

**NSAC STANDARDS OF APPRENTICESHIP – CHECKLIST**

<b>Program Sponsor</b>	<b>Date Completed</b>
<b>Southern Nevada Carpenters &amp; Affiliated Trades Joint Apprenticeship and Training Committee</b>	<b>7/15/2017</b>

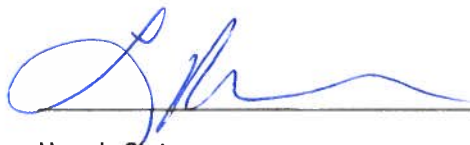
<b>Occupation</b>	<b>O*NET ID#</b>	<b>RAPIIDS #</b>	<b>Minimum TERM</b>
<b>SCAFFOLD ERECTOR</b>	<b>47.2031.02</b>	<b>0069</b>	<b>4 Year/5200 OJT/640 hours of RTI</b>

An Apprenticeship Program to be eligible for registration/approval by the Nevada Office of the Labor Commissioner and the Nevada State Apprenticeship Council must conform to the following standards. The program must have an organized, written plan (program standards) embodying the terms and conditions of employment, training and supervision of one or more Apprentices in the apprenticeable occupation as defined by NRS 610.150 parts 1 – 12, inclusive, and a guarantee subscribed to in writing as per NAC 610.436, by the sponsor who has undertaken to carry out the Apprentice Training Program. The program standards must contain provisions that address:

Location PG#	Section	Provision including the Statute and/or Regulation
iv	Forward & Throughout	(1) <b>Skilled Occupation:</b> The employment and training of the Apprentice in a skilled occupation. <b>NRS 610.020, 5 and NRS 610.144,3(a)</b>
p. 5	8	(2) <b>Term:</b> A term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning (OJL) not less than 2,000 (two thousand) hours of work experience, consistent with training requirements as established by industry practice. (Time-based, Competency-based, Hybrid) <b>NRS 610.144,3(b)</b>
Appendix A	Pg 2 , #4	(3) <b>Work Processes:</b> An outline of the work processes in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate amount of time to be spent in each major process. <b>NRS 610.144, 3(c)</b>
p. 7	14	(4) <b>Related Instruction:</b> Provision for organized related instruction in technical subjects related to the occupation and the costs thereof. A minimum of 144 hours for each year of apprenticeship is required. This instruction in technical subjects may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction approved by the Nevada Office of the Labor Commissioner and the Nevada State Apprenticeship Council. <b>NRS 610.144,3(d) NAC 610.433</b>
p. 6	11	(5) <b>Wages:</b> A progressively increasing schedule of wages to be paid the apprentice consistent with the skill acquired. The entry wage must not be less than the minimum wage prescribed by Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable Federal law, State law, respective regulations, or by a collective bargaining agreement. <b>NRS 610.144,3(e) NAC 610.480</b>
p. 9	17	(6) <b>Periodic Review:</b> Periodic review of the apprentice's performance on the job and in related instruction and the maintenance of appropriate progress records. <b>NRS 610.144, 3(f)</b>
p. 5	7	(7) <b>Ratio:</b> The numeric ratio of apprentices to journeyworkers, consistent with proper supervision, training, safety, and continuity of employment, and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, workforce, department or plant. <b>NRS 610.144, 3(g) NAC 610.438</b>
p. 6	9	(8) <b>Probationary Period:</b> A probationary period reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship. The probationary period includes both on-the-job learning and related instruction, and cannot exceed twenty-five percent (25%) of the length of the program. <b>NRS 610.144, 3(h) NAC 610.442</b>
p. 8	15	(9) <b>Safety:</b> Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction. <b>NRS 610.144, 3(i) NRS 618 NAC 618</b>
p. 4	4	(10) <b>Minimum Qualifications:</b> The minimum qualifications required by a program sponsor for persons entering the Apprenticeship Program with an eligible starting age of not less the sixteen (16) years. <b>NRS 610.144, 3(j) NAC 610.815 to 610.860, inclusive</b>
p. 5	6	(11) <b>Apprenticeship Agreement:</b> The placement of an apprentice under a written Apprenticeship agreement that meets the requirement of Nevada Revised Statutes and Administrative Codes. The agreement must directly, or by reference, incorporate the Standards of the Program as part of the Agreement. <b>NRS 610.144, 3(k) NAC 610.013</b>
p. 17	12	(12) <b>Credit for Previous Experience:</b> The granting of advanced standing or credit for demonstrated competency, acquired experience, training or skills for all applicants equally, with commensurate wages for any progression step so granted. <b>NRS 610.144, 3(l) NAC 610.245</b>
p. 12	25	(13) <b>Transfer of Training:</b> Transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors, and must comply with Nevada Revised Statutes and Administrative Codes. <b>NRS 610.144, 3(m)</b>
p. 9	16	(14) <b>Qualified Trainers and Supervision:</b> Assurance of qualified training personnel and adequate supervision on the job. <b>NRS 610.144, 3(n)</b>
p. 10	19	(15) <b>Completion Certificate:</b> Recognition for successful completion of apprenticeship evidenced by an appropriate certificate issued by Nevada State Office of the Labor Commissioner. <b>NRS 610.144, 3(o) NAC 610.465</b>

p. 5	8	(16) <b>Competency-based or Hybrid Approach:</b> Program standards that utilize the competency-based or hybrid approach for progression through an apprenticeship and that choose to issue interim credentials must clearly identify the interim credentials, demonstrate how these credentials link to the components of the apprenticeable occupation, and establish the process for assessing an individual apprentice's demonstration of competency associated with the particular interim credential. Further, interim credentials must only be issued for recognized components of an apprenticeable occupation, thereby linking interim credentials specifically to the knowledge, skills, and abilities associated with those components of the apprenticeable occupation. <b>29 CFR 29.5(b) (16)</b>
p. 10	20	(17) <b>Registration Agency:</b> Identification of the Registration Agency as the Nevada State Office of the Labor Commissioner. <b>NRS 610.144, 3(p)</b>
p. 10	21	(18) <b>Registration/Cancellation/Deregistration of the Program:</b> Provision for the registration, cancellation, and deregistration of the program and for the prompt submission of any program standard modification or amendment to the Nevada State Office of the Labor Commissioner and the Nevada State Apprenticeship Council for approval. <b>NRS 610.144, 3(r)</b>
p. 10	20	(19) <b>Registration/Completion/Cancellation of Apprentices:</b> Provision for registration of apprenticeship agreements, modifications, and amendments; notice to the Nevada State Office of the Labor Commissioner of persons who have successfully completed apprenticeship programs; and notice of transfers, suspensions and cancellations of apprenticeship agreements and a statement of the reasons therefore. <b>NRS 610.144, 3(r)</b>
p. 6	9	(20) <b>Probationary Period Termination:</b> Authority for the cancellation of an apprenticeship agreement during the probationary period by either party without stated cause. Cancellation during the probationary period will not have an adverse impact on the sponsor's completion rate. <b>NRS 610.144, 3(s)</b>
p. 3	2	(21) <b>Equal Employment Opportunity:</b> Compliance with 29 CFR part 30; an affirmative action plan complying with 29 CFR 30.4; a method for the selection of apprentices authorized by 29 CFR 30.5. The apprenticeship standards must also include a statement that the program will be conducted, operated and administered in conformity with the applicable provisions of Nevada Revised Statutes, Nevada Administrative Codes, and the Nevada State Plan for Equal Employment Opportunity. The statement shall be worded as per Nevada Administrative Code 610.540 <b>NRS 610.144, 2 NRS 610.144, 3(t) NAC 610.510 thru NAC 610.990, Inclusive</b>
p. 11	23	(22) <b>Person to receive complaints:</b> Contact information including name, mailing address, telephone number, and email address, (if appropriate) for the appropriate individual with authority under the program to receive, process and make disposition of complaints. <b>NRS 610.144, 3(u)</b>
p. 9	18	(23) <b>Records Maintenance:</b> Recording and maintenance of all records concerning apprenticeship, as required by the Nevada State Office of the Labor Commissioner and any other applicable law, regulation and/or statute. <b>NRS 610.144, 3(v) NAC 610.910</b>
✓	✓	(24) All documents have been checked for spelling, formatting, grammar, (including the Table of Contents), etc.

