



Montana Department of
LABOR & INDUSTRY

APPRENTICESHIP STANDARDS

FOR

Carpentry Trades

CARPENTER	47-2031.01	5200 – 8000 HOURS
CARPENTER, SCAFFOLD ERECTOR	47-2031.02	5200 – 8000 HOURS
LATHING, ACOUSTIC, DRYWALL SYSTEMS INSTALLER	47-2081.02	5200 – 8000 HOURS

Formulated By

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APPRENTICESHIP STANDARDS

1. INTRODUCTION

The purpose of these apprenticeship standards is to provide policy and guidance for the registration of apprentices. The objective is the training of apprentices in all phases of a skilled occupation. The sponsor recognizes that in order to accomplish this, there must be well developed on-the-job training combined with related instruction.

Through registered apprenticeship, we have the opportunity to systematically examine the needs of each business and then address those needs in a structured way to fulfill them. Quality and adaptability characterize apprenticeship. Apprenticeship provides a positive match for the diverse population of each business.

These standards are developed and registered by the Montana Registered Apprenticeship Program to comply with the requirements of the Montana Code Annotated (MCA 39-6, Apprenticeship), Administrative Rules of Montana (ARM 24.21, Apprenticeship), and Code of Federal Regulations (CFR Title 29 Part 29, Labor Standards for the Registration of Apprenticeship Programs; and CFR Title 29 Part 30, Equal Employment Opportunity in Apprenticeship and Training).

2. DEFINITIONS

Apprentice: A person meeting the qualifications described in these apprenticeship standards who has entered into a written and signed apprenticeship agreement with a Sponsor providing for training and related instruction and who registers with the Registration Agency.

Apprenticeship Agreement: The written document between the apprentice and the Sponsor outlining the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be signed and registered with the Registration Agency.

Cancellation: The termination of the registration or approval status of a program at the request of the sponsor; or the termination of an apprenticeship agreement.

Career Lattice: Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the certificate of completion.

Certificate of Completion: The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprenticeship program.

Certificate of Training: The certificate of training is an interim credential indicating an apprentice is pursuing and on track to complete an apprenticeship program. A certificate of training is issued by the Registration Agency at the request of the Sponsor.

Collective Bargaining Agreement: When applicable, a negotiated agreement between the signatory union and signatory employer(s) that sets forth the terms and conditions of employment.

Competency: The attainment of manual, mechanical or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

Competency-Based Occupation: An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation or industry standard and demonstrated by an appropriate written and hands-on proficiency measurement.

Eligible Training Provider List (ETPL): The list of training providers who qualify to receive funds from the Workforce Innovation and Opportunity Act (WIOA) to train adults, dislocated workers and out of school youth.

Employer: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business or company signatory to this Sponsor's standards that is responsible for providing hours of work, supervision, wages and/or benefits to apprentices in its employ as registered under these standards.

Fully Proficient Worker: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation.

Hybrid Occupation: An occupation using an apprenticeship approach that measures the apprentice's skill acquisition through a combination of the completion of a specified minimum number of hours of on-the-job training and the successful demonstration of required competencies as outlined in the work process schedule for a specific occupation.

Interim Credential: A credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

Joint Apprenticeship and Training Committee (JATC) is responsible for the oversight of day-to-day operations of the apprenticeship program. JATC members shall be actively participating in the industry as an employer, supervisor, employee or employee representative. JATC may also be known as the Sponsor.

Journey worker: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or another skilled worker who has documented sufficient skills and knowledge of an occupation, either through a formal apprenticeship or through practical on-the-job experience and formal training.

Mentor: An individual recognized by the Sponsor as being fully qualified to perform the work of the occupation. The mentor is responsible for the day-to-day training of the apprentice, supporting the apprentice through related instruction, and providing supervision in accordance with occupational licensing laws and regulations. The Sponsor may recognize multiple mentors in order to meet all aspects of mentorship.

O*NET-SOC Code: The Occupational Information Network (O*NET) is a free online database that contains hundreds of occupational definitions. O*NET codes are based on the Standard Occupational

Classification (SOC) system for classifying occupations. It is used by the state and federal agencies to collect occupational data.

On-the-Job Training (OJT): Tasks learned on-the-job in which the apprentice must become proficient before a certificate of completion is granted. The learning must occur through structured, supervised work experience. OJT is also frequently used interchangeably with the term On-the-Job Learning (OJL).

Program: The administration of apprenticeship training by the Sponsor. Signature of these apprenticeship standards establishes a program to which individual apprentices are added.

Provisional Registration: The one-year initial provisional approval of newly registered programs that meet the required standards for program registration. Following this one-year provisional registration, a program approval may be made permanent, continued as provisional, or rescinded following a review by the registration agency.

