

## STANDARDS OF APPRENTICESHIP - CHECKLIST

PROGRAM SPONSOR:

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

Req Submitted:

*6-24-11*

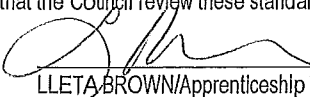
An Apprenticeship Program to be eligible for registration/approval by the Nevada State Apprenticeship Council shall conform to the following standards listed below. The program shall be an organized written plan embodying the terms and conditions of employment, training and supervision of one or more Apprentices in the apprenticeable occupation as defined in the Apprentice Training Program.

Occupation	O*NET ID#	RAPIDS #	Minimum TERM
<b>PILE DRIVER</b>	<b>47-2031.02</b>	<b>1009</b>	<b>4 Year/7200 OJT/16 units of RTI</b>

PILE DRIVER	(1) <b>SKILLED TRADE:</b> The employment and training of the Apprentice in a skilled trade or vocation.
Section 2, Pg 2	(2) <b>REGISTRATION AGENCY:</b> Identification of the Registration Agency as the Nevada State Apprenticeship Council.
Section 9, Pg 8	(3) <b>EQUAL EMPLOYMENT OPPORTUNITY:</b> The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The Sponsor will take Affirmative Action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 CFR, Part 30, and the Nevada State Plan for Equal Opportunity.
Section 7, Pg 7	(4) <b>TERM:</b> A term of apprenticeship.
Section 11, Pg 9	(5) <b>MINIMUM QUALIFICATIONS:</b> The minimum qualifications required by a Sponsor for persons entering the Apprenticeship Program.
Section 12, Pg 10	(6) <b>CREDIT FOR PREVIOUS EXPERIENCE:</b> The granting of advanced standing or credit for previously acquired experience, training or skills for all applicants equally, with commensurate wages for any progression step so granted.
Section 13, Pg 11	(7) <b>APPRENTICE AGREEMENT:</b> The placement of the Apprentice under a written, formal Apprenticeship Agreement as required by NRS 610, NAC 610. The Agreement shall directly, or by reference, incorporate the Standards of the Program as part of the Agreement.
Section 14, Pg 11	(8) <b>PROBATIONARY PERIOD:</b> A probationary period which must not be greater than 25% of the full apprenticeship term, with full credit given for such period toward completion of the Apprenticeship Program requirements.
Section 14, Pg 11	9). <b>PROBATIONARY PERIOD TERMINATION:</b> Authority to the Program for the termination of an Apprentice Agreement during the probationary period by either party without cause.
Appendix A, Pg 22	(10) <b>WORK PROCESSES:</b> An outline of the work process in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process.
Section 8, Pg 8	(11) <b>WAGES:</b> A progressively increasing schedule of wages to be paid the Apprentice consistent with the skill acquired. The entry wage shall not be less than the minimum wage prescribed by the Nevada Administrative Code 610.485 (4)
Section 15, Pg 12	(12) <b>QUALIFIED TRAINERS AND SUPERVISION:</b> Assurance of qualified training personnel and adequate supervision on the job.
Section 19, Pg 14	(13) <b>RATIO:</b> The numeric ratio of Apprentices to journeymen, consistent with proper supervision, training, safety, and continuity of employment. The ratio language shall be specific and clear as to application in terms of jobsite work force, department, or plant.
Section 16, Pg 13	(14) <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
Section 15, Pg 12	(15) <b>RELATED TRAINING:</b> Provision for organized related supplemental instruction in technical subjects related to the trade. A minimum of 144 hours for each year of Apprenticeship is required.
Section 20, Pg 14	(16) <b>PERIODIC REVIEW:</b> Periodic review and evaluation of the Apprentice's progress in job performance and related instruction, and the maintenance of appropriate progress records.
Section 25, Pg 18	(17) <b>RECORDS MAINTENANCE:</b> Recording and maintenance of all records concerning Apprenticeship as may be required by NSAC and the Bureau of Apprenticeship and Training or other applicable law.
Section 22, Pg 16	(18) <b>PERSON TO RECEIVE COMPLAINTS:</b> Name and address of the appropriate authority under the Program to receive process and make disposition of complaints.
Section 23, Pg 17	(19) <b>COMPLETION CERTIFICATE:</b> Recognition for successful completion of Apprenticeship evidenced by an appropriate certificate afforded by NSAC.
Section 22, Pg 15	(20) <b>REGISTRATION/COMPLETION/CANCELLATION OF APPRENTICES:</b> Provision for registration of Apprenticeship Agreements, modifications, and amendments. Notice to the Registration Agency of persons who have successfully completed Apprenticeship Programs, and notice of cancellations, suspensions and terminations of Apprentice Agreements and causes therefore.
Section 24, Pg 18	(21) <b>REGISTRATION/CANCELLATION/DEREGISTRATION OF PROGRAM:</b> Provision for the registration cancellation and de-registration of the program and requirement for the prompt submission of any modification or amendment thereto.
Section 17, Pg 13	(22) <b>TRANSFER OF TRAINING:</b> Transfer of employer's training obligation when the employer is unable to fulfill his obligation under the Apprenticeship Agreement to another employer under the same program with consent of the Apprentice and Apprenticeship Committee or Program Sponsor.
Included	(23) <b>CURRICULUM CHECKLIST</b> Signed curriculum checklist from the Department of Education.
Pgs 19, 20, 21	(24) <b>APPROVAL SHEET</b> signature page of the committee (majority vote)
Appendix C	(25) <b>SELECTION METHOD</b> Identification of selection method the program intends to use for selecting applicants.
Included	(26) <b>APPLICATION FOR APPROVAL ON THE JOB TRAINING &amp; APPRENTICESHIP</b> Completed form 5910 including percentages.
Included	(27) <b>COVER SHEET</b> a page which explains changes to the registration agency.

COMMENTS:

I have reviewed these standards of apprenticeship and have determined that they meet the requirements of NRS 610, NA 610 and 29 CFR parts 29 and 30. It is my recommendation that the Council review these standards for approval and registration.

  
LLETA BROWN/Apprenticeship Training Representative

  
Date

### Cover to NSAC of Changes

PROGRAM SPONSOR:

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

Submitted DATE:

*10-24-11*

*In an effort to revise our Standards that were last approved in 2005, many wording and editing changes were done to conform with both the NEVADA STATE APPRENTICESHIP COUNCIL and our National Joint Apprenticeship Committee. Due to the extent of the changes, we have used NSAC's "22 point checklist" as a guide in stating the changes in the Standards. Also recommendations from NSAC were taken to develop these Standards.*

Occupation	O*NET ID#	RAPIDS #	Minimum TERM
<b>PILE DRIVER</b>	<b>47-2031.02</b>	<b>1009</b>	<b>4 Year/7200 OJT/16 units of RTI</b>

	Name	Change to JATC name
	JATC Composition and Duties	Yes, changes. Revised wording.
Pile Driver	(1) <u>SKILLED TRADE:</u>	Separate Trade Standards: Previously in 2005 the standards for the Carpenters, Drywall, and Millwrights were under one program number; we are submitting separate standards for each trade.
Section 2, Pg 2	(2) <u>REGISTRATION AGENCY:</u>	No change to specific content, revised wording.
Section 9, Pg 8	(3) <u>EQUAL EMPLOYMENT OPPORTUNITY:</u>	Yes, changes. Revised wording. Added BEO and more content.
Section 7, Pg 7	(4) <u>TERM:</u> A term of apprenticeship.	No change to specific content, revised wording/Went to Hybrid
Section 11, Pg 9	(5) <u>MINIMUM QUALIFICATIONS:</u>	Yes, changes minimum qualifications are stated in a clear manner with selection procedure. Section 14 "Responsibilities of Apprentices" was removed as it is already specified.
Section 12, Pg 10	(6) <u>CREDIT FOR PREVIOUS EXPERIENCE:</u>	Yes, changes. Revised wording.
Section 13, Pg 10	(7) <u>APPRENTICE AGREEMENT</u>	No change to specific content, revised wording.
Section 14, Pg 11	(8) <u>PROBATIONARY PERIOD:</u>	Yes, changes. Revised wording.
Section 14, Pg 11	9). <u>PROBATIONARY PERIOD TERMINATION:</u>	No change to specific content, revised wording.
Appendix A	(10) <u>WORK PROCESSES &amp; RTI</u>	Yes, changes. Revised outline of work processes and related training outline
Section 8, Pg 7	(11) <u>WAGES</u>	Yes, changes. Revised wording.
Section 15, Pg 12	(12) <u>QUALIFIED TRAINERS &amp; SUPERVISION:</u>	No change to specific content, revised wording.
Section 19, Pg 14	(13) <u>RATIO:</u>	No change to specific content, revised wording.
Section 16, Pg 12	(14) <u>SAFETY</u>	Yes, changes. Addition of the section regarding Safety.
Section 15, Pg 12	(15) <u>RELATED TRAINING:</u>	No change to specific content, revised wording; still 144 min hours per year.
Section 20, Pg 14	(16) <u>PERIODIC REVIEW</u>	Yes, changes. Revised wording.
Section 25, Pg 18	(17) <u>RECORDS MAINTENANCE:</u>	Yes, changes. Revised wording.
Section 22, Pg 16	(18) <u>PERSON TO RECEIVE COMPLAINTS:</u>	Yes, changes. Updated information provided.
Section 23, Pg 17	(19) <u>COMPLETION CERTIFICATE:</u>	No change to specific content, revised wording.
Section 22, Pg 15 Section 23, Pg 17	(20) <u>REGISTRATION/COMPLETION/CANCELLATION OF APPRENTICES:</u>	Yes, changes. Revised wording.
Section 24, Pg 17	(21) <u>REGISTRATION/CANCELLATION/DEREGISTRATION OF PROGRAM:</u>	Yes, changes. Revised wording.
Section 17, Pg 13	(22) <u>TRANSFER OF TRAINING:</u>	Yes, changes. Revised wording.