I attest that the standards as submitted have been found to be in conformance with the requirements set forth in Nevada Revised Statutes, Chapter 610 and Nevada Administrative Codes, Chapter 610. The standards have been reviewed for accuracy and are recommended for registration.

  
 Nevada State

Date: 5/1/17

Carpenters – SCAFFOLD ERECTOR



**STATE OF NEVADA**  
**Office of the Labor Commissioner**  
**Nevada State Apprenticeship Council**  
**APPLICATION FOR APPROVAL ON THE JOB TRAINING & APPRENTICESHIP**

Program Name: **Southern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee**  
 Program # **NV003124858** Address: **4245 W. Sunset Rd. Ste 137 Las Vegas NV 89118** 702-452-5099 lasvegas@swctf.org  
 Contact Person: **Bobbie Whitmore** Title: **Coordinator** Type of Program: **Construction** Sic Code: **C1742** EIN # **C88-0371452**

Type of Action: (Check One) A. Wage Increase B. Revision of Standards <b>X</b> C. New Occupation D. New Program	Type of Program: (Check One) A. Individual Union B. Individual Non Union C. Group Union <b>X</b> D. Group Non Union E. If Union Bargaining Unit	Journey Workers (JW) A. No. JW <b>64</b> B. No. of Employers <b>09+</b>	Pay Period (Check One) Weekly <b>X</b> Bi-Weekly Semi Monthly Pay Increases (Months) 3 6 12 <b>X Other</b>
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**TRADE INFORMATION**

Occupation	Term (DJJ hours)	RTI (Classroom hours)	# Of JWM Workers	# Apprentices in Training	JJM Hourly Rate	Days per Week
<b>Scaffold Erector</b> 47.2031.02 Rapids: 0069-hy	<b>5,200</b>	<b>160</b>	<b>64</b>	<b>19</b>	<b>\$38.33</b>	<b>5</b>

**HOURLY APPRENTICE WAGES BY PERIOD (Excluding Benefits) Top Line Dollar Amounts Bottom Line Percentages**

Occupation Level	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>	5 <sup>TH</sup>	6 <sup>TH</sup>	7 <sup>TH</sup>	8 <sup>TH</sup>	Journeyman
<b>Scaffold Erector</b> 47.2031.02	<b>\$19.17</b> 50%	<b>\$21.08</b> 55%	<b>\$23.00</b> 60%	<b>\$24.91</b> 65%	<b>\$26.83</b> 70%	<b>\$28.75</b> 75%	<b>\$30.66</b> 80%	<b>\$34.50</b> 90%	<b>\$38.33</b> 100%

**FULL WAGE Detail Including Benefits as to Southwest Regional Council of Carpenters CBA dated July 1, 2016 for Southern Nevada**

Period - Percentage	1-50%	2-55%	3-60%	4-65%	5-70%	6-75%	7-80%	8-90%	100%
Base Hourly	<b>\$19.17</b>	<b>\$21.08</b>	<b>\$23.00</b>	<b>\$24.91</b>	<b>\$26.83</b>	<b>\$28.75</b>	<b>\$30.66</b>	<b>\$34.50</b>	<b>\$38.33</b>
Health & Welfare	6.85	6.85	6.85	6.85	6.85	6.85	6.85	6.85	6.85
Supplemental Dues	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17	1.17
Vacation		2	2	2	2	2	2	2	2
Pension A			5.97	5.97	5.97	5.97	5.97	5.97	5.97
Pension B				2.02	2.02	2.02	2.02	2.02	2.02
Apprenticeship	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42
CCCC			0.21	0.21	0.21	0.21	0.21	0.21	0.21
Grievance & Arbitration	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15
National Training Fund	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
	<b>\$27.86</b>	<b>\$31.77</b>	<b>\$39.87</b>	<b>\$43.80</b>	<b>\$45.72</b>	<b>\$47.64</b>	<b>\$49.55</b>	<b>\$53.39</b>	<b>\$57.22</b>

Instructor	Occupation	Experience (Years)
Larry Benavente	Trade Instructor	18+ Years

*Bobbie A. Whitmore*  
 Signature of Program Director or Coordinator

03/032017

Originally submitted 6/24/16. Reviewed at NSAC Meeting 11/04/2016; re-submitted with NSAC recommended changes on 3/31/2017.

**DO NOT WRITE BELOW THIS LINE**

Approved: MAY 22 2017

*[Signature]* MAY 22 2017  
 Secretary Director of Apprenticeship Date

Disapproved: \_\_\_\_\_

# STANDARDS OF APPRENTICESHIP

DEVELOPED BY

Southwest Carpenters Training Fund  
For the  
**Southern Nevada Carpenters and Affiliated Trades Joint  
Apprenticeship and Training Committee**

FOR THE OCCUPATION(S) OF

**SCAFFOLD/Scaffolding Specialist**

SOC CODE: 47-2031.02 / RAPIDS: 0069-HY



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

APPROVED BY:

A handwritten signature in blue ink that reads "Shannon M. Chambers".

Signature

Shannon M. Chambers

Printed Name & Title

Office of the Nevada Labor Commissioner  
State Apprenticeship Council  
555 E. Washington Avenue, Suite 4100  
Las Vegas, NV 89101

DATE OF REGISTRATION:

PROGRAM ID: NV003124858

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## FOREWORD

The employment and training of the Apprentice in a skilled occupation. NRS 610.020, 5 and NRS 610.144,3(a)

These **Southern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee** Apprenticeship Standards have as their objective, the training of **SCAFFOLD ERECTORS** skilled in all phases of the industry. The JATC recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, and Nevada State Apprenticeship Council as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

## **DEFINITIONS**

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

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the respective JATC providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

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

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the Program Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

**APPRENTICE 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.

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

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

**CAREER LATTICE:** Career lattice apprenticeship programs include occupational path ways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential. *(If applicable)*

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

**CERTIFICATE OF TRAINING:** A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices that the JATC has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. *(If applicable)*. Time based programs are not eligible.

**CEU:** Continuing Education Units.

**CITF:** Carpenters International Training Fund.

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

**COMPETENCY-BASED OCCUPATION:** Means the attainment of manual, mechanical or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement. *(If applicable)*

**CONSULTANT:** 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, Regional Council or a National Agreement stipulated herein who is participating in the registered apprenticeship program.

**EEO:** Equal Employment Opportunity.

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

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

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

**INTERIM CREDENTIAL:** Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate Program Sponsor, as certification of competency attainment by an apprentice. *(If applicable)*

**JOB CORPS CENTERS:** Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico. Job Corps annually serves approximately 65,000 youth and young adults between 16-24 years of age. Program Sponsors who wish to hire Job Corps graduates trained in any occupation covered under these Standards, and who meets the minimum qualifications for apprenticeship, may do so via the *Direct Entry* provision described in *Appendix D Selection Procedures*. *(If applicable)*

**JATC:** Joint Apprenticeship and Training Committee.

**JATC SUB-COMMITTEE:** A committee comprised of members of the JATC usually with fewer members than the entire JATC. Sub-committees are usually formed for special projects and report back to the JATC.

**JATC ADVISORY COMMITTEE:** A committee comprised of members that may be on the JATC but can also have members from other sources such as consultants or non JATC UBC members. Advisory Committees are usually formed for special projects and report back to the JATC.

