



**2019 Associated Builders and Contractors GNJ
Standards of Apprenticeship**

**ASSOCIATED BUILDERS AND CONTRACTORS NEVADA
CHAPTER NORTHERN AND SOUTHERN DIVISION**

- ✓ **NSAC Checklist**

- ✓ **Group Non-Joint (GNJ) Standards of Apprenticeship (Revised
Standards Approved by SAC May 2013)**

Standards Placement	29 CFR, NRS 610, and NAC 610 Required Provisions
Attachment 3	1) Skilled Occupation: The employment and training of the Apprentice in a skilled occupation. NRS 610.202, 5 and NRS 610.144 3(a)
Attachment 3	<p>2) Term: A term of apprenticeship of not less than 2,000 hours of work experience, consistent with training requirements as established by practice in the trade. NRS 610.144 3 (b)</p> <p>Type of Occupation: The term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach). <i>The time-based approach</i> measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule. <i>The competency-based approach</i> measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. <i>The hybrid approach</i> measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule. The determination of the appropriate approach for the program standards is made by the program sponsor, subject to approval by the Registration Agency of the determination as appropriate to the apprenticeable occupation for which the program standards are registered. 29 CFR 29.5 (b)</p>
Attachment 4	3) Work Processes: An outline of the processes in which the apprentice will receive supervised experience and training on the job, and the allocation of the approximate time to be spent in each major process. NRS 610.144 3 (c)
Attachment 5	4) Related Instruction: Provisions for organized, related and supplemental instruction in technical subjects (and the costs thereof) related to the trade with a minimum of 144 hours for each year of apprenticeship, given in a classroom or through trade, industrial or correspondence courses of equivalent value or other forms of study approved by the State Apprenticeship Council. NRS 610.144 3 (d); NAC 610.433

Attachment 6 & Page 17	5) Wages: A progressively increasing, reasonable and profitable schedule of wages to be paid to the apprentice consistent with the skills acquired, not less than that allowed by federal or state law or regulations or by a collective bargaining agreement. Employers shall pay a beginning wage for apprentices which is at least 35 percent of the rate for journeymen in the same trade, or Minimum and Reasonable and profitable wage for apprentice in construction industry. NRS 610.144 3 (e); NAC 610.480, NAC 610.485
Page 7 & Page 22	6) Periodic Review and Evaluation: Provisions for a periodic review and evaluation of the apprentice's progress in performance on the job and related instruction and the maintenance of appropriate records of such progress. NRS 610.144 3 (f)
Attachment 3	7) Ratio: A numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, continuity of employment and applicable provisions in collective bargaining agreements, in language that is specific and clear as to its application in terms of job sites, workforces, departments or plants. NRS 610.144 3 (g)
Attachment 3 & Page 13	8) Probationary Period: A probationary period that is reasonable in relation to the full term of apprenticeship, with full credit given for that period toward the completion of the full term of apprenticeship. A probationary period includes both on-the-job training and related instruction and cannot exceed 25% of the length of the program. NRS 610.144 3 (h); NAC 610.442
Page 8 & Page 15	9) Safety: Provisions for adequate and safe equipment and facilities for training and supervision and for the training of apprentices in safety on the job and in related instruction. NRS 610.144 3 (i)
Page 10 & Attachment 1	10) Minimum Qualifications: The minimum qualifications required by a sponsor for persons entering the program, with an eligible starting age of not less than 16 years. NRS 610.144 3 (j); NAC 610.815 to 610.860, Inclusive
Page 12	11) Apprenticeship Agreement: Provisions for the placement of an apprentice under a written agreement as required by this chapter, incorporating directly or by reference the standards of the program. NRS 610.144 3 (k)
Page 13	12) Credit for Previous Experience: Provisions for the granting of advanced standing or credit to all applicants on an equal basis for previously acquired experience, training or skills, with commensurate wages for each advanced step granted. NRS 610.144 3 (l)
Page 18	13) Transfer of Training: Provisions for the transfer of the employer's training obligation when the employer is unable to fulfill his or her obligation under the agreement to another employer under the same or a similar program with the consent of the apprentice and the local joint apprenticeship committee or sponsor of the program. NRS 610.144 3 (m)
Page 21	14) Qualified Trainers and Supervision: Provisions for the assurance of qualified training personnel and adequate supervision on the job. NRS 610.144 3 (n)
Page 8 & Page 23	15) Completion Certificate: Provisions for the issuance of an appropriate certificate evidencing the successful completion of an apprenticeship. NRS 610.144 3 (o)

Page 19 & 24	16) Registration Agency: An identification of the OWINN as the agency for registration of the program. NRS 610.144 3 (p)
Page 24	17) Modifications: Provisions for the registration of agreements and of modifications and amendments thereto. NRS 610.144 (q)
Page 23	18) Registration/Cancellation/Deregistration: Provisions for notice to the State Apprenticeship Director of persons who have successfully completed the program and of all cancellations, suspensions and terminations of agreements and the causes therefor. NRS 610.144 (r)
Page 13-14	19) Probationary Period Termination: Provisions for the termination of an agreement during the probationary period by either party without cause. NRS 610.144 (s)
Attachment 2	<p>20) Equal Employment Opportunity: Compliance with 29 CFR part 30; an affirmative action plan complying with 29 CFR 30.4; a method of selection or apprentices authorized by 29 CFR 30.5. A statement that the program will be conducted, operated and administered in conformity with the applicable provisions of 29 C.F.R. Part 30 or a state plan for equal opportunity in employment in apprenticeships adopted pursuant to 29 C.F.R. Part 30 and approved by the Department of Labor.</p> <p>(Five or more apprentices) For programs registered after January 18, 2017, the initial written affirmative action plan (Appendix C) for such programs must be completed within 2 years of registration. The written affirmative action plan must be updated every time the sponsor completes workforce analyses required by CFR 30.5(b) and 30.7(d) <i>Less than five apprentices encouraged, but not required</i></p> <p>NRS 610.144 2; NRS 610.144 3 (t); NAC 610.510 through 610.990, Inclusive, 29 CFR 30.4</p>
Page 19-20	21) Person to Receive Complaints: The name and address of the appropriate authority under the program to receive, process and make disposition of complaints. NRS 610.144 3(u)
Page 22	22) Records Maintenance: Provisions for the recording and maintenance of all records concerning apprenticeships as may be required by the State Apprenticeship Council and applicable laws. NRS 610.144 3(v); NAC 610.910
	ALL DOCUMENTS HAVE BEEN CHECKED FOR SPELLING, FORMATTING, GRAMMAR, (INCLUDING TABLE OF CONTENTS), ETC.