Quality Assurance Assessment: A comprehensive review conducted by the Registration Agency regarding all aspects of an apprenticeship program's performance, including but not limited to, determining if apprentices are receiving: on-the-job training in all phases of the apprenticeable occupation; scheduled wage increases consistent with the registered program standards; related instruction through appropriate curriculum and delivery systems; and that the registration agency is receiving notification of all new registrations, cancellations, completions, and transfers.

Registered Apprenticeship Partners Information Data System (RAPIDS): A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

Registration Agency: The Montana Registered Apprenticeship Program, Workforce Services Division, Montana Department of Labor and Industry.

Related Instruction: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the occupation. This instruction may be obtained in a classroom, through occupational or industrial courses, or by correspondence courses or other forms of self-study approved by the Registration Agency.

Sponsor: Any person, association, committee or organization that operates an apprenticeship program and in whose name the program is registered. The Sponsor has full responsibility for administration of the apprenticeship and is responsible for providing training and related instruction for the apprentice pursuant to these Standards.

Standards of Apprenticeship: This entire document, including all appendices and attachments herein, and any future modifications and additions approved by the Registration Agency.

State Apprenticeship Advisory Council: An advisory council that will provide the Registration Agency advice and counsel regarding matters of interest involving the Montana apprenticeship community. (ARM 24.21.205)

Time-Based Occupation: An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2000 hours of on-the-job training

as described in a work process schedule.

Transfer: A shift of apprenticeship registration from one program to another or from one employer with a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

Union: When applicable, a signatory union and any of its affiliated local unions party to a labor agreement with the signatory employer(s).

3. EQUAL OPPORTUNITY

Equal Opportunity Pledge: Montana Statewide Carpenters Joint Apprenticeship and Training Committee (Sponsor) will not discriminate against apprenticeship applicants or apprentices. The recruitment, selection, employment and training of apprentices will be without discrimination because of race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, military service or veteran status or marital status or because they are an individual with a disability or a person 40 years old or older. The JATC will take affirmation action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Montana Code Annotated (MCA 39-6, Apprenticeship), Administrative Rules of Montana (ARM 24.21, Apprenticeship), and Code of Federal Regulations (CFR Title 29 Part 29, Labor Standards for the Registration of Apprenticeship Programs; and CFR Title 29 Part 30, Equal Employment Opportunity in Apprenticeship and Training).

Equal Opportunity Plan:

1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.
3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program Sponsor.
4. Engage in OUTREACH or other such programs, where available, designed to recruit, pre-qualify and place minorities and women (minority and non-minority) in apprenticeship.
5. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.
6. Grant credit for previous trade experience or trade-related courses for all applicants equally, after hire, using the Advanced Placement request policy.

Discrimination Complaints

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a written complaint with the Training Director/Coordinator of this Apprenticeship program.

4. AFFIRMATIVE ACTION PLAN

The Montana Statewide Carpenters Joint Apprenticeship and Training Committee (Sponsor) will take Affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by their Equal Opportunity Pledge. The Training Director/Coordinator serves as the Affirmative Action Representative for this Apprenticeship and will be responsible and accountable for overseeing equal opportunity in this registered apprenticeship, which includes the development and implementation of an affirmative action program.

5. MINIMUM QUALIFICATIONS FOR APPRENTICESHIP

Applicants accepted and registered as apprentices will meet the following basic qualifications:

- (a) Age: Must be 18 years of age or older.
- (b) Physical: Physically able to perform the essential functions of the occupation, with or without reasonable accommodations. Physical qualifications will be determined by the Sponsor in consultation with the potential apprentice.
- (c) Education: High School Diploma/Transcript or GED/HiSET Equivalency (from a US Dept of Education or CHEA accredited school) is required. Proof of high school diploma or GED/HiSET records must be submitted with application.
- (d) Testing: None
- (e) Other: Must possess a Valid State Issued Driver License. A copy of valid driver license must be submitted with application.

6. SELECTION PROCEDURES:

Applications are available at the Carpenters Training Center Website
www.carpenterstrainingcenter.com

- (a) Applicants must return completed & signed application by regular (USPS) mail or via Email to:

Montana Carpenters JATC Training Center 780 Carter Drive Helena, MT 59601	office@carpenterstrainingcenter.com Questions??? (406) 443-3255
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Applicants will be sent notice to attend a Pre-Hire session including the date, time and location which will be established by the Training Center. Upon successful completion of the Pre-Hire session, applicants must submit to and pass a drug test with negative test results to become a Selected Apprentice. The first drug test will be scheduled and paid for by the Sponsor. Each selected apprentice will be given “3 business days” after receiving Selection Notification to complete the following requirements of entry; (a) sign apprenticeship agreement with the Sponsor, (b) sign membership paperwork with the Union, (c) possess the basic tools of the trade as noted on the Tool List which is provided to applicants during the Pre-Hire session.

