

## **Skilled Trades Apprenticeship Program Appendix**

### **Purpose**

The UMMS Skilled Trades Apprenticeship Program provides a path for individuals through the successful completion of a structured combination of class room course work and on the job training to develop the knowledge, skills, abilities, and experience to quality to work in the trade at the full performance level. The program is certified by the Maryland Department of Labor, Licensing and Regulation (DLLR) which means upon the successful completion of the training program the individual will receive a certificate attesting to their qualifications.

The training program is organized into modules. Each training module consists of a combination of class room instruction, on the job instruction and “field work” assignments and a competency assessment. “Successful” completion of each module will be defined at the start of the module. Successful completion of each module sequence in the time frame allocated for the module is a condition of continuing program participation and continuing employment. The number of modules, their content, and the time allotment is described in the specific apprenticeship program abstract.

### **Requirements**

The program recognizes that the apprentice, until completion of the training program, probably will not qualify for the job in which she/he is training. Hence the trainee need not meet the minimum qualifications listed in the job description. The trainee must however meet the following qualifications.

1. High school diploma or equivalent required.
2. Meets the physical fitness requirements for the specific job as describe in the job description
3. Successfully pass medical screen.

### **Compensation**

Upon hire the apprentice will be paid a set rate for the designated job. The percentage of salary will be increased upon the successful completion of each training module such that upon completion of the last module, the compensation will be at the fully competitive rate.

### **Apprenticeship Program Abstract for Heating Ventilation and Air Conditioning (HVAC) Technician**

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:

	<b>APPROX. HOURS</b>
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

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

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

- The average Journeyperson's wage rate of the company employing the apprentice<sup>3</sup>.  
Number of hours per week or per day to be worked by the Apprentice:

- Hours per week 40
- Hours per day 8

- 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.

- 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.