Nevada Apprenticeship Council

Dear Sirs:

NCCER is a LABOR NEUTRAL not-for-profit 501(c)(3) education foundation created in 1996 as the National Center for Construction Education and Research. It was developed with the support of more than 125 construction company CEOs and various association and academic leaders who united to revolutionize training for the construction industry. Sharing the common goal of developing a safe and productive workforce, these companies created a standardized training and credentialing SYSTEM for the industry. This progressive system has evolved into curricula for more than 70 craft areas and a complete series of more than 70 assessments offered in approximately 5,000 NCCER-accredited training and assessment locations across the United States. NCCER is headquartered in Alachua, Florida, and is affiliated with the University of Florida's M.E. Rinker, Sr. School of Construction Management.

NCCER's CORE Curriculum (Pre-Apprenticeship curriculum) is a prerequisite to all our individual craft (70) curriculums. NCCER's Core Curriculum is being used for pre-apprenticeship in 77 programs in 31 different states.

NCCER systems and programs are used extensively in every state throughout the USA by a large and recognizable group of employers; many construction associations; and by public institutions. NCCER's programs are used by nearly 500,000 students annually. NCCER curricula is also used in approved apprenticeship programs by many of the nearly 150,000 registered construction apprentices.

NCCER's curriculum, systems, and programs are developed and deployed by industry Subject Matter Experts with vast experience in the construction industry. NCCER's curriculum meets all the requirements for use in state or federally approved apprenticeship programs and is used in many apprenticeship programs across the United States.

NCCER has several union locals utilizing our systems (including curriculum) and providing training and credentials across the United States.

The NCCER provides a comprehensive construction industry workforce development system that includes the following components:

- Career Awareness and Recruiting – www.byf.org
- Master Trainer Certifications

- Instructor Training and Certification
- School and Training Program Accreditation
- Proven Pre-Apprenticeship through the NCCER CORE Curriculum
- World Class Curriculum in 70 Crafts
- Training Credentials
- Skill Assessments
- Industry-Recognized Certifications
- An Online Registry Providing Portability of Training Records; Credentials; Certifications

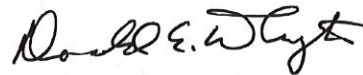
As part of our BYF Initiative, we have developed the NCCER Hard Hat Heroes Program which provides credentials for the training members of the military received while serving. For this reason, NCCER worked directly with military trainers and industry representatives to develop task-based alignments for the military.

Should you have any questions regarding NCCER please do not hesitate to contact us.

Thank you,



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Think Construction Think ABC



ABC Nevada NCCER Certified Instructors by Trade

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Preface

The Nevada Chapter of the Associated Builders & Contractors, Inc. recognizing the need for skilled craft workers in the construction industry hereby establishes these Apprenticeship Standards.

Recognizing that the most practical and sound method of developing the skills demanded of craft workers in the construction industry today is through a well-planned and administered program of craft training, the Employer-Members of the Nevada Chapter of the Associated Builders & Contractors, Inc. and their employees join together to formulate and operate this Apprenticeship Training Program.

The basic purpose being:

1. To encourage a careful selection of people coming into the trade.
2. To provide a plan of approved training that will equip apprentices for further employment as a skilled craftsman.
3. To assure the employers that they will obtain the services of proficient workers.
4. To provide the public with the highest possible grade of products and services in conformity with the approved practices of safety and skilled craftsmanship.

Further, recognizing that the responsibility for training rests with those in the industry who are users of those skills, this Committee has formulated and adopted these Apprenticeship Standards for the training of apprentices in this industry in accordance with the regulatory requirements of the Nevada State Apprenticeship Council.

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Attachments

- Attachment 1 – Recruitment and Selection Procedure**
- Attachment 2 – Affirmative Action Plan**
- Attachment 3 – Program Description**
- Attachment 4 – Work Processes**
- Attachment 5 – Related Training Instruction**
- Attachment 6 – 5910 Form**

Section I - Definitions

As herein referred to:

- A. **Apprenticeship Committee:** Means the Committee responsible for operating the program as described in Section II of these Standards, hereinafter referred to as the "Committee" for the Nevada Chapter of the Associated Builders & Contractors.
- B. **Employer:** Shall mean a person, firm or corporation, who is a member in good standing of the Nevada Chapter of the Associated Builders & Contractors (the "Association") or as otherwise approved by the Sponsor employing apprentices and holding a valid State Contractors License.
- C. **Journeyman:** Means a qualified craft worker in the skilled trade classification covered in these Standards.
- D. **Apprentice:** Shall mean a person who has entered into a written apprenticeship agreement providing for employment and training under the terms and conditions of these Standards and, as such, shall constitute the only persons so employed.
- E. **Apprenticeship Agreement:** This term, which is synonymous with the word "Indenture" as sometimes used, means the written document between the apprentice and the Apprenticeship Training Committee stating the responsibilities and obligations of the parties thereto in connection with the apprentice's employment and training under these Standards.
- F. **Registration Agency:** Shall mean the Nevada State Apprenticeship Council (SAC)
- G. **Apprenticeship Trust:** Employer's contribution to administer the Apprentice program shall be to the established trust. Trustees shall appoint and oversee members to serve on the Apprenticeship Committee who shall administer the Apprenticeship programs approved by the Nevada State Apprenticeship Council.
- H. **Program:** Means the apprenticeship program as approved and registered with the Nevada State Apprenticeship Council.
- I. **Office of Apprenticeship and Training US Department of Labor (OA):** Shall mean the U.S. Department of Labor Office of Apprenticeship and Training. Which administers the registration of apprenticeship programs in accordance with the Federal labor standards (29 CFR Parts 29 and 30)
- J. **Vice President:** An individual designated by the Program Sponsor to supervise or have charge and direction of administering the Apprenticeship Program.
- K. **Certificate of Completion:** The Certificate of Completion issued by the Registration Agency to those registered apprentices certified and documented as

successfully completing the apprentice training requirements of the standards of apprenticeship.

