cambria Street
Baltimore, MD 21225

Booker T. Washington Jr. High
1301 McCulloh Street
Baltimore, MD 21217

Joseph C. Briscoe Sr. High
900 Druid Hill Avenue
Baltimore, MD 21201

The Bryn Mawr School
109 W. Melrose Avenue
Baltimore, MD 21210

Canton Middle School
801 S. Highland Avenue
Baltimore, MD 21224

Carroll County Vo. Tech.
1229 Washington Road
Westminster, MD 21157

Carroll County Outdoor School
300 John Owings Road
Westminster, MD 21158

Carver Vo. Tech.
2201 Presstman Street
Baltimore, MD 21216

Central Vo-Tech
938 York Road
Towson, MD 21204

Cherry Hill Middle School
2700 Seamon Avenue
Baltimore, MD 21225

Chesapeake Senior High
1801 Turkey Point Road
Baltimore, MD 21221

Chinquapin Middle School
900 Woodbourne Avenue
Baltimore, MD 21212

College of Notre Dame of MD
4701 N. Charles Street
Baltimore, MD 21210

Community College of Baltimore
Liberty
2901 Liberty Heights Avenue
Baltimore, MD 21215

Community College of Baltimore
600 Lombard Street
Baltimore, MD 21202

Coppin State College
2500 W. North Avenue
Baltimore, MD 21216

Diggs Johnson Jr. High
1300 Herkimer Street
Baltimore, MD 21223

Dulaney Sr. High
255 Padonia Road
Baltimore, MD 21093

Dunbar Middle School
500 N. Caroline Street
Baltimore, MD 21205

Dundalk Sr. High
1901 Delvale Avenue
Baltimore, MD 21222

Eastern Technical High School
1100 Mace Avenue
Baltimore, MD 21221

Edmondson/Westside High School
4501 Edmondson Avenue
Baltimore, MD 21229

Edmondson/Westside High
501 North Athol Avenue
Baltimore, MD 21229

Fallstaff Middle School
3801 Fallstaff Road
Baltimore, MD 21215

Forest Park Sr. High
3701 Eldorado Avenue
Baltimore, MD 21207

Francis Scott Key High
3825 Bark Hill Road
Union Bridge, MD 21791

Francis Scott Key Middle School
1425 East Fort Avenue
Baltimore, MD 21230

Francis Woods High
100 N. Calhoun Street
Baltimore, MD 21223

Franklin Sr. High
12000 Reisterstown Road
Reisterstown, MD 21136

Frederick Douglas High
2301 Gwynns Falls Parkway
Baltimore, MD 21217

Garrison Junior High School
3910 Barrington Road
Baltimore, MD 21207

George McMechen Jr. Sr.
4411 Garrison Boulevard
Baltimore, MD 21215

Goucher College
1021 Dulaney Valley Road
Towson, MD 21204

Greenspring Middle School
4701 Greenspring Avenue
Baltimore, MD 21209

Hamilton Middle School
5609 Sefton Avenue
Baltimore, MD 21214

Hampstead Hill Junior High School
101 South Ellwood Avenue
Baltimore, MD 21224

Harford Institute
2555 Harford Road
Baltimore, MD 21218

Harford Vo. Tech.
200 Thomas Run Road
Bel Air, MD 21014

Harlem Park Junior High School
1500 Harlem Avenue
Baltimore, MD 21217

The Health & Welfare Council
190 W. Ostend Street, #201
Baltimore, MD 21230
Attn: Peter Finlay

Hebbville Career Center
106 Bloomsbury Avenue
Baltimore, MD 21228

Hereford Jr., Sr. High
17301 York Road
Parkton, MD 21120

Herring Run Junior High School
5001 Sinclair Lane
Baltimore, MD 21206

Howard County School of Technology
10920 Route 108
Ellicott City, MD 21043
Attn: Mr. Wayne Ridgeway

Kenwood Sr. High
Stemmers Run Road & Marlyn Avenue
Baltimore, MD 21221

Lake Clifton/Eastern High School
2801 St. Lo Drive
Baltimore, MD 21213

Lakeland Elementary/Middle School
2921 Stranden Road
Baltimore, MD 21230

Lawrence Paquin Jr/Sr High
2220 Sinclair Lane
Baltimore, MD 21213

Liberty Heights Center
2901 Liberty Heights Avenue
Baltimore, MD 21215
Attn: George Jiggetts