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

**LETTER OF INTENT TO HIRE (LETTER OF SPONSORSHIP, LETTER OF SUBSCRIPTION):** Letters written, signed, completed and dated by signatory employers and submitted to the JATC. Selection of an individual from the eligibility pool is made on the basis of opportunity for on-the-job training and qualifications of the applicant.

**NJATC:** National Joint Apprenticeship and Training Committee.



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

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

**ON-THE-JOB LEARNING (OJL):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

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

**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.

**PROGRAM COORDINATOR:** Means the person designated by the respective JATC to perform the duties stated in the standards of apprenticeship.

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

**PROVISIONAL REGISTRATION:** Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria describe in §29.3 (g) and (h).

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

**REGISTRATION AGENCY:** Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments. In these standards the registration agency will be the **Nevada State Apprenticeship Council** which follows Nevada Administrative Code Chapter 610 and the Nevada State Plan for EEO. - NSAC: **NRS 610.144, 3(p)**

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

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

**SUPERVISOR OF APPRENTICE(S)**: An individual, and/or supervising journey-worker designated by the Program Sponsor to supervise or be in charge and direction of an apprentice.

**TIME-BASED OCCUPATION**: The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule. *(If applicable)*

**TRANSFER**: A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or Program Sponsor.

**TRUST FUND TRUSTEE**: Person sitting as a trustee on the board of trustees of the local apprenticeship trust fund.

**UNION**: Means the affiliated locals of the **Southwest Carpenters Regional Council** and party to an appropriate labor agreement between the management parties.

**YOUTHBUILD U.S.A.**: YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their GED or high school diploma, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. *(If applicable)*

## **SECTION I – PROGRAM ADMINISTRATION**

The **SCAFFOLD ERECTOR** Joint Apprenticeship and Training Program, shall be administered **Southern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee (JATC)** in conjunction with the Southwest Carpenters Training Fund. The Southwest Regional Council of Carpenters, Local Unions 1977, 897, 1780, 1607, 2375 (Local Union), Employers, JATC, and all apprentices shall conform to these Standards.

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

- A. Members of the JATC will be selected by the groups they represent.
- B. Membership will be composed of an equal number of representatives of labor and management represented by a bona fide collective bargaining agent(s). In addition thereto, one apprenticeship consultant representing the Registration Agency and one advisor from the local school district(s), and others as determined by the committee, shall act as advisors. Such advisors shall act without vote.
- C. Technical Assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools - may be requested to advise the JATC.

### **Administrative Procedures:**

- A. 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. The term of the Chairperson and Secretary shall be one (1) year.
- B. A quorum of 1-labor and 1-management representative must be present to conduct JATC business.
- C. The term of JATC membership shall be for Five (5) years. Committee members are not limited to one term. However, all reappointments shall be in writing for the same specified term.
- D. The length of a term served shall be alternate years to prevent the entire committee from changing all at one time. Fund Trustees may serve as members of the JATC and members of the JATC may serve as Trustees.
- E. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- F. The Chairperson and Secretary should rotate among members of the JATC.

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

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that apprentices are under a written Apprenticeship Agreement and register the local apprenticeship standards and agreements with the appropriate Registration Agency.

- C. 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.
  - 1. 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 to assure full compliance with these Standards, the Affirmative Action Plan and Selection Procedures.
- D. All respective JATC standards will be approved by the National Joint Apprenticeship and Training Committee (NJATC) prior to being submitted to the appropriate Registration Agency. Before respective JATC standards are implemented they must be registered with the NJATC. The registration files will be maintained by the Carpenters International Training Fund.
  - 1. 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.
  - 2. 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, including the Fitzgerald Act, Title 29, Code of Federal Regulations parts 29 and 30.
  - 3. 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.
  - 4. The geographical area covered by these Standards shall be the geographical area covered by the respective CBA(s).
- E. Review and recommend apprenticeship activities in accordance with this program.
- F. Establish the minimum standards of education and experience required of apprentices.
- G. Meet at least every three (3) months to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meeting will be kept.
- H. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- I. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- J. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- K. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.

- L. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- M. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- N. Certify that apprentices have successfully completed their apprenticeship program.
- O. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- P. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned including apprentices, employers and journey-workers.
- Q. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies
- R. 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
- S. The JATC will make all final decisions on recommendations of advisory committees.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE**

**- Title 29 CFR 29.5(b)(21) and 30.3(b)**

**- NSAC: NRS 610.144, 2 NRS 610.144, 3(t) NAC 610.510 thru NAC 610.990, Inclusive**

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex, sexual orientation, age, disability, national origin or any other classification that is protected by Title 29 of the Code of Federal Regulations, part 30. The Program Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended; and all regulations on equal opportunity of employment in the State of Nevada.

### **SECTION III - AFFIRMATIVE ACTION PLAN**

– Title 29 CFR 29.5(b)(21) and 30.4

The JATC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30 and will follow the Nevada State Plan for EEO. It will be attached as Appendix C.

### **SECTION IV- QUALIFICATIONS FOR APPRENTICESHIP**

– Title 29 CFR 29.5(b)(10) - NSAC: NRS 610.144, 3(j) NAC 610.815 to 610.860, inclusive

Applicants will meet the following minimum qualifications:

- A. **Minimum age - seventeen (17) years of age at the time of application. If applicant is under eighteen (18) years of age at the time of indenture, the Apprentice Agreement must be signed by the applicant's parent or guardian. (*Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.*)**

All applicants must be eligible for employment in the United States and have a Social Security Card or other proper Immigration and Naturalization Service papers (green card) for working in the United States.

B. **Education**

Applicant must provide proof of:

- (a) a high school diploma or its equivalent before being accepted into a program; or
- (b) Receive a high school diploma or its equivalent: (1) within 1 year after being indentured as an apprentice

Applicants must submit a DD-214, or any similar documentation, used to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. **Physical**

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

D. **Tests**

Applicants will be informed upon acceptance into the program about employment conditions that may lead to screening for the current illegal use of drugs prior to being employed and also drug screening may occur throughout the duration of their apprenticeship.

E. **Other**

No other minimum qualifications are required.

## **SECTION V - SELECTION OF APPRENTICES – Title 29 CFR 30.5**

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

## **SECTION VI - APPRENTICESHIP AGREEMENT**

– Title 29 CFR 29.3(d) and (e) and 29.5(b)(11) - NSAC: NRS 610.144, 3(k) NAC 610.013

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement in compliance with NAC Chapter 610, Nevada State Plan for EEO, and Title 29, Code of Federal Regulations 29.7 (Appendix B-Official Registration Agency Form) signed by the JATC and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the JATC, the Registration Agency, and the employer and the Union. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled. Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the respective JATC's written rules and policies, the Apprenticeship Agreement and the sections of the Collective Bargaining Agreement (CBA) that pertain to apprenticeship.

The Registration Agency will be advised within ten (10) days of the execution of each new Apprenticeship Agreement, modification or amendment to, and will be given all the information required for registering the apprentice.

## **SECTION VII - RATIO OF APPRENTICES TO JOURNEY-WORKERS**

– Title 29 CFR 29.5(b)(7) - NSAC: NRS 610.144, 3(g) NAC 610.438

A numeric ratio of apprentices to journey-workers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements.

The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant. The ratio of apprentices to journey-workers will be in compliance with respective CBA.

The ratio is: As per the collective bargaining agreement, one (1) **SCAFFOLD ERECTOR** apprentice for every two (2) **SCAFFOLD ERECTOR** journeyman, an additional **SCAFFOLD ERECTOR** apprentice maybe employed after the fourth **SCAFFOLD ERECTOR** journey-worker. A ratio of one (1) to two (2) thereafter.

## **SECTION VIII - TERM OF APPRENTICESHIP**

– Title 29 CFR 29.5(b)(2) - NSAC: NRS 610.144,3(b) and 29 CFR 29.5(b) (16)

The term of the occupation **SCAFFOLD ERECTOR** will be hybrid in nature with an on-the-job learning training term of **5200 - 8000 HOURS**. This occupation will be supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A).