**\*Also Recommendations from the 4/1/2011 NSAC meeting were made.**



**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 & Affiliated Trades Joint Apprenticeship and Training Committee

Program # NV003050012 Address: 4131 E. Bonanza Road/Las Vegas, Nevada 89110 702-452-5099 lasvegas@swctf.org

Contact Person: Edward Ripley Title: Director Type of Program: Construction Sic Code: C1742 EIN # C88-0371452

Type of Action: (Check One) A. Wage Increase B. Revision of Standards <input checked="" type="checkbox"/> C. New Occupation	Type of Program: (Check One) A. Individual Union B. Individual Non Union C. Group Union <input checked="" type="checkbox"/> D. Group Non Union E. If Union Bargaining Unit	Journey Workers (JW) A. No. JW <u>2</u> B. No. of Employers <u>1</u>	Pay Period (Check One) Weekly <input checked="" type="checkbox"/> Bi-Weekly Semi Monthly Pay Increases (Months) 3 6 12 <input checked="" type="checkbox"/> Other
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**TRADE INFORMATION**

Occupation	Term (DJT hours)	RTI (Classroom hours)	# Of JYM Workers	# Apprentices in Training	JYM Hourly Rate	Days per Week
<b>Pile Driver 47-2031.02</b>	<b>6000</b>	<b>576</b>	<b>2</b>	<b>2</b>	<b>\$34.93</b>	<b>5</b>

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

Occupation	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH
<b>Pile Driver 47-2031.02</b>	<b>\$17.37</b>	<b>\$20.84</b>	<b>\$24.31</b>	<b>\$27.78</b>	<b>\$31.26</b>	<b>\$34.73</b>				
	50%	60%	70%	80%	90%	100%				

*In no case will an apprentice's wage rate be lower than the Nevada minimum wage rate for construction as stated in NAC 610.010 Section 4.*


**FULL WAGE Detail Including Benefits as to Southwest Regional Council of Carpenters PILE DRIVER CBA dated 2007 to 2012 for Nevada**

Percentage	50%	60%	70%	80%	90%	100%
Base Hourly	\$17.47	\$20.96	\$24.45	\$27.94	\$31.44	\$34.93
Health & Welfare	3.95	3.95	3.95	3.95	3.95	3.95
Supplemental Dues	1.03	1.03	1.03	1.03	1.03	1.03
Vacation		2.00	2.00	2.00	2.00	2.00
Pension A		4.72	4.72	3.64	3.64	3.64
Pension B				2.02	2.02	2.02
Apprenticeship	0.35	0.35	0.35	0.35	0.35	0.35
CCCC		0.21	0.21	0.21	0.21	0.21
Grievance & Arbitration	0.09	0.09	0.09	0.09	0.09	0.09
National Training Fund	0.06	0.06	0.06	0.06	0.06	0.06
	<b>\$22.95</b>	<b>\$33.37</b>	<b>\$36.86</b>	<b>\$41.29</b>	<b>\$44.79</b>	<b>\$48.28</b>

Instructor	Occupation	Experience (Years)
Gaunt, Michael	Pile Driver	18+ Years

6/24/2011


Date

  
 Signature of Program Coordinator

**DO NOT WRITE BELOW THIS LINE**

Approved: JUN 24 2011

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

  
 Secretary Director of Apprenticeship Date 1-13-12

# Standards of Apprenticeship

For the:

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

In conjunction with the:

*Southwest Carpenters Training Fund  
& Southwest Regional Council of Carpenters*

For the Occupation/Craft of:

**PILE DRIVER**

O*NET ID#	RAPIDS #	Minimum TERM
47-2031.02	1009	4 Year/7200 OJT/16 units of RTI

Registered by the:

*Nevada State Apprenticeship Council*

In cooperation with the:

*United States Department of Labor Office of Apprenticeship*

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Submitted 09/27/2010 for NSAC Council Meeting 12/03/2010  
Submitted 01/14/2011 for NSAC Council Meeting 02/25/2011  
NSAC Council Meeting 04/01/2011  
Submitted 04/08/2011 for NSAC Council Meeting 05/20/2011  
NSAC Council Meeting 06/24/2011

Results: Tabled/for further Editing  
Results: Postponed  
Results: Tabled/for further Editing  
Results: Postponed to 6/24/2011  
Results: Approved

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## **FOREWORD**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CBA:** Collective Bargaining Agreement

**CEU:** Continuing Education Units

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

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

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

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

**EEO:** Equal Employment Opportunity

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

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

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

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

**JATC:** Joint Apprenticeship and Training Committee

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

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

**NSAC:** Nevada State Apprenticeship Council



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

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

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

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

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

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

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

**Registration Agency:** Nevada State Apprenticeship Council

**Regional Council:** Supervisory organization of affiliated local unions in a defined geographical area. For these Standards the Regional Council is the Southwest Carpenters Regional Council of Carpenters (SWRCC)

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

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

**SOC:** Standard Occupational Classifications

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

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

**Sub-Committee:** A Sub-Committee of the JATC that makes recommendations to the JATC on Apprentice intake, Apprentice advancement, training content, Apprentice complaints, and Apprentice disciplinary matters. The JATC will make all final decisions on all Standards, rules and regulations, and policy recommendations made by the Sub-Committee.

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

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

**Training Fund:** Southwest Carpenters Training Fund (SWCTF)

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

## SECTION 1

### PROGRAM REGISTRATION

- A. The Local JATC will obtain a copy of the National Guideline Standards. Using the National Guideline Standards as a draft, the local JATC will complete all specific entries. The specific entries are identified throughout the Guideline document by the designated graphic symbol.
- B. When the local JATC completes the entries in the National Guideline Standards, the JATC will officially adopt the standards. The JATC must then transfer the entries into one (1) copy of the National Apprenticeship and Training Guideline Standards for the United Brotherhood of Carpenters with all appendices included. The JATC must reproduce four (4) signature pages and the chairman and secretary will sign and date all four (4) signature pages. The completed copy of the UBC National Apprenticeship and Training Standards will then be sent directly to the Carpenters International Training Fund (CITF).
- C. If the local JATC amends the language contained within the National Apprenticeship and Training Guideline Standards in any manner whatsoever, an addendum shall be attached to each copy of the National Apprenticeship and Training Standards when they are submitted to the CITF. The addendum shall contain every page of the Standards where a proposed modification appears. All modifications shall be clearly indicated by highlighting the text where a change has been proposed.
- D. The NJATC will review the submitted Apprenticeship and Training Standards including all proposed additions and/or modifications reflected in the accompanying addendum. A signed and dated signature page will be made a part of each copy of the approved standards.
- E. The local JATC will then forward all copies of the local standards to the Nevada State Apprenticeship Council. (The JATC should make a duplicate copy of the submitted package for their records).
- F. The Nevada State Apprenticeship Council will review the submitted local standards. When approved, the local standards will be signed by the Nevada State Apprenticeship Council representative. The Nevada State Apprenticeship Council will retain at least one (1) copy and return the remainder to the local JATC. The local JATC will forward one (1) copy to the Carpenters International Training Fund, provide one (1) copy to the UBC local union and retain the remaining copies, filing them in a secure manner.
- G. Local standards and modifications to the standards shall not be implemented prior to the approval and registration of the standards, first by the NJATC and then by the Nevada State Apprenticeship Council. This is in compliance with UBC Policy, Industry Policy, and the CITF National Guideline Apprenticeship Standards.