Liberty High
5855 Bartholow Road
Sykesville, MD 21784

Loch Raven Sr. High
1212 Cowpens Avenue
Towson, MD 21204

Lombard Junior High School
1500 E. Lombard Street
Baltimore, MD 21231

Loyola College
Charles St. & Coldspring Lane
Baltimore, MD 21210

Maryland State Job Service
7930 Eastern Boulevard
Baltimore, MD 21224

Mergenthaler Vo-Tech
3500 Hillen Road
Baltimore, MD 21218

Milford Mill Sr. High
3800 Washington Avenue
Baltimore, MD 21207

Military Youth Corps
Building 4305
Aberdeen Proving Ground, MD 21005

Mondawmin Manpower Service Center
1114 Mondawmin Concourse
Baltimore, MD 21215

Morgan State University
Coldspring & Hillen Road
Communications Building
Baltimore, MD 21239

Mt. Saint Joseph High
4403 Frederick Avenue
Baltimore, MD 21229

Mt. Airy Middle School
102 Watersville Road
Mt. Airy, MD 21771

Multi-Service Community Center
8200 Old Philadelphia Road
Baltimore, MD 21237
Attn: Ms. Anna Knauer

New City College
3200 The Alameda
Baltimore, MD 21218

New Windsor Middle School
1100 Green Valley Road
New Windsor, MD 21776
Attn: Jeffrey Kimble

North Carroll High
3801 Hampstead-Mexico Road
Hampstead, MD 21074
North Carroll Middle School
2401 Hanover Pike
Hampstead, MD 21074

Northeast Middle School
5001 Moravia Road
Baltimore, MD 21206

Northern High
2201 Pinewood Avenue
Baltimore, MD 21214

Northwest Middle School
Kings Drive
Taneytown, MD 21787

Northwestern High School
6900 Park Heights Avenue
Baltimore, MD 21215

Occupational Skills Training Center
Bus. & Continuing Ed. Center
920 Forest Street
Baltimore, MD 21202
Attn: Scott W. Trapp

Overlea Sr. High
5401 Kenwood Avenue
Baltimore, MD 21206

Owings Mills Jr., Sr. High
124 Tolgate Road
Owings Mills, MD 21117

Parkville Sr. High
2600 Putty Hill Road
Baltimore, MD 21234

Patapsco Sr. High
8100 Wise Avenue
Baltimore, MD 21222

Patterson Senior High
100 Kane Street
Baltimore, MD 21224

Paul Laurence Dunbar High
1400 Orleans Street
Baltimore, MD 21231

Perry Hall Sr. High
4601 Ebenezer Road
Perry Hall, MD 21236

Pikesville Sr. High
7621 Labyrinth Road
Baltimore, MD 21208

Pimlico Middle School
3500 W. Northern Parkway
Baltimore, MD 21215

Prisoners Aid Assoc. of MD
2000 N. Calvert Street
Baltimore, MD 21218

Randallstown Sr. High
4000 Offutt Road
Randallstown, MD 21133

Robert Poole Middle School
1300 W. 36th Street
Baltimore, MD 21211

Roland Middle School
5207 Roland Avenue
Baltimore, MD 21210

Rosedale Community Career Ctr.
8200 Old Philadelphia Road
Baltimore, MD 21237
Attn: Judy Walsh

School for the Arts
712 Cathedral Street
Baltimore, MD 21201

School of Trades
201 S. Arlington Avenue
Baltimore, MD 21223
Attn: Osborne Dixon

Sharp Leadenhall School
150 W. West Street
Baltimore, MD 21230

South Carroll High
1300 W. Old Liberty Road
Sykesville, MD 21784

Southeast Middle School
6820 Fait Avenue
Baltimore, MD 21224

Sollers Point Technical High
325 Sollers Point Road
Baltimore, MD 21222

Southwestern Sr. High
200 Font Hill Avenue
Baltimore, MD 21223

Sparrows Point Middle-Sr.
7400 North Point Road
Baltimore, MD 21219

Sykesville Middle School
7301 Springfield Avenue
Sykesville, MD 21784

Towson Sr. High
69 Cedar Avenue
Towson, MD 21204

Towson State University
Womens Center
Towson, MD 21204

Turning Point Program
Essex Community College
Rossville Boulevard
Baltimore, MD 21237
Attn: Ellen Nicholas