**SCAFFOLD ERECTOR: 4 Years / 5200-8000 Hours**

## **SECTION IX - PROBATIONARY PERIOD**

– Title 29 CFR 29.5(b)(8), (b)(20) - NSAC: NRS 610.144, 3(s)

All applicants selected for apprenticeship will serve a probationary period of **1,000 hours** for all occupations. The probationary period cannot exceed twenty-five (25) percent of the length of the program, or one-year (1), whichever is shorter.

During the probationary period either the apprentice or the JATC may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period. Cancellations during the probationary period will not have an adverse impact on the Program Sponsor's completion rate.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the JATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JATC will provide written notice to the apprentice and to the Registration Agency within ten (10) days of the final action taken.

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

Apprentices will generally work the same hours as journey-workers, except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

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

## **SECTION XI - APPRENTICE WAGE PROGRESSION**

– Title 29 CFR 29.5(b)(5) - NSAC: NRS 610.144,3(e) NAC 610.480

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

The progressive wage schedule will be an increasing percentage of the journey-worker wage rate as established in the respective CBA. Some registration agencies require a percentage of the journey-worker rate while others require an actual wage rate. In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.



## **SECTION XII - CREDIT FOR PREVIOUS EXPERIENCE**

– Title 29 CFR 29.5(b)(12) and 30.4(c)(8) - NSAC: NRS 610.144, 3(l) NAC 610.245

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 OJL and related training.
2. The JATC will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJL and related instruction. Those awarded credit will be assigned to the appropriate pay period classification. 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.

Advanced standing is subject to review throughout the probationary period. During this time, OJL and classroom performance will be evaluated to determine if any readjustment concerning OJL or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish such records, affidavits, and other documentation to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATC.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

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

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

## **SECTION XIV - RELATED INSTRUCTION**

– Title 29 CFR 29.5(b)(4) - NSAC: NRS 610.144,3(d) NAC 610.433

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for the **SCAFFOLD ERECTOR** trade for each year of the apprenticeship. Apprentices agree to take such courses as the JATC deems advisable. The JATC will

secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the Program Sponsor and the Registration Agency.

Apprentices **"WILL NOT"** be paid for hours spent attending related instruction classes.

If applicable, the JATC will inform each apprentice of the availability of college credit through the applicable community college.

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

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

The JATC will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. An instructor shall:

- i. Meet the State Departments of Education's requirement for a vocational-technical instructor in the State of registration, or be a subject matter expert, which is an individual such as a journey-worker who is recognized within an industry as having expertise in a specific occupation; and
- ii. Have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction.

When possible, the JATC may require the instructors to attend **The CITF National Training Center** and earn related college credit/degrees as deemed appropriate.

#### **SECTION XV - SAFETY AND HEALTH TRAINING**

**- Title 29 CFR 29.5(b)(9) - NSAC: NRS 610.144, 3(i) NRS 618 NAC 618**

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

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

#### **SECTION XVI - SUPERVISION OF APPRENTICES**

**– Title 29 CFR 29.5(b)(14) - NSAC: NRS 610.144, 3(n)**

The JATC will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the JATC and under the direct supervision of the individual or supervising journey-worker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journey-worker, evaluation of work performance, and completion and submittal of progress reports to the JATC.

No apprentice will be allowed to work without direct **SCAFFOLD ERECTOR** journey-worker supervision.

#### **SECTION XVII - RECORDS AND EXAMINATIONS**

**– Title 29 CFR 29.5(b)(6) - NSAC: NRS 610.144, 3(f)**

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

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

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

#### **SECTION XVIII - MAINTENANCE OF RECORDS**

**– Title 29 CFR 29.5(b)(23) - NSAC: NRS 610.144, 3(v) NAC 610.910**

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

**SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP**

**- Title 29 CFR 29.5(b)(15) - NSAC: NRS 610.144, 3(o) NAC 610.465**

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

**Certificate of Training** - A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices that the JATC has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. *(If applicable)*

**SECTION XX - NOTICE TO REGISTRATION AGENCY**

**- Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19) - NSAC: NRS 610.144, 3(p)**

The Nevada State Apprenticeship Council is the Registration Agency for these standards.

The Registration Agency will be notified within ten (10) days of the following events:

- A. All new apprentices to be registered under an apprenticeship program registered by a Registration Agency.
- B. Credit granted to, suspensions for any reason, and reinstatements of an apprentice.
- C. Persons who have successfully completed apprenticeship program.
- D. Modifications, cancellations, and terminations of Apprenticeship Agreements and a statement of the reason therefore.

**SECTION XXI - CANCELLATION AND DEREGISTRATION**

**- Title 29 CFR 29.5(b)(18) and 29.8(a)(2) - NSAC: NRS 610.144, 3(r)**

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

**Southern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee** reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

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

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the JATC will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.8.

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

These Standards may be amended or modified at any time by joint agreement between the **Southwest Regional Council of Carpenters and Southern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee** that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted promptly to the JATC for approval and will then be submitted promptly to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

**SECTION XXIII - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE**

– **Title 29 CFR 29.5(b)(22), 29.7(k) and 30.11** - NSAC: **NRS 610.144, 3(u)**

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

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

**Title 29 CFR 29.7(k)**

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

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

**Chair, Southern Nevada Carpenters and Affiliated Trades  
Joint Apprenticeship and Training Committee  
Apprenticeship Complaints trade of SCAFFOLD ERECTOR  
4245 W. Sunset Road, Ste. #137  
Las Vegas, NV 89118**

C/O  
Bobbie Whitmore, Coordinator  
Southwest Carpenters Training Fund      [LasVegas@swctf.org](mailto:LasVegas@swctf.org)  
4245 W. Sunset Road, Ste. #137, Las Vegas, NV 89118

Complaints which cannot be resolved locally may be submitted by an apprentice or his/her representative to the Registration Agency. The complaint must be in writing and signed by the complainant or representative and submitted within sixty (60) days of the final decision. The Registration Agency shall render its opinion within ninety (90) days after receipt of the complaint.

### **Title 29 CFR 30.11**

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

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

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

Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, the Nevada State Plan for EEO, and the procedures as set forth above.

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

### **SECTION XXIV. - COLLECTIVE BARGAINING AGREEMENTS - Title 29 CFR 29.11**

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

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

### **SECTION XXV - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION**

– Title 29 CFR 29.5(13) - NSAC: NRS 610.144, 3(m)

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

- A. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor;
- B. Transfer must be to the same occupation;
- C. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

## **SECTION XXV - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION (continued)**

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

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

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

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

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

## **SECTION XXVII - TECHNICAL ASSISTANCE**

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

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

**SECTION XXVIII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

The Southern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee hereby adopt these Standards of Apprenticeship for the **SCAFFOLD ERECTOR** trade presented at NSAC meeting 05/22/2017.