Applicants denied entry to the program because of a positive drug test can reinstate the application process in accordance with the drug testing policies and procedures of the Sponsor. Applicants who do not submit to a drug test as instructed will be dropped from further consideration.

Applicants who have been apprentices in this apprenticeship program previously must obtain Sponsor Approval to reapply. To obtain Sponsor Approval the applicant must submit a written request to the Sponsor for written review/approval prior to submitting an application to the apprenticeship program.

Applicants may ask to resign in writing or via email at anytime during the Selection Process. A copy the resignation request will be filed with the pulled application.

Transfers must submit a complete application to the apprenticeship, attend and successfully complete a scheduled Pre-Hire session, submit and pass a drug test with negative result.

7. APPRENTICESHIP AGREEMENT

Each apprentice will enter into an individualized written apprenticeship agreement with the Sponsor. The apprenticeship agreement must be completed after an applicant is selected, but prior to employment as an Apprentice and enrollment in related instruction. The apprenticeship agreement must be signed by the Sponsor and the apprentice. The agreement, valid upon signature, must then be approved and registered by the Registration Agency. The Registration Agency will be notified by the Sponsor within 45 days of the execution of each apprenticeship agreement and any subsequent modifications of the agreement.

The standards are the terms and conditions of the apprenticeship agreement. Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the Sponsor’s written rules and policies and the apprenticeship agreement.

Upon completion, submission and approval of the apprenticeship agreement and registration with the Registration Agency, the following parties will receive a copy of the agreement signed and completed for their records:

- A. Apprentice
- B. Sponsor
- C. Registration Agency
- D. Veterans State Approving Agency, if applicable.

8. PROBATIONARY PERIOD

All selected apprentices will serve a probationary period during which the apprentice's appeal rights are impaired. The probationary period cannot exceed 25% of the length of the program which will be 1 year, or 2000 work hours, whichever is shorter. Advance credit/standing will not reduce the initial probationary period. During this period either party may request the termination or cancellation of the apprenticeship agreement without cause by notifying the other party in writing. Cancellation during the probationary period will not have an adverse impact on the sponsor's completion rate. An Appeal process is available to apprentices who have completed the initial probationary period.

The records for each apprentice will be reviewed prior to the end of the probationary period. Records will consist of OJT and related instruction periodic reports and any disciplinary action taken during the probationary period.

Any apprentice evaluated as satisfactory after review of the probationary period will be given full credit for the probationary period and continue in the program. The probationary period is part of the term of the apprenticeship.

After the probationary period, the agreement may be canceled at the request of the apprentice. It may also be suspended, canceled, or terminated by the Sponsor, for good cause, and notice must be given to the apprentice, and the apprentice must have a reasonable opportunity for corrective action. Written notice will be given to the apprentice and the Registration Agency of final action taken.

9. TERM OF APPRENTICESHIP

The term of apprenticeship will be a period of reasonably continuous employment and training on the job as stated on Attachment A.

The term of apprenticeship, for an individual apprentice shall be 5200 to 8000 and will be measured through a blend of the time-based and competency-based approaches (hybrid approach) that allows apprentices to advance at their own pace according to their accomplishments.

The **time-based approach** measures skill acquisition through the individual apprentice's completion of at least 2000 hours of on-the-job training as described in a work process schedule.

The **competency-based approach** 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 training component of Registered Apprenticeship. The program standards must address how the on-the-job training will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies.

The **hybrid approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job training and the successful demonstration of competency as described in a work process schedule or competency checklist. (29 CFR 29.5 (b) (2) (3) (16)).

10. HOURS OF WORK, WORK EXPERIENCE AND TRAINING

Hours of Work: Apprentices will generally work the same hours as fully proficient workers (journey workers) or mentors within the sponsor's workforce doing comparable work. No apprentice will be allowed to work overtime if it interferes with related instruction. Apprentices who do not complete the required number of OJT hours during a specified training period will have the term of that segment extended until OJT hours are completed.

Work Experience and Training: During the apprenticeship, the apprentice will receive OJT and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journey worker or fully proficient worker. The OJT will be under the direction and guidance of the direct supervisor or designated mentor.

The sequences of training experiences will be governed by all applicable regulatory guidelines as well as the flow of work in the shop, facility or work unit. Appropriate instruction in safe work practices and habits will be included with each unit of job training.

See Attachment A for Work Processes Guidelines

11. CREDIT FOR PREVIOUS EXPERIENCE:

All applicants who are selected into the apprenticeship program will start at the beginning wage rate and may apply for advancement credit after working 80 hours on the job with a signatory contractor, but within the first six months their apprenticeship in accordance with the Advanced Placement policies and procedures.