University of Maryland
5401 Wilkens Avenue
Baltimore, MD 21228

Urban Services
1400 Orleans Street
Baltimore, MD 21231

Venable Sr. High
701 E. 34th Street
Baltimore, MD 21218

Walbrook Sr. High
2000 Edgewood Street
Baltimore, MD 21216

Westminster East Middle School
Longwell Avenue
Westminster, MD 21157

West Baltimore Middle School
201 North Bend Road
Baltimore, MD 21229

Western Senior High
4600 Falls Road
Baltimore, MD 21209

Western School of Technology
and Environmental Science
100 Kenwood Avenue
Baltimore, MD 21228

Westminster High
1225 Washington Road
Westminster, MD 21157

William H. Lemmel Middle School
2801 Dukeland Street
Baltimore, MD 21216

Winston Middle School
1101 Winston Avenue
Baltimore, MD 21212

Wish, Inc.
Women In Self Help
P.O. Box 11076
Baltimore, MD 21212

Woodlawn Sr. High
1801 Woodlawn Drive
Baltimore, MD 21207

WORK PROCESSES

BRICKLAYER

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated:

	<u>APPROX. HOURS</u>
a. Proper care and use of all tools of the trade	250
b. Learning various types & consistencies of mortar according to the job specifications and nature of the material to be used	200
c. Using trowel in handling & spreading of mortar & proper consistency of mortar.	375
d. Proper preparation of foundation walls & bases for starting brick work	50
e. The selecting, cutting, shaping, & placing of brick, tile, cement, & cinder	1000
f. Laying brick & tile to wood, metal or other types of fixtures & frames	500
g. Laying brick to form arches & designs	750
h. Learning the various kinds & types of Bonds	250
i. Setting and anchoring keystones	50
j. Building chimneys & fireplaces of brick & other types of masonry	1200
k. Building cupolas, furnace linings, baker's ovens, kilns, circular stairways, bay windows, & other irregular structures	1100
l. Repairing, remodeling & renovating brick work	225
m. Checking and inspecting finished work	50

2. Wages paid to the apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyperson	4 th 1000 hours 75% of Journeyperson
2 nd 1000 hours 60% of Journeyperson	5 th 1000 hours 85% of Journeyperson
3 rd 1000 hours 70% of Journeyperson	6 th 1000 hours 90% of Journeyperson

The average Journeyperson's wage rate of the company employing the apprentice will be used.

3. Number of hours per work or per day to be worked by the Apprentice:

- a. Hours per week 40
- b. Hours per day 8

4. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year. School to be determined by the Apprenticeship Committee

Apprentice will not be compensated for hours spent in related instruction classes after regular working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.

WORK PROCESSES

CARPENTER

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated:

APPROX. HOURS

a. Tools and Materials	250
b. Form Building	1000
c. Rough Framing	2000
d. Exterior Finish	1250
e. Roof Framing	750
f. Interior Finish	1750
g. Flooring	500
h. Stair Building	500

2. Wages paid to the apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyperson	5 th 1000 hours 75% of Journeyperson
2 nd 1000 hours 55% of Journeyperson	6 th 1000 hours 80% of Journeyperson
3 rd 1000 hours 60% of Journeyperson	7 th 1000 hours 90% of Journeyperson
4 th 1000 hours 65% of Journeyperson	8 th 1000 hours 95% of Journeyperson

The average Journeyperson's wage rate of the company employing the Apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

a. Hours per week 40 Hours per day 8

4. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year. School to be determined by the Apprenticeship Committee.

Apprentice will not be compensated for hours spent in related instruction classes after regular working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.

WORK PROCESSES

CEMENT MASON

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated:

APPROX. HOURS

a. Safety and good work habits	80
b. Learning to set screed and lay out work	850
c. Learning proper mix and consistency	600
d. Pouring and tamping concrete	500
e. Using vibrating machine	240
f. Rough finishing – hand or machine (floating)	1000
g. Hand troweling to smooth finish	1500
h. Patching – hand rubbing	400
i. Marking and edging	750
j. Protecting newly poured and laid concrete from weather – rain, sun, & wind	80

2. Wages paid to the apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyperson	4 th 1000 hours 75% of Journeyperson
2 nd 1000 hours 60% of Journeyperson	5 th 1000 hours 85% of Journeyperson
3 rd 1000 hours 70% of Journeyperson	6 th 1000 hours 90% of Journeyperson

The average Journeyperson’s rate of the company employing the Apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

a. Hours per week <u>40</u>	b. Hours per day <u>8</u>
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4. Number of hours of related instruction:

144 hours per year – 6 hours per week during regular school year is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year. School to be determined by the Apprenticeship Comm.