## SECTION 2

### POLICY

- A. The apprenticeship program for the occupation of: ~~--Pile Driver--~~ shall be administered by the Southern Nevada Carpenters & 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 Employers, JATC, and all apprentices shall conform to these Standards.
- B. All Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee standards will be approved by the National Joint Apprenticeship and Training Committee (NJATC) prior to being submitted to the Nevada State Apprenticeship Council for approval. Before Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee standards are implemented, they must be registered with the NJATC. The registration files will be maintained by the Carpenters International Training Fund. A copy of these files shall also be on file at the Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee, the Southwest Carpenters Training Fund, Los Angeles, Ontario and Las Vegas offices.
- C. These Standards, after proper registration with the Nevada State Apprenticeship Council shall supersede all previous Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee Standards. However, Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice.
- D. The provisions of these Standards shall not be construed as permitting violation of any applicable Local, State, or Federal law or regulation having the effect of law.
- E. These Standards shall not be interpreted as being inconsistent with existing or subsequent UBC Locals 1977, 897, 1780, 1607, 2375 Collective Bargaining Agreements of the Southwest Regional Council of Carpenters language that establishes higher standards – the higher standards shall always prevail.
- F. The geographical area covered by these Standards shall be the geographical area covered by the local CBA(s).

### SECTION 3

#### MODIFICATION OF THESE STANDARDS

Rapid changes in the construction industry may require modification or revision of these Standards from time to time. Such modification, when adopted by the Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee, and the Southwest Carpenters Training Fund, shall be first submitted to the NJATC for approval and approved and registered by the Nevada State Apprenticeship Council before implementation. Modification or changes in these Standards, including amendments, shall not alter conditions of apprenticeship already in force without the written consent of all parties involved.

### SECTION 4

#### COMPOSITION OF JOINT APPRENTICESHIP AND TRAINING COMMITTEES

- A. To assure the best results, the administration of these apprentice standards shall be vested in a Joint Apprenticeship and Training Committee representing labor and management organizations covered under the local Collective Bargaining Agreement. The Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee (JATC) shall be composed of 5 labor representatives and 5 management representatives who are owners or non-bargaining unit employees of signatory contractors and duly appointed in writing. In addition thereto, one apprenticeship consultant representing the Nevada State Apprenticeship Council, and one representative from the local school district(s), and others as determined by the committee, shall act as advisors. Such advisors will act without vote.
- B. The term of the Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee membership shall be for 5 years or until resignation or removal. Members are subject to removal if they no longer represent the sponsoring organization by which they were originally appointed, or if they have more than three (3) consecutive unexcused absences. Committee members are not limited to one term. However, all reappointments shall be in writing for the same specified term.
  1. Committee members representing Labor are appointed by the Executive Secretary Treasurer of the Southwest Regional Council of Carpenters. Whenever possible, there shall be at least one (1) representative from Local Unions 1977, 897, 1607, 1780, and 2375 on the Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee.
  2. Committee members representing Management are appointed by the management association(s) represented in the UBC Locals 1977, 897, 1607, 1780 and 2375 Collective Bargaining Agreements of the Southwest Regional Council of Carpenters (CBA).
- C. The JATC shall consist of equal numbers of labor and management representatives. The JATC members shall elect a Chairperson and a Secretary from the committee. When the Chairperson represents the Contractors, the Secretary shall represent the Union, and vice versa.
- D. The length of the term of office for the Chairperson and Secretary shall be one (1) year and elections shall be held by the JATC membership at the first quarterly meeting of each calendar year. These

officers shall retain the right of voice and vote on all matters pertaining to apprenticeship, and shall determine the time and place of regular and special meetings.

- E. Any vacancy created as a result of members leaving the JATC prior to the expiration of their appointment, shall be filled by the appropriate party to complete the unexpired term within a reasonable time period (the appointment shall be in writing).
- F. Any JATC officer or committee member may be removed by the sponsoring organization at will.
- G. Consultants and guests may be invited to attend meetings of the JATC, but shall have no official voice and no vote. There cannot be any alternate or ex-officio members of the JATC.
- H. Sub-Committee: A Sub-Committee (s) consisting of at least one (1) Labor and one (1) Management representative and any advisors may be appointed by the JATC to handle the duties and operations of the JATC as seen needed.

## **SECTION 5**

### **DUTIES OF AND OPERATIONS OF THE JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

- A. The Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee shall maintain conformity with the NJATC Standards and the local CBA, adopt and establish approved Standards governing the qualification, selection, employment, education and training of all apprentices, and register such Standards with the Nevada State Apprenticeship Council, (Such documents must be modified to comply with State regulations. All documents, including any modifications, must first be properly approved by the NJATC, after which, they must be approved and registered by the Nevada State Apprenticeship Council before they are implemented). The JATC shall also be responsible for the training of Journeymen and others.
  - 1. The JATC may establish Sub-Committees to make recommendations to the JATC on the following topics:
    - Apprentice Intake
    - Apprentice Advancement
    - Training Content
    - Apprentice Complaints
    - Apprentice Discipline
    - And/or other Duties and Operations of the JATC
  - 2. The JATC will make final decisions on all standards, rules and regulations, and policy recommendations made by Sub-Committees. The JATC will affirm that any changes to the program rules and regulations are in compliance with the standards.

- B. Southwest Carpenters Training Fund shall hold and distribute all funds for the operation of the Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee as outlined by the Agreement and Declaration of Trust of the Southwest Carpenters Training Fund. The Southwest Carpenters Training Fund will share fiduciary responsibility for the Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee with those responsible for administrating the Program as provided for in Part 4 of the Employee Retirement Income Security Act of 1974 (ERISA).
- C. Each sponsoring party (Labor/Management) must have at least one (1) JATC members present to establish a quorum for the transaction of business, provided not less than one (1) Management committee member and one (1) Labor committee member is present. Each sponsoring party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members (Section 4, paragraph A), regardless of the number of committee members present.
- D. The JATC shall meet at least every 3 month(s) and on call of the Chairman when a specific need arises. The Chairman, upon consultation with the Secretary, may agree to cancel a regularly scheduled meeting due to specific or unusual circumstances.
- E. A Training Coordinator and/or Training Director may be assigned to assume the responsibility and authority for the day-to-day operation of the apprenticeship and training programs as delegated by the JATC. The JATC in cooperation with the Southwest Carpenters Training Fund shall be responsible to assure full compliance with these Standards, the Affirmative Action Plan and Selection Procedures.
- F. The JATC shall mandate that the Local Union representatives evaluate and report annually the number of apprentices needed to maintain an adequate number of trained Journey-level workers in the area covered by these Standards. The JATC shall ensure that the Local Union representatives consider all factors (employment opportunities, attrition, etc.) having a bearing on the number of apprentices needed to meet area requirements. The JATC shall also consider its capability to provide related instructional training.
- G. The unemployed number of registered apprentices included in the CBA for these standards will be reported at JATC meetings. The JATC will review this report and the dispatching volume to determine the need for new apprentices into the program.
- H. The JATC shall accept into the program all indentured apprentices without discrimination because of race, color, religion, national origin, sex, age, disability, sexual orientation, or any other classification protected by Federal, State or Local law, except the applicant must be at least seventeen (17) years of age to apply. If the apprentice is under eighteen (18) years of age, the Apprentice Agreement must be signed by the applicant's parent or guardian. The JATC does not, and will not, discriminate against a qualified individual with a disability. The JATC will provide reasonable accommodation to individuals as required by federal, state, or local disability law.
- I. The JATC cannot, and does not, employ apprentices. Therefore, it is not obligated to actually employ the apprentice but shall refer them to the Local Union representatives to be assisted in finding employment in a reasonably continuous manner with the participating employers.
- J. All indentured apprentices will be registered by the JATC with the Nevada State Apprenticeship Council. During the probationary period, the apprenticeship agreement may be terminated by either the apprentice or the sponsor without stated cause. After the probationary period is completed, the agreement may be canceled at the request of the apprentice, or may be suspended, canceled, or

terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Nevada State Apprenticeship Council of the final action taken.