Apprentices must furnish appropriate records to substantiate the claim of previous credit. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214.

The Sponsor will review and evaluate all complete Advanced Placement packets. Incomplete packets will not be accepted and will be returned to the apprentice. If credit is granted, the apprentice will be advanced to the appropriate wage rate for that credit period.

The apprentice and Registration Agency will be notified of the credit and advanced wage rate. The process for credit determination will be uniformly applied to all apprentices.

12. APPRENTICE WAGE PROGRESSION

Apprentices will be paid a progressively increasing schedule of wages for time spent on the job during the apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction.

Before an apprentice is advanced to the next segment of training or to the fully proficient worker or journey worker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJT and in related instruction courses and upgrade requirements. The sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the fully proficient worker or journey worker wage rate. The percentages that will be applied to the applicable rate are shown on Attachment A. Apprentice wages will never be less than Montana minimum wage rates.

13. RELATED INSTRUCTION AND QUALIFIED TRAINERS

Every apprentice is required to participate in coursework related to the occupation as outlined in Attachment A. A minimum of 160 hours of related instruction is recommended for each year of the apprenticeship. Normal class year is defined as January – December. Apprentices agree to take such courses as scheduled by the Sponsor. Related instruction will be correlated with practical experience and OJT as much as possible. The supplemental related instruction outline is stated in Attachment A.

Apprentices hours spent in classes of related instruction will not be considered as hours of work and apprentices are not paid for hours spent in classes of related instruction.

Related instruction will be provided through an approved classroom curriculum by the program sponsor, and approved by the Registration Agency.

Every apprenticeship instructor must:

- A. Meet the State Department of Education’s requirements for a vocational-technical instructor in the State of registration, or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within an industry as having expertise in a specific occupation; and
- B. Have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction. (29 CFR 29.5 (b) (4) (i) (ii))

Apprentice progress in related instruction will be monitored and documented by the Sponsor and Registration Agency. Grades and attendance will be added to the apprentice’s file. Failure to attend class as scheduled will be cause for a citation to appear before the JATC for disciplinary action. An apprenticeship may be canceled in the event that the apprentice is unable to fulfill the related instruction requirements, including attendance and passing grades. Written notice and adequate time for corrective action will be given to apprentices who are no longer in their probationary period prior to cancellation of their apprenticeship.

Apprentices will be removed from related instruction for improper conduct such as substandard performance, indifference to these Standards or insubordination, as determined by the apprenticeship staff, until a resolution is reached. Apprentices may be cited to appear before the JATC for disciplinary action.

The Sponsor may accelerate or extend, through the evaluation process, the advancement or demotion of an apprentice in each and every pay level.

Signatory Contractors are responsible for on-the-job training of all apprentices by affording the apprentice opportunities to work with skilled journey-level workers in the performance of as wide of activities as possible within the scope of work processes for the craft. Signatory Contractors must release apprentices from on-the-job commitments to attend related instruction according to the schedule and policy as outlined by the JATC. The Signatory Contractor shall be included in the evaluation process through jobsite observation. Completed Job Site Evaluation

forms by the signatory contractor will be forwarded to the Sponsor when due.

The Sponsor and the Apprentice will be responsible for all cost of the related instruction. The Sponsor is responsible for establishing and communicating cost sharing policies with the apprentice.

14. SAFETY AND HEALTH TRAINING

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that is in compliance with Occupational Safety and Health Administration laws and regulations, or state standards that have been found to be at least as effective as the federal standards.

15. SUPERVISION OF APPRENTICES ON THE JOB

The Sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The Sponsor may arrange to transfer an apprentice from one Signatory Contractor to another when the Sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new Signatory Contractor will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the Apprenticeship Agreement will remain in effect unless canceled by the Sponsor.

The Signatory Contractor will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the Signatory Contractor and under the direct supervision of the journey worker or mentor to whom they are assigned. This supervisor is responsible for making work assignments, providing OJT and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks, safely, correctly and efficiently. Supervision will be established in accordance with any occupational licensing and/or supervisory regulations.

16. RATIO OF APPRENTICES TO JOURNEY WORKERS OR MENTORS

The Sponsor has established the following numeric ratio apprentices to journey workers or mentors necessary to maintain proper supervision, training, safety throughout the apprenticeship.

Each employer MAY employ one (1) apprentice for each one (1) journey-level working in their employment.

Each employer MUST employ one (1) apprentice when the employer has three (3) journey-level workers in their employment. Thereafter, the employer MUST employ one (1) additional apprentice per each four (4) additional journey-level workers employed.

- i. The above ratio shall not be exceeded unless agreed to per a Collective Bargaining Agreement.
- ii. At NO TIME shall the ratio of workers exceed (1) apprentice per (1) journey- level worker on a job site.