Apprentice will not be compensated for hours spend in related instruction classes after regular working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.

WORK PROCESSES

CONSTRUCTION EQUIPMENT MECHANIC

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated:

	<u>APPROX. HOURS</u>
a. Parts Department	400
b. Basic Care and Maintenance	250
c. Brakes (all types)	200
d. Clutches and Converters	350
e. Transmissions	400
f. Final Drives	250
g. Steering Mechanisms	150
h. Power Control Unit	250
i. Winches	100
j. Hydraulic Systems	400
k. Electrical Systems	450
l. Engine Fuel Systems	350
m. Cooling Systems	100
n. Engine Maintenance, Repair & Rebuild	2800
o. Welding	150
p. Field Maintenance, General	1400

2. Wages paid to the Apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyperson	5 th 1000 hours 75% of Journeyperson
2 nd 1000 hours 55% of Journeyperson	6 th 1000 hours 80% of Journeyperson
3 rd 1000 hours 60% of Journeyperson	7 th 1000 hours 90% of Journeyperson
4 th 1000 hours 65% of Journeyperson	8 th 1000 hours 95% of Journeyperson

The average Journeyperson's wage rate of the company employing the Apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

- | | |
|-----------------------------|---------------------------|
| a. Hours per week <u>40</u> | b. Hours per day <u>8</u> |
|-----------------------------|---------------------------|

4. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year. School to be determined by the Apprenticeship Committee.

Apprentice will not be compensated for hours spent in related instruction classes after regular working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.

ELECTRICIAN

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated.

APPROX. HOURS

a. Connecting and installing signal systems.	100
b. Wiring small residences (using conduit and Romex) and wiring large residences, including installation of master switches and controls.	300
c. Wiring for lights, power and special equipment	2000
d. Industrial wiring (lights and power)	2500
e. Switchboard installation, meters and busses	850
f. Installation and maintenance of air conditioning and heat control systems.	1000
g. Assembling and handling incandescent & fluorescent fixtures.	500
h. Miscellaneous	750

2. Wages paid to the apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyperson	5 th 1000 hours 75% of Journeyperson
2 nd 1000 hours 55% of Journeyperson	6 th 1000 hours 80% of Journeyperson
3 rd 1000 hours 60% of journeyperson	7 th 1000 hours 90% of Journeyperson
4 th 1000 hours 65% of Journeyperson	8 th 1000 hours 95% of Journeyperson

The average Journeyperson's wage rate of the company employing the apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

- a. Hours per week 40
- b. Hours per day 8

4. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be submitted.

144 hours per year. School to be determined by the Apprenticeship Committee.

Apprentice will not be compensated for hours spent in related instruction classes after working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.

WORK PROCESSES

INSULATION WORKER

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated:

	<u>APPROX. HOURS</u>
a. Use and Care of Hand Tools. Trowels, brushes, knives, scissors, stapling guns, caulking guns. Power saws, welding machines and compressors	600
b. Material Handling. Handling and hoisting insulating materials. Assembly, dismantling, and safe use of scaffolding. Erecting and safe use of ladders.	400
c. Selection & Measuring of Material. Types and uses of various insulating materials including: fiberglass, foam, calcium silicate, ceramic wool, mineral wool, , rubber, glass wool, fiber board with vapor seal, rock wool, pit wrap, and foam glass. Measurement, layout, and cutting of material for both straight & curved surfaces.	2,000
d. Application of Insulation Material. Spraying, gluing, wiring, taping, stapling, blowing-in. Use of glues and adhesives. Pin and tack welding. Corner beading	2,600
e. Covering and Sealing. Uses of and methods of applying sheet metal water-proofing, plastic covers, sealant, canvas, tar paper, cloth, finish cement.	2,400

2. Wages paid to the apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyperson	5 th 1000 hours 75% of Journeyperson
2 nd 1000 hours 55% of Journeyperson	6 th 1000 hours 80% of Journeyperson
3 rd 1000 hours 60% of Journeyperson	7 th 1000 hours 90% of Journeyperson
4 th 1000 hours 65% of Journeyperson	8 th 1000 hours 95% of Journeyperson

The average Journeyperson's wage rate of the company employing the Apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

- | | |
|-----------------------------|---------------------------|
| a. Hours per week <u>40</u> | b. Hours per day <u>8</u> |
|-----------------------------|---------------------------|

4. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year, is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year School to be determined by the Apprenticeship Committee.