- L. **CFR: Code of Federal Regulations.**
- M. **Dictionary of Occupational Titles (D.O.T):** Formerly used to provide basic occupational information including job definitions, detailed tasks to be performed, and a number indicating a range of time to prepare for average performance in the occupation. Recently replaced by the new Standard Occupational Classification (SOC) system and the Occupational Information Network, or O*NET. See definition of "O*NET."
- N. **Supervision of Apprentices:** An individual designated by the Program Sponsor or subscribing employer to supervise or have charge and direction of an apprentice. During the term of apprenticeship, the apprentice shall be under the jurisdiction and control of the Apprenticeship Committee. The committee shall have the authority to protect the apprentice's welfare and also to instruct, direct, and discipline the apprentice.
- O. **Standards of Apprenticeship:** This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.
- P. **Indenture-** The registration and signing of an apprenticeship agreement.
- Q. **OJT- On the Job training**
- R. **Related Instruction-** An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects to their trade.

Section II – Apprenticeship Committee

A Authority and Scope:

1. The program sponsor establishes a Committee which shall administer rules and procedures governing the selection, training and transfer of Apprentices and the supervision of these registered standards.

B Composition:

1. The Committee shall be composed of Apprenticeship sponsor companies to represent the membership of the Association selected by his or her fellow employees to represent the apprentices.
2. Members may be selected to succeed themselves for cause and replaced by the organizations they represent.
3. Anyone currently indentured cannot serve on the Committee in a voting capacity.
4. The Vice President attends committee meetings as a non-voting member.
5. In the event of a tie vote, request for resolution shall be referred to an outside consultant.
6. The term of office shall be for (3) years. A committee member may be reappointed. Any reappointment shall also be in writing for the specified term.

C Procedures

1. The Committee shall elect from its members a Chairperson.
2. A quorum at meeting shall consist of at least one (1) member representing the employers and one (1) member representing the employees, selected by the group they are representing.
3. The Committee shall schedule regular meetings and shall establish the time and place of such meetings. Special meetings may be called when judged necessary.
4. The Committee shall meet with sufficient regularity, either in person or electronically, to ensure adequate supervision of the program but no less than once per quarter, to review apprentices' and program's progress, and to recommend improvements to the program.
5. The Committee shall establish such other rules and regulations governing the administration of this program as it finds necessary, but all actions must show in the minutes and be submitted to the sponsoring organizations.

6. The Committee Chairperson will be charged with establishing a regular order of business and with conducting meetings in a businesslike manner. The Chairperson may also name regular or special committees to handle particular assignments.
7. The name, address, veteran or non-veteran status of all apprentices, and all apprentice cancellations, terminations, suspensions and completions shall be reported to the Registration Agency.

D Committee Duties

1. To conduct and participate in surveys and studies to determine Industry Apprenticeship needs and skill requirements, and to develop other data essential to establishing adequate and effective plans and programs of Apprenticeship.
2. To periodically review these Standards and keep them consistent with State Standards and changes within the Industry.
3. To establish minimum qualifications for apprentice applicants within the area covered by these Standards and to devise a system of apprentice selection that will assure the industry of competent workers and all candidates of equal opportunity.
4. To indenture, under a written agreement, all apprentices accepted for apprenticeship under the provisions of the Standards.
5. To determine the kind and amount of on-the-job training and experience to be required of apprentices and to arrange for such experience and apprenticeship through the participating employers.
6. To determine the kind and amount of supplemental related instruction to be required of apprentices and to arrange for such instruction to be provided. Instruction shall be at a minimum of 144 hours per year.
7. To establish a system of permanent records, reports and examinations that will provide a means of determining the progress and conduct of each apprentice in both the on-the-job training and related instruction requirements, throughout his/her apprenticeship.
8. To keep adequate records of applicants, apprentices, affirmative action plan, and the program for a period time in accordance with Title 29 of the Code of Federal Regulations, Part 30.8 and NAC 610.
9. To adjust such differences as may arise between the parties of an Apprenticeship Agreement as may come within the scope of these Standards.

10. To determine when apprentices have satisfactorily met all requirements of their apprenticeship, and to obtain and award an appropriate "Certificate of Completion of Apprenticeship" to those satisfactorily completing all requirements of their Apprenticeship Agreement.
11. To register all Apprenticeship Agreements with the Registration Agency and notify the Registration Agency of all subsequent apprenticeship actions taken by the Committee affecting these agreements, such as suspensions, cancellations and completion of apprenticeship.
12. In general, to be responsible for the successful operation of this apprenticeship program through appropriate administration and supervision of all phases of apprenticeship, cooperation with the Registration Agency in programs, and activities for the improvement of training of journeypersons and appropriate public information.
13. To provide adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on-the-job and in related instruction training that are in compliance with either the Occupational Safety and Health Standards (OSHA) promulgated by the U.S. Secretary of Labor under Public Law 91-596, dated December 29, 1970, as amended by Public Law 101-552, Section 3101, November 5, 1990, as amended by Public Law 105-198, July 16, 1998, as amended by Public Law 105-241, September 29, 1998, or State Standards that have that have been found to be at least as effective as the Federal Standards.
14. Period review and evaluation of apprentices' progress in job performance and related instruction will be conducted and appropriate progress records will be maintained.
15. Minutes shall reflect all appointments, reappointments, resignations, and termination of committee members/ trustees.
16. Apprenticeship agreements and apprentice records and issues are to be considered closed meetings.
17. Guests and consultants may be invited to attend meeting via invitation or approved request. They shall have no official voice and no vote.
18. All funds for the operation of the apprenticeship and training program will be held in a trust fund established. Committee members/ trustees shall initiate and certify all expenditures of the trust fund.
19. The Vice President shall assume such responsibility and authority for the day to day operation of the apprentice program as delegated by the committee. However, all governing responsibility for the apprenticeship program rests with

the apprenticeship committee. This includes interviewing, supervising, selecting apprentices. While assuring full compliance with these standards.

