

**NATIONAL**  
**GUIDELINES FOR**  
**APPRENTICESHIP STANDARDS**

developed by  
**United Brotherhood of Carpenters and Joiners of America**

for the occupations of

**Carpenter; Residential Carpenter Specialist; Millwright; Cabinetmaker;  
Carpenter, Piledriver; Floor Coverer (Layer); Carpenter, Interior Systems;  
Drywall Applicator Specialist; Acoustical Carpenter Specialist;  
Lathing Specialist**

**O\*NET CODES (respectively):  
47-2031.01, 47-2031.01, 49-9044.00, 51-7011.00,  
47-2031.02, 47-2042.00, 47-2031.01,  
47-2081.02, 47-2081.01,  
47-2031.01**

**DEVELOPED IN COOPERATION WITH THE  
UNITED STATES DEPARTMENT OF LABOR  
BUREAU OF APPRENTICESHIP AND TRAINING**

**APPROVED AND CERTIFIED BY THE  
UNITED STATES DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

BY: /s/Anthony Swoope  
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**OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**CERTIFICATION DATE: 7/22/05**  
**CERTIFICATION NUMBER: C-74243**

## **FOREWORD**

**The United Brotherhood of Carpenters and Joiners of America** recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the **Construction** industry. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure industry an adequate supply of skilled workers.

Title 29, Code of Federal Regulations (CFR), Part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the U. S. Department of Labor, Bureau of Apprenticeship and Training (the Bureau), or by a State Apprenticeship Agency recognized by the Office of Apprenticeship Training, Employer and Labor Services as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR, Part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guideline Standards is to provide policy and guidance to local Apprenticeship Committees in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the **United Brotherhood of Carpenters (UBC)** National Joint Apprenticeship and Training Committee are certified by the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services, as substantially conforming to the requirements of Title 29 CFR Parts 29 and 30. State Apprenticeship Agencies/Councils recognized by the Bureau to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each local Apprenticeship Committee that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the local Apprenticeship Committee's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the local Apprenticeship Committee, and must meet all the requirements of the Registration Agency.

The establishment of local apprenticeship programs under these National Guideline Standards will provide the Sponsors with a skilled and versatile work force at each of its locations by providing apprentices the opportunity to become journeyworkers through an organized and properly supervised program of training, practical experience and related instruction.

## **THE NATIONAL APPRENTICESHIP COMMITTEE**

In order to ensure continuous activity and progress in apprenticeship and training at **the United Brotherhood of Carpenters and Joiners of America**, the National Apprenticeship Committee was established. The Apprenticeship Committee will be responsible for the overall development of the National Guideline Apprenticeship Standards, and provide updated apprentice training for the industry through periodic surveys and recommendations as necessary.

The attached National Guideline Standards are for local Apprenticeship Committees to utilize in developing their local Apprenticeship Standards. The National Apprenticeship Committee looks to the cooperative effort and initiative of local committees to increase and maintain long-lasting apprenticeship activities.

Except as otherwise specifically provided for in the National Guideline Standards, any disputes arising out of the application of the provisions of a local program, which are not resolved by the local Apprenticeship Committee, will be subject to the established grievance procedure. By mutual agreement, the parties may waive the steps of the grievance procedure and refer a grievance directly to arbitration. However, complaints alleging violation of a sponsor's nondiscrimination and affirmative action responsibilities must be handled according to the procedures set forth under 29 CFR Part 30.

## **DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES**

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedure that is approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedure are attached.

Representatives of the Registration Agency are available to assist the local Apprenticeship Committee in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures must be submitted to the Registration Agency for approval and registration.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR  
APPRENTICESHIP STANDARDS:**

**The United Brotherhood of Carpenters and Joiners of America** hereby officially adopts these National Guidelines for Apprenticeship Standards on this 22 day of July, 2005.

/s/Douglas Banes  
Signature  
Labor Co-Chairman – UBC NJATC

/s/James Clemens  
Signature  
Management Co-Chairman – UBC NJATC

**SAMPLE**

**Standards of Apprenticeship**

**developed by the  
Local Joint Apprenticeship and Training Committee**

---

(Put Name of Committee Here)

**For the Occupation(s) of**

**O\*NET**

**RAIS**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Approved by:**

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(Registration Agency)

**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

*United Brotherhood of Carpenters and Joiners of America*

**FOR THE OCCUPATIONS OF**

**Carpenter; Residential Carpenter Specialist; Millwright; Cabinetmaker;  
Carpenter, Piledriver; Floor Coverer (Layer); Carpenter, Interior Systems;  
Drywall Applicator Specialist; Acoustical Carpenter Specialist;  
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47-2081.02, 47-2081.01,  
47-2031.01**

**Approved by:**

*United States Department of Labor, Office of Apprenticeship Training,  
Employer and Labor Services*

*These National Guidelines for Apprenticeship Standards indicate how to develop apprenticeship standards that will comply with 29 CFR Parts 29 and 30 when tailored to a sponsor's apprenticeship program. These Standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and 29 CFR Parts 29 and 30. Every effort has been made to ensure that the information in these Apprenticeship Standards is accurate and up-to-date.*

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## **FOREWORD**

Title 29, Code of Federal Regulations (CFR), Part 29, outlines the requirements for registration of acceptable apprenticeship programs for federal purposes, and sets forth labor standards to safeguard the welfare of apprentices. Registration of programs are approved by the Office of Apprenticeship and Training, Employer and Labor Services (OATELS), U.S. Department of Labor, or by a State Apprenticeship Council/Agency (SAC/SAA) recognized by OATELS as the appropriate body for approval of local apprenticeship programs for federal purposes. Title 29, Code of Federal Regulations, Part 30, sets forth the requirements for equal employment opportunity in apprenticeship that all registered apprenticeship programs must follow.

The purpose of the enclosed National Guideline Standards is to provide policy and guidance to a local JATC in properly developing Apprenticeship Standards for Industry approval and subsequent Registration Agency acceptance. The National Guideline Standards and Selection Procedures developed by the National Joint Carpentry Apprenticeship and Training Committee (NJCATC), for the Carpentry Industry, are certified by the Office of Apprenticeship Training, Employer and Labor Services, U.S. Department of Labor, as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. State Apprenticeship Agencies recognized by OATELS to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in local Apprenticeship Standards.

Standards must be properly registered, as per Industry Policy, by each JATC that undertakes to carry out an apprenticeship training program. Local Apprenticeship Standards are the written plan delineating the terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices. Local Apprenticeship Standards must meet the requirements of OATELS, U.S. Department of Labor, and of any applicable State Apprenticeship Agency.



## **NATIONAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE POLICY STATEMENT**

Meeting the training needs of the Carpentry Construction Industry is the primary objective of the NJATC. The foundation of our philosophy lies in the belief that training, and training alone, will determine the degree of employability for members of the United Brotherhood of Carpenters and Joiners of America (UBCJA).

The NJATC believes that through quality training programs the membership of the UBC is provided with the skills, knowledge and abilities necessary to maintain performance superiority. This exceptional efficiency will enable all signatory contractors and contractor groups to produce the highest quality of work at the lowest possible cost. The Carpenters International Training Fund (CITF) strives to provide the education and training necessary to improve the quality of life for all signatory contractor members.

The NJATC believes that only through quality training programs can the membership be afforded employment that will provide a high standard of living. The NJATC recognizes there are no shortcuts to becoming a competent journey-level craft worker. Only through meaningful standards, adopted by a highly organized program devoted to appropriate guidance, personal commitment and consistent discipline, can this level of individual competency be accomplished.

The NJATC believes a uniform National Apprenticeship Training Program is essential to provide the most highly skilled workers and the most productive craftworkers. It believes that National Skills Standards are necessary to establish meaningful benchmarks that will allow the work processes that a journeyworker must demonstrate to be identifiable and consistent.

The NJATC believes that through its National Apprenticeship Programs, a clear-cut path for career development and occupational training is provided. The opportunities afforded are limited only by the individual's interest and aptitude. Meaningful, industry-driven apprenticeship produces competent journeyworkers and thus insures the continued availability of a highly skilled workforce.

The NJATC believes it must continue to have a vision of the future while remaining faithful to its original commitment to meet training needs. Maintaining focus on this central objective – quality training - will lead the United Brotherhood of Carpenters into a bright and prosperous future.

The NJATC recognizes that its reason for existence revolves around serving and assisting the members of the United Brotherhood of Carpenters (UBC), and all signatory contractors and contractor groups at all levels in all apprenticeship and training matters.

## DEFINITIONS

The following definitions apply to terms and acronyms commonly used throughout this document.

**AIMS:** See RAIS in this section

**Apprentice:** Person who is engaged in learning the trade covered by these Standards and who is under a written agreement, hereinafter called an Apprenticeship Agreement with the local Joint Apprenticeship Committee acting as an agent of the employer and employee.

**Apprenticeship Agreement:** Written agreement between the Joint Committee and the person employed as an apprentice. It contains the terms and conditions of the employment and training of the apprentice. The agreement shall be registered with the Registration Agency.

**Apprenticeship Committee (or Joint Committee):** Shall mean the Joint Apprenticeship and Training Committee (JATC). It is comprised of equal numbers of labor and management representatives within the bargaining unit and is considered the sponsor of the apprenticeship program.

**Apprentice Training Coordinator:** Person or persons designated to administer the duties outlined in these Standards of apprenticeship.

**Apprentice Training Director:** In larger JATC areas, a Director may be appointed to oversee one or more Apprentice Coordinators.

**BAT:** Formerly the Bureau of Apprenticeship Training and currently the Office of Apprenticeship Training, Employer and Labor Services (OATELS)

**Cancellation:** Termination of the apprenticeship agreement.

**CBA:** Collective Bargaining Agreement

**CEU:** Continuing Education Units

**Consultants:** Shall provide advice and assistance upon request of the JATC and shall only serve in an advisory capacity.

**Contractor:** Any employer of UBC members who is signatory to the Collective Bargaining Agreement(s) with the local union or Regional Council stipulated herein who is participating in the registered apprenticeship program.

**DOL:** an abbreviation for the U.S. Department of Labor

**DOT Code:** Nine (9) digit code numbers for an occupation found in the Dictionary of Occupational Titles. The 9 digits provide a unique identification code for a particular occupation that differentiates it from all others.

**EEO:** Equal Employment Opportunity

**Employer:** Any person, plant, firm, facility, or organization employing an apprentice.

**Employer's Agent:** Shall mean the Joint Apprenticeship and Training Committee.

**Gender Clause:** Any reference to either the male or female gender in these Standards is intended to include both genders and is not to be considered as a limitation on either sex. The term journeyman (men) within these Standards shall be considered a performance level and not a gender term.

**Indenture:** Signing and registration of the apprenticeship agreement.

**JATC:** Joint Apprenticeship and Training Committee

**Journeyworker:** Individual who has sufficient skill and knowledge of a trade, craft or occupation, either through formal apprenticeship or through practical on-the-job experience, to be recognized by a State or Federal registration agency and/or an industry as being fully qualified to perform the work of the trade, craft, or occupation.

**National Joint Committee:** Shall mean the National Joint Apprenticeship and Training Committee (NJATC). It is comprised of representatives of the United Brotherhood of Carpenters and Joiners of America, the Associated General Contractors of America, the National Association of Home Builders, the Specialized Carriers and Rigging Association, and the Association of Wall and Ceiling Industries.

**OATELS:** Office of Apprenticeship Training, Employer and Labor Services (OATELS), U.S. Department of Labor.

**OJT:** On-the-Job Training

**O\*NET:** The Occupational Information Network, is a comprehensive database of worker attributes and job characteristics. As the replacement for the Dictionary of Occupational Titles (DOT), O\*NET will be the nation's primary source of occupational information. (<http://online.onetcenter.net>)

**OSHA:** Occupational Safety and Health Act.

**Parties to the Apprenticeship Agreement:** Shall mean the apprentice (apprentice's parent or guardian, if apprentice is a minor) and a duly authorized official of the Joint Committee, each of whom shall sign the Apprenticeship Agreement.

**Probationary Period:** Defined period of time during which the apprenticeship agreement may be terminated by either party of the agreement upon written notice to the Registration Agency.

**RAIS:** The Registered Apprenticeship Information System was designed by OATELS to allow for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs. This 4-digit code is the same as the 4-digit AIMS code.

**Registration Agency:** A State Apprenticeship Agency recognized by the Office of Apprenticeship Training, Employer and Labor Services (OATELS), U.S. Department of Labor, or where there is no such agency, it shall mean the Office of Apprenticeship Training, Employer and Labor Services (OATELS).

**Regional Council:** Supervisory organization of affiliated local unions in a defined geographical area.

**Related Instruction:** Organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to their trade. This instruction will include classroom and manipulative training to reinforce the on-the-job training.

**Signatory Contractor:** Shall mean any employer of UBC members who is signatory to Collective Bargaining Agreements with the local union or Regional Council stipulated herein.

**Sponsor:** Joint Apprenticeship and Training Committee in whose name the local Standards of Apprenticeship are registered and that will be responsible for administering and operating the registered apprenticeship program.

**Standards of Apprenticeship:** Shall mean this entire document including these definitions.

**Supervisor of Apprentice Training:** The person or office designated in the standards to organize and administer the apprenticeship program.

**UBC:** United Brotherhood of Carpenters & Joiners of America

**Work Processes:** Tasks that the apprentice must demonstrate proficiency in before a completion certificate is granted.

## SECTION 1

### PROGRAM REGISTRATION

- A. The Local JATC will obtain a copy of the National Guideline Standards. Using the National Guideline Standards as a draft, the local JATC will complete all specific entries. The specific entries are identified throughout the Guideline document by the following graphic symbol:



***Indicates need for local entry or action. Directions are provided as appropriate. This graphic symbol will not be in the National Apprenticeship and Training Standards document.***

- B. When the local JATC completes the entries in the National Guideline Standards, the JATC will officially adopt the standards. The JATC must then transfer the entries into one (1) copy of the National Apprenticeship and Training Guideline Standards for the United Brotherhood of Carpenters with all appendices included. The JATC must reproduce seven (7) signature pages and the chairman and secretary will sign and date all seven (7) signature pages. The completed copy of the UBC National Apprenticeship and Training Standards will then be sent directly to the Carpenters International Training Fund (CITF). Seven (7) copies of Appendix E, "Apprenticeship Information Acknowledgment," reproduced on JATC letterhead, should also be included. The JATC should keep the National Guideline Standards as a duplicate copy of the submitted package for their records.
- C. If the local JATC amends the language contained within the National Apprenticeship and Training Guideline Standards in any manner whatsoever, an addendum shall be attached to each copy of the National Apprenticeship and Training Standards when they are submitted to the CITF. The addendum shall contain every page of the Standards where a proposed modification appears. All modifications shall be clearly indicated by highlighting the text where a change has been proposed.
- D. The NJATC will review the submitted Apprenticeship and Training Standards including all proposed additions and/or modifications reflected in the accompanying addendum. A signed and dated signature page will be made a part of each copy of the approved standards along with a copy of Appendix E, "Apprenticeship Information Acknowledgment," on Apprenticeship Letterhead.
- E. The local JATC will then forward all copies of the local standards to the registration agency. (The JATC should make a duplicate copy of the submitted package for their records).

- F. The registration agency will review the submitted local standards. When approved, the local standards will be signed by the registration agency representative. The registration agency will retain at least one (1) copy and return the remainder to the local JATC. The local JATC will forward one (1) copy to the Carpenters International Training Fund, provide one (1) copy to the UBC local union and retain the remaining copies, filing them in a secure manner.
- G. Local standards and modifications to the standards shall not be implemented prior to the approval and registration of the standards, first by the NJATC and then by the registration agency. This is in compliance with UBC Policy, Industry Policy, and the CITF National Guideline Apprenticeship Standards.