Apprentice will not be compensated for hours spent in related instruction after regular working hours.

- 5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.

WORK PROCESSES

IRONWORKER

- 1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated:

	<u>APPROX HOURS</u>
a. Reinforcing	900
b. Shop Work	1000
c. Structural & Rigging	2400
d. Ornamental-Field Work	700
e. Welding	1000

- 2. Wages paid to the Apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyperson	4 th 1000 hours 65% of Journeyperson
2 nd 1000 hours 55% of Journeyperson	5 th 1000 hours 75% of Journeyperson
3 rd 1000 hours 60% of Journeyperson	6 th 1000 hours 90% of Journeyperson

The average Journeyperson's wage rate of the company employing the Apprentice will be used.

- 3. Number of hours per week or per day to be worked by the Apprentice:

- a. Hours per week 40
- b. Hours per day 8

- 5. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year, is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year. School to be determined by the Apprenticeship Committee.

Apprentice will not be compensated for hours spent in related instruction after regular working hours.

- 5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.

WORK PROCESSES

HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated:

	<u>APPROX. HOURS</u>
a. Use and care of tools and equipment	800
b. Installation and service (Compression systems)	900
c. Refrigerant controls	450
d. Motor controls (Installation and service)	450
e. Electric motors (Service)	250
f. Installation & service (Hermetic, semi-hermetic)	150
g. Commercial refrigeration (Various apps.)	1500
h. Installation & service (Air conditioning systems)	1000
i. Installation & service (Heating equipment)	1000
j. Installation & service (Fuel burning equip.)	500
k. Boiler room piping (Service & installation)	500
l. Installation (Heating systems)	500

2. Wages paid to the apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyman	5 th 1000 hours 75% of Journeyman
2 nd 1000 hours 55% of Journeyman	6 th 1000 hours 80% of Journeyman
3 rd 1000 hours 60% of Journeyman	7 th 1000 hours 90% of Journeyman
4 th 1000 hours 65% of Journeyman	8 th 1000 hours 95% of Journeyman

The average Journeyman's wage rate of the company employing the apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

- a. Hours per week 40 b. Hours per day 8

4. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year. School to be determined by the Apprenticeship Committee

Apprentice will not be compensated for hours spent in related instruction classes after regular working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.

WORK PROCESSES

PLUMBER

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated:

	<u>APPROX. HOURS</u>
a. Operation, care, and use of all tools and materials	1000
b. Installation of lead pipe, tin pipe, wiped joints, sheet lead, and solder work	500
c. Installation of piping for waste, soil, sewage, vent and leader lines	2000
d. Installation of piping for hot & cold water for domestic purposes	2000
e. Welding connected with the trade	500
f. Maintenance & repair of plumbing	500
g. Operation of the complete repair service kit	500
h. Assembly in position and connection of fixtures/appliances	1000

2. Wages paid to the apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journey person	5 th 1000 hours 75% of Journey person
2 nd 1000 hours 55% of Journey person	6 th 1000 hours 80% of Journey person
3 rd 1000 hours 60% of Journey person	7 th 1000 hours 90% of Journey person
4 th 1000 hours 65% of Journey person	8 th 1000 hours 95% of Journey person

The average Journey person's wage rate of the company employing the apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

- a. Hours per week 40 b. Hours per day 8

3. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year. School to be determined by the Apprenticeship Committee.

Apprentice will not be compensated for hours spent in related instruction classes after regular working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.