20. The apprenticeship committee will strive to see that each apprentice receives supervised on the job experience in the work process and job tasks as outlined in these standards.
21. The committee shall determine the adequacy of each participating employer to provide the apprentice the necessary training needed to have experience in the required job tasks and work processes.
22. If an unsafe work site condition is brought to the committee, it shall be investigated immediately by the committee and brought to the attention of the contractor and ABC. Failure to respond to any recommendations may be just cause for removing any apprentices from the specific employer.
23. The apprenticeship committee will secure competent instructors whose experience, knowledge, and ability to teach shall be monitored and carefully examined. Instructors will take mandatory ICTP training courses prior to being hired. Throughout their teaching career they will take refresher instructor training courses available through NCCER.

Section III – Apprentice Qualifications

A Qualifications:

1. Must be 18 years old.
 - A) Must possess and maintain one of the following valid photo identifications:
 - (1) A current Driver's License
 - (2) A current Identification card Issued by a DMV
 - (3) A current passport
2. All applicants must complete, sign and submit a completed and signed official application and the required attachments by the application deadline to the apprenticeship committee at the location indicated on the application materials.
 - A) A copy of a Birth Certificate and
 - B) A copy of a Certified High School Diploma or Transcripts or
 - C) A copy of a Certified TASC (Test Assessing Secondary Completion) or
 - D) A Copy of a DD-214, or Discharge Papers, *if applicable*.
3. Complete a math exam.
4. Attend a scheduled oral interview.
5. Must be able to perform the essential functions of the trade with reasonable accommodation. Be physically and mentally capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.
 - A) Able to work from ladders and climb scaffolds, poles, and towers of various height
 - B) Able to crawl and work in confined spaces such as crawlspaces, manholes, and attics.
 - C) Able to see, hear, read, and understand warning and instructions.
6. Must be legally residing and legally eligible for employment in United States of America, genuinely interested in learning the trade, and willing to comply with all terms and conditions of these Standards.
7. Selection of top applicants is made by the Committee based on their numerical score.
8. Qualified applicants not selected shall be placed on a waiting list for a maximum of two years and are eligible and encouraged to reapply.
9. Have a dependable means of transportation to the employer's place of business and/or jobsite and to the place where classroom job-related instruction is conducted.

B Procedures:

1. The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (gender), sexual orientation, age (40 or older), genetic information, gender identity or disability. The sponsor will take affirmative action to provide equal opportunity in training and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and Equal Employment Opportunity Regulations of the State of Nevada. NRS 610, NAC 610, NV EEO Plan
2. All apprentices shall be recruited and selected in accordance with the plans and procedures attached to and made a part of these Standards and identified as in Recruitment and Selection Procedures.
3. All records relating to the recruitment, application, selection and employment of apprentices, as required by the Registration Agency, including identification of minority participants shall be maintained for a period of five (5) years and made available to authorized representatives upon request.

C Transfers:

Direct Entry By Transfer

Apprentices will be given immediate credit for documented OJT and related instruction obtained in the same trade through a registered apprenticeship program, unless there are extenuating circumstances.

Direct Entry Due to Recruitment Efforts of the Program Sponsor

An employee of a company who is not a member of the Program Sponsor's association and not qualifying as a Journey level person when the employer becomes a member of the Program sponsor, shall be evaluated by the apprenticeship committee, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such employees to be considered, they must meet the minimum qualifications within the first 60 days of their employer's signed membership agreement.

Section IV – Responsibilities of Apprentices

The Committee should impress upon all indentured apprentices that in signing the apprenticeship agreement, they have voluntarily agreed to abide by the provisions of these Apprenticeship Standards, and inform the apprentices of their responsibilities and obligations under the apprenticeship system.

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

- A. To diligently and faithfully perform the work of the occupation and other pertinent duties as assigned by the employer in accordance with the provisions of these Standards.
- B. To respect the property of the employer and abide by the working rules and regulations of the Committee.
- C. To regularly attend and satisfactorily complete the required related instruction as provided.
- D. Attend and satisfactorily complete the required hours in the on-the-job learning and in related technical instruction in subjects related to the trade as provided under these standards.
- E. Maintain and provide such records of work experience and training received on-the-job and in related instruction as may be required by the Apprenticeship Committee.
- F. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety as well as that of their fellow workers.
- G. To conduct themselves at all times in a creditable, ethical and moral manner, and realizing that much time, money and effort will be spent in affording them the opportunity to become skilled craft workers.
- H. The apprentice will be subject to the Apprenticeship Handbook of the committee as presently in existence. The Apprenticeship Handbook may be modified from time to time. The apprentices are provided with a copy of the Apprenticeship Handbook and will sign an acknowledgement receipt. This procedure follows whenever revisions are made to the Apprenticeship Handbook.

Section V – Apprentice Agreement

After an apprenticeship applicant has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written Apprenticeship Agreement signed by the Apprenticeship Committee or its designee and the apprentice and approved by and registered with the Registration Agency. Prior to signing an Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review these Standards, any relative additional rules and policies of the Program Sponsor, and the Apprenticeship Agreement.

- A. All apprentices shall enter into and sign a written Apprentice Agreement with the Committee.

- B. The written Apprenticeship Agreement shall be signed and submitted to the State of Nevada office within 10 days of being accepted into the program.
- C. The signing of the Apprenticeship Agreement with the Committee does not obligate the Committee to actually employ an apprentice, but does obligate the Committee to use its best efforts to see that an apprentice is assigned to an employer and is kept as continuously employed, to the extent practicable, when work is available.
- D. The Apprenticeship Agreement shall contain all the requirements contained in Title 29 of the Code of Federal Regulations, Part 29.6 and NRS 610.

Section VI – Credit for Previous Experience

- A. All applicants shall undergo the selection procedures described in these Standards. Those requesting credit for previous experience and training, outside the supervision of this Committee, must submit their request at the time of their acceptance and furnish such records, affidavits, and other bona fide evidence as the Committee may require to substantiate their claims within 90 days.
- B. Applicants shall undergo the regular probationary period and request for credit will be evaluated and a determination made on or before the end of the probationary period when the reports covering actual on-the-job performance can be evaluated and verified. Requests for such credit will not be considered at any other time. Exemption will be given to activated Reservists and National Guard Members. Returning Reservist will have 180 days to submit documentation of job related training or classroom training they received while on active duty.
- C. After its evaluation, the Committee may grant such credit (up to a maximum of 1,000 hours) on the term of apprenticeship as their evaluation may justify.
- D. Apprentices who are granted credit shall be advanced to the wage rate for the period to which such credit advances them.
- E. The applicant, when applicable, must make a request for credit in writing to the Apprenticeship Committee, and the Committee will advise the Registration Agency of any credit granted.
- F. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

Section VII – Probationary Period

Under the supervision of the Committee, the period of probation shall not exceed 25 percent of the term of the Apprenticeship total hours of training and related instruction. Apprentices can be cancelled by either party without stated cause during this time.