## **SECTION 2**

### **POLICY**

- A. The local apprenticeship and training program shall be administered by the Joint Apprenticeship and Training Committee (JATC). The Regional Council, Local Union, Employers, JATC, and all apprentices shall conform to these Standards.
- B. All local JATC standards will be approved by the National Joint Apprenticeship and Training Committee (NJATC) prior to being submitted to the appropriate Registration Agency. Before local JATC standards are implemented, they must be registered with the NJATC. The registration files will be maintained by the Carpenters International Training Fund.
- C. These Standards, after proper registration with the Registration Agency, shall supersede all previous JATC Standards. However, Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice.
- D. The provisions of these Standards shall not be construed as permitting violation of any applicable Local, State, or Federal law or regulation having the effect of law.
- E. These Standards shall not be interpreted as being inconsistent with existing or subsequent CBA language that establishes higher standards – the higher standards shall always prevail.
- F. The geographical area covered by these Standards shall be the geographical area covered by the local CBA(s).

## SECTION 3

### MODIFICATION OF THESE STANDARDS

Rapid changes in the construction industry may require modification or revision of these Standards from time to time. Such modification, when adopted by the JATC, shall be first submitted to the NJATC for approval and approved and registered by the Registration Agency before implementation. Modification or changes in these Standards, including amendments, shall not alter conditions of apprenticeship already in force without the written consent of all parties involved.

## SECTION 4

### COMPOSITION OF JOINT APPRENTICESHIP AND TRAINING COMMITTEE



***Appropriate numbers must be entered in paragraphs A & B by the local JATC to comply with the local CBA (recommended number is six). If the JATC has four (4) or six (6) members, a term of three (3) years is recommended. If the JATC has eight (8) members a term of four (4) years is recommended.***

- A. To assure the best results, the administration of these apprentice standards shall be vested in a Joint Apprenticeship and Training Committee representing labor and management organizations covered under the local Collective Bargaining Agreement. The JATC shall be composed of \_\_\_\_\_ labor representatives and \_\_\_\_\_ management representatives who are owners or employees of signatory contractors and duly appointed in writing (See Appendix F – “JATC Appointment Letter”).
- B. The term of JATC membership shall be for \_\_\_\_\_ years. Committee members are not limited to one term. However, all reappointments shall be in writing for the same specified term.
  - 1. Committee members representing Labor are appointed by the Local Union or Regional Council represented in the local CBA.
  - 2. Committee members representing Management are appointed by the management association(s) represented in the local CBA.
- C. The JATC shall consist of equal numbers of labor and management representatives. The JATC members shall elect a Chairperson and a Secretary from the committee. When the Chairperson represents the Contractors, the Secretary shall represent the Union, and vice versa.

- D. The length of the term of office for the Chairperson and Secretary shall be determined by the Committee. These officers shall retain the right of voice and vote on all matters pertaining to apprenticeship, and shall determine the time and place of regular and special meetings.
- E. Any vacancy created as a result of members leaving the JATC prior to the expiration of their appointment, shall be filled by the appropriate party to complete the unexpired term (the appointment shall be in writing).
- F. Any JATC officer or committee member may be removed by the sponsoring organization at will.
- G. Consultants and guests may be invited to attend meetings of the JATC, but shall have no official voice and no vote. There cannot be alternate or ex-officio members of the JATC.

## **SECTION 5**

### **DUTIES OF LOCAL JATC**

- A. The local JATC shall maintain conformity with the NJATC Standards and the local CBA, adopt and establish approved Standards governing the qualification, selection, employment, education and training of all apprentices, and register such Standards with the proper Registering Agency. (Such documents must be modified to comply with State regulations. All documents, including any modifications, must first be properly approved by the NJATC, after which, they must be approved and registered by the local Registering Agency before they are implemented). The JATC shall also be responsible for the training of Journeymen and others.
  - 1. A JATC may include more than one local union and cover more than one Collective Bargaining Agreement area.
  - 2. A JATC that covers more than one local union may establish advisory committees for each local union. Based on local union requirements, advisory committees will make recommendations to the JATC on the following topics:
    - Apprentice Intake
    - Apprentice Advancement
    - Training Content
    - Apprentice Complaints
    - Apprentice Discipline
  - 3. The JATC will make all final decisions on recommendations of advisory committees.





***Documents modified to comply with state regulations must be attached. All local documents and any modifications to the national standards must first be properly approved by the NJATC, after which they must be approved and registered by the proper registration agency before they are implemented.***

- B. All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund established by the local Collective Bargaining Agreement(s). The Trust Fund Trustees shall initiate all expenditures of funds.
- C. Each sponsoring party (Labor/Management) must have at least one (1) JATC member present to establish a quorum at meetings. Each sponsoring party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members (Section 4, paragraph A), regardless of the number of committee members present. An individual member must be physically present to personally vote on JATC matters. Written (absentee) votes are not acceptable for JATC matters.
- D. The JATC shall meet at least every \_\_\_\_\_ month(s) and on call of the Chairman when a specific need arises. The JATC may agree to cancel a regularly scheduled meeting due to specific or unusual circumstances.
- E. The JATC may employ a Training Coordinator and/or Training Director. The Training Coordinator and/or Director shall assume such responsibility and authority for the day-to-day operation of the apprenticeship and training programs as delegated by the JATC. However, all governing responsibility for the apprenticeship program rests with the JATC including interviewing, selecting and supervising apprentices and assuring full compliance with these Standards, the Affirmative Action Plan and the Selection Procedures.
- F. The JATC shall determine the number of apprentices needed to maintain an adequate number of trained Journey-level workers in the area covered by these Standards. The JATC shall consider all factors (employment opportunities, attrition, etc.) having a bearing on the number of apprentices needed when determining the number to indenture. The JATC shall also consider its capability to provide on-the-job training (OJT) and related instructional training.
- G. The JATC shall select apprentices without discrimination because of race, color, religion, national origin, sex, age, or any other classification protected by Federal, State or Local law, except the applicant must be at least 17 years of age to apply. The JATC does not, and will not, discriminate against a qualified individual with a disability. The JATC will provide reasonable accommodation to individuals as required by federal, state, or local disability law.
- H. The JATC shall see that each apprentice satisfactorily completes the minimum course materials produced by the NJATC.

- I. The JATC shall strive to see that each apprentice receives supervised on-the-job experience in the work processes and job tasks as outlined in these Standards. (See Section 18 – “Work Experience” and Appendix A – “Work Experience and Related Training Schedules”)
- J. The JATC shall determine the adequacy of each participating employer to provide the apprentice the necessary training needed to gain experience in the various job tasks and work processes of the trade.
- K. In order to provide diversity of training and/or employment opportunities, the JATC shall have full power and authority, as per the CBA, to transfer apprentices from one job or shop to another, or from one participating employer to another.
- L. All OJT transfers and assignments shall be issued by the JATC, as set forth in the CBA, using a form similar to that shown in Appendix B – “Job/Assignment Transfer” of these Standards.
- M. If an unsafe jobsite condition is brought to the attention of the JATC, it shall be investigated immediately by the JATC and brought to the attention of the employer and the Local Union. Failure to respond to any recommendations made by the JATC shall be just cause for removing apprentices from a specific jobsite or from the employer.
- N. The JATC cannot, and does not, employ apprentices. Therefore, it is not obligated to actually employ the apprentice but shall make every effort to help the apprentice find employment in a reasonably continuous manner with the participating employers.



***The JATC will fill in the appropriate agency below: Office of Apprenticeship Training, Employer and Labor Services, U.S. Department of Labor, or the applicable state apprenticeship agency.***

- O. Before selected applicants for apprenticeship are given OJT assignments, the JATC shall see that each apprentice is properly indentured with the JATC (through the execution of an apprenticeship agreement) and registered with the \_\_\_\_\_, hereinafter referred to as the Registration Agency. During the probationary period, the apprenticeship agreement may be terminated by either the apprentice or the sponsor without stated cause. After the probationary period is completed, the agreement may be canceled at the request of the apprentice, or may be suspended, canceled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Registration Agency of the final action taken (see Sections 13 – “Apprenticeship Agreement”, 14 – “Probationary Period”, and 22 – “Adjustment of Differences: Cancellation of Apprenticeship Agreement or Resignation of Apprentice”.) Vacancies created by the cancellation of the apprenticeship agreement shall be filled as stipulated in Section 11 – “Application Process, Affirmative Action Plan, and Selection Procedures”.

- P. The JATC shall retain all submitted application forms along with all related documents and materials for a period of five (5) years, or longer, as required by Office of Apprenticeship Training, Employer and Labor Services or recognized State apprenticeship Agency or other applicable law, regardless of the application outcome. Such records shall include all announcements of apprenticeship opportunity, (see Section 25 – “Maintenance of Records”.)
- Q. The JATC shall maintain complete and accurate records (including employment records) on all apprentices for a minimum of five (5) years or longer, if required by the Office of Apprenticeship Training, Employer and Labor Services or recognized State apprenticeship Agency or other applicable law, following the last committee action including graduation (see Section 25 – “Maintenance of Records”.)
- R. The JATC shall establish a written Policy Statement that sets forth the policies, rules, and penalties regarding conduct within the program. The policies, rules and penalties shall be consistently applied in a nondiscriminatory manner. Every indentured apprentice shall be provided a copy of the Policy Statement at the time of indenture and a copy of all subsequent modifications. A copy of the JATC Policy Statement and subsequent changes to the Policy Statement shall be submitted to the Registration Agency in a timely manner. (See Appendix D – “Local JATC Policy Statement”.)



***Attach a copy of the JATC written policy statement in Appendix D – “Local JATC Policy Statement”.***

- S. The JATC shall establish and implement a written complaint procedure in accordance with Section 22 – “Local JATC Rules and Policies”. A copy of the complaint procedure shall be provided to every apprentice (Included in Appendix D – “Local JATC Policy Statement”.)
- T. The JATC shall make an annual report to the sponsoring parties carefully reviewing its work for the preceding year, including a review of the current Affirmative Action Plan, its overall effectiveness, and changes made to the Plan as a result of the review. This report shall not include any information identifying individual apprentices in any manner.
- U. The JATC shall call upon the NJATC and professional consultants for assistance and guidance when deemed necessary.
- V. The JATC shall work cooperatively with the NJATC in completing Industry surveys and annual reports, and in maintaining the Industry’s National Standards.
- W. It shall be the duty of the JATC to see that all sections of these Standards, the Affirmative Action Plan, the Selection Procedures, Policy Statements, Rules and Regulations are enforced without discrimination.

## SECTION 6

### QUALIFICATIONS & DUTIES OF PARTICIPATING EMPLOYERS

- A. An employer who is eligible to train apprentices shall be signatory to the local CBA, comply with the qualifying requirement as set forth in the basic labor agreement and be able to provide the necessary work experience for training as determined by the JATC. Participating employers must comply with all provisions of the apprenticeship program including the registered Standards of Apprenticeship, the Affirmative Action Plan, and Selection Procedures, and the policies and rules of the JATC. The employer shall only secure apprentices through the JATC. Employers shall contribute to the JATC trust fund at the rate established by CBA and/or as stipulated in the local JATC Trust Agreement.
- B. While the apprentice is on the jobsite it shall be the responsibility of the Employer to provide to the apprentice a safe and healthful workplace and conditions of employment and work assignments that the apprentice can safely perform.
- C. The employer will determine the ability of its Journey level workers to adequately train and supervise the OJT of the apprentice based upon the work processes being learned, and assign apprentices accordingly.

## SECTION 7

### TERM OF APPRENTICESHIP



***The JATC must enter the appropriate number of hours in paragraph B (Minimum 144 hours per year/local JATC may increase as deemed necessary). Check the appropriate box in paragraph B and indicate the wage percentages for each period of apprenticeship.***

- A. The JATC shall see that each apprentice completes a minimum of 5,200 hours of work experience in a four-year program and a minimum of 3,900 hours of work experience in a three-year specialty program of reasonably continuous supervised employment (OJT). The JATC shall attempt to provide for participation in all of the work processes as outlined in Appendix A – “Work Experience And Related Training Schedules” of these Standards.
- B. The apprentice shall participate in a minimum of \_\_\_\_\_ hours of related training per year. These hours are completed outside the normal work hours.

## SECTION 8

### WAGES

- A. Apprentices shall be employed on a stipulated hourly wage basis, as provided in the local Collective Bargaining Agreement (CBA). Increases shall be subject to satisfactory progress on the job and satisfactory progress or completion of related instruction. The entry wage shall not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable Federal law, State law or respective regulations. Apprentices will be advanced to the next pay period upon successful completion of related instruction and work experience as predetermined by the Local Joint Committee. The CBA or any changes to the CBA become effective on these Standards at the date the contract becomes valid. The advancement of an apprentice may also be determined, as outlined in Section 20 – “Advancement of Apprentices”.
- B. Apprentices covered by these standards receive a percentage of the journeyworker wage negotiated for the geographical area covered by the local standards, dependent upon each apprentice’s status in the program. Eight (8) pay upgrades are recommended for a typical four-year program and six (6) pay upgrades are recommended for a three-year specialty program. The percentages (based on journeyworker scale) for advancement in the program are listed in Appendix C – “Apprentice Pay Grades”. The “Apprentice Pay Grades” must be made part of the local CBA(s).

### Recommended Pay Grades

The progressive percentages are to be based on 650 — 1,000 hour periods of the apprenticeship term as follows:

#### Four-year Program

1 <sup>st</sup> Period — 650 – 1,000 hours	60%
2 <sup>nd</sup> Period — 650 – 1,000 hours	65%
3 <sup>rd</sup> Period — 650 – 1,000 hours	70%
4 <sup>th</sup> Period — 650 – 1,000 hours	75%
5 <sup>th</sup> Period — 650 – 1,000 hours	80%
6 <sup>th</sup> Period — 650 – 1,000 hours	85%
7 <sup>th</sup> Period — 650 – 1,000 hours	90%
8 <sup>th</sup> Period — 650 – 1,000 hours	95%
<b>Total</b>	<b>5,200 – 8,000 hours</b>

#### Three-year Program

1 <sup>st</sup> Period — 650 - 1000 hours	60%
2 <sup>st</sup> Period — 650 - 1000 hours	65%
3 <sup>rd</sup> Period — 650 - 1000 hours	70%
4 <sup>th</sup> Period — 650 - 1000 hours	80%
5 <sup>th</sup> Period — 650 - 1000 hours	85%
6 <sup>th</sup> Period — 650 - 1000 hours	95%
<b>Total</b>	<b>3,900 – 6,000 hours</b>

- C. Because an apprentice may work under more than one CBA during the course of an apprenticeship, the apprentice's actual wages may vary. The apprentice's wages will be based on the CBA in force at each jobsite.

## **SECTION 9**

### **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, sex, age, or any other classification protected by Federal, State or Local law, except the applicant must be at least 17 years of age to apply. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will provide reasonable accommodation to individuals as required by federal, state, or local disability law. The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended, and other applicable laws and lawful regulations.

## **SECTION 10**

### **QUALIFICATION FOR APPRENTICESHIP**

- A. Individuals may enter the pool of qualified applicants by any of the following means (1-9) stated in Appendix K. Every individual selected for apprenticeship shall come from this established pool. The JATC will continually review the selection and retention of all apprentices in the local program to ensure there is not a pattern of adverse impact on applicants belonging to a group protected by Federal, State, or Local law.

## **SECTION 11**

### **APPLICATION PROCESS, AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURE**

- A. The recruitment, selection, employment and training of apprentices shall be in accordance with the Affirmative Action Plan and written Selection Procedure (see Appendix K) approved by the Registration Agency and made a part of these Standards.
  - 1. This apprenticeship program's Affirmative Action Plan and Selection Procedure are in compliance with the guidelines established by Title 29 CFR Part 30.
  - 2. In a JATC that covers a large area, more than one Affirmative Action Plan may be required. Each plan must be submitted for registration.
  - 3. The times, dates and place to make application shall be specified in Appendix K – "Selection Procedure and Affirmative Action Plan".