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Signature of Management  
Dan O'shea  
Nevada Contractors Association



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Signature of Labor  
Frank Hawk  
Southwest Regional Council of Carpenters



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Signature of Program Coordinator  
Bobbie Whitmore  
Southwest Carpenters Training Fund



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Signature of Registration Agency  
Nevada State Apprenticeship Council  
Shannon M. Chambers

NSAC Approval Date:

MAY 22 2017

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



**APPRENTICESHIP OJT AND RELATED TRAINING INSTRUCTION (RTI)  
INFORMATION CHECK LIST**

APPRENTICESHIP TITLE: Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee

CURRICULUM TITLE: SCAFFOLD Apprenticeship

DOT NUMBER: 47.2031.02 onet 0069 Rapids

OJT HOURS: 5,200 ojt

160 Total Hours of Related Instruction Per Year

Type of Related Instruction:

- |  |   |
|--|---|
| <input type="checkbox"/> Correspondence                                | <input type="checkbox"/> Outside Contract Instruction               |
| <input type="checkbox"/> Regular College Course                        | <input type="checkbox"/> Other (Please explain in summary comments) |
| <input checked="" type="checkbox"/> Course Taught by Trade Instruction |   |

Subjects to be Taught During Program:

- |                                  |           |
|----------------------------------|-----------|
| 1. <u>Please see attachments</u> | 6. _____  |
| 2. _____                         | 7. _____  |
| 3. _____                         | 8. _____  |
| 4. _____                         | 9. _____  |
| 5. _____                         | 10. _____ |

SOURCE(S) OF TRAINING MATERIAL (Title and Publisher):

Please see attachments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instruction Location:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Apprenticeship Training Center  | <input type="checkbox"/> College Campus |
| <input type="checkbox"/> Worksite After Hours                       | <input type="checkbox"/> Home           |
| <input type="checkbox"/> Other (Please explain in summary comments) |   |

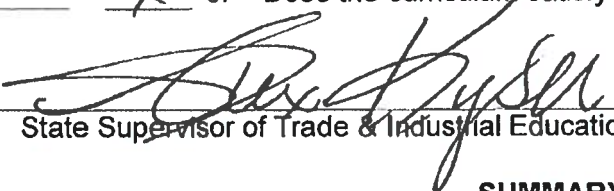
Please Designate Length of Related Instruction Program 4 years/160 minimum hours per year  
(Example: 3 Yrs., 4 Yrs.)

Submitted by: Dwayne Westmoreland/Coordinator LasVegas@swctf.org

**RELATED TRAINING INSTRUCTION (RTI)  
CHECK LIST**

**CURRICULUM CONTENT:**

- | NO    | YES      |   |
|-------|----------|---|
| _____ | <u>X</u> | 1. Does the curriculum outline meet the required 144 hours minimum of related instruction per year?   |
| _____ | <u>X</u> | 2. Does the curriculum provide learning experience representing competencies expected of employees in the occupation represented by this program? |
| _____ | <u>X</u> | 3. Are the course goals, objectives, and activities clearly stated and related directly to a current task analysis for this occupation?           |
| _____ | <u>X</u> | 4. Are the activities arranged in a logical sequence for maximum attainment of the required industrial skills?                                    |
| _____ | <u>X</u> | 5. Is there criteria for measuring student achievement?   |
| _____ | <u>X</u> | 6. Does the curriculum satisfy the requirements defined in the DOT?   |

<u></u>	<u>6/27/16</u>	APPROVED: _____
State Supervisor of Trade & Industrial Education	Date	DISAPPROVED: <u>X</u>

**SUMMARY COMMENTS:**

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Carpenters -- SCAFFOLD Apprenticeship

## Appendix A

**Program Name: So. NV Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee**  
**Program ID: NV003124858**  
**For Occupation: SCAFFOLD ERECTOR/Scaffolding Specialist**  
**O\*NET/SOC CODE: 47-2031.02**  
**RAIS CODE: 0069-hy**

This schedule is attached to and a part of these Standards for the above identified occupation.

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

The term of the occupation **SCAFFOLD ERECTOR** will be hybrid in nature with an on-the-job learning training term of **5200 - 8000 HOURS**. This occupation will be supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

### **2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

The ratio as provided in the Collective Bargaining Agreement is as follows:

- A. The sponsor shall not indenture a number of apprentices that exceeds a ratio of one (1) apprentice/s to three (3) journey-workers normally employed in the jurisdictional area, consistent with proper supervision, training, safety, and continuity of employment.
- B. The allowable ratio of apprentices to journey workers is: The ratio is: As per the collective bargaining agreement, one (1) **SCAFFOLD ERECTOR** apprentice for every two (2) **SCAFFOLD ERECTOR** journeyman, an additional **SCAFFOLD ERECTOR** apprentice maybe employed after the fourth **SCAFFOLD ERECTOR** journey-worker. A ratio of one (1) to two (2) thereafter.
- C. No apprentice may work without a journeyman **SCAFFOLD ERECTOR** on the job.

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

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journey-worker wage rate stated below or as per the CBA.

**SCAFFOLD ERECTOR \$38.33 (7/1/2016 So. NV Carpenter CBA)**

<b>4 Year Program SCAFFOLD ERECTOR Wage Progression</b>					
Period Level	Percent Rate %	Class Units up to 4 per school week	Class Hours	Work Hours Minimum	CBA Base Wage Rate
PRE	45%	0	0	300	\$17.25
1	50%	0	0	0	\$19.17
2	55%	8	80	1000	\$21.08
3	60%	16	160	1600	\$23.00
4	65%	24	240	2200	\$24.91
5	70%	32	320	2800	\$26.83
6	75%	40	400	3400	\$28.75
7	80%	48	480	4000	\$30.66
8	90%	56	560	4600	\$34.50
JYM	100%	64	640	5200	\$38.33

**4. SCHEDULE OF WORK EXPERIENCE**

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

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

<b>SCAFFOLD ERECTOR</b>		<b>Approx. Hours</b>
<b>A.</b>	<p><b>Basic Knowledge &amp; Safety</b>  <i>Includes but not limited to: Core Skills, Safety Procedures, Tools, Material Handling, Job Layout, Prints, Job Prep</i></p>	<b>800 - 1500</b>
<b>B.</b>	<p><b>General Skills</b>  <i>Includes but not limited to: Scaffold Installation Commercial and Residential, Layout, Leveling, Alignment and Anchoring Procedures, Planning for and/or the design, erection, inspection, alteration, use or dismantling of any scaffolding and/or related components.</i></p>	<b>1800 - 2500</b>
<b>C.</b>	<p><b>Advanced Skills</b>  <i>Includes but not limited to: Frame Scaffold, Tube &amp; Clamp Scaffold Construction, Specialty Scaffold Installations and Procedures. Also structures constructed using scaffolding components, such as falsework, temporary grandstands, lighting towers and stair access towers, Suspended Scaffolds, Structural Welding of Scaffold, Etc.</i></p>	<b>1800 - 2500</b>
<b>D.</b>	<p><b>Supplemental Skills, Electives and Miscellaneous</b></p> <ol style="list-style-type: none"> <li>1. General Construction Safety</li> <li>2. Operating Power Lifts</li> <li>3. Rigging and Signaling</li> <li>4. Proper Material Transporting and Storage</li> <li>5. Use of Powder Actuated and Pneumatic Tools</li> <li>6. Erecting and Dismantling Scaffolding and Movable Work Platforms</li> <li>7. Stocking and Scrapping</li> <li>8. Installation of Fire Stop</li> <li>9. Installing Fall Protection Barricade Systems and Fall Restraints</li> <li>10. Trade Show Installation and Dismantling</li> <li>11. Set-up &amp; Use of Total Station (electronic Theodolite/Transit)</li> <li>12. Other Miscellaneous Skills</li> </ol>	<b>800 - 1500</b>
<b>Totals</b>		<b>5200 - 8000</b>

**5. SCHEDULE OF RELATED INSTRUCTION**

In accordance with the Standards each apprentice shall participate in related instruction in subjects related to commercial and residential skills for the **SCAFFOLD ERECTOR** trade and will successfully complete 16 units (160 hours) of related supplemental training each year from the list of applicable courses below. Each course shall be one (1) week or forty (40) hours of instruction. The JATC may modify this list to meet the needs of the trade.