After the probationary period, the agreement may be cancelled at the request of the apprentice, or may be suspended, cancelled or terminated by the Committee for good cause with due notice to the apprentice, and a reasonable opportunity for corrective action with a written notice to the apprentice and to the Registration Agency of the final action taken. Upon termination, the apprentice may appeal the Committee's termination to the Secretary Director of the Registration Agency.

Section VIII – Term of Apprenticeship

The term of Apprenticeship shall be a period of on-the-job training as set forth in Work Processes and reasonably continuous employment to the extent practicable and supplemented by the required hours of related technical instruction.

Section IX –Related Instruction

- A. The Committee shall annually schedule course of instruction in subjects related to the trade, and each apprentice shall be required to enroll in and attend all sessions scheduled during each year of Apprenticeship. Apprentices are required to complete a minimum of 144 hours of such instruction each year.
- B. Failure of apprentices to fulfill their obligations as to related instruction attendance and progress shall constitute just cause for disciplinary action by the Committee.
- C. Hours spent in related instruction shall not be classed as hours worked.
- D. Successful completion of competency testing (both written and performance exams) is also permitted to meet this requirement.
- E. Achievement of skills and knowledge is documented through the use of the nationally standardized curricula (i.e., a competency based, task oriented, and modular training program). By recording apprentice achievements for the written and performance tests, the total classroom hours and required on-the-job-learning is a supportive requirement to skill and knowledge acquisition.
- F. Related instruction is provided through use of the nationally standardized curricula. The curricula provides an organized and systematic form of instruction specifically designed to provide the apprentice with technical and theoretical knowledge required by the craft.
- G. Attendance at related instruction classes shall not be considered as hours worked when instruction is given outside of regular working hours. Apprentices shall not be paid for attending such related instruction classes, unless required by law or voluntarily by subscribing employer.

- H. If applicable, the Apprenticeship Committee will inform each apprentice of the availability of college credit through the appropriate educational institution.
- I. The Vice President will secure the instructional aids and equipment as deemed necessary by the Apprenticeship Committee to provide quality instruction and provide competent instructors whose knowledge, experience and ability to teach, will be carefully reviewed. To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job.

Section X - Safety and Health Training

Safe use of tools and equipment and competent on-the-job conduct shall be stressed in related classes and on-the-job training throughout the terms of apprenticeship. Apprentices shall be provided with initial instruction in order to enable them to perform their work in a safe manner. Such initial instruction shall include pertinent safety regulations, reporting of accidents, and availability of first aid medical facilities.

Sponsors are urged to encourage uniform and mandatory drug testing throughout the program in keeping with local policies and local, State and Federal laws. The employer shall, at all times, exercise reasonable precaution for the health and safety of apprentices engaged in the performance of their work. The apprentice and the employer shall comply with all applicable provisions of Federal, State, and municipal safety, health, and sanitation statutes and codes.

As an integral part of this training program, the apprenticeship supervisor and/or instructor shall provide competent training and instruction pertaining to safe work habits to keep the apprentice informed of the methods necessary to perform all phases of the work in a proper and safe manner.

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

The apprenticeship committee shall see that each apprentice successfully completes the OSHA 10, as well as an OSHA 30 no later than their fourth year of apprenticeship.

Section XI - On-the-Job Training and Experience

- A. The Committee understands the great need for preventing accidents. As a result, apprentices shall be taught that accident prevention is largely a matter of education, vigilance and cooperation and will provide on-going training and instruction in observance of all proper Safety and Health requirements in accordance with Occupational Safety and Health Association (OSHA) standards to apprentices with

respect to accident prevention and safe construction methods consistent with all federal and state laws pertaining to safety and health.

- B. Under the supervision of a qualified Journeyperson, each apprentice shall be given such practical experience and training in the various branches and job processes of the trade as is necessary to develop a proficient and skilled journeyperson. The schedule of work experience to be received is set forth in Work Processes.
- C. Apprentices shall receive instruction in accident prevention and safe work habits. Such instruction shall be coordinated with the actual work being performed on-the-job, with the tools and equipment being used, and with the appropriate proper personal protective equipment required.
- D. The Committee will secure the cooperation of the employers in providing the varied experience and training on-the-job and, if necessary to assure a rounded training in all branches of the trade, may shift or rotate apprentices from one employer to another. The duration of such transfers should not exceed the hours specified in the schedule of work experience to attain reasonable proficiency in the particular work processes or job operations for which the transfer was made.
- E. The committee will require each apprentice to turn in an OJT form every month while they are a registered apprentice. All reports will be maintained by the committee as part of its official file for all apprentices. The committee will use the reports to provide an OJT record of experience in the work processes.
- F. Apprentices shall not supervise the work of any other apprentice or workers of any classification.
- G. Schedule of work experience for apprentices is specified in Work Processes.

Section XII – Disciplinary Action

- A. The Committee shall have authority to discipline an apprentice who fails to comply with the Apprenticeship Agreement or rules and instructions of the Committee, and all parties agree to abide by this provision. Disciplinary action which may be employed at the discretion of the Committee includes:
 - 1. Postponement of scheduled advancement;
 - 2. Suspension – temporary removal from the job causing loss of employment for a day or more;
 - 3. Cancellation – causing termination of the Apprenticeship.
 - 4. The Committee shall notify the apprentice to appear before the Committee for a hearing before such disciplinary action shall be invoked. Due notice to the apprentices, and a reasonable opportunity for corrective action, shall be

provided before the final action. If the apprentice fails to appear before the Committee, after due notice, such disciplinary action may be invoked without a hearing. All notifications in the form of official correspondence to apprentices will be copied to their employers.