17. OUT OF STATE RECIPROCAL APPROVAL

Apprenticeship Programs and standards of employers and unions which jointly form a sponsoring entity on a multi-state basis and are registered pursuant to all requirements of 29 CFR 29 by any registration agency will be accorded approval reciprocity by the Registration Agency if such reciprocity is requested by the sponsoring entity. An apprenticeship program must comply with Montana's Statutes and administrative rules, including but not limited to: a) the applicable ratio requirements and b) the apprenticeship wage rates established pursuant to MCA 39-6-108.

Registered Montana Sponsor-employers of apprenticeship working on projects outside of Montana may be granted reciprocal approval for Federal Davis-Bacon or State Prevailing Wage purposes but only for apprentices and apprenticeship programs approved and recognized by state or federal registration agencies. Reciprocal state or federal registration agencies may require compliance with: area wage provisions, area ratio standards, applicable licensing requirements and other provisions required by the reciprocal state.

Prior to placing apprentices on a project in another state, the program Sponsor is encouraged to contact the Montana Registered Apprenticeship Program for the appropriate state or federal registration agency contact information. Regional states with approved state registration agencies include California, Nevada, Oregon, and Washington. Regional states with approved federal registration agencies include North and South Dakota, Utah, Idaho, Colorado, and Wyoming. (ARM 24.21.401)

18. TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATIONS

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

- A. Sponsor will provide apprentice records of related instruction and OJT.
- B. Transfer to another apprenticeship in the same occupation.
- C. New Sponsor must be approved by the Registration Agency.
- D. Prompt notification of Registration Agency who will produce a record of cancellation and new apprenticeship agreement.

19. CERTIFICATE OF COMPLETION AND INTERIM CREDENTIALS

Upon satisfactory completion of all apprenticeship requirements, and passing the exit examination that the Sponsor may require, the Sponsor will certify in writing and request a certificate of completion from the Registration Agency. Appropriate documentation for OJT and related instruction will be attached to the request.

The Sponsor may request the issuance of a certificate of training for any current apprentice. The certificate of training, which is an interim credential, may be awarded to reflect the current status of any apprentice.

20. PROGRAM ADMINISTRATION SUMMARY

The Program Sponsor is responsible for the administration of all aspects of a registered apprenticeship program.

A. Responsibilities of Apprenticeship Sponsor:

1. Adherence to apprenticeship standards, any attachments or other documentation.
2. Demonstration of understanding and commitment to the apprenticeship program throughout the organization and leadership and set clear policies for the apprenticeship.
3. Ensure Attachment A adequately reflects training involved.
4. Recommend and adopt changes to the standards, as necessary, subject to approval by the Registration Agency.
5. Hear and resolve all complaints of violations of apprenticeship agreements.
6. Requesting technical assistance as needed.
7. Maintaining a record of all apprentices, showing their education, experience, and progress in learning the occupation.
8. Notify the Registration Agency, within 45 days, of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with an explanation of causes.

B. Responsibilities of Apprentice:

1. Abide by all of the Sponsor's policies. (see Attachment A)
2. Perform any training and study as deemed necessary by the Sponsor.
3. Perform diligently the work of the occupation and any other duties as assigned by the Sponsor.
4. Respect the property and staff of the Sponsor.
5. Complete all OJT and related instruction requirements as outlined in Attachment A.
6. Maintain and make available records as indicated by the Sponsor and outlined in the standards.
7. Develop and practice safe work habits. Encourage safety of self, other workers, and clients, if applicable.
8. Maintain any occupation specific certifications that may apply.

C. Responsibilities of Registration Agency:

1. The approval of apprenticeship standards.
2. The adoption of apprentice wage rates pursuant to MCA 39-6-108.
3. The approval of sponsors.
4. The registration of individual apprentices.
5. Maintaining records related to apprentice's progress and completion.
6. Consultation and technical assistance for programs or apprentices, current or potential. This may include assistance with the development of standards, work process schedules, competency checklists and related training.
7. Monitoring and evaluating apprentice and sponsor performance with respect to an apprenticeship program, including conducting quality assurance assessments; requiring

corrective actions when appropriate; or terminating or canceling an apprenticeship agreement.

8. Issuance of certificates of completion or certificates of training. (ARM 24.21.202)

21. MAINTENANCE OF RECORDS

Sponsor: The Sponsor will maintain records related to apprentices. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, records of the apprentice's job assignments, promotions, demotions, layoffs, terminations, the rate of pay or other forms of compensation, hours of work and training, evaluations and other relevant data. The records will permit identification of minority and female participants. These records will be made available to the Registration Agency upon request.

The apprentice record cards or tracking sheets, written records of progress, evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be considered the property of the Sponsor. The record will be included in each Apprentice's record file maintained by the Sponsor.