- B. The National Joint Apprenticeship and Training Committee does not recommend a single method of selecting applicants into apprenticeship. However, approval of these standards by the National Joint Committee is predicated on the assurance by the local joint committee that it will make a good faith effort to recruit women and minorities, and be in full compliance with the equal opportunity pledge stated in Section 9 – “Equal Employment Opportunity Pledge” of these standards.



*Enter percentage number in following paragraph.*

- C. When more than \_\_\_\_\_% percent of the already registered apprentices are unemployed, there will be no acceptance of new apprentices under this selection process until the unemployment of apprentices has dropped below the aforementioned percent level. Direct entry of apprentices through organizing is exempt from this percentage rule.

## **SECTION 12**

### **CREDIT FOR ON-THE-JOB SKILL ACQUISITION AND PREVIOUS RELATED TRAINING**

- A. Candidates with previous knowledge and skill acquisition in the construction trade can ask for and have such knowledge and skill evaluated by the JATC prior to signing an Apprenticeship Agreement. Where such experience warrants, the JATC will place the apprentice in the appropriate period with commensurate wages as determined by the JATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.
1. The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training.
  2. The JATC will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJT and related instruction. Those awarded credit will be assigned to the appropriate pay period classification.
  3. The granting of advanced standing or credit for previously acquired experience, training, or skills shall be applied equally to all applicants and measured against the work processes and related instruction, with commensurate wages for any progression step so granted.
- B. Advanced standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.



***Check to indicate that paragraph C should be included. The local JATC must attach a copy of its policy for incorporation into the local standards.***

- C. The JATC permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and proficiency examinations to be used in determining whether or not to award credit and waive specific courses(s), or area(s) of training.

## **SECTION 13**

### **THE APPRENTICESHIP AGREEMENT**

- A. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement. (See Appendix H – “Apprenticeship Agreement”.)



***Attach an original clean copy of your Apprenticeships Agreement if it differs from the sample found in Appendix I.***

- B. Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to read and review these Standards, the Local JATC Policy Statement (Appendix D), the apprenticeship agreement, and the sections of the CBA that pertain to apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them (see Appendix E – “Apprenticeship Information Acknowledgment”).





***The JATC will enter the appropriate number in paragraph C. Three copies are usually sufficient, some states may require additional copies.***

- C. The JATC shall have \_\_\_\_\_ copies of the apprenticeship agreement properly completed. Each copy shall be signed by the apprentice and the JATC representative. All copies will be submitted to the Registration Agency. Two (2) copies will be returned to the JATC, one (1) shall be provided to the apprentice, and one (1) shall be retained and filed by the JATC.

## **SECTION 14**

### **PROBATIONARY PERIOD**



***Appropriate number of months or hours (3-6 months or 500-1000 hours are recommended) must be entered in the following paragraph by the local JATC.***

- A. The probationary period will be the first \_\_\_\_\_ of OJT and satisfactory performance in related classroom training. During the probationary period, the apprenticeship agreement may be canceled by either party without stated cause. The Registration Agency shall be notified of such cancellations. Furthermore, the Registration Agency shall be notified of any extension of the probationary period (documenting action taken to address the issue(s) involved) in lieu of terminating the apprenticeship agreement.
- B. During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training, skill or knowledge does not reduce the probationary period.
- C. Applicants awarded advanced standing at the time of indenture shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.
- D. Prior to the end of the probationary period, action must be taken on each probationary apprentice to end the probation, extend the probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

## SECTION 15

### RELATED INSTRUCTION



***The local JATC must check one of the boxes below.***

- A. To train apprentices, the local JATC uses

The UBC Training Program Outline (Appendix A – “Work Experience and Related Training Schedules”) as presented without modification.

A copy of our local modified course outline is attached in Appendix A.

- B. The time spent in related classroom instruction shall be in addition to the required minimum hours of on-the-job training. The minimum number of classroom hours per year may change from time to time in order to meet training needs. Such changes must be properly approved by the Registration Agency before being put into effect.
- C. The JATC shall secure competent Instructors whose knowledge, experience and ability to teach shall be carefully examined and monitored. When possible, the instructors shall take the train-the-trainer courses made available from the Carpenters International Training Fund.



***The local JATC will check to indicate inclusion of the following paragraph.***

Attendance, participation and completion of the UBC Instructor Certification Program is required.

- D. The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instructions.
- E. Instructors shall administer tests in a timely manner. Such tests shall be evaluated and scored by the Instructor and reviewed with the class. Immediately following class review of the tests the Instructor shall return all tests and materials to the JATC for proper filing. No test or test materials will be left in the hands of any apprentice. The JATC and the Instructors will be prudent and diligent in all efforts to protect the integrity of the testing materials.

- F. The JATC shall monitor the apprentice's performance in related training and take all appropriate action to encourage improvement where warranted. The JATC will require reports to be filed on a regular basis by the instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice, providing a cumulative record of performance in related training.

## **SECTION 16**

### **SAFETY AND HEALTH TRAINING**

- A. The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with the Occupational Safety and Health Act standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970 and as amended by Public Law 101-552, dated November 5, 1990, and State, and local standards that have been found to be at least as effective as the Federal standards.
- B. While on the jobsite, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.
- C. The JATC will provide the following safety and health related training. The time (contact hours) required to complete all CPR, First Aid and OSHA safety training classes shall be in addition to the "minimum" related training contact hours (as indicated in Section 7 – "Term of Apprenticeship" paragraph B) required to complete the NJATC Apprentice course materials.



***The JATC shall check the appropriate box to indicate training to be provided.***

The JATC shall see that each apprentice completes CPR/First Aid training during their probationary period. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. (NOTE: This requires additional classroom hours beyond the minimum listed in Section 7 – "Term of Apprenticeship" paragraph B).

The JATC shall see that each apprentice successfully completes the OSHA approved, 10-Hour OSHA Construction Safety course, before beginning the Second-Year (third period) of related instructional training. (NOTE: This requires additional classroom hours beyond the minimum listed in Section 5 – "Term of Apprenticeship" paragraph B).

## **SECTION 17**

### **HOURS OF WORK**

- A. The apprentice shall work the hours that are specified in the local CBA. The apprentice's work schedule shall not interfere with attending related instructional classes.
- B. The JATC shall maintain a standard procedure to best ensure reasonable continuous employment for all apprentices. The JATC shall make all OJT assignments, reassignments and transfers as stipulated in the CBA, ensuring adequate training and employment opportunities. Should the current employer be unable to provide the apprentice full employment on a reasonably continuous basis in the work processes outlined in these Standards, the apprentice may be transferred or reassigned to another participating employer as determined by the JATC. (See Section 5 – "Duties of Local JATC" paragraphs J and K, and Appendix B – "Job/Assignment Transfer").
- C. When an employer is unable to fulfill its obligation under the apprenticeship agreement, arrangements will be made for the transfer of an employer's training obligation to another employer under the same program with the consent of the apprentice and the apprenticeship committee or program sponsor. [See 29CFR 29.5(b)(13)]

## **SECTION 18**

### **WORK EXPERIENCE**

- A. To provide for the development of the necessary trade skills, the JATC shall make every effort to furnish the apprentice with OJT in the appropriate categories, as job assignments permit.

- Carpenter
- Residential Carpenter Specialist
- Millwright
- Cabinetmaker
- Carpenter, Piledriver
- Floor Coverer (Layer)
- Carpenter, Interior Systems
  - Drywall Applicator Specialist
  - Acoustical Carpenter Specialist
  - Lather Specialist



***The JATC may adjust the appropriate number of hours in the work processes schedule under the heading “approx. hours OJT.” The local JATC may add to the work processes to the training grids prior to submitting these standards to the NJATC for approval. See Appendix A –“Work Experience and Related Training Schedules”.***

- B. An expanded schedule of work processes and the associated training schedules are available in Appendix A – “Work Experience and Related Training Schedules”. The work processes describe the approximate number of OJT hours the apprentice should receive and the training schedules (grids) that identify the related training topics. There is a set of work processes and training grids for each of the categories listed above. If the local JATC uses a different set of work processes and/or training grids, or adjusts the approximate hours of OJT, a copy must be attached to Appendix A – “Work Experience and Related Training Schedules”.

## **SECTION 19**

### **NUMBER OF APPRENTICES: THE RATIO**

- A. The sponsor shall not indenture a number of apprentices that exceeds a ratio of \_\_\_\_\_ apprentice/s to \_\_\_\_\_ Journeyworkers (ratio spelled out in the collective bargaining agreement in local program’s jurisdiction) normally employed in the jurisdictional area, consistent with proper supervision, training, safety, and continuity of employment.



***Identify jobsite ratio as listed in current local CBA.***

## SECTION 20

### ADVANCEMENT OF APPRENTICES



***Attach JATC Evaluation Form and Employer Monthly Report to Appendix I – “Apprentice Evaluation Forms”.***

- A. Every six months during the term of an individual’s apprenticeship the JATC shall examine the progress of the apprentice on the job and in related instruction. A copy of the “Apprentice Evaluation Forms” will be attached to Appendix I. The JATC will also receive a monthly OJT report from the employer showing the experience and training in the various work processes acquired by the apprentice and evaluating the apprentice. This monthly form must also be attached to Appendix I – “Apprentice Evaluation Forms”.
- B. The JATC shall evaluate the apprentice’s overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

## SECTION 21

### LOCAL JATC RULES AND POLICIES

- A. The apprentice is subject to the written Policy Statement of the JATC as presently in existence, or as may be adopted or modified from time to time. The JATC will provide the Registration Agency with a copy of the written Policy Statement (see Appendix D – “Local JATC Policy Statement”) and any modifications to the Policy Statement.
- B. The apprentice will be provided with a copy of the written Policy Statement and will sign an acknowledgment receipt of same (See Appendix E – “Apprenticeship Information Acknowledgment”). This procedure will be followed whenever revisions or modifications are made to the Policy Statement.

## SECTION 22

### ADJUSTMENT OF DIFFERENCES: CANCELLATION OF APPRENTICESHIP AGREEMENT OR RESIGNATION OF APPRENTICE

- A. The JATC shall have full authority and responsibility to review and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters. All EEO complaints may be referred to the Registering Agency by either the JATC or the apprentice.
- B. Apprenticeship agreements may be canceled at any time during the term of apprenticeship as follows. During the probationary period, the apprenticeship agreement may be terminated by either the apprentice or the sponsor without stated cause. After the probationary period is completed, the agreement may be canceled at the request of the apprentice, or may be suspended, canceled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the Registration Agency of any such action taken (probation extension, suspension or cancellation).
- C. Apprentices who have been suspended or terminated are not eligible to participate in any related training activities and as per the CBA, they are not eligible for any job assignments under the CBA.
- D. Apprentices shall have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing.
- E. Complaint Procedure: The JATC will supply all apprentices with a copy of the "Local JATC Policy Statement" (Appendix D).
- F. The JATC has full authority to supervise the enforcement of these Standards. Its decision is binding on the employer, the local union, and the apprentice (unless otherwise noted below.) If applicants or apprentices believe an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may only be sought through one or more of the following avenues, based on the nature of the issue:
  - 1. For issues regarding wages, hours, working conditions, and other issues covered by the Collective Bargaining Agreement, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the collective bargaining agreement after first bringing documented evidence to the JATC.

2. The local JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the Registered Standards. The local JATC shall make such rulings as it deems necessary in each individual case. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards where differences occur.
3. Any apprentice or applicant for apprenticeship who believes they have been discriminated against on the basis of race, color, religion, national origin, sex, age, or any other classification protected by Federal, State or Local law with regard to apprenticeship, or that the equal opportunity standards with respect to their selection have not been followed in the operation of the apprenticeship program, may contact directly the Federal, State or Local Equal Employment Opportunity Commission (EEOC), and/or the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services or their local Registration Agency (see Section 9 – “Equal Employment Opportunity Pledge” and Appendix D – “Local JATC Policy Statement”).
4. Complaints to the U.S. Department of Labor, which may be filed by the apprentice or through an authorized representative of the apprentice, must be filed not later than 180 days (29 CFR 30.11) from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standard.
5. The JATC shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, State and Federal contacts for receiving complaints (see Appendix D – “Local JATC Policy Statement”). This procedure is also a part of the Affirmative Action Plan.
6. The Complaint Procedure shall be equitably applied to all applicants and apprentices.

## **SECTION 23**

### **COMPLETION CERTIFICATE**

- A. Upon satisfactory completion of the NJATC course of study and at least the minimum hours of OJT, the JATC will certify to the sponsoring parties and to the NJATC and the Registration Agency, that the apprentice has satisfied the requirements of his or her apprenticeship agreement.
- B. The JATC will present each graduating apprentice with a Certificate of Completion issued by the NJATC (See Appendix J – “Certificate of Completion”). The JATC shall request a Completion Certificate from the NJATC for every individual completing the apprenticeship program. Each Certificate shall be approved and signed by the officers of the JATC. The JATC shall likewise submit a signed request for a Completion Certificate to the Registration Agency.
- C. The JATC will notify the UBC Local Union of the date of each satisfactory completion, allowing the local Union to reclassify the individual as per UBC By-Laws, Rules and Policies. The JATC will likewise notify the graduating apprentice’s current employer.



## **SECTION 24**

### **PROGRAM DE-REGISTRATION**

- A. This program may be de-registered upon the voluntary action of the sponsor by the sponsor's request to the Registration Agency for cancellation of the registration. The program may also be de-registered for reasonable cause by the Registration Agency, in accordance with its formal de-registration proceedings.
- B. Prior to program de-registration, the program sponsor must notify the NJATC by contacting the Carpenters International Training Fund office.
- C. Upon de-registration or voluntary cancellation of the program, the sponsor will inform each apprentice, within 15 days, regarding the de-registration or cancellation and the effect of such action. This notification will conform to the requirements of Title 29, Code of Federal Regulations, Part 29.7 and any applicable State or local regulations.

## **SECTION 25**

### **MAINTENANCE OF RECORDS**

- A. The JATC shall maintain for a period of five (5) years from the last active date in the program, all records relating to: indentured apprentice applications, the employment and training of apprentices and information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application, selection, periodic advancements, disciplinary action, layoffs, terminations, rates of pay, hours of on-the-job training, related instruction, evaluations and other pertinent data of indentured apprentices. This DOES NOT include JATC Trust Fund records, which shall be maintained pursuant to the requirements of ERISA.
- B. All JATC records shall be made available upon request of the applicable Registration Agency. This provision DOES NOT include JATC Trust Fund records.
- C. All apprentice applications must be kept on file for a period of two years from the last active date of the application.

**Apprenticeship and Training  
United Brotherhood of Carpenters  
Apprenticeship and Training Department**

**National Guideline Standards Certification**

This “National Guideline Apprenticeship and Training Standards for The United Brotherhood of Carpenters and Joiners of America” meets the basic standards of apprenticeship established by the Secretary of Labor.

The following occupations are covered by these Standards:

Title	O*NET Code	RAIS Code	Term
1. Carpenter	47-2031.01	0067	4 years
2. Residential Carpenter Specialist	47-2031.01	0564	3 years
3. Millwright	49-9044.00	0335	4 years
4. Cabinetmaker	51-7011.00	0055	4 years
5. Carpenter, Piledriver	47-2031.02	1009	4 years
6. Floor Coverer (Layer)	47-2042.00	0199	4 years
7. Carpenter, Interior Systems	47-2031.01	0653	4 years
8. Drywall Applicator Specialist	47-2081.02	0145	3 years
9. Acoustical Carpenter Specialist	47-2081.01	0861	3 years
10. Lather Specialist	47-2031.01	0272	3 years

These National Guideline Standards were developed by the UBC National Joint Apprenticeship & Training Committee.