- B. Some of the reasons considered as just cause for disciplinary action may include, but not limited to, the following:
5. Failure to meet related class attendance and progress requirements;
 6. Lack of interest, application to, or satisfactory progress in the work and Apprenticeship on-the-job;
 7. Failure to properly prepare and submit required reports;
 8. Undesirable behavior, attitude or conduct.

Section XIII – Hours of Work

Apprentices will receive work experience in the craft in which they are registered in accordance with the attached work processes, though not necessarily in the order listed. The hours of work for apprentices and the conditions associated therewith shall be the same as those for Journeypersons. The apprentice shall not be required to work such hours as would interfere with attendance at related instruction classes. Apprentices shall receive credit for on-the-job learning for all hours worked in a pay period. Apprentices who do not complete the required hours of on-the-job-learning during the given segment will have the term of that segment extended until the required numbers of hours of training are accrued.

Section XIV – Apprentice Wages

- A. Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyperson wage rate as listed on the 5910 form-Attachment 6.
- B. Apprentices shall not be paid less than the wage rate specified for their correct period of Apprenticeship.

Section XV – Ratio of Apprentices to Journeypersons

- A. The ratio of apprentices to Journeyperson 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 Registration Agency. NAC 610.438

- B. The Sponsor agrees that only such number of apprentices will be employed as can be given proper and thorough training and supervision, as well as a reasonable opportunity for employment in the trade after completion.
- C. For purposes of this section, a job site is considered to be the physical location where employees report for their work assignments. The employer's shop (service center) is considered to be a separate, single job site. All other physical locations where workers report for work are each to be considered a single, separate job site.
- D. During the entire term of the apprenticeship, the apprentice shall be under the jurisdiction of the Apprenticeship Committee. The Apprenticeship Committee shall have the authority and responsibility to instruct, direct, discipline and protect the welfare of the apprentice.
- E. Each employer shall designate a staff member to be responsible for supervision of the apprentice's on-the-job learning. The supervisor shall document the apprentice's job record and shall grade the quality of performance on-the-job. The supervisor shall assure that the apprentice is assigned to a Journeyman, and that work is rotated so as to insure training in all phases of the work of the trade.
- F. The employer, supervisor of apprentices and/or Journeyman, shall ensure that workplace safety shall be maintained in accordance with applicable requirements of the U.S. Occupational Safety and Health Administration (OSHA).
- G. An apprentice is to be under the supervision of a Journeyman at all times. This does not imply that the apprentice must always be in-sight-of the Journeyman, or are Journeymen required to constantly observe an apprentice. Supervision shall not be of such a nature that prevents the development of responsibility and initiative. Work may be laid-out by the employer's designated supervisor or Journeyman based on their evaluation of the apprentice's skills and ability to perform job tasks. Apprentices shall be permitted to perform job tasks in order to develop job skills and trade competencies. Journeymen are permitted to leave the immediate work area without being accompanied by the apprentice.

Section XVI – Continuity of Employment

- A. The apprenticeship committee cannot employ apprentices. Therefore it is not obligated to actually employ the apprentice. It is the intent of the Committee to keep apprentices continuously employed to the extent practicable; however, if an employer is unable to provide such employment for an apprentice, the Committee will be notified in advance, as far as possible, of a lay-off so that efforts can be made to place the apprentice with another employer.

- B. Employers shall not summarily discharge an apprentice for any reason without prior notification to the office of the Committee so that appropriate action can be taken. Likewise, an apprentice shall not leave the employment of an employer to whom assigned without prior approval of the Committee.

Section XVII – Adjudicating of Differences and Receiving Complaints

- A. The Employer and apprentice shall have the right and privilege of appeal to the Committee in the event of dispute or controversy arising over interpretations of the provisions of these Apprenticeship Standards. The Committee shall hear all affected parties and make such adjustments as it considers necessary. Persons wishing the Committee to hear such matters should make request in writing, prior to Committee meetings, so that it may be placed on the agenda.
- B. The Apprenticeship Committee will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer and the apprentice, except as described in this section and the regulations.
- C. Either of the parties may appeal the decision of the Committee to the Registration Agency.

The name and address of the appropriate authority under this program to receive, process and make disposition of complaints is:

ABC Nevada Chapter
Vice President
5070 Arville St. #4
Las Vegas, NV 89118

Office of Workforce Innovation
555 E. Washington, Suite # 4900
Las Vegas, NV 89101.

Section XVIII – Complaints Regarding Standards or Agreement

Any controversy or differences arising under an apprenticeship agreement or these Standards, other than complaints regarding discrimination (see 29 CFR 30.14, and NAC 610), may be presented to the Apprenticeship Committee in writing within fifteen (15) days of the incident that is the basis for the complaint. The Apprenticeship Committee shall make such rulings, as it deems necessary in each individual case within thirty (30) days of receiving the written notification, except where extenuating circumstances exist.

Complaints which cannot be resolved locally may be submitted by an apprentice or his/her representative to the Registration Agency. Direct such complaints to:

ABC Nevada Chapter
Vice President
5070 Arville St. #4
Las Vegas, NV 89118

Office of Workforce Innovation
555 E. Washington, Suite # 4900
Las Vegas, NV 89101

The complaint must be in writing and signed by the complainant or representative and submitted within 60 days of the final decision by the Apprenticeship Committee. The Registration Agency shall render its opinion within 90 days after receipt of the complaint.

Complaints Regarding Discrimination

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, gender identity or disability, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of the Apprenticeship Program may, personally or through an authorized representative, file a complaint with the Registration Agency or at the election of the apprentice or apprentice applicant, with a private review body established by the Apprenticeship Committee.

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

The complaint must be filed not later than three hundred (300) days from the date of the alleged discrimination or specific failure to follow the equal opportunity standards. The time may be extended by the Registration Agency for good cause. Complaints of harassment in the Apprenticeship Program must be filed and processed under Title 29 of the Code of Federal Regulations, Part 30.14 and NAC 610, using the procedures set forth in this section.

Section XIX – Supervision of Apprentices

During the term of apprenticeship, the apprentice shall be under the jurisdiction and control of the Apprenticeship Committee. The Committee shall have the authority to protect the apprentice's welfare and also to instruct, direct, and discipline the apprentice. Each employer shall designate a staff member (customarily a Journeyman) who shall be responsible for the supervision of the apprentice's on-the-job training. This supervisor shall be responsible for assuring that the apprentice is trained in all work processes of the trade, including safety in the use of tools, equipment and job conduct.