All records are the property of the Sponsor and will be maintained for 5 years from the date of last action (i.e. completion, cancellation or transfer). Records will be made available to the Registration Agency upon request.

Apprentice: Apprentices will be responsible for maintaining a record of their OJT experience and for having this record verified by their supervisor or mentor before submitting it to the Sponsor monthly. The apprentice will adhere to all policies of the Sponsor and maintain their apprenticeship in compliance with the policies at all times.

Registration Agency: The Registration Agency will maintain records related to program registration, apprentice progress and completion.

22. REINSPECTIONS, AND PERFORMANCE EVALUATIONS

Reinspections: Continued recognition of the Sponsor's apprenticeship program by the Registration Agency is subject to periodic evaluation by the Registration Agency or a representative of the Office of Apprenticeship, U.S. Department of Labor. These evaluations allow the program to determine the progress of the apprentice in related instruction, work performance and to ensure there is ongoing maintenance of the appropriate progress records. The evaluations will further ensure the Sponsor is administering the apprenticeship program in compliance with these standards. All signatories to the apprenticeship agreement and these standards must be reasonably responsible in cooperating with the Registration Agency or the U.S. Department of Labor for scheduling periodic program evaluations.

Performance Evaluation: The Registration Agency will conduct periodic performance evaluations for each apprenticeship program operating in Montana. They may withdraw the registration of an apprenticeship program (deregister) if the program does not comply with the requirements of applicable statutes or administrative rules. Registration may not be withdrawn before the program sponsor is afforded notice and an opportunity to be heard. Notice and an opportunity to be heard will be afforded pursuant to the provisions of the Montana Administrative Procedure Act (MCA 2-4-6),

and in accordance with the hearings provisions of ARM 24.21.416. For good cause shown, a person directly affected by a proposed withdrawal of registration of an apprenticeship program may intervene in such a proceeding.

23. REGISTRATION, CANCELLATION, DEREGISTRATION, AND MODIFICATION OF STANDARDS

These standards must be adopted by the Sponsor and approved by the Registration Agency prior to implementation of the program. The Sponsor reserves the right to discontinue the apprenticeship program at any time. The Sponsor will notify the Registration Agency in writing promptly in this occurrence.

Every registered apprenticeship program must have at least one registered apprentice, except for the following specified periods of time, which may not exceed 1 year:

- A. Between the date when a program is registered and the date of registration for its first apprentice(s); or
- B. Between the date that a program graduates/completes an apprentice and the date of registration for the next apprentice(s) in the program; or
- C. Under extenuating circumstances upon agreement by the program Sponsor and the Registration Agency.

The Registration Agency may cancel or deregister a Sponsor's apprenticeship program for failure of the Sponsor to abide by the provisions delineated in the standards. Deregistration and cancellation will be in accordance with all regulations and procedures of the Registration Agency. Within 15 days of cancellation of the apprenticeship program, whether voluntary or involuntary, the Sponsor will notify each apprentice of the cancellation.

The Sponsor may revise or modify standards at any time as operational conditions demand. Revisions or modifications will be registered with the Registration Agency before being placed in effect, and will not alter an apprenticeship agreement in force at the time of the change without the consent of all parties signatory to the apprenticeship agreement. Revised or modified copies will be furnished to each party.

24. ADJUSTMENT OF DIFFERENCES

The Sponsor will have full authority to supervise the enforcement of these standards. The decision of the Sponsor will be final and binding unless otherwise noted. If an applicant or an apprentice believes an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, relief may be sought through the provisions provided in Section 25 of these standards.

25. COMPLAINT PROCEDURE

Any apprentice or apprentice applicant who believes that they have been discriminated against on the basis of race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, military service or veteran

status or marital status or because they are an individual with a disability or a person 40 years old or older in regard to apprenticeship or that the equal opportunity standards with respect to their selection have not been followed in the operation of an apprenticeship program, may personally (or through an authorized representative) file a complaint with the Registration Agency or at the apprentice or applicant's election with the Human Rights Bureau, Montana Department of Labor and Industry as per Equal Employment Opportunity and Affirmative Action procedures stated in 29 CFR 30.11 and the Montana Plan for Equal Opportunity in Apprenticeship ARM 24.21.421.

A dispute or complaint involving an apprenticeship agreement and the registered apprenticeship standards subject to the jurisdiction of the Registration Agency may be filed with the Montana Registered Apprenticeship Program as listed on the title page of these standards. The complaint process will be followed as specified in ARM 24.21.416.

26. SEXUAL HARASSMENT

Sponsors will prohibit sexual harassment in the workplace. Sexual harassment is unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term or condition of employment, is used as a basis for employment or advancement decisions or has the effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive work environment.