- K. The JATC shall retain all submitted application forms along with all related documents and materials for a period of five (5) years, or longer, as required by Office of Apprenticeship Training, Employer and Labor Services or Nevada State Apprenticeship Council, regardless of the application outcome. Such records shall include all announcements of apprenticeship opportunity.
- L. The JATC shall maintain complete and accurate records on all apprentices for a minimum of five (5) years following the last date of committee action including graduation date.
- M. The JATC shall establish a written Policy Statement that sets forth the policies, rules, and penalties regarding conduct within the program. The policies, rules and penalties shall be consistently applied in a nondiscriminatory manner. Every indentured apprentice shall be provided a copy of the Policy Statement at the time of indenture and a copy of all subsequent modifications. A copy of the JATC Policy Statement and subsequent changes to the Policy Statement shall be submitted to the Nevada State Apprenticeship Council in a timely manner.
- N. The JATC shall establish and implement a written complaint procedure. A copy of the complaint procedure shall be provided to every apprentice.
- O. The JATC shall make an annual report to the sponsoring parties carefully reviewing its work for the preceding year, including a review of the current Affirmative Action Plan, its overall effectiveness, and changes made to the Plan as a result of the review. This report shall not include any information identifying individual apprentices in any manner.
- P. The JATC shall call upon the NJATC and professional consultants for assistance and guidance when deemed necessary.
- Q. The JATC shall work cooperatively with the NJATC in completing Industry surveys and annual reports, and in maintaining the Industry's National Standards.
- R. It shall be the duty of the JATC to see that all sections of these Standards, the Affirmative Action Plan, the Selection Procedures, Policy Statements, Rules and Regulations are enforced without discrimination.

## SECTION 6

### QUALIFICATIONS & DUTIES OF PARTICIPATING EMPLOYERS

- A. An employer who is eligible to train apprentices shall be signatory to the local CBA, comply with the qualifying requirement as set forth in the basic labor agreement and be able to provide the necessary work experience for training as determined by these training standards. Participating employers must comply with all provisions of the apprenticeship program including the registered Standards of Apprenticeship, the Affirmative Action Plan, and Selection Procedures, and the policies and rules of the JATC. The employer shall only employ apprentices who are registered with the Nevada State Apprenticeship Council. Employers shall contribute to the Southwest Carpenters Training Fund at the rate established by CBA.
- B. While the apprentice is on the jobsite it shall be the responsibility of the Employer to provide to the apprentice a safe and healthful workplace as outlined in the OSHA Act and conditions of employment and work assignments that the apprentice can safely perform.
- C. The employer shall assign journey level ~~--Pile Driver--~~ workers to adequately train and supervise the OJT training of the apprentice. Using the work assignments available, the employer shall see that the OJT training of the apprentice is based upon the work processes outlined in these Training Standards.

## SECTION 7

### TERM OF APPRENTICESHIP

- A. The Term of Apprenticeship for the ~~--Pile Driver--~~ classification named in these training Standards shall be approximately Four (4) years, during which time the apprentice will participate in a minimum of 7,200 hours of work experience of reasonably continuous supervised on-the-job training (OJT). The JATC shall review participation in all of the work processes as outlined in Appendix A – “Work Processes Schedule and Related Instruction Outline” of these Standards.
- B. The first 1,000 OJT hours are the probationary period; full credit towards the term of the occupation will be given for the probationary period.
- C. The apprentice shall participate in a minimum of 144 hours of related training per year. These hours are to be completed outside the normal work hours.



**SECTION 8**

**WAGES and APPRENTICE PAY GRADES**

- A. Apprentices shall be employed on a stipulated hourly wage basis, as provided in the Collective Bargaining Agreement (CBA). Increases shall be subject to satisfactory progress on the job and satisfactory progress or completion of related instruction. The entry wage shall not be less than the minimum wage prescribed by the NAC 610.485, where applicable, unless a higher wage is required by other applicable Federal law, State law or respective regulations. Apprentices will be advanced to the next pay level upon successful completion of related instruction and work experience as predetermined by the JATC. The CBA, or any changes to the CBA, affect these Standards at the date the contract becomes valid. The advancement of an apprentice may also be determined, as outlined in Section 20 – “Advancement of Apprentices”.
- B. Apprentices covered by these standards receive a percentage of the journey-worker wage negotiated for the geographical area covered by the local standards, dependent upon each apprentice’s level in the program. Ten (10) pay upgrades are in the Five -year specialty program. The percentages (based on journey-worker scale) for advancement in the program are listed below. The “Apprentice Pay Grades” must be made part of the local CBA(s).

**Recommended Pay Grades:** The progressive percentages are to be based on RTI and OJT hour periods of the apprenticeship term as follows:

<b>Four-year Program Wage &amp; Advancement Chart</b>			
Level	OJT Min. Hours	RTI Class Units	Wage Rate
1 <sup>st</sup>	0 – 1,399	0 - 1	50%
2 <sup>nd</sup>	1,400	2-3	60%
3 <sup>rd</sup>	2,850	4	70%
4 <sup>th</sup>	4,300	8	80%
5 <sup>th</sup>	5,750	12	90%
Journeyman	7,200	16	100%

- C. Because an apprentice may work under more than one CBA during the course of an apprenticeship, the apprentice’s actual wages may vary. When an apprentice accepts a new on-the-job training assignment, is transferred, or changes employers, the apprentice wages will be based on the journeyworker wage rates of the CBA in force for that job-site; with the achieved percentage level being retained.
  1. The apprentice will be made aware of the journeyworker rate for the CBA enforced on the job-site prior to being sent out on that assignment.
  2. The geographical area may extend to other areas covered by CBA’s of the Southwest Regional Council of Carpenters; but the wage rate shall not be less than the minimum wage rate prescribed by applicable state or federal law.
  3. In no case will an apprentice’s wage rate be lower than the Nevada minimum wage rate for construction as stated in NAC 610.010 Section 4.

## **SECTION 9**

### **EQUAL EMPLOYMENT OPPORTUNITY PLEDGE**

- A. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, age, disability, sexual orientation, or any other classification protected by Federal, State or Local law. The applicant must be at least seventeen (17) years of age to apply. If the apprentice is under eighteen (18) years of age, the Apprentice Agreement must be signed by the applicant's parent or guardian. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will provide reasonable accommodation to individuals as required by federal, state, or local disability law. The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended, Nevada State Plan for EEO, and other applicable laws and lawful regulations.
- B. As part of this pledge, the JATC shall implement into the training program education regarding illegal discrimination and sexual harassment.

## **SECTION 10**

### **AFFIRMATIVE ACTION PLAN**

- A. The recruitment, selection, employment and training of apprentices shall be in accordance with the Affirmative Action Plan in Appendix B and are in compliance with the guidelines established by Title 29 CFR Part 30 and Nevada State Plan for Equal Employment Opportunity and approved by the Nevada State Apprenticeship Council, and made part of these Standards.

## **SECTION 11**

### **QUALIFICATION FOR APPRENTICESHIP and SELECTION PROCEDURES**

- A. Individuals may enter the pool of qualified applicants by following the procedures in Appendix C. The JATC representatives will continually review the selection procedures and retention of all apprentices in the program to ensure there is not a pattern of adverse impact on applicants belonging to a group protected by Federal, State, or Local law.

## **SECTION 11**

### **QUALIFICATION FOR APPRENTICESHIP and SELECTION PROCEDURES (continued)**

#### **B. Minimum Qualifications are:**

1. **AGE:** The applicant must be at least seventeen (17) years of age to apply. If under eighteen (18) years of age, the Apprentice Agreement must be signed by the applicant's parent or guardian. Applicants are required to submit reliable proof of age.
2. **EDUCATION:** The applicant must have a high school diploma, GED or equivalent to apply; OR applicant must obtain his/her high school diploma, GED or equivalent prior to the completion of the apprenticeship program.
3. **PHYSICAL:** Within the guidelines of the American Disabilities Act and other applicable laws, all applicants shall be physically capable of performing the essential functions of the trade with reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Applicants must pass a drug test screening upon acceptance into the program. In addition, apprentices must agree to cooperate in all subsequent random drug screening tests throughout his/her apprenticeship.
4. **OTHER:** 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.

C. Selection Procedures into the apprenticeship program will be in accordance with the selection procedures made part of these Standards in Appendix C.

## **SECTION 12**

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

- A. Candidates with previous knowledge and documented proof of such skill acquisition in the trade may ask for and have such knowledge and skill evaluated by 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 CBA. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.
1. The JATC representatives will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training.
  2. The JATC representatives will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJT and related instruction. Those awarded credit will be assigned to the appropriate pay period classification.

3. The granting of advanced standing or credit for previously acquired experience, training, or skills shall be applied equally to all applicants and measured against the work processes and related instruction, with commensurate wages for any progression step so granted.
- B. Advanced standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.
- C. The credit hours granted to the individual will be reflected on the Apprentice Agreement submitted to the Nevada State Apprenticeship Council.

## **SECTION 13**

### **THE APPRENTICESHIP AGREEMENT**

- A. Before being employed as an apprentice or allowed to participate in related instruction classes, the selected applicant will sign an Apprenticeship Agreement. The JATC will immediately submit it to the Nevada State Apprenticeship Council for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.
- B. Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's Policy Statement, the apprenticeship agreement, and the applicable sections of the Collective Bargaining Agreements of the Southwest Regional Council of Carpenters that pertain to apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.
- C. The JATC shall have two (2) copies of the apprenticeship agreement properly completed. Both copies will be submitted to the Nevada State Apprenticeship Council within ten (10) days for registration and approval. One (1) copy will be returned by the Nevada State Apprenticeship Council to the JATC.