A qualified person, to be known as the Vice President, shall be hired by the sponsor to assist the Apprenticeship Committee with the administration of these standards.

- A. The Committee will insist that on-going training and instruction shall be conducted in observance of all proper Safety and Health requirements in accordance with Occupational Safety and Health Association (OSHA) standards to apprentices while in the field and in the classroom.
- B. The Committee may employ a coordinator or other person to perform such services, as it deems necessary, to assure proper supervision of apprentices and administration of this program. Such person shall perform only those functions as are delegated to them by the Vice President and Committee.
- C. While at the facilities selected for related technical instruction, classroom supervision shall be under the direct responsibility of the instructor under the general direction of the Committee.
- D. The Committee will insist that apprentices work under a qualified Journeyman at all times, and to be responsible for the training of apprentices on-the-job. This person shall, with the advice and assistance of the Committee, be responsible for the apprentices' work experience on-the-job, the recording and rating of same on forms provided for this purpose, and to see that the apprentice attends the related instruction classes.
- E. Instructors, employers, or a designated supervisor, may be required to appear before the Committee to keep the parties informed as to apprentice's progress, conduct, interest and attitude.

Section XX – Apprentice Records

- A. An individual record will be maintained by the Committee, showing the status, conduct and progress of each apprentice.
- B. Each apprentice shall be responsible for maintaining a record of his/her work experience/training on the job and in related technical instruction and for having this record verified by his/her supervisor on a regular basis. The apprentice shall authorize an effective release of their completed related instruction records from local school authorities to the Apprenticeship Committee. The record cards and all data pertaining to the apprenticeship will be the property of the Apprenticeship Committee. Appropriate records will be included in each apprentice's record file maintained by the Apprenticeship Committee.
- C. Before each period of advancement, or at any other time when conditions warrant, the Apprenticeship Committee shall evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Apprenticeship Committee may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Apprenticeship Committee will initiate a performance improvement plan with the apprentice.
- D. Should it be found that the apprentice does not have the ability or desire to continue the training to become a Journeyman, the Apprenticeship Committee will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.
- E. The Vice President and Apprenticeship Committee's designated Apprenticeship Coordinator will maintain written records of progress, evaluations and any corrective or final actions taken.
- F. All records relating to the recruitment, application, selection and employment of apprentices, as required by the Registration Agency, including identification of minority participants, shall be maintained for a period of five (5) years and made available to authorized representatives upon request.

Section XXI – Apprentice Examinations and Counsel

- A. Apprentices may be called before the Committee at any time for examination or appeal regarding their apprenticeship.
- B. Examinations and review of the apprentice's progress and conduct both, on-the-job and in the related instruction work, will be conducted by or under the direction of the Committee before each advancement period.

- C. Apprentices not showing satisfactory progress may be held in current period at any time during the terms of the apprenticeship or subject to such other action as the Committee may determine.
- D. It is mutually agreed that no apprentice shall be advanced to the next period or to journeyman classification, or demoted, except with the prior approval of the Committee.

Section XXII – Certification of Completion of Apprenticeship Training

- A. Upon successful and satisfactory completion of the requirements of the Apprenticeship Agreement, the Committee will notify the Registration Agency and OA (Office of Apprenticeship) to obtain and issue to the apprentice a "Certificate of Completion of Apprenticeship."

Section XXIII – Consultants and Technical Advisors

- A. Representatives of the Registration Agency, OA or Federal and local Departments of Education, may be called upon for advice or assistance in the formulation, operation and improvement of this apprenticeship system.
- B. Such persons shall serve in an advisory capacity at the request of the Committee, and without vote on Committee decisions.

Section XXIV – Revision of Standards

- A. These Apprenticeship Standards may be revised at any time by the action of the Committee and approval of the Registration Agency. Copies of any revisions must be registered and approved by the Registration Agency before becoming effective.
- B. Revision of these Standards shall not alter apprenticeship agreements already in effect without consent of all parties to the agreement.
- C. As used in these Standards, the masculine, feminine or neutral gender, and the singular or plural number, shall each be deemed to include the others whenever the context so indicates.

Section XXV – Registration/ Cancellation/De-registration of Apprenticeship Standards

De-registration of a program may be effected upon the voluntary action of the Committee by request for cancellation of the registration, or upon reasonable cause by the Registration Agency instituting formal de-registration procedures, in accordance

with the provisions of Part 29 CFR 29 (29.8) or 29 CFR 30, E.E.O. Upon de-registration or voluntary cancellation of the program, the sponsor will notify each apprentice within 15 days of the deregistration or cancellation, and the effect of such action.

These standards upon adoption by the Apprenticeship Committee will be submitted to the Registration Agency for approval. Such approval will be required before implementation of the program:

The Program Sponsor reserves the right to discontinue at any time the Apprenticeship Program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel program.

Deregistration of the Apprenticeship Program may be initiated by the Registration Agency in accordance with Title 29 of the Code of Federal Regulations, Part 29.8, NRS 610 and NAC 610.

Within fifteen (15) days of cancellation or deregistration of the Apprenticeship Program, the Apprenticeship Committee or designee will notify each apprentice of the cancellation and the effect of same. This notification will conform with the requirements of Title 29 of the Code of Federal Regulations, Part 29.8, NRS 610 and NAC 610.

Section XXVI- Standards Modifications

Changes in the construction industry may require revisions of these standards from time to time. Modifications when adopted by the committee will first be submitted to the committee for approval and then approved and registered by the Nevada State Apprenticeship Council before implementation. Amendments shall not alter conditions of apprenticeship already in force without consent from all parties involved.

SECTION XXVII - Notice to Registration Agency

The Registration Agency shall be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, cancellations, and terminations of Apprenticeship Agreements and causes. The effective date of apprenticeship registration (also known as "indenture" date) is that of apprentice's signature of the agreement conditioned on the sponsor's submission of the apprenticeship agreement in accordance with the 29 CFR Part 29 and NAC 610.