The Sponsor will take all actions necessary to preclude sexual harassment so that all apprentices are afforded the opportunity to work in an environment free from unsolicited, unwelcome, sexual overtones.

All apprentices are expected to support the efforts of the Sponsor by fostering an open and friendly work environment free of inappropriate pressures for all members of the workforce.

Complaints of sexual harassment in the workplace may be filed and processed under 29 CFR 30, Montana State Plan for Equal Employment Opportunity in Apprenticeship, and the procedures set forth in Section 25 of these standards.

27. CONSULTANTS AND TECHNICAL ASSISTANCE

Representatives of the Montana Registered Apprenticeship Program, Workforce Services Division, Montana Department of Labor and Industry or the Office of Apprenticeship, U.S. Department of Labor, or other agencies or persons who may be called upon for advice or assistance in the formulation and operation of this apprenticeship program will be known as consultants and are available to provide technical assistance to the Sponsor and apprentices in the administration of a state registered apprenticeship program. The Sponsor is encouraged to invite representatives from industry, education, business, private and/or public sector agencies to provide consultation and advice for the successful operation of their training program.

28. APPROVAL AND ADOPTION

These apprenticeship standards and all terms and conditions contained herein are accepted as the system by which apprentices are to be trained and are hereby approved by the Registration Agency and adopted as the policy and program for the training of apprentices.

29. NOTIFICATION TO REGISTRATION AGENCY

The Registration Agency must be notified within 45 days of all new apprentices to be registered, credit granted, suspension for any reason, reinstatements, extensions, modifications, completions, cancellation and termination of apprenticeship agreements and an explanation of the cause for such actions.

30. STATE APPRENTICESHIP ADVISORY COUNCIL

The Montana Registered Apprenticeship Program will use the State Apprenticeship Advisory Council in a consultative role regarding matters of interest to the program and the apprenticeship community. The Montana Registered Apprenticeship Program will utilize the State Apprenticeship Advisory Council as an additional means of fostering dialogue and communication between the program and Sponsors, apprentices, industry, and educators. (ARM 24.21.205)

31. NON-INTERFERENCE CLAUSES

Registration of this apprenticeship program will not interfere or modify provisions of any collective bargaining agreement to which the employer or employees are signatory parties. Registration will not modify any law, federal or state, which may apply to the employer or employee(s). Registration does not waive the sovereign immunity enjoyed by Tribes, tribal colleges, or other Tribal entities.

32. OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

**MONTANA STATEWIDE CARPENTERS JOINT APPRENTICESHIP
AND TRAINING COMMITTEE**

hereby adopts these standards of apprenticeship.

EMPLOYER COMMITTEE MEMBERS
MEMBERS

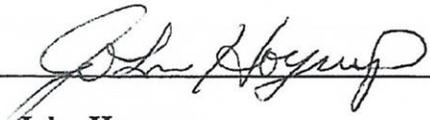


Mark Lowman

LABOR COMMITTEE



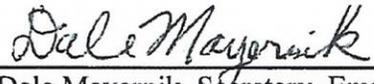
Dan Hutchins



John Hoyrup

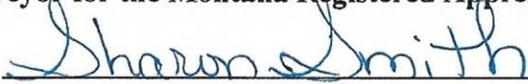
CHAIR: 

Mario Martinez, Chairman, Labor Member

SECRETARY: 

Dale Mayernik, Secretary, Employer Member

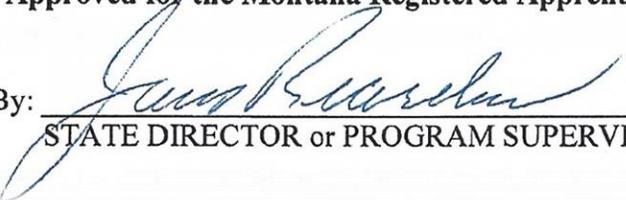
Surveyor for the Montana Registered Apprenticeship Program:

By: 

PROGRAM SPECIALIST

I hereby attest that the standards as submitted have been found to be in conformance with the requirements set forth in Title 29 CFR 29 and 30, MCA 39-6 and ARM 24.21, have been reviewed for accuracy, and are recommended for registration.

Approved for the Montana Registered Apprenticeship Program:

By: 

STATE DIRECTOR or PROGRAM SUPERVISOR

ATTACHMENT A

Wage Schedule

Apprentice Progression Chart – Percentage (%) is of Journeyman Wage Rate in Collective Bargaining Agreement

YEAR 1 80%	OJT Hours 1300 - 2000	Related Instruction Hours 160
YEAR 2 85%	OJT Hours 2600 - 4000	Related Instruction Hours 320
YEAR 3 90%	OJT Hours 3900 - 6000	Related Instruction Hours 480
YEAR 4 95%	OJT Hours 5200 - 8000	Related Instruction Hours 640

On the Job Training Outcomes (Work Process Guideline)

This is a guideline of approximate hours worked and is not to be construed as either minimum or maximum hours an apprentice works to reach required proficiency.