WORK PROCESSES

SHEET METAL WORKER

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience of which a record will be kept and periodically evaluated:

APPROX. HOURS

a. Basic Orientation: 1. Making out timecards. 2. Determining location of shop equipment and materials. 3. Storing new material in proper location. 4. Following safety precautions on shop machines. 5. Handling tools and equipment in a safe manner. 6. Following company procedures for receiving first aid and reporting accidents or injuries received on the job.	400
b. Use of Hand Tools: 1. Identifying tools. 2. Proper care and use of tools. 3. Using rule, scratch awl, divider, hand snips and other hand tools.	300
c. Use of Machine and Processes: 1. Identifying various machines. 2. Proper care and use of machines. 3. Shearing, punching, flanging, seaming and rolling. 4. Familiarization with computer-operated equipment.	300
d. Installing Registers: 1. proper selection of registers and grills. 2. Aligning registers for correct operation.	600
e. Care/Delivery of Material & Equipment: 1. Loading properly to avoid damage. 2. Unloading and storing on job site. 3. Handling furnaces and heavy equipment. 4. Returning, sorting, and storing tools & materials. sorting and storing tools and materials.	200
f. Shop Work: 1. Making drive cleats. 2. Making S slips – flat and angle. 3. Cutting from patterns. 4. Forming and assembly of fittings. 5. Forming ducts and cutting them from sheets. 6. Blocking out metal and determining the most economical use. 7. Making wrappers. 8. Laying out fittings. 10. Checking out completed job.	2,500
g. Flues/Breeching Chimneys: 1. Flashing chimneys. 2. Installing type B flues for gas & oil. 3. Proper installation of smoke pipe & breeching. 4. Sizing flues.	200
h. Installing Duct Work: 1. Reading blueprints and layouts. 2. Identifying fittings from layouts. 3. Hanging ducts in accordance with layouts (a) slab work (b) roughing in (c) basement work. 4. Making connections. 5. Hanging, bracking, and supporting duct work. 6. Lining up and leveling ducts. 7. Making final inspection to maintain Company standards.	2,500
i. Principles of Heating & Air Conditioning (Residential & Commercial): 1. Locating heat pipes and ducts. 2. Locating return pipes and ducts. 3. Checking completed systems for proper operation and making any required changes and revisions.	1,000

2. Wages paid to the apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyperson	5 th 1000 hours 75% of Journeyperson
2 nd 1000 hours 55% of Journeyperson	6 th 1000 hours 80% of Journeyperson
3 rd 1000 hours 60% of Journeyperson	7 th 1000 hours 90% of Journeyperson
4 th 1000 hours 65% of Journeyperson	8 th 1000 hours 95% of Journeyperson

The average Journeyperson's wage rate of the company employing the apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

- a. Hours per week 40 b. Hours per day 8

4. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year. School to be determined by the Apprenticeship Committee.

Apprentice will not be compensated for hours spent in related instruction classes after regular working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.

WORK PROCESSES

PAINTING

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated.

APPROX. HOURS

a. Sandpapering, puttying, and priming of woodwork	200
b. Preparing and sizing of walls	200
c. Safety training in safe work habits	50
d. Calcimining, and use of water base paints	100
e. Finishing walls with flat coat and enamel	500
f. Finishing wood trim with oil, enamel or varnish	500
g. Preparing stains; staining, bleaching woodwork	400
h. Pore-filling and shellacking	300
i. Lead stippling and starching walls	300
j. Outside painting and surface preparations	650
k. Applying various types of wall covering	200
l. Rag and sponge stippling	200
m. Blending and glazing walls and woodwork	400
n. Mixing and matching colors	600
o. Graining, warbling, metal leafing	500
p. Stenciling, striping, speckling	300
q. Making putty	50
r. Operation, care, & use of all tools and equipment connected with the trade	350
s. Scaffolding and ladders	200

2. Wages paid to the apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyperson	4 th 1000 hours 65% of Journeyperson
2 nd 1000 hours 55% of Journeyperson	5 th 1000 hours 75% of Journeyperson
3 rd 1000 hours 60% of Journeyperson	6 th 1000 hours 90% of Journeyperson

The average Journeyperson's wage rate of the company employing the Apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

- a. Hours per week 40
- b. Hours per day 8

3. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year, is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year

School to be determined by the Apprenticeship Committee.

Apprentice will not be compensated for hours spent in related instruction classes after regular working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the apprentice in accordance with the Standards covered herein.

WORK PROCESSES

ROOFING

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated.