ABC Nevada Chapter
Vice President
5070 Arville St. #4
Las Vegas, NV 89118

Office of Workforce Innovation
555 E. Washington, Suite # 4900
Las Vegas, NV 89101

Section XXVII -- Official Approval

PROGRAM ADOPTED BY THE NEVADA CHAPTER OF THE ASSOCIATED BUILDERS & CONTRACTORS, INC, THIS 3rd DAY OF May, 2013.

M. Gorda
MASON GORDA
Chairperson
ABC Nevada Chapter

M. Garcia
MARCCS GARCIA
Chairperson
ABC Apprenticeship Trust

APPROVED AND REGISTERED BY THE NEVADA STATE APPRENTICESHIP COUNCIL
THIS 3rd DAY OF May, 2013.

REGISTRATION

Registered by the Nevada State Apprenticeship Council on this 3rd
day of May, the year of 2013.

On behalf of Nevada State Apprenticeship Council:

[Signature] MAY 03 2013
Secretary-Director

Date of Registration: _____

Attachment 1-- Recruitment and Selection Procedure

Recruitment Procedure

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, gender identity or disability. The committee will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, NRS 610, NAC 610 and Nevada EEO Plan.

The sponsor shall publish a notice about apprenticeship opportunities, the application requirements, and its equal opportunity policy, in accordance with its affirmative action plan and Title 29 of the Code of Federal Regulations, Part 30.4(c), NRS 610, NAC 610 and Nevada EEO Plan, at least 30 days in advance of the earliest date for application at each interval for accepting applications.

Selection Procedure

1. Applicants must complete application and provide the following:
 - A. A copy of a Certified Birth Certificate and
 - B. A copy of a certified High School Diploma or Transcripts or
 - C. A copy of a Certified TASC (Test Assessing Secondary Completion) or
 - D. A copy of DD-214, or Discharge Papers, *if applicable*.
 - E. A valid driver's license.
2. Selected candidates must be 18 years old.
3. A math exam will be administered to all applicants.
4. Applicants must attend an oral interview when scheduled.
5. Must be able to perform the essential functions of the trade with reasonable accommodation.
6. Proof of hours in the trade applying for, if applicable.
7. Applicants who do not pass or do not take the drug test, do not attend their mandatory interview or who do not show up to the orientation, will be removed from the list of eligible applicants and will receive a letter stating their status.
8. Notice to applicants: Applicants who meet the minimum qualifications of the application process shall be ranked objectively, and the highest ranking applicants shall be given priority in referral for interviews with employers.
9. Applicants who complete the above outlined process will then be indentured with the registration agency and will begin classroom training in the next available class and will be referred out for employment with a member of the Associated Builders and Contractors.
10. Selection of top applicants is made by the Committee based on their numerical score.
11. Qualified applicants not selected shall be placed on a waiting list for a maximum of two years and are eligible to reapply during the next application process.

Attachment 2 – Affirmative Action Plan

The Associated Builders and Contractors, Nevada Chapter, Apprenticeship Trust Fund's Apprenticeship Committee (hereinafter referred to as the Committee) pledges that the recruitment, selection, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, gender identity or disability. To accomplish the purposes of the Nevada State Apprenticeship Council Plan on Equal Employment Opportunities in Apprenticeship, the Committee pledges to take affirmative action to encourage minorities and females to apply for the apprenticeship program.

The following activities shall constitute the Affirmative Action Plan. This program has adopted to use Alternative Selection Method number four (4) as provided by the Nevada State Plan for Equal Opportunity of Apprenticeship. The Committee will make a good faith documented effort to participate in these activities to accomplish the purposes and goals of the Nevada State Apprenticeship Council Plan.

The Apprenticeship Committee commits to the following Equal Opportunity Pledge:

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, gender identity or disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30 and the Nevada EEO Plan.

Utilization and Analysis, Goals and Timetables

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Apprenticeship Committee pledges to identify outreach efforts. The purpose of the analysis is to determine the minority and women's labor force in the Apprenticeship Committee's labor market area. Once the labor force is determined, the Apprenticeship Committee can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency.

Outreach and Recruitment

The Apprenticeship Committee's affirmative action plan includes the following selected outreach and positive recruitment efforts that would reasonably be expected to increase minority and women's participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. Once those efforts have been selected, the Apprenticeship Committee shall set forth the specific steps they intend to take under each identified effort. The Apprenticeship Committee will identify a significant number of activities in order to enable it to meet its obligation under Title 29, CFR Part 30.4(c) and the Nevada EEO Plan.

A. An announcement of apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval of application to the following agencies/organizations:

- Registration Agency
- Women's Organizations/Centers
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Apprenticeship Committee's equal opportunity policy. Applications will be taken for no less than 10 consecutive business days.

B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.

C. Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

D. Internal communication of the Apprenticeship Committee's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Apprenticeship Committee's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR Part 30 and the Nevada EEO Plan.

E. Engaging 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 traditionally male programs.

F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The Apprenticeship Committee 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.

G. Utilizing Journeypersons to assist in the implementation of affirmative action in the apprenticeship program.

H. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, gender identity or disability. (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and female apprentices and journeypersons as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions)

- 1. Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.**
- 2. Engage in such other activities that may further the entry of minorities and/or women into apprenticeship.**
- 3. The selection of apprentices shall be by means of a selection procedure consistent with the provisions of the Nevada State Apprenticeship Council Equal Opportunity Plan.**
- 4. The Committee shall make an annual study of participation of minorities and females, in its apprenticeship program in order to compare its utilization of these groups with the rates of their participation in the labor force in this jurisdiction. A percentage participation rate of minorities and/or females in apprenticeship which is less than their respective participation rate in the labor force signifies a utilization deficiency to be corrected through affirmative action.**
- 5. Helmets to Hardhats:**
Military veterans, including those registered through the Building and Construction Trades Department Helmets to Hardhats program who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military may be given direct entry into the apprenticeship program. The committee shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The committee will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military veterans shall be done without regard to race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, gender identity or disability.
(Note: This is a method of direct entry into the apprenticeship program.)
- 6. Youth Build Programs:**
Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the

YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. ABC will evaluate the YouthBuild U.S. A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates will be done without regard to race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, gender identity or disability. (Note: This is a method of direct entry into the apprenticeship program.)