These National Guideline Standards are Approved and Certified by the U.S. Department of Labor – Office of Apprenticeship Training, Employer and Labor Services.

**APPRENTICESHIP AND TRAINING STANDARDS FOR**

Regional Council: \_\_\_\_\_

Local Union Number(s): \_\_\_\_\_

Name of Program(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Geographical Area Covered: \_\_\_\_\_

Developed in Cooperation with Office of Apprenticeship Training, Employer and Labor Services (OATELS), Employment and Training Administration, U.S. Department of Labor, and the Carpenters' National Joint Apprenticeship and Training Committee.

REVISED 2005

Approval:

_____	_____
(Signature, Labor)	(Signature, Management)
_____	_____
Name (Typed)	Name (Typed)
_____	_____
Title	Title

Name of Joint Committee: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

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

Registration Agency: \_\_\_\_\_

Registration Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Registration #: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by United Brotherhood of Carpenters NJATC

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ DOT \_\_\_\_\_ RAIS # \_\_\_\_\_

Title: \_\_\_\_\_ DOT \_\_\_\_\_ RAIS # \_\_\_\_\_

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## **APPENDIX A – WORK PROCESSES SCHEDULE AND RELATED INSTRUCTION OUTLINE**

The Work Experience Schedules and Related Training Schedules in this appendix are the CITF Training Program Outlines. If a local JATC doesn't follow this system or uses a revised system, the local JATC work experience schedules and related training schedules must be attached to Appendix A.

(See Sections 5, 7, 15, and 18.)

**WORK PROCESSES SCHEDULE  
CARPENTER**

O\*NET 47-2031.01 RAIS 0067

The following schedule is an example of work experience (OJT) and training considered necessary to develop a skilled and productive worker in the carpentry trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	<u>Approximate Hours</u>		
General Knowledge	325	-	500
Concrete Formwork	975	-	1,500
Wood Framing	975	-	1,500
Metal Framing	650	-	1,000
Exterior Finish	650	-	1,000
Interior Finish	650	-	1,000
Supplemental Skills	975	-	1,500
TOTAL	5,200	-	8,000

**WORK PROCESSES SCHEDULE**  
**RESIDENTIAL CARPENTER SPECIALIST**  
O\*NET 47-2031.01 RAIS 0564

The following schedule is an example of work experience (OJT) and training considered necessary to develop a skilled and productive worker in the carpentry trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	<u>Approximate Hours</u>		
General Knowledge	280	-	375
Concrete Formwork	730	-	1,125
Wood Framing	730	-	1,125
Metal Framing	477	-	750
Exterior Finish	477	-	750
Interior Finish	476	-	750
Supplemental Skills	730	-	1,125
<b>TOTAL</b>	<b>3,900</b>	<b>-</b>	<b>6,000</b>

## RELATED INSTRUCTION OUTLINE

The following resource material is available from the Apprenticeship and Training Fund of the United Brotherhood of Carpenters and Joiners of America for the implementation of the CITF Training Curriculum.

- Unit 1. Tools, Materials, Ethics, and History of the Trade
- Unit 2. Foundations
- Unit 3. Rough Framing
- Unit 4. Exterior Finish
- Unit 5. Roof Framing
- Unit 6. Interior Finish
- Unit 7. Stair Building
- Unit 10. Concrete Construction
- Unit 12. Parts 1 and 2 Blueprint Reading
- Blueprint Plans A, B, C, and D
- Mathematics for Carpenters
- Cutting and Welding
- Unit on Safety
- Blueprint Reading — Blueprint Plan “D” – Plan D Specifications
- Bridge Form Construction & Shoring: Deck Forms
- Builders Level & Transit
- Wall Pilaster & Column Forms
- Demountable Partitions
- Doors & Finish Hardware
- Floor & Beam Forms & Shoring
- Metal Framing & Drywall
- Scaffolding Regulations
- Scaffolding Introduction
- Frame Scaffolding
- Tube & Clamp Scaffolding
- Systems Scaffolding
- Trade Show & Exhibits
- Trade Show Part I
- Trade Show Part II
- Rigging Hardware
- Rigging Procedures
- Lathing Volume I
- Lathing Volume II
- Lathing Volume III
- Lathing Volume IV
- Lathing Volume V
- Lather Craft Problems & Reference Book
- Light Gauge Welding



## **RELATED INSTRUCTION OUTLINE (Training Matrixes)**

Using the following training matrixes, local JATCs can design flexible training programs to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship. The Standard Skills Matrix is the core of the Curriculum. These are the skills every Carpenter should have regardless of the Industry he/she is employed in.

Each industry sector is identified and additional skills are listed in these industry sector training matrixes. Industry sector skills are combined with standard skills to identify local training needs. Often, a skill is listed in more than one sector. (Certified SMAW welding is an example) No one will complete all of the training modules listed in the industry sector matrixes. Therefore, training modules should be selected to meet the training needs of local industries and of each member.

This system of training modules identified as Standard Skills or Industry Sector Skills can be compared to the system colleges' use in their required and elective courses. This system will allow flexibility and provide the specialty contractors and shop owners with qualified apprentices. This system will also give apprentices a larger scope of skill and knowledge, thus making them more employable.

For each training module listed on the training matrixes, there is a sheet listing the skill requirements and reference material regularly used to train that training module. This information is continually updated by the CITF. To get the expanded updated information on each training module, contact the CITF.

Residential Carpenter Specialist training will use the following training matrixes:

- Standard Carpentry Skills
- Residential Carpentry Construction
- Residential Metal Framing

### Standard Carpentry Skill

<b>General Knowledge</b>	<b>Concrete Formwork</b>	<b>Wood Framing</b>	<b>Metal Framing</b>	<b>Exterior Finish</b>	<b>Interior Finish</b>	<b>Supplemental Skills</b>
Industry Orientation	Footing Forms	Joist Framing & Layout	Material/Fasteners Identification Metal Framing Layout	Siding	Drywall Installation	Transit/Level
General Safety	Slab Forms	Wall Layout, Plating & Detailing	Floor Joists, Decks, & Walls	Roof Covering	Interior Doors & Hardware	Laser Level
First Aid/CPR	Wall Forms	Walls	Ceiling Joists, Trusses, & Rafters	Exterior Doors & Windows	Paneling	Metal Frame & Rolling Tower Scaffold Erection
Hand Tools	Columns, Beams, and Girders	Truss Roof Framing	Metal Stairs	Weather-proofing	Trim	Introduction to Welding
Portable Power Tools	Stair Forms	Gable Roof Framing		Trims, Gutters & Components	Shelving & Misc. Fixtures	Oxy/Acetylene Cutting Torch
Stationary Power Tools I		Hip & Intersecting Roof Framing			Cabinet Installation	Rigging
Blueprint Reading I		Patios & Decks			Countertop Installation	Powder Actuated Tools
Math I		Stair Framing			Solid Surface Installation	
OSHA - 10					Stair Installation	
Material Identification					Wood Flooring	
Fasteners						
Ergonomics						
Construction Layout I						
Fall Protection						
Insulation & Sound Control						
Water & Vapor Barrier						

### Commercial/Industrial Carpentry Skills

General Knowledge	Concrete Formwork	Wood Framing	Metal Framing	Exterior Finish	Interior Finish	Supplemental Skills
Commercial /Industrial Blueprint Reading	Building Layout	Heavy Timber Framing	Specialty Framing	Installation of Pre-built Panels	Demountable Partitions	Forklift Operation
Math II	Piers, Pier Caps, Pile Caps	Wood Blocking	Heavy Load Construction	EIFS Systems	Wall Coverings	Metrics
Pneumatic Tools	Tilt Up & Precast Panels	Elevator and Utility Shafts	Metal Blocking	Standing Seam Roofs	Ceiling Systems	Confined Space
Stationary Power Tools II	Gang Forms		Elevator and Utility Shafts	Commercial Doors	Pedestal Flooring	Lead Abatement
Commercial Industrial Layout	Slab & Deck Forms			Commercial Windows	Cleanroom Installation & Protocol	Asbestos Abatement
MSDS	Slip Forms			Roll Up & Retractable Doors	Office Systems	Tube & Coupling Scaffolding
	ICFs Walls and Decks			Store Front Trims & Components	Store Fixtures	Systems Scaffolding
				Handicap Access	Handicap Hardware	Aerial lifts
				Vinyl Siding	Commercial Door Hardware	Hazardous Waste Training
					IR Door Hardware	Mine Safety Health Certification
						SMAW Welding
						GMAW Welding
						Total Station
						Total Station II
						TradeShow I&D
						Exhibit Construction
						TradeShow Rigging
						IR Electrified Door Hardware

### Heavy/Highway Construction Carpentry Skills

<b>General Knowledge</b>	<b>Concrete Formwork</b>	<b>Wood Framing</b>	<b>Metal Framing</b>	<b>Exterior Finish</b>	<b>Interior Finish</b>	<b>Supplemental Skills</b>
Heavy and Highway Blueprints & Specifications	Form Hardware	Heavy Timber Framing	Under-carriage	Precast Concrete		Forklift Operation
Pneumatic Power Tools	Bridge Forms	Wood Shoring & Bracing	Metal Shoring & Bracing			Heavy Highway Specialty Rigging
Math II	Piers, Pier Caps , Pile Caps, Columns	Wooden Bridges				SMAW Welding
Heavy/Highway Layout	Gang Forms					Confined Space Certification
MSDS	Slab & Deck Forms					Lead Abatement Certification
	Pre-cast Forms					Tube & Clamp Scaffolding
						Systems Scaffolding
						Aerial lifts

### Residential Carpentry Skills

<b>General Knowledge</b>	<b>Concrete Formwork</b>	<b>Wood Framing</b>	<b>Metal Framing</b>	<b>Exterior Finish</b>	<b>Interior Finish</b>	<b>Supplemental Skills</b>
Residential Materials	Building Layout	Wood Foundations	Material / Fastener ID & Layout	Garage Doors	Sliding / Folding / Pocket Doors	SMAW Welding
Residential Blueprint Reading	ICFs Walls & Decks	Specialty Roofs	Specialty Framing		Vinyl Siding	GMAW Welding
Residential Math		Heavy Timber Framing				Forklift Operation
Pneumatic Tools						Aerial Lifts
Residential Portable Power Tools						Residential Fall Protection
						Lead Abatement
						Asbestos Abatement

**Trade Show  
Installation & Dismantling**

<b>General Knowledge</b>	<b>Freight Handling</b>	<b>Decorating</b>	<b>Exhibits</b>	<b>Carpet</b>
Trade Show Orientation	Forklifts	Pipe and Drape	Modular and Patented Systems	Aisle Carpet
Site Conduct	Dock Equipment	Table Tops and Skirting Columns and Bunting	Custom Exhibits	Booth Carpet
Trade Show Tools	Freight Handling Safety	Man Lifts	Pop-up Exhibits	Specialty Carpet
Trade Show Safety		Rigging	Platforms and Staging	
First Aid/CPR				
Trade Show Drawings				
Industry Materials				
Record Keeping				

### Residential Metal Framing

<b>General Knowledge</b>	<b>Framing</b>	<b>Wall Systems</b>	<b>Ceilings</b>	<b>Supplemental Skills</b>
Residential Blueprint Reading	Floor Joists, Decks & Walls		Rafters & Trusses	SMAW (heavy gauge)
Materials/ Fasteners ID & Layout	Specialty Framing			GMAW (heavy gauge)
Hand & Power Tools	Metal Stairs			Forklift Operation
Layout of Circles and Curves	Rafters & Trusses			Door Hanging
				Insulation & Sealants
				Window Installation
				Finish Hardware
				Floor Finishes
				Roof Finishes
				Rigging
				Plasma Cutting

## WORK PROCESSES SCHEDULE

### MILLWRIGHT

O\*NET 49-9044.00 RAIS 0335

The following schedule is an example of work experience (OJT) and training considered necessary to develop a skilled and productive worker in the Millwright trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	Approximate Hours		
General Knowledge	325	-	500
Machine Components	1300	-	2000
Machinery Installation	1300	-	2000
Machinery Alignment	1300	-	2000
Supplemental Skills	975	-	1,500
TOTAL	5,200	-	8,000

### RELATED TRAINING MATERIAL

The following resource material is available from the Apprenticeship and Training Fund of the United Brotherhood of Carpenters and Joiners of America for the implementation of the CITF Training Curriculum.

Unit 1. Safety: Introduction to Construction Millwrighting

Unit 2. Mathematics and Workbook

Unit 3. Part 1. Monorails

Unit 3. Part 2. Conveyors

Unit 4. Installation and Maintenance of Machinery

Unit 5. Blueprint Reading (includes blueprint)

Unit 6. Optical and Laser Alignment

Unit 7. Cutting and Welding

Unit 8. Rigging

Unit 9. Turbines and Generators/Reactors

Unit 10. Shaft Alignment

Unit 11. Layout

Basic Vibration Analysis

Laser Shaft Alignment Systems: Standard Optalign

Precision Optical Instruments: Basic Jig Transit

Precision Optical Instruments: Advanced Jig Transit

Welding — AWS D1.1

Machinery Alignment Procedures

Rigging Hardware

Rigging Procedures

Rigging Video Series (11 Videos)



## **RELATED INSTRUCTION OUTLINE (Training Matrixes)**

Using the following training matrixes, local JATCs can design flexible training programs to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship. The Standard Skills Matrix is the core of the Curriculum. These are the skills every Millwright should have regardless of the Industry he/she is employed in.

Each industry sector is identified and additional skills are listed in these industry sector training matrixes. Industry sector skills are combined with standard skills to identify local training needs. Often, a skill is listed in more than one sector. (Certified SMAW welding is an example) No one will complete all of the training modules listed in the industry sector matrixes. Therefore, training modules should be selected to meet the training needs of local industries and of each member.

This system of training modules identified as Standard Skills or Industry Sector Skills can be compared to the system colleges' use in their required and elective courses. This system will allow flexibility and provide the specialty contractors and shop owners with qualified apprentices. This system will also give apprentices a larger scope of skill and knowledge, thus making them more employable.

For each training module listed on the training matrixes, there is a sheet listing the skill requirements and reference material regularly used to train that training module. This information is continually updated by the CITF. To get the expanded updated information on each training module, contact the CITF.