	<u>APPROX. HOURS</u>
a. Safety and good work practices	200
b. Use and care of tools	300
c. Waterproofing and damp roofing	1000
d. Slate, tile, asbestos shingles	1000
e. Flashing, guttering, and metal work	500
f. Other materials	1000

2. Wages paid to the Apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyman	3 rd 1000 hours 75% of Journeyman
2 nd 1000 hours 60% of Journeyman	4 th 1000 hours 90% of Journeyman

The average Journeyman's wage rate of the company employing the Apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

- | | |
|-----------------------------|---------------------------|
| a. Hours per week <u>40</u> | b. Hours per day <u>8</u> |
|-----------------------------|---------------------------|

4. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year, is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year. School to be determined by the Apprenticeship Committee.

Apprentice will not be compensated for hours spent in related instruction classes after regular working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the apprentice in accordance with the Standards covered herein.

SPRINKLER FITTING

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated:

	<u>APPROX. HOURS</u>
a. <u>Plan reading & interpretation.</u> 1. Reading shop drawings. 2. Symbols & abbreviations. 3. Familiarization with NFPA's #13, 14, 20, and 24.	1000
b. <u>Care of tools, materials, & equipment.</u> 1. Identifying materials, grades & types of pipe, fittings, valves, hose & equipment, & sprinkler heads. 2. Use & operation of trade tools. 3. Maintaining & servicing of tools and equipment.	1200
c. <u>Preparation of tools, material & equipment.</u> 1. Selection of pipe, fittings, hangers, & devices for rough & distribution & finish work. 2. Loading of required materials & equipment. 3. Unloading of materials & equipment at job site using safety precautions and care in not damaging materials or equipment. 4. Set up and use of rigging, scaffolding, and mechanical lifts & platforms.	1000
d. <u>Pipe cutting, threading, reaming, & welding.</u> 1. Use of hand cutters. 2. Use of dies & reamer. 3. Set up & operation of power threading machine. 4. Operation of power drills. 5. Operation of torch & welder.	2200
e. <u>Installation of underground piping and accessories.</u> 1. Installation of cast iron pipe & fittings. 2. Installation of plastic pipe and fittings. 3. Installation of valve, post indicators & hydrants. 4. Rodding & thrust block installation. 5. Valve pit installation. 6. Flushing & testing of underground piping.	200
f. <u>Wet pipe systems.</u> 1. Distribution of system. 2. Installation of feed main & cross main, grooved, screwed, welded, and glued. 3. Branch line installation of exposed systems. 4. Branch line installation for concealed piping with drop nipples. 5. Hanger types & installation. 6. Trimming of valves including Siamese connection installation. 7. Set up & testing of system.	1700
g. <u>Dry pipe systems.</u> 1. Distribution of systems. 2. Installation of feed main & cross main, grooved, screwed, and welded. 3. Branch line installation on exposed systems. 4. Hanger types & installation. 5. Trimming of valves including Siamese connection installation. 6. Set up and testing of systems.	300
h. <u>Standpipe Systems.</u> 1. Distribution of system. 2. Pipe installation. 3. Cabinet installation. 4. Installation of hose, hose VA's, nozzles, and accessories. 5. Testing procedures.	100

i. Installation of fire pumps & accessories. 1. Setting of fire pumps & jockey pumps. 2. Alignment of fire pump & driver. 3. Trimming of fire pump, jockey pump & controllers. 4. Start up & testing of fire pumps & equipment. 200

j. Maintenance and repairs. 1. Fabrication and installation of pipe of job site. 2. Care in cutting & patching of walls & ceilings. 3. Repair & replacement of system components. 4. Restoring system to service. 5. Notifying owner, fire department, insurance company of impairment to system. 100

2. Wages paid to the apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyman	5 th 1000 hours 70% of Journeyman
2 nd 1000 hours 55% of Journeyman	6 th 1000 hours 75% of Journeyman
3 rd 1000 hours 60% of Journeyman	7 th 1000 hours 80% of Journeyman
4 th 1000 hours 65% of Journeyman	8 th 1000 hours 85% of Journeyman

The average Journeyman's wage rate of the company employing the apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

- a. Hours per week 40 b. Hours per day 8

4. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year. School to be determined by the Apprenticeship Committee

Apprentice will not be compensated for hours spent in related instruction classes after regular working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.