	<b>UNITS</b>	<b>DESCRIPTION</b>	<b>RSI HOURS</b>
1	4	Orientation	40
2	4	Safety & Health Certifications	40
3	4	Tool/Equipment Application	40
4	4	Basic Frame Scaffold	40
5	4	Basic System Scaffold	40
6	4	Basic Tube & Clamp Scaffold	40
7	4	Basic Suspended Scaffold	40
8	4	Intermediate Frame Scaffold	40
9	4	Intermediate System Scaffold	40
10	4	Print Reading	40
11	4	Advanced Frame Scaffold	40
12	4	Advanced System Scaffold	40
	<b>48</b>	<b>Core Training</b>	<b>480</b>
	<b>16</b>	<b>Supplemental Training (Choose 16 units from list below)</b>	<b>240</b>
13	4	Advanced Suspended Scaffold	40
14	4	Scaffold in Confined Spaces	40
15	4	Scaffold Re-shoring	40
16	4	Specialty Scaffold Applications	40
17	4	Advanced Print Reading	40
18	4	Rigging	40
19	4	<b>Crew Lead Training</b>	40
20	4	<b>Scaffold Erector Qualification-Standard 40 Hour</b>	40
21	4	<b>Industrial Scaffolding</b>	40
	<b>64</b>	<b>Total Required Supplemental Instruction</b>	<b>640</b>



STATE OF NEVADA  
NEVADA STATE APPRENTICESHIP COUNCIL  
555 EAST WASHINGTON AVENUE # 4100/LAS VEGAS NV 89101

**APPRENTICESHIP AGREEMENT**

FOR OFFICE USE ONLY I.D. NO. \_\_\_\_\_

This agreement entered into this **March 3, 2017**, between \_\_\_\_\_

**Name**

Apprentice Name (PLEASE PRINT)  
**1001 Any Street, Las Vegas, NV 89118**  
Apprentice Address/City, State, Zip

Southern Nevada **CARPENTERS JATC** a division of the Southwest Carpenters Training Fund  
Program Sponsor Name  
**4245 W. Sunset Rd #137 Las Vegas NV 89118**  
Program Address/City, State, Zip

**X.**

Apprentice Signature

**Bobbie Whitmore** /Coordinator *Bobbie A. Whitmore*  
Officer's Name (PLEASE PRINT) Officer's Signature

**07/11/1995**

**NV003124858- Scaffold Erector**

Parent/Guardian Signature if Apprentice is a Minor Apprentice D O B

Program No

<b>VETERAN:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ETHNICITY:</b> <input type="checkbox"/> Black (Not Hispanic) <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic <input type="checkbox"/> White (non Hispanic) <input type="checkbox"/> Pacific Islander	<b>SEX:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>EDUCATION:</b> <input type="checkbox"/> H/ S Diploma <input type="checkbox"/> 8 <sup>th</sup> grade or less <input type="checkbox"/> GED <input type="checkbox"/> 9 <sup>th</sup> to 12 <sup>th</sup> grade <input type="checkbox"/> None
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**CREDIT FOR PREVIOUS EXPERIENCE AND/OR CREDIT FOR RELATED INSTRUCTION:**

<b>SCAFFOLD</b>	OJT Credit Work Hours: <b>0</b>	Credited Class Hours: <b>0</b>	Credited School Units: <b>0</b>	Indenture Level: <b>A1</b>	Start % Rate: <b>50%</b>
-----------------	---------------------------------	--------------------------------	---------------------------------	----------------------------	--------------------------

Dates Previously In Program: \_\_\_\_\_

IF OVER 50% CREDIT: Transfer (State) \_\_\_\_\_ Other Employment: \_\_\_\_\_

Trade **Scaffold Erector** Term (Hours) **5200 OJT/16 Units** Probation Period **1000 OJT Hours and 2 weeks of training**

Related Instruction Hours per year **144** Hours per day **08** Average hours per week to be worked by apprentice **40**

APPRENTICE WAGES: The apprentice schedule of pay shall be listed for each advancement period (The apprentice rate is by percentage of the journeyman's rate unless otherwise indicated)

1st	2nd	3rd	4th	5th	6th	7th	8th	JJM/100%	
\$19.17	\$21.08	\$23.00	\$24.91	\$26.83	\$28.75	\$30.66	\$34.50	\$38.33	So. Nevada Carpenters CBA July 2016 Commercial Rates 'Wages may vary job to job—a UBC dispatch record will prevail'
50%	55%	60%	65%	70%	75%	80%	90%	100%	

SCAFFOLD ERECTOR -Major Work Process: **A -Basic Knowledge 800-1500 B -General Skills 1800-2500 C -Advanced Skills 1800-2500 D -Supplemental, Elective, & Misc. 800-1500**

Special Provisions: \_\_\_\_\_

Either party may terminate the Agreement by submitting written notification of termination to the approving agency, but, if such notifications are submitted after completion of the probationary period, the reason for termination shall be given. Due notice thereof must be given to the APPRENTICE, as well as an opportunity to be heard and reasonable opportunity for corrective action. The provisions on this form are acknowledged as a binding part of this agreement by the signators; and the terms of the Nevada State Apprenticeship statutes, regulations and standards are incorporated as a binding part of this Agreement and are acknowledged by the signators; and

That the APPRENTICE shall not be discriminated against with respect to training, advancement, compensation or other terms, conditions or privileges of apprenticeship training because of race, color, religion, sex, sexual orientation, age, disability or national origin, or occupationally irrelevant physical requirements

IN WITNESS WHEREOF, the parties hereto have set their hands on the dates indicated above.

Registered by the Nevada State Apprenticeship Council on \_\_\_\_\_ Secretary - Director of Apprenticeship

\*Warning: this agreement does not constitute a certification under NRS 610 or Title 29, CFR, Part 5 for the employment on the apprentice on Federal or State financed projects. Current certification must be obtained from the Nevada State Apprenticeship Council or Office of Apprenticeship.

Appendix C

**AFFIRMATIVE ACTION PLAN**

ADOPTED BY

**Southwest Carpenters Training Fund  
For the  
Southern Nevada Carpenters and Affiliated Trades Joint  
Apprenticeship and Training Committee**

FOR THE OCCUPATION(S) OF


**SCAFFOLD/Scaffolding Specialist**

**SOC CODE: 47-2031-02 / RAPIDS: 0069-HY**

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30  
AMENDED MAY 12, 1978



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

APPROVED BY:  Signature  
Shannon M. Chambers Printed Name & Title

Office of the Nevada Labor Commissioner  
State Apprenticeship Council  
555 E. Washington Avenue, Suite 4100  
Las Vegas, NV 89101

DATE OF REGISTRATION: MAY 22 2017  
PROGRAM ID: NV003124858

## **SECTION I - INTRODUCTION**

The JATC enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The JATC seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The JATC hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the JATC will become part of this written AAP, once approved by the Registration Agency.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE**

The JATC commits to the following Equal 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, sexual orientation, age, disability, or any other classification protected under State and Federal laws. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30” and all regulation on equal opportunity of employment in the State of Nevada.

## **SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES**

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JATC pledges to identify and analyze outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the JATC’s labor market area. (See attached Affirmative Action Plan Workforce Analysis Worksheet)

## **SECTION IV - OUTREACH AND POSITIVE RECRUITMENT**

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



- A. X Applications will be accepted throughout the year, on dates and times specified, and the program will regularly disseminate the information not less than twice each year. Dissemination information will be given to the following agencies/organizations:
- Registration Agency
  - Women's Organizations/Centers
  - Local Schools
  - Employment Service Centers
  - One Stop Centers
  - Vocational Education Schools
  - Other Organizations/Centers (which can effectively reach minorities and women)
  - Newspapers (which are circulated in the minority community and among women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the JATC's equal opportunity policy. The period for accepting applications as established by the JATC is: *throughout the year* on dates and times specified.