### Millwright Standard Skills

<b>General Knowledge</b>	<b>Machine Components</b>	<b>Machinery Installation</b>	<b>Machinery Alignment</b>	<b>Supplemental Skills</b>
Millwright Industry Orientation (pg. 2)	Sole Plates (pg. 17)	Basic Machinery Installation (pgs. 25 – 30)	Rim-Face Coupling Alignment (pg. 39)	UBC Rigging Qualification (pgs. 46,47)
General Safety (pg. 3)	Grouting (pg. 18) 3/2/04	Conveyor Systems (pg. 31)	Reverse Dial Coupling Alignment (pg. 40)	Metal Fabrication (pg. 48)
OSHA 10-Hour (pg. 4)	Bearings (pg. 19)	Monorail Systems (pg. 32)	Vertical Coupling Alignment (pg. 41)	Oxygen-Acetylene Cutting (pg. 49)
Standard CPR/First Aid (pg. 5)	Gaskets and Seals (pg. 20)	Pumps (pg. 33)	Optical Alignment (pg. 42)	Oxygen-Acetylene Welding (pg. 50)
Confined Space	Drive Systems (pg. 21)	Air Compressors (pg. 34)	Electric Micrometer Wire Alignment (pg. 43)	Basic SMAW Welding (pg. 51)
Fall Protection	Hydraulic and Pneumatic Systems (pg. 22)	Fans (pg. 35)	Gear Alignment (pg. 44)	Scaffold User
Ergonomics	Industrial Belting (pg. 23)	Turbines (pg. 36)	Sprocket and Sheave Alignment (pg. 45)	
MSDS	Gearboxes (pg. 24)	Generators (pg. 37)		
Millwright Hand Tools (pgs. 6, 7)		Cranes (pg. 38)		
Millwright Power Tools (pg. 8)				
Millwright Precision Measuring Tools (pg. 9)				
Millwright Math (pg. 10)				
Mechanical Blueprints (pg. 11)				
Layout Techniques (pg. 12)				
Bolts and Fasteners (pg. 13)				
Torquing (pg. 14)				

Thermal Expansion (pg. 15)				
Lubrication (pg. 16)				

### Millwright Aerospace Skills

<b>General Knowledge</b>	<b>Machine Components</b>	<b>Machinery Installation</b>	<b>Machinery Alignment</b>	<b>Supplemental Skills</b>
Stress Relieving (pg. 2)			Laser Shaft Alignment (pg. 7)	Certified SMAW Welding (pg. 10)
Machining Operations (pg. 3)			Advanced Optical Alignment (pg. 8)	Certified GMAW Welding (pg. 11)
Advanced Blueprint Reading (pg. 4)			Vibration Analysis (pg. 9)	Certified GTAW Welding (pg. 12)
				CWI (Certified Welding Inspector) (pg. 13)
				NDE Testing (pg. 14)
				Advanced Fabrication (pg. 15)
				CAD (16)

### Millwright Automotive Skills

General Knowledge	Machine Components	Machinery Installation	Machinery Alignment	Supplemental Skills
Machining Operations (pg. 2)	Automation Technologies (pg. 4)		Laser Shaft Alignment (pg. 6)	Certified SMAW Welding (pg. 8)
Advanced Blueprint Reading (pg. 3)			Vibration Analysis (pg. 7)	Certified GMAW Welding (pg. 9)
				Certified GTAW Welding (pg. 10)
				Advanced Fabrication (pg. 11)
				Powered Industrial Truck Operator (pg. 12)
				Operating Boom Trucks (pg. 13)
				Aerial Lifts (pg. 14) March 2, 2004
				CAD (pg. 15)

**Millwright Food Processing Skills**

<b>General Knowledge</b>	<b>Machine Components</b>	<b>Machinery Installation</b>	<b>Machinery Alignment</b>	<b>Supplemental Skills</b>
Machining Operations (pg. 2)	Cable Splicing (pg. 3)		Vibration Analysis (pg. 7)	Certified SMAW Welding (pg. 8)
	Automation Technologies (pg. 4)			Certified GMAW Welding (pg. 9)
	Mechanical Seals (pg. 5)			Certified GTAW Welding (pg. 10)
				Advanced Fabrication (pg. 11)
				Powered Industrial Truck Operator (pg. 12)
				Operating Boom Trucks (pg. 13)
				Aerial Lifts (pg. 14) March 2, 2004
				CAD (pg. 15)

### Millwright Lumber Skills

General Knowledge	Machine Components	Machinery Installation	Machinery Alignment	Supplemental Skills
			Vibration Analysis (pg. 5)	Certified SMAW Welding (pg. 6)
				Certified GMAW Welding (pg. 7)
				Certified GTAW Welding (pg. 8)
				Powered Industrial Truck Operator (pg. 9)
				Operating Boom Trucks (pg. 10)
				Aerial Lifts (pg. 11) March 2, 2004
				CAD (pg. 12)

**Millwright Material Handling Skills**

<b>General Knowledge</b>	<b>Machine Components</b>	<b>Machinery Installation</b>	<b>Machinery Alignment</b>	<b>Supplemental Skills</b>
Powder Actuated Tools (pg. 2)	Cable Splicing (pg. 3)	USPS Bulk Mail Qualification	Vibration Analysis (pg. 5)	Certified SMAW Welding (pg. 6)
Millwright 16-hour Safety Course				Certified GMAW Welding (pg. 7)
				Certified GTAW Welding (pg. 8)
				Advanced Fabrication (pg. 9)
				Powered Industrial Truck Operator (pg. 10)
				Operating Boom Trucks (pg. 11)
				Operating Air Tuggers (pg. 12)
				Aerial Lifts (pg. 13) March 2, 2004
				CAD (pg. 14)



### Millwright Mining Skills

General Knowledge	Machine Components	Machinery Installation	Machinery Alignment	Supplemental Skills
	Cable Splicing (pg. 3)		Vibration Analysis (pg. 5)	Certified SMAW Welding (pg. 6)
				Certified GMAW Welding (pg. 7)
				Powered Industrial Truck Operator (pg. 8)
				Operating Boom Trucks (pg. 9)
				Operating Air Tuggers (pg. 10)
				Aerial Lifts (pg. 11) March 2, 2004
				CAD (pg. 12)

### Millwright Nuclear Skills

<b>General Knowledge</b>	<b>Machine Components</b>	<b>Machinery Installation</b>	<b>Machinery Alignment</b>	<b>Supplemental Skills</b>
Millwright 16-hour Safety Course	MOV Repair (pg. 3)	Manipulators (pg. 7)	Laser Shaft Alignment (pg. 9)	Certified SMAW Welding (pg. 11)
	Valve Repair (pg. 4)	CRDs (pg. 8)	Vibration Analysis (pg. 10)	Certified GMAW Welding (pg. 12)
	Safety and Relief Valves (pg. 5)			Certified GTAW Welding (pg. 13)
	Mechanical Seals (pg. 6)			CWI (Certified Welding Inspector) (pg. 14)
				NDE Testing (pg. 15)
				Advanced Millwright Rigging Techniques (pg. 16)
				Operating Overhead Cranes (pg. 17)
				CAD (pg. 18)

### Millwright Petrochemical Skills

<b>General Knowledge</b>	<b>Machine Components</b>	<b>Machinery Installation</b>	<b>Machinery Alignment</b>	<b>Supplemental Skills</b>
Petrochemical Familiarization	MOV Repair (pg. 5)		Laser Shaft Alignment (pg. 12)	Certified SMAW Welding (pg. 15)
Safety Wiring (pg. 2)	Valve Repair (pg. 6)		Advanced Optical Alignment (pg. 13)	Certified GMAW Welding (pg. 16)
Stress Relieving (pg. 3)	Safety and Relief Valves (pg. 7)		Vibration Analysis (pg. 14)	Certified GTAW Welding (pg. 17)
Machining Operations (pg. 4)	Cable Splicing (pg. 8)			Special Welding Processes (pg. 18)
	Automation Technologies (pg. 9)			CWI (Certified Welding Inspector) (pg. 19)
	Mechanical Seals (pg. 10)			NDE Testing (pg. 20)
				Advanced Fabrication (pg. 21)
				Powered Industrial Truck Operator (pg. 22)
				Operating Boom Trucks (pg. 23)
				Operating Overhead Cranes (pg. 24)
				Operating Air Tuggers (pg. 25)
				Aerial Lifts (pg. 26)
				CAD (pg. 27)

### Millwright Power Production Skills

<b>General Knowledge</b>	<b>Machine Components</b>	<b>Machinery Installation</b>	<b>Machinery Alignment</b>	<b>Supplemental Skills</b>
Millwright 16-hour Safety Course (pg. 2) March 2, 2004	Mechanical Seals (pg. 5)	Siemens-Westinghouse Combustion Turbine Training (pg. 6)	Laser Shaft Alignment (pg. 7)	Certified SMAW Welding (pg. 10)
		GE Gas Turbine Familiarization	Advanced Optical Alignment (pg. 8)	Certified GMAW Welding (pg. 11)
Machining Operations (pg. 4)		GE Gas Turbine Qualification	Vibration Analysis (pg. 9)	Certified GTAW Welding (pg. 12)
Hytorc Qualification		Steam Turbine Qualification		Special Welding Processes (pg. 13)
				CWI (Certified Welding Inspector) (pg. 14)
				NDE Testing (pg. 15)
				Advanced Millwright Rigging Techniques (pg. 16)
				Operating Overhead Cranes (pg. 17)

### Millwright Pulp & Paper Skills

General Knowledge	Machine Components	Machinery Installation	Machinery Alignment	Supplemental Skills
Stress Relieving (pg. 2)			Laser Shaft Alignment (pg. 5)	Certified SMAW Welding (pg. 8)
			Advanced Optical Alignment (pg. 6)	Certified GMAW Welding (pg. 9)
			Vibration Analysis (pg. 7)	Certified GTAW Welding (pg. 10)
				Advanced Millwright Rigging Techniques (pg. 11)
				Operating Boom Trucks (pg. 12)
				Operating Overhead Cranes (pg. 13)

**Millwright Steel/Alloy/Aluminum Skills**

<b>General Knowledge</b>	<b>Machine Components</b>	<b>Machinery Installation</b>	<b>Machinery Alignment</b>	<b>Supplemental Skills</b>
			Advanced Optical Alignment (pg. 5)	Certified SMAW Welding (pg. 7)
			Vibration Analysis (pg. 6)	Certified GMAW Welding (pg. 8)
				Certified GTAW Welding (pg. 9)
				Powered Industrial Truck Operator (pg. 10)
				Operating Overhead Cranes (pg. 11)

**WORK PROCESSES SCHEDULE**  
**CABINETMAKER**  
O\*NET 51-7011.0 RAIS 0055

The following schedule is an example of work experience (OJT) and training considered necessary to develop a skilled and productive worker in the Mill-Cabinet trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	<u>Approximate Hours</u>		
General Knowledge	325	-	500
Machining	1430	-	2,200
Assembly	1,625	-	2,500
Surface Preparation and Finish	650	-	1,000
Installation	975	-	1,500
Supplemental Skills	195	-	300
<b>TOTAL</b>	<b>5,200</b>	<b>-</b>	<b>8,000</b>

**RELATED INSTRUCTION OUTLINE**

The following resource material is available from the Apprenticeship and Training Fund of the United Brotherhood of Carpenters and Joiners of America for the implementation of the CITF Training Curriculum.

- Unit 1. Tools, Materials, Ethics, and History of the Trade
- Unit 4. Exterior Finish
- Unit 6. Interior Finish
- Unit 7. Stair Building
- Unit 8. Cabinetmaking (Mill)
- Unit 9. Millwork
- Unit 12. Blueprint Reading and Estimating
- Mathematics for Carpenters
- Safety
- Blueprint Plans A, B, and C
- Mill-Cabinet CNC
- Mill-Cabinet Handtools
- Trade Show & Exhibits
- Trade Show Part I
- Trade Show Part II

## **RELATED INSTRUCTION OUTLINE (Training Matrixes)**

Using the following training matrixes, local JATCs can design flexible training programs to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship. The Standard Skills Matrix is the core of the Curriculum. These are the skills every Cabinetmaker should have regardless of the Industry he/she is employed in.

Each industry sector is identified and additional skills are listed in these industry sector training matrixes. Industry sector skills are combined with standard skills to identify local training needs. No one will complete all of the training modules listed in the industry sector matrixes. Therefore, training modules should be selected to meet the training needs of local industries and of each member.

This system of training modules identified as Standard Skills or Industry Sector Skills can be compared to the system colleges' use in their required and elective courses. This system will allow flexibility and provide the specialty contractors and shop owners with qualified apprentices. This system will also give apprentices a larger scope of skill and knowledge, thus making them more employable.

For each training module listed on the training matrixes, there is a sheet listing the skill requirements and reference material regularly used to train that training module. This information is continually updated by the CITF. To get the expanded updated information on each training module, contact the CITF.



### Mill-Cabinet Standard Skills

<b>General Knowledge</b>	<b>Machining</b>	<b>Assembly</b>	<b>Surface Preparation and Finish</b>	<b>Installation</b>	<b>Supplemental Skills</b>
Industry Orientation Pg.3	Table Saw Pg.17	Gluing & Clamping, Inserting Dowels Pg.33	Surface Preparation Pg.41	Millwork Pg.44	Scaffolding, 16 Hours Mobile Welded Frame Pg.49
General Safety Pg.4	Radial Arm Saw Pg.18	Plastic Laminating Pg.34	Surface Finishing Pg.42	Casework & Store Fixtures Pg.45	Forklift Operation Pg.50
OSHA 10-Hour Pg.5	Band Saw Pg.19	Assembling Standard Casework Pg.35	Finishing Solid Surface Pg.43	Windows and Doors Pg.46	Powder Actuated Tools Pg.51
First Aid/CPR Pg.6	Miter Saw Pg.20	Assembling Architectural Cabinets Pg.36		Stairs Pg.47	Community Service Pg.52
Materials Pg.7	Panel Saw Pg.21	Assembling Drawers Pg.37		Solid Surface Materials Pg.48	Scaffold User
Hand Tools Pg.8	Jointer Pg.22	Sash, Doors & Jambs, and Wainscot Pg.38			
Portable Power Tools Pg.9	Planer Pg.23	Stairs Pg.39			
Math I Pg.10	Shaper Pg.24	Solid Surface Fabrication Pg.40			
Math II Pg.11	Panel Router Pg.25	Wood Laminating			
Math III/Layout Pg.12	Pin Router Pg.26				
Blueprint Reading, Shop Drawing Pg.13	Edge Bander Pg.27				
Layout Pg.14	Boring Machines Pg.28				
Stockbilling Pg.15	Case Clamp Pg.29				
Jointery Pg.16	Pedestal Grinder Pg.30				

	Sanding Machines Pg.31				
	Dowel Inserter Pg.32				

**Mill-Cabinet Architectural Woodworking Skills**

<b>General Knowledge</b>	<b>Machining</b>	<b>Assembly</b>	<b>Surface Preparation and Finishing</b>	<b>Installation</b>	<b>Supplemental Skills</b>
Full Scale Geometric Layout Pg.2	Custom Trim Pg.4	Institutional Fixtures Pg.7		Institutional Fixtures Pg.8	Spiral Stairs Pg.9
Advanced Blueprint Reading Pg.3	CNC Pg.5				
	CAD/CAM Pg.6				
	Moulder				
	Profile Grinder				

**Mill-Cabinet Exhibit and Display Skills  
(Fabrication)**

<b>General Knowledge</b>	<b>Machining</b>	<b>Assembly</b>	<b>Surface Preparation and Finishing</b>	<b>Installation</b>	<b>Supplemental Skills</b>
Silk Screening Process Pg.2	CNC Pg.4	Building Fitted Shipping Containers Pg.9	Applying Finished Materials Pg.13	See I&D Tradeshow Matrix Pg. 14	Mechanical Animation Pg.15
Graphics Pg.3	CAD/CAM Pg.5	Acrylic Fabrication Pg.10			SMAW Welding Pg.16
	Thermal Forming Pg.6	Mounting Graphics Pg.11			GMAW Welding Pg.17
	Gerber and Printer Pg.7	Mechanical Display Pg.12			GTAW Welding Pg.18
	Machining Mechanical Display Pg.8				

### Mill-Cabinet Millwork Skills

General Knowledge	Machining	Assembly	Surface Preparation and Finishing	Installation	Supplemental Skills
Profile Grinding Pg.2	Straight line Saw Pg.3	Step Molding Pg.13	Sanding & Scraping Pg.18	Molding Pg.20	Refer to Architectural Woodworking Skills Tab 2 Pg.
	Gang Ripsaw Pg.4	Doors Sub-Assembly Pg.14	Staining & Painting Pg.19	Door Unit Pg.21	
	Molder /Sticker Pg.5	Windows Sub-Assembly Pg.15		Window Unit Pg.22	
	Louver Machine Pg.6	Stairs Sub-Assembly Pg.16		Stairs Pg.23	
	CNC Pg.7	Louvers Sub-Assembly Pg.17			
	CAD/CAM Pg.8				
	Mortiser Pg.9				
	Tennonner Pg.10				
	Advanced Shaper Pg.12				

**Mill-Cabinet Store Fixture Skills**

<b>General Knowledge</b>	<b>Machining</b>	<b>Assembly</b>	<b>Surface Preparation and Finishing</b>	<b>Installation</b>	<b>Supplemental Skills</b>
Full Scale Geometric Layout Pg.2	CNC Pg.4			Glass Products Pg.6	
Advanced Blueprint Reading Pg.3	CAD/CAM Pg.5			Metal Moldings & Fitting Pg.7	
	Profile Grinding			Decorative Laminates Pg.8	

**Mill-Cabinet TRADE SHOW Skills  
Installation & Dismantling**

<b>General Knowledge</b>	<b>Freight Handling</b>	<b>Decorating</b>	<b>Exhibits</b>	<b>Carpet</b>
Trade Show Orientation Pg.2	Forklifts Pg.10	Pipe and Drape Pg.13	Modular and Patented systems Pg.17	Aisle Carpet Pg.21
Site Conduct Pg.3	Dock Equipment Pg.11	Table Tops and Skirting Columns and Bunting Pg.14	Custom exhibits Pg.18	Booth Carpet Pg.22
Trade Show Tools Pg.4	Freight Handling Safety Pg.12	Aerial Lifts Pg.15	Pop-up exhibits Pg.19	Specialty Carpet Pg.23
Trade Show Safety Pg.5		Tradeshow Rigging Pg.16	Platforms and Staging Pg.20	
First Aid/CPR Pg.6				
Trade Show Drawings Pg.7				
Industry Materials Pg.8				
Record Keeping Pg.9				

**WORK PROCESSES SCHEDULE  
CARPENTER, PILEDRIVER  
O\*NET 47-2031.02 RAIS 1009**

The following schedule is an example of work experience (OJT) and training considered necessary to develop a skilled and productive worker in the Piledriver trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	<u>Approximate Hours</u>		
General Knowledge	325	-	500
Concrete Formwork	1,300	-	2,000
Pile Installation	975	-	1,500
Foundation, Shoring, and Underpinning Systems	975	-	1,500
Metal	975	-	1,500
Supplemental Skills	650	-	1,000
<b>TOTAL</b>	<b>5,200</b>	<b>-</b>	<b>8,000</b>



## RELATED INSTRUCTION OUTLINE

The following resource material is available from the Apprenticeship and Training Fund of the United Brotherhood of Carpenters and Joiners of America for the implementation of the CITF Training Curriculum.