## **SECTION 14**

### **PROBATIONARY PERIOD**

- A. The probationary period shall be, at a minimum, the completion of 1,000 OJT hours and satisfactory performance in two 40 hour training sessions of related classroom training. During the probationary period, either party shall have the ability to cancel the apprenticeship agreement without stated cause. A decision to cancel by either party shall be executed in accordance with these standards, and the Nevada State Apprenticeship Council shall be notified of such cancellations within 10 days. The JATC reserves the right to extend the probationary phase up to satisfactory completion of two (2) additional 40 hour training sessions of related classroom training when deemed necessary. Furthermore, the Nevada State Apprenticeship Council shall be notified of any extension of the probationary period. Extension of the probationary period shall not exceed 25% of the term of apprenticeship.

- B. During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training, skill or knowledge does not reduce the probationary period. The JATC also reserves the right to place an apprentice on probation at anytime during the term of apprenticeship when it is determined that the individual is in non-compliance with the terms of these Apprenticeship Standards; the length of said probationary period shall be set by the JATC.
- C. Applicants awarded advanced standing at the time of indenture shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments, to the assigned rate of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.
- D. Prior to the end of the probationary period, action must be taken by the JATC on each probationary apprentice to end the probation, extend the probation, or cancel the apprenticeship agreement.

## SECTION 15

### RELATED INSTRUCTION

- A. The related instruction curriculum of the Apprenticeship Program shall consist of at least 144 minimum hours of related instruction per year. Apprentices shall complete sixteen (16) Units of Instruction. Each unit shall be one week as outlined in Appendix A – "Work Processes Schedule and Related Instruction Outline" of these Standards. The time spent in related classroom instruction shall be in addition to the required minimum hours of on-the-job training. The JATC reserves the right to modify these Units of Instruction to meet the needs of the local area. The JATC shall notify the NSAC, NJATC and the Director of the Southwest Carpenters Training Fund, of any modifications it has adopted.
- B. The Southwest Carpenters Training Fund shall secure qualified training personnel and will monitor adequate supervision on the job on behalf of the JATC.
- C. The Southwest Carpenters Training Fund shall secure the instructional aids and equipment it deems necessary to provide quality instruction on behalf of the JATC.
- D. Instructors shall administer tests in a timely manner. No test or test materials will be left in the hands of any apprentice. The JATC and the Instructors will be prudent and diligent in all efforts to protect the integrity of the testing materials.
- E. The JATC shall monitor the apprentice's performance in related training and take all appropriate action to encourage improvement where warranted. The JATC will require reports to be filed on a regular basis by the instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice, providing a cumulative record of performance in related training.

## **SECTION 16**

### **SAFETY AND HEALTH TRAINING**

- A. The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with the Occupational Safety and Health Act standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970 and as amended by Public Law 101-552, dated November 5, 1990, and State, and local standards that have been found to be at least as effective as the Federal standards.
- B. While on the jobsite, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.
- C. The JATC shall see that each apprentice successfully completes the CPR/First Aid training course, before the completion of their apprenticeship program.
- D. The JATC shall see that each apprentice successfully completes the OSHA approved, 10-Hour OSHA Construction Safety course.

## **SECTION 17**

### **HOURS OF WORK**

- A. The apprentice shall work the same hours as the journey-level workers and shall work under the supervision of a journey-level worker at all times. The apprentices shall work the hours that are consistent with the journey-workers covered in the Collective Bargaining Agreements of the Southwest Regional Council of Carpenters. The apprentice's work schedule shall not interfere with attending related instructional classes. Exemptions will be granted in cases of national or local disaster where it is necessary to preserve and/or protect property or persons.
- B. The JATC representatives shall maintain a standard procedure to best ensure reasonably continuous employment for all apprentices. The JATC representatives shall make all OJT assignments, reassignments and transfers as stipulated in the CBA, ensuring adequate training and employment opportunities. Should the current employer be unable to provide the apprentice full employment on a reasonably continuous basis in the work processes outlined in these Standards, the apprentice may be transferred or reassigned to another participating employer.
- C. When an employer is unable to fulfill its obligation under the apprenticeship agreement, arrangements will be made for the transfer of an employer's training obligation to another employer under the same program with the consent of the apprentice and the JATC.

## SECTION 18

### WORK EXPERIENCE

- A. During the apprenticeship the apprentice will receive such OJT and related instruction in all phases of the trade necessary to develop the skill and proficiency of a skilled journey worker. The OJT shall be under the direction and guidance of qualified journey level ~~--Pile Driver--~~ workers.
- B. An expanded schedule of work processes and the associated training schedules which are available in Appendix A – “Work Processes and Related Instruction Outline”, describe the approximate number of OJT hours the apprentice should receive and the training schedules (grids) that identify the related training topics. In an effort to meet the various skill requirements of the trade, the JATC representatives may work with the Contractor to provide work experience in all or specific areas of the trade.

## SECTION 19

### NUMBER OF APPRENTICES: THE RATIO

- 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 ratio of apprentices to journeymen shall be one (1) apprentice for the first two (2) journeymen after the foreman and an additional apprentice for every three (3) journeymen (or fraction thereof) thereafter. However, the ratio of apprentices to journey-workers employed in any occupation on a job site must not be greater than the ratio approved for the employer as to the entire work force pursuant to the program registered with the Council.

## SECTION 20

### ADVANCEMENT OF APPRENTICES

- A. In approximately six month intervals during the term of an individual’s apprenticeship the JATC shall examine the progress of the apprentice on the job and in related instruction. The JATC will also receive a monthly OJT report from the employer showing the experience and training in the various work processes acquired by the apprentice and evaluating the apprentice.
- B. The JATC shall evaluate the apprentice’s overall performance and accomplishments at the end of each level. If found in compliance and satisfactory progress has been made, no action must be taken on each apprentice to approve advancement. Action may be taken on each apprentice found in non-compliance to extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and reasonable opportunity for corrective action. Proper documentation shall be maintained of all actions taken.
- C. It shall be the responsibility of the JATC to notify the Apprentices local union of all advancements and/or changes in an apprentice’s training wage status. The Apprentices local union shall have the responsibility of notifying any change of wage status of an apprentice to the current employer.

## **SECTION 21**

### **JATC RULES AND POLICIES**

- A. The apprentice is subject to the written Policy Statement of the JATC as presently in existence, or as may be adopted or modified from time to time. The JATC will provide the Registration Agency with a copy of the written Policy Statement and any modifications to the Policy Statement. The apprentice will be provided with a copy of the written Policy Statement and will sign acknowledgement of it.

## **SECTION 22**

### **ADJUSTMENT OF DIFFERENCES: CANCELLATION OF APPRENTICESHIP AGREEMENT OR RESIGNATION OF APPRENTICE AND COMPLAINT PROCEDURE**

- A. The JATC shall have full authority and responsibility to review, and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters. All EEO complaints may be referred to the Nevada State Apprenticeship Council by either the JATC or the apprentice.
- B. Apprenticeship agreements that are canceled at any time during the term of apprenticeship shall be executed as follows:
1. During the probationary period, apprenticeship agreements terminated by either the apprentice or the sponsor shall be without stated cause.
  2. After the probationary period is completed, apprenticeship agreements terminated by either the apprentice or the sponsor will be:
    - a. Canceled at the request of the apprentice and executed by the JATC (resignation).
    - b. Canceled by JATC as a result of recommendation for cancellation by the Sub-Committee, for good cause, with due notice (via certified mail) to the apprentice and a reasonable opportunity for corrective action.
      - i. Apprentices will be issued written notification of possible disciplinary action (s) or cancellations for failing to attend training and/or for violating the rules and policy of the program. The JATC will hear apprentice appeals for rescission of the recommendation for disciplinary action (s)/cancellation based on documented good cause and in accordance with the rules and regulations.
  3. Written notice shall be provided within ten (10) working days from the decision date to the apprentice and to the Nevada State Apprenticeship Council of any such action taken (probation extension or cancellation).
  4. Apprentices that have been issued disciplinary action (s), canceled or terminated may use the appeals process provided.
- C. Apprentices who have been canceled or terminated are not eligible to participate in any related training activities, and as per the CBA, they are not eligible for any job assignments under the CBA.