PIPE FITTER

1. Schedule of Work Processes in which the Apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated.

APPROX. HOURS

- a. Piping, Fitting & Prep of Welded Pipe 1. Blueprint reading & interpretation for systems. 2. Layout & stringing of piping materials. 3. Joint prep including torch cutting of beveled joints. 4. Assembly of valves, fittings & specialties. 5. Develop ability to assemble components in fabricated assemblies for erection in large pieces. 1,600
- b. Piping, fitting & Prep of Threaded Pipe. 1. Blueprint reading and interpretation for systems. 2. Layout & stringing of piping materials. 3. Operation of threading equipment. 4. Assembly of valves, fittings, & specialties. 5. Assembly of components for a complete system. 1,200
- c. Soldering & Brazing. 1. Blueprint reading & interpretation for systems. 2. Layout & stringing of piping materials. 3. Applicable material selections for appropriate systems. 4. Proper technique in soldering/brazing copper pipe joints. 5. Assembly of valves, fittings, & specialties. 1,000
- d. Welding. 1. Understanding proper application of welding processes, procedures & welding rod materials. 2. Inspection of joint prep for compliance. 3. Inspection of weld installation for compliance to appropriate guidelines. 4. Proper material selection for appropriate process. 5. Use & adjusting welding equipment for welding. 6. Pipe and support welding. 6. Fire watch & proper safety precautions. 800
- e. Safety/Scaffolds/Tools Safety – 1. General safety orientation. 2. Job specified or required training. 3. Fall protection installation & use. 4. PPE selection & use. Scaffolds – 1. Proper scaffold selection. 2. Erection of scaffold. 3. Inspection & maintenance. 4. Dismantling Tools – 1. Identifying tools & understanding their applications. 2. Proper care & use of tools including chop saws, drills, torches, grinders, levels, etc. 3. Operation of equipment including man lifts, forklifts, chain hoists, etc. 4. Proper storage of tools. 5. Maintenance & repair of tools. 800
- f. Grooved Pipe Systems. 1. Blueprint reading & interpretation for systems. 2. Layout & stringing of piping materials. 3. Understanding grooving process & tolerances of various piping materials. 4. Operation of grooving equipment. 5. Assembly of valves, fittings & specialties. 6. Assembly of components for a Complete system. 600
- g. Supports & Hangers. 1. Identifying hangers & understanding their applications. 2. Proper installation of various hanger assemblies. 3. Layout & prep of hangers. 4. Installation of field or shop fabricated supports including cutting, grinding & anchoring. Welding hours are under Category D. 600
- h. Equipment Setting. 1. Blueprint reading as it pertains to equipment locations. 2. Layout of equipment & anchoring. 3. Leveling, aligning & anchoring of equipment. 4. Rigging is reported under Category I. 600
- i. Rigging. 1. Determining weights of picks. 2. Evaluating & selecting proper rigging components. 3. Evaluating & selecting proper lifting equipment including determining correct reach. 4. Rigging & hand signaling. 400

- j. Controls Prep. 1. Blueprint reading & interpretation for control system requirements. 2. Layout & installation of proper components to accept the required controls. 3. Mounting & installation of controls. 200
- k. Pipe Testing. 1. Instruction on proper hydraulic & pneumatic pipe testing procedures. 2. Planning of pipe installations to facilitate pipe testing. 3. Understanding both hydraulic & pneumatic pipe testing procedures. 4. Installation of pipe plugs. 5. Repair of pipe leaks in various types of pipes & joints. 200

2. Wages paid to the apprentice will be based on the following percentages for each period of apprenticeship:

1 st 1000 hours 50% of Journeyman	5 th 1000 hours 70% of Journeyman
2 nd 1000 hours 55% of Journeyman	6 th 1000 hours 75% of Journeyman
3 rd 1000 hours 60% of Journeyman	7 th 1000 hours 80% of Journeyman
4 th 1000 hours 65% of Journeyman	8 th 1000 hours 85% of Journeyman

The average Journeyman's wage rate of the company employing the apprentice will be used.

3. Number of hours per week or per day to be worked by the Apprentice:

- a. Hours per week 40
- b. Hours per day 8

4. Number of hours of related instruction:

144 hours per year -- 6 hours per week during regular school year is normally considered necessary. Where classes are not available through the local school; other organized trade, industrial, or correspondence course of equivalent value may be substituted.

144 hours per year. School to be determined by the Apprenticeship Committee

Apprentice will not be compensated for hours spent in related instruction classes after regular working hours.

5. Upon request of the Apprenticeship Committee, a Certificate of Completion will be granted by the Registration Agency upon satisfactory completion of the Apprentice in accordance with the Standards covered herein.