Unit 1. Tools, Materials, Ethics, and History of the Trade.

Unit 2. Foundation.

Unit 10 Concrete Construction

Unit 12 Part 2. Blueprint reading.

Piledriving.

Cutting and Welding.

Rigging.

Mathematics for

Carpenters.

Safety.

Blueprint Plan D

Rigging Hardware

Rigging Procedures

Blueprint Reading — Blueprint Plan “D” – Plan D Specifications

Bridge Form Construction & Shoring: Deck Forms

Builders Level & Transit

Scaffolding Regulations

Scaffolding Introduction

Frame Scaffolding

Tube & Clamp Scaffolding

Systems Scaffolding

## **RELATED INSTRUCTION OUTLINE (Training Matrixes)**

Using the following training matrixes, local JATCs can design flexible training programs to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship. The Standard Skills Matrix is the core of the Curriculum. These are the skills every Piledriver should have regardless of the Industry he/she is employed in.

Each industry sector is identified and additional skills are listed in these industry sector training matrixes. Industry sector skills are combined with standard skills to identify local training needs. Often, a skill is listed in more than one sector. (Certified SMAW welding is an example) No one will complete all of the training modules listed in the industry sector matrixes. Therefore, training modules should be selected to meet the training needs of local industries and of each member.

This system of training modules identified as Standard Skills or Industry Sector Skills can be compared to the system colleges' use in their required and elective courses. This system will allow flexibility and provide the specialty contractors and shop owners with qualified apprentices. This system will also give apprentices a larger scope of skill and knowledge, thus making them more employable.

For each training module listed on the training matrixes, there is a sheet listing the skill requirements and reference material regularly used to train that training module. This information is continually updated by the CITF. To get the expanded updated information on each training module, contact the CITF.

**Pile Driver Standard Skills**

<b>General Knowledge</b>	<b>Concrete &amp; Form Work</b>	<b>Pile Installation</b>	<b>Marine Systems</b>	<b>Foundation, Shoring &amp; Underpinning Systems</b>	<b>Heavy Timber and Steel Construction</b>	<b>Metal/Hot Work</b>	<b>Supplemental Skills</b>
Industry Orientation Pg. 2	Introduction to Formwork Pg. 18	Types of Piling Pg. 29		Introduction to Falsework	Timber Construction Pg. 42	Cutting & Burning Pg. 43	UBC Qualified Rigging Pg. 45, 46
General Safety Pg. 3	Introduction to Falsework Pg. 19	Crane & Rig Identification & Setup, Pg. 30		Types of Foundation Systems Pg. 39		Introduction To Welding Pg. 44	Layout Instruments Pg. 47
First Aid CPR Pg. 4	Form Hardware Pg. 20	Pile Driving Accessories Pg. 31		Types of Shoring Pg. 40			Powder Actuated Tools Pg. 48
Ergonomics Pg. 5	Bridge Forms Pg. 21	Pile Driving Hammers, Pg. 32		Types of Underpinning Pg. 41			Advanced Pile Driver Rigging Techniques
Fall Protection Pg. 6	Piers, Pier & Pile Caps, Columns Pg. 22	Wood Piling Pg. 33					
OSHA 10-Hr Pg. 7	Wall Forms Pg. 23	Concrete Piling Pg. 34					
Confined Space Pg. 8	Gang Forms Pg. 24	Steel Piling Pg. 35					
MSDS Pg. 9	Slab & Deck Forms Pg. 25	Composite Piling Pg. 36					
Pile Driver Hand Tools Pg. 10	Precast Pg. 26	Cast in Place Piling, Pg. 37					
Pile Driver Power Tools Pg. 11	Footing Forms, Pg. 27	Plastic Piling Pg. 38					
Engine Driven Tools, Pg. 12	Concrete, Grout, Epoxy Pg. 28						
Math, Pg. 13							
Layout, Pg. 14							

Blueprint Reading, Pg. 15							
Material Identification Pg. 16							
Fasteners Pg. 17							

**Pile Driver On-Shore Skills**

<b>General Knowledge</b>	<b>Concrete &amp; Formwork</b>	<b>Pile Installation</b>	<b>Marine Systems</b>	<b>Foundation, Shoring &amp; Underpinning Systems</b>	<b>Heavy Timber and Steel Construction</b>	<b>Metal/Hot Work</b>	<b>Supplemental Skills</b>
Bridge Construction Pg. 2	Stair Forms Pg. 6	Test Pile and Pile Load Testing, Pg. 8		Cofferdams, Cells Pg. 9	Trestles/Pile Bents Pg. 18	SMAW Welding Pg. 23	HazMat Pg. 31
Basic Soil Mechanics Pg. 3	Footing Forms Pg. 7			Caissons and Drilled Shafts Pg. 10	Work Templates, Platforms, Pg. 19	FCAW Welding Pg. 24	Lead Abatement Pg. 32
Welding Blueprints, Symbols, Pg. 4	Form Systems Pg. 8			Shoring, Lagging, Tiebacks, Pg. 11	Mats and Cribbing Pg. 20	Plasma Cutting Pg. 25	Powered Industrial Truck Operator Pg. 33
Basic Metallurgy Pg. 5				Pin Piles, Earth Nails, Geotextiles Pg.12	Flumes, Culverts, Irrigation Systems, Pg. 21	Air Arc Gouging Pg. 26	Boom Truck Certification Pg. 34
				De-watering Pg. 13	Bulkheads Pg. 22	Field Cutting Techniques Pg. 27	CDL Pg. 35
				Shoring for Horizontal Boring Pg. 14		Field Welding Techniques Pg. 28	Frame Scaffolding Qualification Pg. 36
				Slurry Systems, Cutoff walls, Tremie Pours Pg. 15		Layout, Fit up, Fabrication Pg. 29	Tube & Clamp Scaffolding Qualification Pg. 37
				Structural Retrofit Pg. 16		Plastic Welding Pg. 30	Systems Scaffolding Qualification Pg. 38
				Trenching Pg. 17			Building & Structure Relocation Pg. 39
							Demolition Pg. 40
							Foreman Training Pg. 41
							Superintendent Training Pg. 42
							Aerial Lift

**Pile Driver Marine Skills**

<b>General Knowledge</b>	<b>Concrete &amp; Formwork</b>	<b>Pile Installation</b>	<b>Marine Systems</b>	<b>Foundation, Shoring &amp; Underpinning Systems</b>	<b>Heavy Timber and Steel Construction</b>	<b>Metal/Hot Work</b>	<b>Supplemental Skills</b>
Bridge Construction Pg. 2	Under Water Formwork Pg. 9	Pile Restoration, Repair Pg.11	Bridge Systems Pg. 13	Shoring, Tiebacks Pg. 26	Trestles Pg. 28	SMAW Welding Pg. 33	HazMat Pg. 40
Basic Soil Mechanics Pg. 3	Specialty Forms Pg. 10	Test Pile and Pile Load Testing Pg.12	Caissons Pg. 14	Structural Retrofit Pg. 27	Work Templates, Platforms Pg.29	FCAW Welding Pg. 34	Lead Abatement Pg. 41
Welding Blueprints, Symbols, Pg. 4			Cofferdams, Cells Pg. 15			Plasma Cutting Pg. 35	Asbestos Abatement Pg. 42
Basic Metallurgy Pg. 5			Protection, Fender Systems Pg. 16		Mats, Cribs, Cribbing **Pg. 31	Air Arc Gouging Pg. 36	Powered Industrial Truck Operator Pg. 43
Marine Safety Pg. 6			Mooring Systems Pg. 17		Bulkheads Pg. 32	Field Cutting Techniques Pg. 37	Boom Truck Certification Pg. 44
Seamanship Pg. 7			Docks, Piers, Wharfs Pg. 18			Field Welding Techniques Pg. 38	CDL Pg. 45
Marine Equipment Pg. 8			Erosion Control Structures Pg.19			Layout, Fit up Fabrication Pg. 39	Frame Scaffolding Qualification Pg. 46
			Floating Dock Pg. 20				Tube & Clamp Scaffolding Qualification Pg. 47
			Tidal, Current Control Systems Pg. 21				Systems Scaffolding Qualification Pg. 48
			Submerged Utility & Pipe Systems Pg. 22				Salvage Operation Pg. 49
			Dredging, Excavating Pg. 23				Demolition Pg. 50

			Off Shore Structures Pg. 24				Foreman Training Pg. 51
			Canals, Dams, Locks, Pg. 25				Superintendent Training Pg. 52
							Aerial Lift

**Pile Driver Diver/Tender Skills**

<b>General Knowledge</b>	<b>Concrete &amp; Formwork</b>	<b>Pile Installation</b>	<b>Marine Systems</b>	<b>Foundation, Shoring &amp; Underpinning Systems</b>	<b>Heavy Timber and Steel Construction</b>	<b>Metal/Hot Work</b>	<b>Supplemental Skills</b>
Diving Physics Pg. 3	Under Water Form Work	Pile Restoration , Repair	Bridge Systems	Shoring, Tiebacks	Structural Bracing	Underwater Welding Techniques	HazMat
Diving Physiology	Concrete, Grout, Epoxy		Caissons	Structural Retrofit		Underwater Burning Techniques	Lead Abatement
Diving Medicine (Sub-Med)			Cofferdams , Cells	Anchoring Systems			Radiological Operations
Dive Tables			Protection, Fender Systems				Powered Industrial Truck Operator
Basic Chamber Operation			Mooring Systems				Boom Truck Certification
Diving Equipment Orientation			Docks, Piers, Wharfs				CDL
Dive Stations & Communications			Erosion Control Structures				Inspection of Piles, Structures
Diver/Tender Techniques			Floating Dock				Single Atmosphere Diving Systems
Welding, Blueprints, Symbols			Tidal, Current Control Systems				Advanced Chambers, Manifolds Systems
Basic Metallurgy			Submerged Utility & Pipe Systems				Salvage Operations
Marine Safety			Dredging, Excavating				Demolition
Seamanship			Off Shore				Self



p			Structures				Contained Diving Systems
Marine Equipment			Canals, Dams, Locks				Aerospace Applications
Marine Rigging							Scientific, Research, Experimental Diving
							Diving Medicine (sub-med) Emergency Procedures
							Superintendent Training

**WORK PROCESSES SCHEDULE  
CARPENTER, INTERIOR SYSTEMS  
O\*NET 47-2031.01 RAIS Code: 0653**

The following schedule is an example of work experience (OJT) and training considered necessary to develop a skilled and productive worker in the Interior Systems trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	<b>Approximate Hours</b>	
General Knowledge	325	- 500
Framing	1,300	- 2,000
Wall Systems	1,300	- 2,000
Ceiling Systems	1,300	- 2,000
Supplemental Skills	975	- 1,500
<b>TOTAL</b>	<b>5,200</b>	<b>- 8,000</b>

**WORK PROCESSES SCHEDULE  
DRYWALL APPLICATOR SPECIALIST  
O\*NET 47-2081.02 RAIS Code: 0145**

The following schedule is an example of work experience (OJT) and training considered necessary to develop a skilled and productive Drywall Specialist in the Interior Systems trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	<b>Approximate Hours</b>	
General Knowledge	325	500
Framing	650	1,000
Wall Systems	975	1,500
Ceiling Systems	975	1,500
Supplemental Skills	975	1,500
<b>TOTAL</b>	<b>3,900</b>	<b>6,000</b>

**WORK PROCESSES SCHEDULE  
ACOUSTICAL CARPENTER SPECIALIST  
O\*NET Code: 47-2081.01 RAIS Code: 0861**

The following schedule is an example of work experience (OJT) and training considered necessary to develop a skilled and productive Acoustical Ceiling Specialist in the Interior Systems trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	<u>Approximate Hours</u>
General Knowledge	325 -500
Framing	975 1,500
Ceiling Systems	1625 2,500
Supplemental Skills	975- 1,500
<b>Total</b>	<b>3,900- 6,000</b>

**WORK PROCESSES SCHEDULE  
LATHING SPECIALIST  
O\*NET Code: 47-2031.01 RAIS Code; 0272**

The following schedule is an example of work experience (OJT) and training considered necessary to develop a skilled and productive Lathing Ceiling Specialist in the Interior Systems trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	<u>Approximate Hours</u>
General Knowledge	325 500
Framing	975 1,500
Ceiling Systems	1625 2,500
Supplemental Skills	975- 1,500
<b>TOTAL</b>	<b>3,900- 6,000</b>

## **RELATED INSTRUCTION OUTLINE**

The following resource material is available from the Apprenticeship and Training Fund of the United Brotherhood of Carpenters and Joiners of America for the implementation of the CITF Training Curriculum.

Unit 6. Interior Finish

Unit 12. Parts 1 and 2 Blueprint Reading

Mathematics for Carpenters

Rigging

Cutting and Welding

Metal Studs and Drywall

Safety

Blueprint Plans A, B, C, and D

Blueprint Reading — Blueprint Plan “D” – Plan D Specifications

Demountable Partitions

Doors & Finish Hardware

Metal Framing & Drywall

Scaffolding Regulations

Scaffolding Introduction

Frame Scaffolding

Tube & Clamp Scaffolding

Systems Scaffolding

Rigging Hardware

Rigging Procedures

Lathing Volume I

Lathing Volume II

Lathing Volume III

Lathing Volume IV

Lathing Volume V

Lather Craft Problems & Reference Book

Light Gauge Welding

### **RELATED INSTRUCTION OUTLINE (Training Matrixes)**

Using the following training matrixes, local JATCs can design flexible training programs to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship. The Standard Skills Matrix is the core of the Curriculum. These are the skills every Interior Systems Carpenter should have regardless of the Industry he/she is employed in.

Each industry sector is identified and additional skills are listed in these industry sector training matrixes. Industry sector skills are combined with standard skills to identify local training needs. No one will complete all of the training modules listed in the industry sector matrixes. Therefore, training modules should be selected to meet the training needs of local industries and of each member.