- D. Apprentices shall have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be made in writing and submitted at least 10 business days prior to their next scheduled meeting.
- E. The JATC has full authority to supervise the enforcement of these Standards. Its decisions are binding on the applicant or apprentice. If applicants or apprentices believe an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may only be sought through one or more of the following avenues, based on the nature of the issue:
1. For issues regarding wages, hours, working conditions, and other issues covered by the Collective Bargaining Agreement, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the Collective Bargaining.
  2. Complaints of Violation and Conflicts arising between applicants or apprentices and the Apprenticeship Program shall be brought to the attention of the area Coordinator for resolution within 15 days of alleged violation. If the Coordinator cannot mediate a satisfactory resolution, either party may place the matter in writing before the JATC.
  3. The JATC shall hear and consider all appeals and complaints of violations concerning the Apprenticeship Agreement and the Registered Standards. All matters brought before the JATC must be made in writing within 90 days of occurrence and at least 10 business days prior to the next JATC scheduled meeting to be placed on the agenda. The JATC shall make such rulings as it deems necessary in each individual case. Either party to the Apprenticeship Agreement may consult with the Nevada State Apprenticeship Council, for an interpretation of any provision of the Standards where differences occur.
    - a. The name and address of the appropriate authority to receive, process and make disposition of complaint is:

**Southern Nevada Carpenters & Affiliated Trades  
Joint Apprenticeship Training Committee  
Attn: Pile Driver Coordinator  
4131 East Bonanza Road \* Las Vegas, NV 89110**
    - b. Appeals to the decisions of the JATC are to be addressed to:

**Nevada State Apprenticeship Council  
555 E. Washington Avenue #4100 \* Las Vegas, NV 89101**
  4. Any applicant or apprentice for apprenticeship who believes they have been discriminated against on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, or any other classification protected by Federal, State or Local law with regard to apprenticeship, or that the equal opportunity standards with respect to their selection have not been followed in the operation of the apprenticeship program, may contact directly the Federal, State or Local Equal Employment Opportunity Commission (EEOC), and/or the Nevada State Apprenticeship Council, Training, Employer and Labor Services or their local Nevada State Apprenticeship Council.

5. Discrimination complaints to the Nevada State Apprenticeship Council, which may be filed by the applicant or apprentice or through an authorized representative of the apprentice, must be filed not later than 180 days (29 CFR 30.11) from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standard.
6. The JATC upon request shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, State and Federal contacts for receiving complaints. This procedure is also a part of the Affirmative Action Plan.
7. The Complaint Procedure shall be equitably applied to all applicants and apprentices.

## **SECTION 23**

### **COMPLETION CERTIFICATE**

- A. Upon satisfactory completion of the Apprenticeship Program course of study and at least the minimum hours of OJT, the JATC will certify to the sponsoring parties and to the NJATC and the Nevada State Apprenticeship Council that the apprentice has satisfied the requirements of his or her apprenticeship agreement.
- B. The JATC will present each graduating apprentice with a Certificate of Completion issued by the NJATC. The JATC shall request Completion Certificates from the NJATC for every individual completing the apprenticeship program. Each Certificate shall be approved and signed by the officers of the JATC. The JATC shall likewise submit a written request for a Completion Certificate to the Nevada State Apprenticeship Council.
- C. The JATC shall notify the Local Union of the date of each satisfactory completion, allowing the Local Union to reclassify the individual as per UBC By-Laws, Rules and Policies. The Local Union will likewise notify the graduating apprentice's current employer.

## **SECTION 24**

### **PROGRAM DE-REGISTRATION**

- A. This program may be de-registered upon the voluntary action of the JATC and the Southwest Carpenters Training Fund. The JATC shall notify the Nevada State Apprenticeship Council within thirty (30) days of any such action of cancellation of the registration of this program. The program may also be de-registered for reasonable cause by the Nevada State Apprenticeship Council in accordance with its formal de-registration proceedings.
- B. Prior to program de-registration, the JATC must notify the NJATC by contacting the Carpenters International Training Fund office.
- C. Upon de-registration or voluntary cancellation of the program, the sponsor will inform each apprentice, within 15 days, of de-registration or cancellation and the effect of such action. This notification will conform to the requirements of Title 29, Code of Federal Regulations, Part 29.7 and NRS 610.

## **SECTION 25**

### **MAINTENANCE OF RECORDS**


- A. The JATC shall maintain for a period of five (5) years from the last date of action the records of applicants and apprentices. This includes all records (regardless of outcome) relating to: indentured apprentice applications, the employment and training of apprentices and information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application, selection, periodic advancements, disciplinary action, layoffs, termination, pay rates, hours of on-the-job training, related instruction, evaluations and other pertinent data of indentured apprentices. This DOES NOT include Southwest Carpenters Training Fund records, which shall be maintained pursuant to the requirements of ERISA.
- B. All JATC records shall be made available upon request of the Nevada State Apprenticeship Council. This provision DOES NOT include Southwest Carpenters Training Fund records.
- C. All apprentice applications must be kept on file for a period of two years from the last active date of the application with appropriate record keeping of actions.

-Signature Pages to Follow-

Occupation	O*NET ID#	RAPIDS #	Minimum TERM
PILE DRIVER	47-2031.02	1009	4 Year/7200 OJT/16 units of RTI

--Approval Signatures--

Approved by: Nevada State Apprenticeship Council

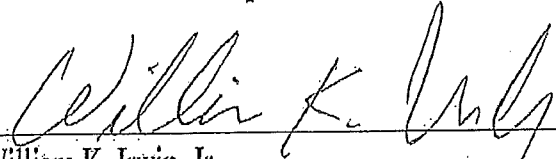
NSAC Signature: 

Date: 1-13-12

Registration No. #: NN003050012

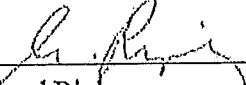
Date: JUN 24 2011

Approved by: United Brotherhood of Carpenters NJATC

Executive Director:   
 William K. Irwin, Jr.

Date: 7-21-10

Approved by: Southwest Carpenters Training Fund

SWCTF Director:   
 Edward Ripley

Date: 9/24/10

Occupation	O*NET ID#	RAPIDS #	Minimum TERM
<b>PILE DRIVER</b>	<b>47-2031.02</b>	<b>1009</b>	<b>4 Year/7200 OJT/16 units of RTI</b>

**--JATC Chair and Co-Chair Signatures--**

**APPRENTICESHIP and TRAINING STANDARDS for:**

Regional Council: Southwest Regional Council of Carpenters

Local Union Number(s): 1977, 897, 1780, 1827, 2375

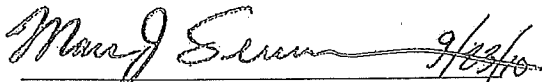
Program(s): **-PILE DRIVER-**                      O\*NET **47.2031.02**                      RAPIDS **1009**

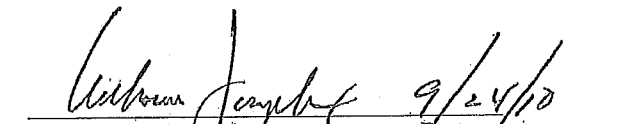
Address:        4131 E. Bonanza Road, Las Vegas, Nevada 89110

Geographical Area Covered: Southern Nevada Counties

Developed in Cooperation with Office of Apprenticeship Training, Employer and Labor Services (OATELS), Employment and Training Administration, U.S. Department of Labor, and the UBC National Joint Apprenticeship and Training Committee. Revised 2005

Approval Signatures:

  
 \_\_\_\_\_  
 Marc J. Furman                      Date  
 Chair/Labor Representative  
 Southwest Regional Council of Carpenters

  
 \_\_\_\_\_  
 Melbourne Joseph                      Date  
 Secretary/Management Representative  
 Fortune & Alsweet, Employer Association Trustee  
*on behalf of United Builders and Contractors Assn.*

Name of Joint Committee:

Southern Nevada Carpenters & Affiliated Trades Joint Apprenticeship and Training Committee along with the Southwest Carpenters Training Fund

Address:        4131 E. Bonanza Road, Las Vegas, Nevada 89110

Contact:        PH. 702-452-5099                      Fax 702-452-0677

Occupation	O*NET ID#	RAPIDS #	Minimum TERM
PILE DRIVER	47-2031.02	1009	4 Year/7200 OJT/16 units of RTI