- B. X Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. X Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. X Internal communication of the JATC's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the JATC's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30 and the Nevada State Plan for EEO.
- E. X Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the JATC may be required to work with other JATCs and appropriate community organizations. The JATC will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. X Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The JATC will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

- G. X Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- H. X Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. X Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, sex, or any other classification protected by State or Federal law (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and women apprentices and journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

**(Identify Action:)**

01.	Southwest Carpenters Training Fund Website
02.	Brochures and Marketing Materials promoting apprenticeship programs and description of trades
03.	Three Generation Campaign Posters, Brochures encouraging journey workers to present apprenticeship opportunities to female family members.
04.	Cooperation with Sisters in the Brotherhood Committees to support female journey workers and female apprentice mentoring activities
05.	Participation in Career Fairs aimed at Female Population

**FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE JATC WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP**

01.	Maintain Outreach List to include State, City, Local Agencies, and Community Based Organization in geographic areas served
02.	Maintain Southwest Carpenters Training Fund website
03.	Dissemination of Announcement Apprenticeship Opportunities biannually including media outlets and mailings.
04.	Web posting and mailing of How To Join and Application Procedures
05.	Employment of Full-time Female Program Outreach Coordinator
06.	Written Policy for granting advanced standing or credit for previous experience
07.	Participation and cooperation with Educators and Sponsors of Career and Job Fairs in geographic areas served
08.	Interaction with Workforce Development Agencies and Sponsors of workforce training and pre-apprenticeship programs

## **SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The JATC will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affirmative action measures. The JATC will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the Registration Agency for approval. The JATC will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

**SECTION VI - OFFICIAL ADOPTION OF AFFIRMATIVE ACTION PLAN**

The Southern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee hereby adopt this Affirmative Action Plan for the SCAFFOLD ERECTOR trade for NSAC meeting 05/22/2017.



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Signature of Management  
Dan O'shea  
Associated General Contractors- Las Vegas



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Signature of Labor  
Frank Hawk  
Southwest Regional Council of Carpenters



Signature of Southwest Carpenters Training Fund  
Bobbie Whitmore

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

## AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

### A. SPONSOR INFORMATION

Program Number:	NV003124858	
Name of Sponsor:	Carpenters --SCAFFOLD JATC	
Address:	4245 West Sunset Road.	
City/State/Zip Code:	Las Vegas, NV 89118	
Contact Person:	Bobbie Whitmore	
Phone Number:	702-452-5099	FAX Number:702-452-0677
E-Mail Address:	<a href="mailto:lasvegas@swctf.org">lasvegas@swctf.org</a>	

### B. OCCUPATIONAL INFORMATION

Occupational Title: *	SCAFFOLD /Scaffolding Specialist	
RAPIDS Code: 0069-hy		O*NET/SOC Code:47-2031.02
Type of selection method used:	Alternative	
Labor Market Area description:	Las Vegas SMSA	

### C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

<b>C.1 Total Labor Force in Labor Market Area *</b>		
Number of Women:	405,570	45% of labor force
Number of Minorities:	423,340	46.9% of labor force
<b>C.2 Working Age Population in Labor Market Area *</b>		
Number of Women:	405,570	45% of labor force
Number of Minorities:	423,340	46.9% of labor force
<b>C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System **</b>		
Southern Nevada Number of Women:	0	0% of apprentices
Southern Nevada Number of Minorities:	21	94% of apprentices
<b>C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***</b>		
Number of Women:		45%
Number of Minorities:		46.9%

Resources for obtaining labor market information.

\* [http://www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html)

\*\* RAPIDS Data available from Registration Agency.

\*\*\* Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C.1 for "Total Labor Force", C.2 for "Working Age Population", and C.3 "Apprentice Participation in Particular Craft/Occupation" to propose the entries for "The General Availability of Minorities and Women."

**D. SPONSOR'S WORKFORCE DATA**

D.1 Total Number of Journey/Craft Workers Employed:	64	
Number of Women:	0	0% of work force
Number of Minorities:	42	63% of work force
D.2 Total Percentage of <b>Apprentices</b> or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:	N/A	
Numerical percentage of Minority apprentices or minorities in applicant pool:	N/A	

**E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS**

Industry Source Data	Minority rate of participation	Female rate of participation
E.1 Registered Apprenticeship Partners Information Data System (RAPIDS): *	44 – 51.8%	3 – 3.5%
E.2 EEOC Occupational Employment Data: **	375 – 57.3%	0 - 0%

\* Data available from Registration Agency

\*\* <http://www.eeoc.gov/stats/jobpat/jobpat.html>

**F. DETERMINATION OF UTILIZATION**

Analysis	Yes	No
Minority Underutilization:		☒
Female Underutilization:	☒	

**G. SPONSOR'S GOALS:**

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting **46.9% minorities and 5.1% women** during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be:   15  

**H. REGISTRATION AGENCY APPROVAL:**

**Sponsor**

**Registration Agency**

Bobbie A. Whitmore  
 Sponsor's Signature  
Bobbie Whitmore  
 Typed Name  
Coordinator  
 Title  
03/03/2017  
 Date Signed

Shannon M. Chambers  
 Registration Agency Signature  
Shannon M. Chambers  
 Typed Name  
Secretary-Director  
 Title  
MAY 22 2017.  
 Date Signed

Appendix D

**QUALIFICATIONS AND SELECTION  
PROCEDURES**

ADOPTED BY

**Southwest Carpenters Training Fund**

For the

**Southern Nevada Carpenters and Affiliated Trades Joint  
Apprenticeship and Training Committee**

FOR THE OCCUPATION(S) OF

**SCAFFOLD/Scaffolding Specialist**

**SOC CODE: 47-2031.02 / RAPIDS: 0069-HY**



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

APPROVED BY:

*Shannon M. Chambers*

Signature

Shannon M. Chambers

Printed Name & Title

Office of the Nevada Labor Commissioner  
State Apprenticeship Council  
555 E. Washington Avenue, Suite 4100  
Las Vegas, NV 89101

DATE OF REGISTRATION: MAY 22 2017

PROGRAM ID: NV003124858

## **Section I**

### **Minimum Qualifications:**

Applicants will meet the following minimum qualifications:

- A. Minimum age - seventeen (17) years of age at the time of application. If applicant is under eighteen (18) years of age at the time of indenture, the Apprentice Agreement must be signed by the applicant's parent or guardian. *(Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.)*

All applicants must be eligible for employment in the United States and have a Social Security Card or other proper Immigration and Naturalization Service papers (green card) for working in the United States.

B. Education

Applicant must provide proof of:

- (a) a high school diploma or its equivalent before being accepted into a program; or
- (b) Receive a high school diploma or its equivalent: (1) within 1 year after being indentured as an apprentice

Applicants must submit a DD-214, or any similar documentation, used to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

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

D. Tests

Applicants will be informed upon acceptance into the program about employment conditions that may lead to screening for the current illegal use of drugs prior to being employed and also drug screening may occur throughout the duration of their apprenticeship.

E. Other

No other minimum qualifications are required.



## **Section II**

### **Application Process**

#### **A. Application Process**

1. Applications will be accepted *throughout the year*, on dates/days and times specified in dissemination announcement. All persons requesting an application will have one made available upon signing the applicant log.
2. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
3. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.
4. Receipt of the properly completed application form, along with required supporting documents will constitute the completed application:
  - a. Proof of age: driver's license, birth certificate, or other acceptable documentation.
  - b. Social Security Number or U.S. Work Authorization Document
  - c. Copy of High School Diploma or HSE Certificate, or copy of official transcript(s) for High School Diploma or its equivalent (year or years completed), and/or any post high school education and training documents.
  - d. Applicants must submit a DD-214, or similar documentation used to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
5. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
6. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).
7. Applicants may appeal any handling and/or processing of an application by submitting in the facts to support a reversal of any negative decision or adverse outcome in writing within 10 days of official notification of the application status. All such appeals shall be sent to the JATC designated Appeals Committee as provided for in these Standards.