This system of training modules identified as Standard Skills or Industry Sector Skills can be compared to the system colleges' use in their required and elective courses. This system will allow flexibility and provide the specialty contractors and shop owners with qualified apprentices. This system will also give apprentices a larger scope of skill and knowledge, thus making them more employable.

For each training module listed on the training matrixes, there is a sheet listing the skill requirements and reference material regularly used to train that training module. This information is continually updated by the CITF. To get the expanded updated information on each training module, contact the CITF.

There are three (3) specialty classifications extracted from the Interior Systems Training Matrixes: Drywall Applicator Specialist, Acoustical Carpenter Specialist, and Lathing Specialist. Training modules for these specialties should be selected primarily from the following matrixes:

	<b>Standard Skills</b>	<b>Acoustical Ceiling Skills</b>	<b>Drywall Framing Skills</b>	<b>Lathing Skills</b>	<b>Residential Metal Framing Skills</b>	<b>Advanced Skills</b>
<b>Drywall Applicator Specialist</b>	<b>X</b>		<b>X</b>		<b>X</b>	
<b>Acoustical Carpenter Specialist</b>	<b>X</b>	<b>X</b>				<b>X</b>
<b>Lathing Specialist</b>	<b>X</b>			<b>X</b>		<b>X</b>

For each training module listed on the training matrixes, there is a sheet listing the skill requirements and reference material that can be used to train that training module. This information is continually updated by the CITF. To get the expanded updated information on each training module, contact the CITF.

### Interior Systems Standard Skills

<b>General Knowledge</b>	<b>Framing</b>	<b>Wall Systems</b>	<b>Ceiling Systems</b>	<b>Supplemental Skills</b>
Industry Orientation Pg. 2	(Intro to) Metal Wall Framing Pg. 14	Drywall Application Pg. 16	Intro to Ceiling Systems Pg. 18	Aerial Lifts Pg. 21
General Safety Pg. 3		Lath Walls Pg. 17	Exposed Matrixes Pg. 19	Scaffolding – Frame & Rolling Tower Pg. 22
OSHA 10-Hour Pg. 4			Suspended Lath Pg. 20	Intro SMAW welding & Oxy-Acetylene Cutting Pg. 23
First Aid/CPR Pg. 5				Leveling Devices Pg. 24
Materials & Handling Pg. 6				Powder Actuated Tools Pg. 25
Blueprint Reading I Pg. 7				
Blueprint Reading II Pg. 8				
Math Pg. 9				
Layout Pg. 10				
Hand Tools Pg. 11				
Portable Power Tools Pg. 12				
Fastening Systems Pg. 13				
Fall Protection				
Ergonomics				
MSDS				

### Interior Systems Acoustical Ceiling Skills

<b>General Knowledge</b>	<b>Framing</b>	<b>Wall Systems</b>	<b>Ceiling Systems</b>	<b>Supplemental Skills</b>
Acoustical Ceiling Specialty Tools Pg. 2	Soffits		Concealed Matrix Pg. 3	Powder Actuated Pole Gun Pg. 7
Ceiling Fasteners and Fastening Methods	Barrel Ceiling		Fine-line Matrix Pg. 4	Forklift Operation Pg. 8
	Groin Ceiling		Metal Ceilings Pg. 5	Rigging Pg. 9
	Dome Ceiling		Glue Applied Ceilings Pg. 6	Asbestos Abatement Pg. 10
			Drywall matrix	Lead Abatement Pg. 11

### Interior Systems Drywall/Framer Skill

<b>General Knowledge</b>	<b>Framing</b>	<b>Wall Systems</b>	<b>Ceiling Systems</b>	<b>Supplemental Skills</b>
Specialty Tools & Materials Pg. 2	Soffits & Fascias Pg. 4	Sound & Fire Systems Pg. 6	Framed Gypsum Ceilings Pg. 13	Fiberglass Reinforced Plastic Pg. 17
Layout of Circles & Curves Pg. 3	Rafters & Trusses I Pg. 5	Shaft Walls Pg. 7	Suspended Gypsum Ceilings Pg. 14	Glass Fiber Reinforced Gypsum & Glass Fiber Reinforced Concrete Pg. 18
	Metal Jambs & Window Frames Pg. 21	Demountable Partitions Pg. 8	Rated Ceilings Pg. 15	SMAW light gauge (certified) Pg. 19
	Door Hanging	Pre-finished Drywall Pg. 9	Specialty Ceilings Pg. 16	GMAW light gauge (certified) Pg. 20
		Lead Wall Systems Pg. 10		Rafters & Trusses II Pg. 24
		Shelf Standards Pg. 11		Rigging Pg. 22
		Pre-fab Systems Pg. 12		Forklift Operation Pg. 23
				Wood Trims
				Finish Hardware



### Interior Systems Drywall Finish

<b>General Knowledge</b>	<b>Framing</b>	<b>Wall Systems</b>	<b>Ceiling Systems</b>	<b>Supplemental Skills</b>
Taping Tools	Installation of Trim Corner beads Casing beads	Texturing Hand & Machine	Texturing Hand & Machine	Forklift Operation
Materials	Installation of Specialty Trims	Shelf Standards	Rated & Specialty Ceilings	Glass Fiber Reinforced Gypsum & Glass Fiber Reinforced Concrete
Trims, Fasteners Tools, and adhesives			Acoustical spray finish	Architectural Moldings
Automatic Finishing				
Hand Finishing				
Machine Finishing				
Layout of Curves and Circles				

### Interior Systems Lathing Skills

<b>General Knowledge</b>	<b>Framing</b>	<b>Wall Systems</b>	<b>Ceiling Systems</b>	<b>Supplemental Skills</b>
Lathing Tools & Materials Pg. 2	Soffits & Fascias Pg. 4	Sound & Fire Systems Pg. 6	Barrel Ceiling Pg. 10	GMAW (Light Gauge) Pg. 11
Layout of Circles & Curves Pg. 3	Free-form Lath Pg. 5	3-coat Stucco System Pg. 7	Dome Ceiling Pg. 17	SMAW (Light Gauge) Pg. 12
Lath Trims & Beads	Metal Jambs & Window Frames Pg. 14	Metal & Gypsum Lath Pg. 8	Groin Ceiling	Forklift Operation Pg. 13
Fasteners & Fastening Methods		Pre-fab Wall Systems Pg. 9		EIFS System Pg. 15
				Plaster Trims

### Interior Systems Residential Metal Framing

<b>General Knowledge</b>	<b>Framing</b>	<b>Wall Systems</b>	<b>Ceilings</b>	<b>Supplemental Skills</b>
Residential Blueprint Reading	Floor Joists, Decks & Walls		Rafters & Trusses	SMAW (heavy gauge)
Materials/ Fasteners ID & Layout	Specialty Framing			GMAW (heavy gauge)
Hand & Power Tools	Metal Stairs			Forklift Operation
Layout of Circles and Curves	Rafters & Trusses			Door Hanging
				Insulation & Sealants
				Window Installation
				Finish Hardware
				Floor Finishes
				Roof Finishes
				Rigging
				Plasma Cutting

### Interior Systems Advanced Skills

General Knowledge	Framing	Wall Systems	Ceiling Systems	Supplemental Skills
		Fire Stop		I.R. Door Hardware Cert.
				SMAW Light Gauge Certification
				GMAW Light Gauge Certification
				Forklift Operation Qualification
				I.R. Electrified Door Hardware
				Access Floors
				Clean Room Protocol
				Plasma Cutter
				Computer Skills
				Solid Surfaces Installation
				Accessories

**WORK PROCESSES SCHEDULE**  
**FLOOR LAYER**  
**0\*NET Code: 47-2042.00 RAIS Code: 0199**

The following schedule is an example of work experience (OJT) and training considered necessary to develop a skilled and productive worker in the Floor Layer trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	Approximate Hours	
General Knowledge	350	- 500
Preparation	975	- 1,500
Materials	650	- 1,000
Layout and Installation	1625	- 2,500
Projects	950	- 1,500
Supplemental Skills	650	- 1,000
<b>TOTAL</b>	<b>5,200</b>	<b>- 8,000</b>

**RELATED INSTRUCTION OUTLINE**

The following resource material is available from the Carpenters International Training Fund (CITF) for the implementation of the CITF Training Curriculum.

- Unit 1. Resilient Flooring
- Unit 2. Carpet
- Unit 12 Part 1. Blueprint Reading
- Unit 12 Part 2. Blueprint Reading
- Blueprint Plans A, B, C, & D
- Basic Mathematics
- Unit of Safety
- Blueprint Reading – Blueprint Plan D – Plan D Specifications

## **RELATED INSTRUCTION OUTLINE (Training Matrixes)**

Using the following training matrixes, local JATCs can design flexible training programs to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship. The Standard Skills Matrix is the core of the Curriculum. These are the skills every Floor Layer should have regardless of the Industry he/she is employed in.

Each industry sector is identified and additional skills are listed in these industry sector training matrixes. Industry sector skills are combined with standard skills to identify local training needs. No one will complete all of the training modules listed in the industry sector matrixes. Therefore, training modules should be selected to meet the training needs of local industries and of each member.

This system of training modules identified as Standard Skills or Industry Sector Skills can be compared to the system colleges' use in their required and elective courses. This system will allow flexibility and provide the specialty contractors and shop owners with qualified apprentices. This system will also give apprentices a larger scope of skill and knowledge, thus making them more employable.

For each training module listed on the training matrixes, there is a sheet listing the skill requirements and reference material regularly used to train that training module. This information is continually updated by the CITF. To get the expanded updated information on each training module, contact the CITF.

### Standard Skills

<b>General Knowledge</b>	<b>Preparation</b>	<b>Materials</b>	<b>Installation</b>	<b>Supplemental</b>
Industry Orientation				
First Aid & CPR				
		MSDS		
OSHA 10-hour				
				Ergonomics
				Forklift
Math				
Blueprint Reading				
General Hand and Power Tools				
		Material Handling		
			Jobsite Check Procedures	
	Substrate Awareness			
	Patching and Leveling			
			Wood Underlayments	
		Adhesives		
Pattern Match Principles				
			Making Scale Drawings	

### Carpet Skills

<b>General Knowledge</b>	<b>Preparation</b>	<b>Materials</b>	<b>Installation</b>	<b>Supplemental</b>
Carpet History				
		Carpet Construction		
Carpet and Rug Institute				
Carpet Tools				
		Cushion		
		Carpet Transitions		
	Carpet Layout			
	Seam Cutting Methods			
			Direct Glue	
			Double Glue	
			Stairs One	
			Carpet Tile	
	Hot Melt Seaming			
				Hand Sewing
	Stretch-in One			
			Stretch-in Two	
	Pattern Matching			
				Binding
			Stairs Two	
			Stairs Three	
			Stairs Four	
			Stairs Five	
			Stairs Six	
				Carpet Repairs
				Manufacturer Certification



### Resilient Skills

<b>General Knowledge</b>	<b>Preparation</b>	<b>Materials</b>	<b>Installation</b>	<b>Supplemental</b>
Resilient History				
		Resilient Products		
Resilient Tools				
			Wall base	
			Square Tile	
			Diagonal Tile	
	Sheet Layout			
	Seam Cutting			
			Sheet Flooring One	
			Sheet Flooring Two	
			Sheet Flooring Three	
			Linoleum	
			Rubber flooring	
	Heat welding			
			Stairs One	
			Stairs Two	
			Flash Cove One	
			Flash Cove Two	
			Flash Cove Three	
			Flash Cove Four	
			Flash Cove Five	
	Flash Cove Six			
				Repairs
				Manufacturer Certification

## **APPENDIX B – JOB ASSIGNMENT/TRANSFER**

Local JATC must develop a Job Assignment/Transfer form and attach a copy here. The Local Collective Bargaining Agreement may affect the Job Assignment/Transfer form.

(See sections 5, 17)

## **APPENDIX C – APPRENTICE PAY GRADES**

Local JATC must attach a copy of the apprentice pay grades from the Collective Bargaining Agreement.

(See section 8)

## APPENDIX D – LOCAL JATC POLICY STATEMENT

Local JATC must attach a copy of the policy statement here.



***The complaint procedure must be part of the policy statement.***

(See section 2, 5, 10, 13, 21, and 22.)

## **APPENDIX E – APPRENTICESHIP INFORMATION ACKNOWLEDGMENT**

Local JATC must attach a copy of the Apprenticeship Information Acknowledgement form here.  
This copy must be on JATC letterhead (or Local Union sponsor Letterhead)  
(See section 1, 9, 13, and 21)

### **Apprenticeship Information Acknowledgement**

I have been given the opportunity to read and review the JATC's Apprenticeship Standards and written Rules and Policies, the apprenticeship indenture form, and the sections of the Collective Bargaining Agreement that pertain to apprenticeship. A representative of the JATC has adequately reviewed this material with me and satisfactorily answered all questions. I understand my responsibilities as outlined in these documents, agree to abide by them, and accept full responsibility for my actions while an apprentice in this program. I understand that my failure to abide by these regulations may result in termination of my apprenticeship indenture.

My signature below certifies that I have been provided with a copy of the written rules and policies adopted by this JATC and in effect as of this date.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Full Name

\_\_\_\_\_

**APPENDIX F – JATC APPOINTMENT LETTER**

Local JATC must attach a copy of the JATC Appointment letter statement here.

(See section 4)

## **APPENDIX G – APPRENTICESHIP APPLICATION FORM**

Local JATC must attach a copy of the Apprenticeship Application Form here.

(See section 10 and Appendix K)



## **APPENDIX H – APPRENTICESHIP AGREEMENT**

Local JATC must attach a copy of the Apprenticeship Agreement here. (May use DOL form ETA 671 rev. 5/98 or State Registration Agency Apprenticeship Agreement (if applicable)).

(See section 13)



**Warning:** This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Bureau of Apprenticeship and Training or the recognized State Apprenticeship Agency shown below. (Item 22)

OMB No. 1205-0223  
Expires: 11/30/99

Privacy Act Statement: The information requested herein is used for apprenticeship program statistical purposes and will only be disclosed in accordance with the provisions of the Privacy Act, as amended. (Privacy Act of 1974) (P.L. 93-579).

The program sponsor and apprentice agree to the terms of Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6.

**Part A: To be completed by sponsor**

1. Sponsor (Name and address) Program No. \_\_\_\_\_

2a. Trade (The work processes listed in the standards are part of this agreement) \_\_\_\_\_

2b. DOT symbol \_\_\_\_\_ 3. Term (Hrs., Mos., Yrs.) \_\_\_\_\_ 4. Probationary period (Hrs., Mos., Yrs.) \_\_\_\_\_

5. Credit for previous experience (Hrs., Mos., Yrs.) \_\_\_\_\_ 6. Term remaining (Hrs., Mos., Yrs.) \_\_\_\_\_ 7. Date apprenticeship begins (Indenture date) \_\_\_\_\_

8. Related instruction a. Number of hours per year \_\_\_\_\_ b. Method  Classroom  Shop  Correspondence c. Source  Voc. Ed.  Sponsor  Other d. Apprentice wages for related instruction  Will be paid  Will not be paid

**9. Apprenticeship wages:** The apprentice schedule of pay shall be listed for each advancement period.

	Period 1	2	3	4	5	6	7	8	9	10
a. Term (Hrs., Mos., Yrs.)										
b. Percent										

c. Journeyperson's Wage as of \_\_\_\_\_ is \_\_\_\_\_ per hour.