**-- JATC Signatures -- (Majority Vote to Received to Proceed with Standards)**

**PILE DRIVER**

O\*NET 47.2031.02

RAPIDS 1009

1. *Daniel V. Dyrdaahl* 9/20/10  
(Signature, Labor) Date

Daniel V. Dyrdaahl

2. *Milke Spainhour* 9.24.10  
(Signature, Management) Date

Milke Spainhour

3. *Ethen Hernandez* 9/16/10  
(Signature, Labor) Date

Ethen Hernandez

4. *Tom Pfundstein* 9/24/10  
(Signature, Management) Date

Tom Pfundstein

5. *John Foster* 9/17/10  
(Signature, Labor) Date

John Foster

6. *Shelton Grantham*  
(Signature, Management) Date

Shelton Grantham

7. *Will Smith* 9.16.10  
(Signature, Labor) Date

Will Smith

8. *Frank Martin* 9/18/10  
(Signature, Management) Date

Frank Martin

9. *Frank Hawk* 9/16/10  
(Signature, Labor) Date

Frank Hawk

10. *Mel Tausseau* 9-17-10  
(Signature, Management) Date

Mel Tausseau

Ethen Hernandez

TOM PFUNDSSTEIN

5. *John Foster* 9-17-2010  
(Signature, Labor) Date

John Foster

6. \_\_\_\_\_  
(Signature, Management) Date

Shelton Grantham

7. \_\_\_\_\_  
(Signature, Labor) Date

Will Smith

8. \_\_\_\_\_  
(Signature, Management) Date

Frank Martin

(Signature, Labor) Date (Signature, Management) Date

Ethen Hernandez

Tom Pfundstein

5. \_\_\_\_\_  
(Signature, Labor) Date

John Foster

6. \_\_\_\_\_  
(Signature, Management) Date

Shelton Grantham

7. *Frank Hawk* 9/18/10  
(Signature, Labor) Date

Will Smith

8. \_\_\_\_\_  
(Signature, Management) Date

Frank Martin

**APPENDIX A-- WORK PROCESSES SCHEDULE AND RELATED INSTRUCTION OUTLINE**

**PILE DRIVER**

**O\*NET 47.2031.02**

**RAPIDS 1009**

**WORK EXPERIENCE SCHEDULE**

During the term of apprenticeship, each apprentices shall be given such instruction and work experience in all areas of the trade as per the following schedule. This schedule is recognized as being sufficiently flexible and capable of being changed if accumulated experience indicates that changes will be beneficial to all parties.

<b>WORK PROCESS</b>	<b>APPROXIMATE HOURS</b>
<b>A. Basic Knowledge &amp; Safety of the PILE DRIVER trade</b> <i>Includes but not limited to: Job Prep, Basic Prints, Basic Layout, Hand &amp; Power Tool Instruction and Use, Material Identification and Use, etc.</i>	1,000 Hours to
<b>B. General Skills of the PILE DRIVER trade</b> <i>Includes but not limited to: Job Prep, Print Interpretation, Material Identification and Use, Measuring and Layout Skills, Hardware Procedures, Equipment Knowledge, Concrete Formwork, Pile Systems, and Mechanical Skills.</i>	2,600 Hours to
<b>C. Advanced Skills of the PILE DRIVER trade</b> <i>Includes but not limited to: Job Prep, Installation Methods and Techniques, Attachment Methods and Hardware, Operation Methods and Techniques, Maintenance Methods and Techniques, and Welding</i>	2,600 Hours to
<b>D. Supplemental Skills, Electives, and Misc.</b> <i>Includes but not limited to: General Construction Safety. Operating Forklifts, Aerial lifts, Scissor lifts, Rough Terrain lifts, Rigging and Signaling. Ergonomics. Proper Material Transporting and Storage. Use of Powder Actuated Tools and Use of Pneumatic Tools. Erecting and Dismantling Scaffolding and other Movable Work Platforms. Stocking and Scrapping. Fire Stop. Installing Fall Protection Systems, Barricade Systems and Fall Restraints. Trade Show Installation and Dismantling. Total Station (electronic theodolite/transit).</i>	1,000 Hours to
<b>Total</b>	<b>7,200 Hours to</b>

**RELATED TRAINING OUTLINE**

In accordance with these registered Standards, each apprentice shall participate in related theoretical instruction in subjects related to the trade for **144** minimum hours per year of the apprenticeship term. Apprentices shall be required to complete a minimum of **Sixteen (16) units** of instruction based on the following list. Each Unit will consist of **one (1) full week** of instruction with specific task requirements, objectives, and evaluation criteria developed for each. As with any educational system, this is a never ending, continually changing process.

Unit	Description	Unit	Description	Unit	Description
1	Orientation	7	False Work (A)	13	Pile Caps and Columns (A)
2	Safety & Health Certifications	8	False Work (B)	14	Pile Caps and Columns (B)
3	Abutments	9	Geometric Layout	15	Piles and Hammers
4	Applied Math	10	Hardware Procedures	16	Rigging Qualification
5	Bridge Deck Forms (A)	11	Jobsite Communication	17	Transit Level/Laser
6	Bridge Deck Forms (B)	12	Layout & Elevations	18	Welding: Fabrication
				19	Welding: Light Gage AWS A
				20	Welding: Structural AWS -A

## **APPENDIX B - AFFIRMATIVE ACTION PLAN**

### **I. Equal Employment Opportunity Pledge**

- A. The recruitment selection and referral of apprentices by the JATC and the Southwest Regional Council of Carpenters shall be without discrimination because of race, color, religion, national origin, sex or sexual orientation. The Southwest Regional Council of Carpenters and the JATC will provide Equal Opportunity in Apprenticeship and will conduct the selection of individuals for apprenticeship in the Apprenticeship Programs as required under Title 29 of the Code of Federal Regulations, Part 30, and the Equal Employment in Apprenticeship as outlined in the Apprenticeship Regulations of the Nevada State Apprenticeship Council, Office of the Labor Commissioner as written, and as may be amended.
- B. The affirmative action responsibilities of the JATC not only apply to the recruitment and selection of apprentices, but also to the employment and training of apprentices throughout their apprenticeship. In its Affirmative Action Plan, the JATC pledges to uniformly apply all rules and regulations, including but not limited to equality of wages, period advancement, promotion, assignment of work, performance evaluation, rotation among work processes of the trade, imposition of penalties and other disciplinary action, awarding of credit, and all other aspects of the program operation.

### **II. Analysis and Establishment of Goals**

- A. The JATC will conduct consistent periodic review of women and minority statistics in the labor market for the State of Nevada to determine if deficiencies exist. The statistical factors used in the analysis to determine whether there is an underutilization of the available workforce will include:
  - (1) The size of the working age minority and female (minority and nonminority) population in the program labor market area for the State of Nevada.
  - (2) The size of the minority and female (minority and nonminority) labor force in the program labor market area for the State of Nevada.
  - (3) The percentage of minority and female (minority and nonminority) participation as apprentices in the particular craft as compared with the percentage of minorities and women (minority and nonminority) in the labor force in the program labor market area for the State of Nevada.
  - (4) The JATC will compare the percentage of minority and female (minority and nonminority) participation as journeypersons employed by the employer or employers participating in the Apprenticeship Programs with the percentage of minorities and women (minority and nonminority) in the State of Nevada labor market area covered under the CBA and will identify the extent to which the program may expected to correct any deficiencies through the achievement of goals and timetables for the selection of apprentices (see Attachment A, Analysis Worksheet), and
  - (5) The general availability of minorities and women (minority and nonminority) with present or potential capacity for apprenticeship in the program sponsor's labor market area.



### III. Outreach Activities

- A. The JATC agrees to provide equal opportunity, and to engage in affirmative action including taking part in activities to recruit, encourage and retain women and minorities in the apprenticeship program. These "outreach" actions shall be conducted by area Coordinator and other individuals as needed to attain established goals.
- B. Furthermore, to ensure that effective outreach is actually taking place, responsible parties of the JATC shall identify groups and community activities that are specifically intend as programs to promote recruitment of individuals for entrance into the construction trades, and will routinely interact with these programs.
  1. Public Notice of Apprenticeship Openings
    - a. Dissemination of information must be made 30 days in advance.
    - b. Notice shall contain minimum qualifications
    - c. Notice shall contain dates, time and location for making application (a minimum of 10 continuous business days will be allowed for application)
    - d. Newspaper advertisements must be published semi-annually (every six months). Ads shall include the same information as stated in c and d above.
    - e. Notice shall be sent to Registration Agency (Nevada State Apprenticeship Council, Office of the Labor Commissioner)
    - f. Notice Shall be sent to community-based organizations
  2. 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.
  3. Cooperation with school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship Programs.
  4. Internal communication of the Apprenticeship Committee' equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Apprenticeship Committee's various officers, supervisor, employees, and members to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR Part 30.
  5. Engage in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, the Apprenticeship Committee may be required to work with other sponsors and appropriate community organizations. The Apprenticeship Committee shall also initiate programs to prepare women and encourage women to enter Apprenticeship Programs.
  6. Encourage 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 shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

7. Utilize journey-workers to assist in the implementation of affirmative action in the apprenticeship program.

a. Notices, posters and brochures used in recruitment campaigns targeting women and minorities will be available to disseminate to journey-workers at local unions.