## B. Qualification for Selection

1. Individuals who meet the minimum qualifications are eligible to make application for selection. An applicant shall remain active in the Apprentice Application Record Log, subject to selection, for a period of two calendar years from the date of application.
2. An employee of a non-signatory employer not qualifying as a Journey-worker 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.
3. An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) plus one 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 Journey-worker, 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.
4. Transfer of an apprentice from one registered program to another in compliance with Title 29, Code of Federal Regulations (CFR) part 29.5(b)(13). The apprentice must request the transfer. Both the sending and receiving JATCs must agree to the transfer. The transfer must be in the same craft as the apprentice was indentured in the original program, and the transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the JATC and a new Apprenticeship Agreement must be executed when the transfer occurs.
5. If the JATC has an articulation agreement to include Pre-apprenticeship with an educational entity, Community-based Organization, a UBC or Local Union recognized Pre-apprenticeship program, a government program, or a similar program and the Registration Agency is agreeable, then a component for Pre-apprenticeship may be added to the Selection Procedures. Successful completers would then be eligible to make application.
6. An individual who successfully completes a UBC sponsored Job Corps program can apply for entry into a UBC affiliate sponsored apprenticeship program.
7. UBC members (journeyworkers) may request a change or revision of their classification and/or a change from their current occupation to another occupation and receive direct entry into the apprenticeship program sponsored by their local union.
8. Special Consideration for Military Veterans: Military veterans who have completed their military obligation may be granted special consideration into the program.
  - a. 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.
  - b. 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, or sexual orientation.

## **Section III**

### **Selection Procedure**

A. The JATC shall adopt one of the following methods of selection (**Title 29,CFR part 30.5**):

#### **Alternative selection methods.**

B. All applicants who have met the minimum qualifications and have submitted the required documents will have the application questionnaire reviewed. The JATC will schedule a review and evaluation session (if applicable).

C. The reviewer(s) will award each qualified applicant eligibility points based on applicable work experience, educational and vocational training, safety/trade qualifications, military experience, trade certifications/credentials on the applicant's questionnaire to establish total eligibility points. The reviewer will record the documented proof of the applicant's answers. The reviewer will then prepare a written summary verifying the applicant's statements from the review.

a. Applicants that meet the criteria in Qualification for Selection, Section II-B paragraphs 3-8, are eligible for direct entry under the application procedures outlined in this section

D. If multiple reviewers continue the apprenticeship application process and verify points for the applicants re-evaluation/additional applicable work experience, educational and vocational training, safety/trade qualifications, military experience, trade certifications/credentials, the reviewer(s) will add the points to any previous points to determine the applicant's re-evaluated application/eligibility points.

E. All qualified applicants will be placed on an "Eligible Applicant List" following the application review.

F. As part of an alternate selection method, when an applicant's score reaches twelve points at any time during the eligibility period, and a work opportunity is available, the JATC shall contact the applicant in person, by phone, or written communication (including email when applicable) regarding selection into the program.

Selected applicants must respond to the notice of selection within (48) hours of notice. It will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.

G. Qualified applicants remaining on a preceding eligibility list will automatically be carried forward on the new pool of eligible applicants and slotted in wherever their eligibility score

placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants on the list but not selected during the two-year (2) period eligibility period, will be required to reapply.

- H. During the two-year (2) period, applicants who feel that their qualifications have improved since their original application may submit documented evidence of such additional experience or training and request reevaluation and eligibility score at the next regular processing cycle.

**Alternative Selection Method:**

Applicant receives a Letter of Intent-To-Hire (Letter of Sponsorship, Letter of Subscription) from a signatory employer.

- a) A letter of Intent-To-Hire can be used as part of an "Alternative selection method" (See Section III Selection Procedures)
- b) The letter must be written, signed, and dated by a signatory employer and submitted to the JATC.

## **Section IV**

### **Direct Entry**

The JATC may designate one or more of item B Qualifications for Selection methods 2 through 9 from Section II – "Application Process" as Direct Entry. These Direct Entry methods must be listed in the JATC Selection Procedures.

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

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, sexual orientation, age, disability or national origin. (Note: This is a method of direct entry into the apprenticeship program.)

- B. Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates will be done without regard to race, color, religion, national origin, or sex. (Note: This is a method of direct entry into the apprenticeship program.)
- C. Graduates of a UBC recognized Pre-Apprentice programs or UBC recognized federally funded training program or federally funded pre-apprentice programs or individuals who complete training in a UBC or Local Union recognized Pre-Apprenticeship program shall be permitted direct entry at a level determined by the JATC. The JATC shall evaluate the Pre-Apprenticeship training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Pre-Apprentices shall be done without regard to race, color, religion, sexual orientation, age, disability or national origin. (Note: This is a method of direct entry into the apprenticeship program.)
- D. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the **SCAFFOLD ERECTOR** trade, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. "Helmets to Hardhats" program for those transitioning from military service into this trade is a form of direct entry. Entry of Military Veterans shall be done without regard to race, color, religion, sexual orientation, age, disability or national origin. (Note: This is a method of direct entry into the apprenticeship program.)
- E. Former inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the Apprenticeship Program Sponsor agrees to admit such inmates without regard to race, color, religion, sexual orientation, age, disability or national origin and all individuals receive equal consideration. JATCs agreeing to admit such individuals into apprenticeship must agree to do so without regard to present minimum qualifications, eligibility lists or the necessity of passing written apprenticeship entrance tests. (Note: This is a method of direct entry into the apprenticeship program.)
- F. An employee of a non-signatory employer not qualifying as a journey-worker when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, sexual orientation, age, disability or national origin. (Note: This is a method of direct entry into the apprenticeship program.)

- G. An individual who signs an authorization card during an organizing effort, wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-worker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, sexual orientation, age, disability or national origin. (Note: This is a method of direct entry into the apprenticeship program). For such applicants to be considered they must:
1. be employed in the JATC's jurisdiction when the authorization card was signed;
  2. have been employed by the employer before the organizational effort commenced;
  3. have been offered the opportunity to sign authorization cards and be evaluated along with all other employees of the employer; and
  4. provide reliable documentation to the JATC to show they were an employee performing **SCAFFOLD ERECTOR** work prior to signing the authorization card.
- H. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journey-worker when the employer becomes a member, will be evaluated by the Sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. (Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)
- I. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journey-worker and does not qualify as a journey-worker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, sexual orientation, age, disability or national origin. (Note: This is a method of direct entry into the apprenticeship program).

Applicants that meet the criteria in Qualification for Selection, Section II-B paragraphs 3-8, are eligible for direct entry under the application procedures in Section III paragraphs A-I.

## **Section V**

### **Complaint Procedure**

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the JATC (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the JATC to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.  
Complaints shall be mailed to:

**Chair, Southern Nevada Carpenters and Affiliated Trades  
Joint Apprenticeship and Training Committee**  
Apprenticeship Complaints trade of SCAFFOLD ERECTOR  
4245 W. Sunset Road, Ste. #137  
Las Vegas, NV 89118

C/O  
Bobbie Whitmore, Coordinator  
4245 W. Sunset Road, Ste. #137  
Las Vegas, NV 89118      [LasVegas@swctf.org](mailto:LasVegas@swctf.org)

- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, the Nevada State Plan for EEO, and the procedures as set forth above.
- E. The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

## **Section VI**

### **Maintenance of Records**

The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of the applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each JATC must retain a statement of its Affirmative Action Plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b) and the Nevada State Plan for EEO.

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



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

The Southern Nevada Carpenters and Affiliated Trades Joint Apprenticeship and Training Committee hereby adopt these Selection Procedures for the SCAFFOLD ERECTOR for NSAC meeting 05/22/2017.



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Signature of Management  
Dan O'shea  
Associated General Contractors- Las Vegas



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Signature of Labor  
Frank Hawk  
Southwest Regional Council of Carpenters



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Signature of Southwest Carpenters Training Fund  
Bobbie Whitmore

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