10a. Signature of committee (if applicable) \_\_\_\_\_ Date Signed \_\_\_\_\_

10b. Signature of committee (if applicable) \_\_\_\_\_ Date Signed \_\_\_\_\_

11. Signature of authorized representative (Employer/Sponsor) \_\_\_\_\_ Date Signed \_\_\_\_\_

12. Name and address of sponsor designee to receive complaints (if applicable) \_\_\_\_\_

**Part B: To be completed by apprentice. Note to Sponsor: Part B should only be filled out by apprentice.**

13. Name (Last, first, middle), and address (No., Street, City, County, State, Zip Code) \_\_\_\_\_ \*Social Security number \_\_\_\_\_

14. Date of birth (Mo., Day, Yr.) \_\_\_\_\_

15. Sex (X one)  Male  Female

16. Apprenticeship school linkage  Yes  No

17. a. Race (X one)  Am. Indian or Alaska Native  Asian or Pacific Islander  Black  White b. Ethnic Group (X one)  Hispanic origin  Not of Hispanic origin

18. Veteran Status  Vietnam era veteran (8/15/64 to 5/7/75)  Other veteran C # \_\_\_\_\_  Non Veteran

19. Highest education level (X one)  8th grade or less  9th to 12th grade  GED  High School Graduate

20. Signature of apprentice \_\_\_\_\_ Date \_\_\_\_\_

21. Signature of parent/guardian (if minor) \_\_\_\_\_ Date \_\_\_\_\_

**Part C: To be completed by registration agency**

22. Registration agency and address \_\_\_\_\_

23. Signature (Registration agency) \_\_\_\_\_

24. Date registered \_\_\_\_\_

\* The submission of your social security number is voluntary. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice.

## **APPENDIX I – APPRENTICE EVALUATION FORMS**

Local JATC must attach a copy of the Apprentice Evaluation Forms here.

(See section 20)

## **APPENDIX J – CERTIFICATE OF COMPLETION**

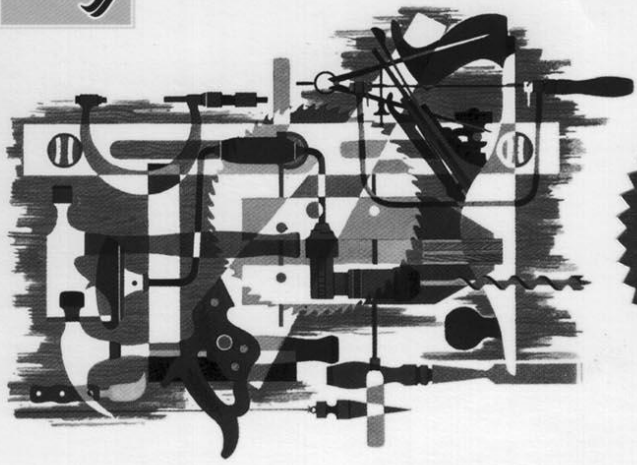
Sample of UBC Certificate of Completion.

Copy of Registration Agency Certificate of Completion will also be placed here.

(See Section 23)

# United Brotherhood of Carpenters & Joiners of America

# Journeyman's Certificate



*This is to Certify that:*

\_\_\_\_\_ of \_\_\_\_\_  
 Local Union \_\_\_\_\_ of \_\_\_\_\_  
 has completed the term of Apprenticeship and is  
 awarded this Journeyman's Certificate.

Date \_\_\_\_\_ 19\_\_\_\_

\_\_\_\_\_  
 President

\_\_\_\_\_  
 Recording Secretary

\_\_\_\_\_  
 General President

\_\_\_\_\_  
 Second General Vice President / Secretary Treasurer

SAMPLE ONLY

## **APPENDIX K - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURE**

Local JATC must attach a copy of the approved Affirmative Action Plan and Selection Procedure here.

Note: Affirmative Action Plan must include goals and timetables as applicable.

(See sections 10 & 11)

Include Description of how an applicant becomes an apprentice. (E.g.: How do they get their first job.)

**Guidelines  
for  
Affirmative Action Plan  
and  
Selection Procedures**

Equal employment opportunity is required of every apprenticeship program. Those programs with five (5) or more apprentices must have a written Affirmative Action Plan and Selection Procedure that is approved by the Registration Agency as part of the Standards of Apprenticeship.

An Affirmative Action Plan is a set of specific and result-orientated procedures to which the sponsor commits to apply every good faith effort. Procedures without effort to make them work are meaningless; and effort undirected by specific and meaningful procedures, is inadequate. The Plan details the JATC's ongoing obligations and responsibilities concerning equal employment opportunity and affirmative action.

The affirmative action responsibilities of the JATC not only apply to the recruitment and selection of apprentices, but also to the employment and training of apprentices throughout their apprenticeship. In its Affirmative Action Plan, the JATC pledges to uniformly apply all rules and regulations, including but not limited to equality of wages, period advancement, promotion, assignment of work, performance evaluation, rotation among work processes of the trade, imposition of penalties and other disciplinary action, awarding of credit, and all other aspects of the program operation.

Documenting all efforts to comply with the Affirmative Action Plan to aggressively make the plan work is Critical.

A written Affirmative Action Plan and Selection Procedure must include the following:

1 Utilization Analysis and Establishment of Goals and Timetables

The JATC must make an annual study of the representation of minorities and women in its own work force and in its apprenticeship program, to compare the utilization of these groups with the rates of their participation in the general labor force within the geographical area of recruitment of the JATC. If under-utilization exists, goals and timetables must be established.

The long-term goal of affirmative action is for the JATC's journey-level work force to reflect the makeup of the area labor force. The goal against which an apprentice selection cycle is reviewed is for the JATC's apprentice population to reflect the makeup of the area labor force.

If under-utilization of minorities and women (minority and non-minority) exists, the JATC must submit goal(s) and a timetable for the recruitment and selection of those groups under-utilized.

## 2. Outreach Activities and Commitments

The existence of a sizeable gap between the availability of women and minorities in the local labor market area and their representation in the JATC's journey-level work force does not automatically mean that discrimination exists in the program.

The agreement to provide equal opportunity and to engage in affirmative action includes taking part in activities to recruit, encourage and retain women and minorities in the apprenticeship program. These actions are termed "outreach." It is the JATC's responsibility to identify the specific outreach activities in which it will engage and to ensure that effective outreach is actually taking place.

The JATC must also identify who it will disseminate information to concerning the nature of the apprenticeship openings, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship application, and the equal opportunity policy of the sponsor.

The JATC must also include its complaint procedure in the Affirmative Action Plan. The complaint procedure must provide both applicants and apprentices the proper procedure for filing a complaint and how the complaint will be processed (Title 29, CFR Part 30.11 outlines Federal minimum requirements). The JATC is required to provide the written complaint procedure to all applicants for apprenticeship and all apprentices.

Part of a JATC's responsibility under the Affirmative Action Plan includes the periodic review (usually annually or after a selection cycle) of the outreach in which the program sponsor has engaged and the results of such activity. It is through this analysis the JATC determines whether changes are needed in its outreach efforts to maximize progress towards meeting the challenging process, there are a variety of methods for doing so.

The scope of affirmative action activities will depend on the circumstances of the JATC, including the size of the program and the availability of resources. The JATC Affirmative Action Plan will describe the specific steps the program JATC commits to undertake.

## 3. Annual Review of Affirmative Action Plan Goals/Timetable

A provision in the Affirmative Action Plan that the JATC will review their Affirmative Action Plan (usually annually or after a selection cycle) and update it where necessary to obtain maximum effectiveness toward the attainment of goals. Goals and timetables will also be reviewed and updated annually.

In addition to the development of a written Affirmative Action Plan to ensure that minorities and women have an equal opportunity for selection as apprentices, the JATC must outline the Selection Method to be used.

Representatives of the local Registration Agency are available to assist the JATC in developing its Standards of Apprenticeship, Affirmative Action Plan, and Selection Procedures.





***Insert Affirmative Action Plan(s) here***

## **Selection Procedures**

The recruitment, selection, employment and training of apprentices shall be in accordance with the written Selection Procedure and Affirmative Action Plan approved by the Registration Agency and made a part of these Standards.

The following selection procedures may be used by the local program with the approval of the Registration Agency. If the local program alters or replaces the selection procedures outlined in this appendix, the Registration Agency must review and approve all such changes.



***In the selection procedures, each program must fully describe their method of selection. The following topics must be addressed:***

- Step-by-step application process***
- Procedures for interview process (if used)***
- Selection from ranking***
- Apprentice application appeals***

## Selection Procedures

1. (Selected Entry) Individuals who can show that they meet the conditions listed below, after making application for apprenticeship, will be afforded an oral interview by the JATC. Once interviewed, an applicant shall remain active in the Apprentice Application Record Book, subject to selection, for a period of two calendar years from the date of interview. To be interviewed, applicants must:
  - a. Be a minimum of 17 years of age.
  - b. Complete an application form. (Appendix G – “Apprenticeship Application Form”)
  - c. Be a high school graduate, or have a GED.
  - d. Provide an official transcript for high school (year or years completed) and post high school education and training. All GED records must be submitted if applicable.
  - e. Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.



**Indicate if aptitude test is to be used. Documentation of validation of testing must be supplied to the CITF and must meet the requirements as outlined in the Federal Regulation 41 CFR 60-3.**

- f. Qualify for interview, by obtaining a score of \_\_\_\_\_ or higher, using the validated aptitude test developed and validated by the Local JATC.



**Indicate if driver's license requirement is to be used.**

**NOTE: Driver's license can only be required if the apprentice must drive on the jobsite as a condition of employment.**

- g. Possess and maintain a valid Driver's License.
2. (Selected Entry) In lieu of items ( c ) and (d) in paragraph (1), individuals who can verify (by providing adequate documenting evidence) that they have worked a minimum of one-thousand five-hundred (1500) hours specifically in the construction trade in classifications represented by the UBC, will qualify for an oral interview by the JATC along with other qualified applicants.

The individual must provide to the JATC proper documentation that defines their experience in the construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. The JATC will examine all documentation submitted before qualification is

acknowledged. The JATC will schedule a skill and knowledge evaluation interview with the applicant if it is deemed appropriate.

3. (Direct Entry) An employee of a non-signatory employer not qualifying as a Journeyman when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and indentured at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. (Note: this is a method of direct entry into the apprenticeship program and the High School Diploma/GED and minimum test score requirements are waived.) For such applicants to be considered, they must:
  - a. Be a minimum of 17 years of age.
  - b. Complete an application form.
  - c. Provide reliable documentation to substantiate skill, knowledge, and experience.
  - d. Provide official documentation to show that they were an employee performing work covered by these standards prior to the employer becoming signatory.

Additionally, to determine placement, the applicant should:

- e. Provide an official transcript for High School/GED (If available)
  - f. Take the same aptitude test required of all other applicants (if applicable).
4. (Direct Entry) An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a Journeyman, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. (NOTE: This is a method of direct entry into the apprenticeship program and the High School Diploma/GED and minimum test score requirements are waived.) When indentured, individuals entering through this method must be employed by a participating employer. For such applicants to be considered, they must:
    - a. Be a minimum of 17 years of age.
    - b. Complete an application form.
    - c. Be employed within the jurisdiction of the JATC when the authorization card was signed.
    - d. Provide official documentation to show that they were an employee performing work for that contractor prior to signing the authorization card.

- e. Provide reliable documentation to substantiate skill, knowledge, and experience. Additionally, to determine placement, the applicant should:
  - f. Provide an official transcript for High School/GED (If available)
  - g. Take the same aptitude test required of all other applicants (if applicable).
5. (Direct Entry) Transfer of Apprenticeship. In order to transfer an apprenticeship agreement between two local UBC JATC registered apprenticeship programs, the following requirements must be met.
- a. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
  - b. The apprentice's sponsoring JATC must agree to the transfer.
  - c. The receiving JATC must agree to accept the transfer.
  - d. The parent organizations of both JATC programs (the two UBC Local Unions or Regional Councils affected by the transfer) must agree to the transfer.
  - e. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
  - f. Upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.
  - g. Indenture proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
  - h. Apprentices accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while indentured in an UBC apprenticeship program.
  - i. The transferring apprentice must:
    - 1. Complete an application form.
    - 2. Provide to the JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement, properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the permanent files of the receiving JATC and shall be maintained in the same manner as other records.

6. (Direct Entry) If the Local JATC has a written agreement between a Local School District, High School, and/or Vocational School, and the Registration Agency is agreeable, then a School-To-Registered Apprenticeship (School-To-Work) component may be added to the Selection Procedure. For entry into the program, the applicant must:
  - a. Be a minimum of 17 years of age.
  - b. Complete an application form.
  - c. Provide reliable documentation to substantiate successful completion of UBC sponsored School To Work Program.

Additionally, to determine placement, the applicant should:

- d. Provide an official transcript for High School/GED (If available)
  - e. Take the same aptitude test required of all other applicants (if applicable).
7. (Direct Entry) An individual who successfully completes a UBC sponsored Job Corps program can apply for entry into a UBC affiliate sponsored apprenticeship program. For entry into the program, the applicant must:
  - a. Be a minimum of 17 years of age.
  - b. Complete an application form.
  - c. Provide reliable documentation to substantiate successful completion of UBC sponsored Job Corps Program.

Additionally, to determine placement, the applicant should:

- d. Provide an official transcript for High School/GED (If available)
  - e. Take the same aptitude test required of all other applicants (if applicable).
8. (Direct Entry) UBC members (journeyworkers) may request a change or revision of their classification and/or a change from their current apprenticeable occupation to another occupation (e.g., Millwright Journeyworker to Interior Systems Carpenter Apprentice) and receive direct entry into the apprenticeship program sponsored by their local union. For entry into the program, the applicant must:
  - a. Complete an application form.

Additionally, to determine placement, the applicant should:

- b. Provide an official transcript for High School/GED (If available)
  - c. Take the same aptitude test required of all other applicants (if applicable).
9. (Direct Entry) Special Consideration for Military Veterans: Military veterans who have completed their military obligation may be granted special consideration into the program. Applicants must:
- a. Complete an application form
  - b. Provide documentation of educational background
  - c. Submit a DD-214 to verify military training and/or experience
  - 1. The JATC shall evaluate the military training received and/or any previous work experience for granting the appropriate credit on the term of apprenticeship and the appropriate wage rate.
  - d. Take the same aptitude test required of all other applicants (if applicable)
  - 1. Note: This is a method of special consideration into the apprenticeship program and the minimum test score requirements are waived.

The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

B. Regardless of how they qualify for apprenticeship, following selection, but prior to indenture, all applicants (including direct entry) must provide the documentation specified to complete their application. Additionally, all individuals being offered an apprenticeship will meet the following requirements:



**The JATC will check the appropriate boxes to indicate local requirements.**

- 1. A physical examination conducted by a licensed physician in order to determine if the selected applicant is capable of performing the essential functions of the trade, with or without reasonable accommodations being made. Cost of the examination is to be borne by the JATC.
- 2. A physical examination conducted by a licensed physician in order to determine if the selected applicant is capable of performing the essential functions of the trade, with or without reasonable accommodations being made. Cost of the examination is to be borne by the selected applicant\*.
- 3. A physical examination is not required.

***\* The local JATC must ascertain if there is a state or local law that prohibits the JATC from conducting a physical examination. If there is no such law, the JATC must ascertain if there is a law requiring the JATC to pay for the physical examination. The JATC must also insure that the cost of the examination does not prevent an applicant from meeting this requirement.***





***If the local JATC has a drug policy, that written policy must be submitted with these standards.***

- 1. A drug-screen test. Cost of the test is to be borne by the JATC.
- 2. A drug-screen test. Cost of the test is to be borne by the selected applicant.\*
- 3. A drug-screen test is not required.

***\* The local JATC must ascertain if there is a state or local law that prohibits the JATC from conducting a drug screen test. If there is no such law, the JATC must ascertain if there is a law requiring the JATC to pay for the drug screen test. The JATC must also insure that the cost of the drug screen test does not prevent an applicant from meeting this requirement.***

The Drug Policy of the JATC is a part of the Local JATC Policy Statement (Appendix – D). Applicants shall be notified that such a Policy exists and given an opportunity to review it.