C. Recruitment materials shall be produced as a means of disseminating the apprenticeship opportunities and application process. The types of information shall include the nature and job skills of apprenticeship, requirements for admission, the sources for procuring applications, and the equal opportunity policy of the JATC. These materials shall be made available at each training location and local union, as well as provided to the groups and outreach programs identified as part of this affirmative action plan.

D. A review of the outreach activities and results of such activities will be including as part of the annual review of the affirmative action plan. If in the process of the review, new goals are set, the JATC may encourage increased participation in outreach activities and/or seek additional programs as sources to improve the annual results.

#### **IV. ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The JATC will make an annual review of its current Plan 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 Plan 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.

## **APPENDIX C - SELECTION PROCEDURE**

### **I. Applications**

- A. Announcement of apprenticeship opportunities shall be disseminated at least 30 days in advance. Announcements shall be made public to the Nevada State Apprenticeship Council, Office of Apprenticeship, and identified minorities on the Affirmative Action Outreach List at least 30 days in advance.
- B. Individuals wishing to apply into the Apprenticeship Program shall make application at:

**Southern Nevada Carpenters & Affiliated Trades  
Joint Apprenticeship Training Committee  
4131 East Bonanza Road \* Las Vegas, NV 89110**

### **II. Minimum Qualifications**

- A. The minimum qualifications to apply are:

1. **AGE:** The applicant must be at least seventeen (17) years of age to apply. If under eighteen (18) years of age, the Apprentice Agreement must be signed by the applicant's parent or guardian. Applicants are required to submit reliable proof of age.
2. **EDUCATION:** The applicant must have a high school diploma, GED or equivalent to apply; OR applicant must obtain his/her high school diploma, GED or equivalent prior to the completion of the apprenticeship program.
3. **PHYSICAL:** Within the guidelines of the American Disabilities Act and other applicable laws, all applicants shall be physically capable of performing the essential functions of the trade with reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Applicants must pass a drug test screening upon acceptance into the program. In addition, apprentices must agree to cooperate in all subsequent random drug screening tests throughout his/her apprenticeship.
4. **OTHER:** 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

### **III. Application Procedures**

- A. The JATC will review all eligible applicants that meet the minimum qualifications.
- B. Only completed applications will be considered for selection into the Apprenticeship program. Incomplete applications will be disqualified.
- C. The JATC shall hold all information in confidence. No names, address, or phone numbers shall be made public without the applicants prior written approval or unless directed to do so by an order of the court.
- D. Qualified applicants for apprenticeship shall have an interview with the JATC to determine their ranking level. Applicant ranking score will be based on work experience, vocational training, safety/trade qualification, military experience, certification or credentials, and professional attitude and aptitude for the industry. Scores and appropriate record keeping of the interview will be indicated for each applicant using an Applicant Interview form.
- E. All interviews will be conducted in accordance with all Federal and State Equal Opportunity and Affirmative Action law, rules and regulations. A written record of all interviews shall be kept for each individual applicant.
- F. An applicant not selected after interview shall be notified in writing stating the reason for denial by certified United States mail with return receipt requested.
- G. Any ranked applicant can reapply to the JATC at anytime if they have obtained additional experience that would place them in a higher level.

#### **IV. Ranking List**

- A. Individuals who qualify through the application procedure shall be placed on the ranking list. All Applicants shall be ranked by score and then by application number. For applicants with equal scores, the individual with the lower application number shall be placed on the ranking list first.
- B. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on to a new ranking list and slotted in wherever their score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own request or following the failure to respond to an apprenticeship program opening opportunity. Applicants who are not placed into the apprenticeship program during the two (2) year period they were on the ranking list will be required re-apply.
- C. An applicant may be removed from the list before the expiration of the 2-year period at his/her request or after the applicants failure to respond or failure to proceed with an opportunity for apprenticeship; a notice by U.S. certified mail with return receipt requested will be sent.

#### **V. Selection of Ranked Applicant**

- A. It shall be the sole responsibility of the applicant to keep the JATC informed of their current contact information.
- B. As opportunities for apprenticeship occur, the highest ranked applicant will be notified of selection by telephone. Ranked applicants must respond to the telephone call from the JATC within 48 hours. Applicants that do not respond within the required 48 hours will be passed over to the next ranked applicant, but will not be removed nor lose their place on the list.
  1. Exception: After two (2) documented failed attempts to contact the applicant by telephone, the Apprenticeship Office will mail a certified notice to the applicant to determine if the applicant is still interested. If no response is received within five (5) business days, after the certified mail notice is sent the applicants name will be removed from the list. Only one (1) notice sent by U.S. certified mail with return receipt requested will be sent.

#### EXCEPTIONS:

- (Direct Entry) US Military Veterans and those with documented proof of being Helmets to Hardhats participant and meet the minimum qualifications of these Standards may be given direct entry into this program. The JATC shall evaluate the candidates previous and military training received for granting appropriate credit on the term of apprenticeship and wage rate.
- (Direct Entry) Individuals who successfully complete a UBC sponsored Job Corps program and meets the minimum qualifications of these Standards shall be directly admitted for entry into a UBC affiliate sponsored Apprenticeship Program with prior approval from the Nevada State Apprenticeship Council, Office of the Labor Commissioner. The JATC shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship.
- (Direct Entry) An individual, who meets the minimum qualifications of these Standards and signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a Journeyman, shall be evaluated by the JATC using consistent, standard, nondiscriminatory means, and indentured at the appropriate period of apprenticeship based on previous work experience and related training.
- (Direct Entry) An employee of a non-signatory employer not qualifying as a Journeyperson when the employer becomes signatory and meets the minimum qualifications of these Standards shall be evaluated by JATC, using consistent, standard, nondiscriminatory means and indentured at the appropriate period of apprenticeship based on the skill and knowledge of the applicant.

- Direct Entry) Transfer of Apprenticeship. Transfer of Apprenticeship. In order to transfer an apprenticeship agreement between two UBC JATC registered apprenticeship programs, the following requirements must be met.

- The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
- The apprentice's sponsoring JATC must agree to the transfer.
- The receiving JATC must agree to accept the transfer.
- The parent organizations of both JATC programs (the two UBC Local Unions or Regional Councils affected by the transfer) must agree to the transfer.
- The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
- Upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.
- Indenture proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
- Apprentices accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while indentured in an UBC apprenticeship program.
- The transferring apprentice must complete an application form and meet the minimum qualifications of these Standards.
- Provide to the JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC and other information submitted (including a copy of the application form and the apprenticeship agreement that was properly registered with the Registration Agency), shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the permanent files of the receiving JATC and shall be maintained in the same manner as other records.

## **VI. Indenturing of Apprentices**

- A. The selected applicant shall be indentured by the JATC and registered with the Nevada State Apprenticeship Council by:
  1. Signing two (2) copies of an Apprenticeship Agreement form provided by the Nevada State Apprenticeship Council, and
  2. Being advised and acknowledging the rules, regulations, standards and policies of the apprenticeship program, and
  3. Attending scheduled mandatory related instruction classes or accepting on-the-job training assignment.



STATE OF NEVADA  
NEVADA STATE APPRENTICESHIP COUNCIL  
555 EAST WASHINGTON AVENUE, 4100  
LAS VEGAS NV 89101  
(702) 486-2650

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

APPRENTICESHIP TITLE: Southern Nevada Pile Driver Joint Apprenticeship & Training Program

CURRICULUM TITLE: Pile Driver

DOT NUMBER: 47-2031.02 (ONET)

OJT HOURS: 4,800

144 Total Hours of Related Instruction Per Year

Type of Related Instruction:

- Correspondence
- Regular College Course
- Course Taught by Trade Instruction
- Outside Contract Instruction
- Other (Please explain in summary comments)

Subjects to be Taught During Program:

- 1. See Attached List
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

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

Bridge Construction Carpenters et al.; Carpenters' International Training Fund; 2005

Concrete Formwork 3<sup>rd</sup> Ed Leonard Koel, American Technical Publishers, 2005

Instruction Location:

- Apprenticeship Training Center
- Worksite After Hours
- Other (Please explain in summary comments)
- College Campus
- Home

Please Designate Length of Related Instruction Program 4-year program -  
(Example: 3 Yrs., 4 Yrs.)

Submitted by: Edward Ripley, Director, Southwest Carpenters Training Fund

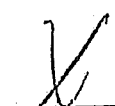
**RELATED TRAINING INSTRUCTION (RTI)  
CHECK LIST**

**CURRICULUM CONTENT:**

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

  
\_\_\_\_\_  
State Supervisor of Trade & Industrial Education

7/01/10  
\_\_\_\_\_  
Date

APPROVED:   
DISAPPROVED: \_\_\_\_\_

**SUMMARY COMMENTS:**

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