It is understood that stocking and scrapping, and clean-up of materials and component parts necessary or related to work in connection with all of the occupations listed herein may be performed by apprentices in the same occupation, as it is essential to provide for a safe work environment.

Carpenter

APPROXIMATE HOURS

1. Care and use of tools and woodworking machinery.....325-500
2. Form building 780-1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns
3. Rough framing780-1200
Floor, wall, roof, stair, scaffolding, etc. on both house and heavy

	construction. Roof covering	
4.	Layout	325-500
	Batterboards, partitions, doors and windows, box-out in concrete walls	
5.	Outside Finishing.....	520-800
	Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.	
6.	Inside Finishing	975-1500
	Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings.	
	Construction and setting cases, wardrobes, stairwork. Flooring Application of hardware and fittings to exterior and interior of building, doors and windows	
7.	Welding	325-500
8.	Plastics and resilients	195-300
9.	Acoustics and drywall.....	650-1000
	a. Ceilings:	
	Layout, cutting, assembly and installation of all materials and component parts.	
	(1) Hangers, channels, furring and backing boards	
	(2) Bars: main tees, cross tees, splines	
	(3) Stiffeners and braces	
	(4) Ceiling angles or moldings	
	(5) Finish ceiling materials	
	(6) Items of local practices	
	b. Walls and partitions:	
	Layout, cutting, assembly, erection and/or application of all materials and component parts	
	(1) Floor and ceiling runners	
	(2) Studs, stiffeners, bracing, fireblocking	
	(3) Resilient and furring channels	
	(4) Layout, framing enclosing and trimming of door frames, window frames, vents, light wells, and other openings	
	(5) Wall angles and moldings	
	(6) Studless and laminated installations	
	(7) Thermal and sound insulation	

- (8) Installation of backing and finish materials
 - (9) Fireproofing of columns, beams and chases
 - (10) Items of local practices
10. Miscellaneous..... 260-400
- Safety, scaffolding, walkways, shoring, sheds, protection, etc.

11. Asbestos abatement and other hazardous material handling and disposal..... 65-100

TOTAL HOURS: 5200-8000

ALL OF THE FOREGOING WORK EXPERIENCE IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

Scaffold Erector

APPROXIMATE HOURS

- 1. Work experience in the use of hand tools and power tools 150 - 200
- 2. Layout 150 - 200
 Squaring, plumbing and leveling.
- 3. Work experience with Frame Scaffolding and Shoring 1300 - 2000
- 4. Work experience with Tube and Clamp Scaffolding.... ..1000 - 1600
- 5. Work experience with System Scaffolding 1600 - 2400
- 6. Work experience with Wood Framing, Formwork, and Scaffolding 600 - 800
- 7. Miscellaneous, safety, and rigging 300 - 600
- 8. Asbestos abatement and other hazardous materials..... 100 - 200

Scaffold erection in and around sites containing hazardous materials.

TOTAL HOURS: 5200 - 8000

ALL OF THE FOREGOING WORK EXPERIENCE IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

Lathing, Acoustical and Drywall Systems Installer

APPROXIMATE HOURS

1.	Framing & gypsum Board Installation	
	a. Light & Heavy gauge framing systems.....	725 - 950
	b. Nail on, screw on, Interior/Exterior Gypsum board.....	725 - 950
	c. Drywall trims & accessories	100 - 150
	d. Suspended Drywall Grid systems	150 - 200
	e. Doors, Frames, and Hardware.....	150 - 250
	f. Demountable Wall Systems	100 - 200
	g. Sound Control / Firestop	100 - 200
	h. Blueprint reading & Layout	200 - 250
2.	Acoustic Ceiling Installation	
	a. Ceiling Grid	725 - 950
	b. Acoustic tile	725 - 950
	c. Wire installation.....	375 - 650
	d. Integrated ceiling systems.....	100 - 200
	e. Sound Panels.....	100 - 200
	f. Insulation.....	100 - 200
	g. Elevated Floor Systems.....	50 - 100
	h. Scaffolding.....	50 - 100
3.	Lathing Systems	
	a. Screw on/nail on/tie on Metal Lath.....	100 - 250
	b. Metal Trims.....	100 - 250
	c. Weather barrier installation.....	100 - 250
	d. Welding.....	100 - 250
4.	Miscellaneous	325 - 500

TOTAL HOURS: 5200 - 8000

ALL OF THE FOREGOING WORK EXPERIENCE IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

Related (Technical) Instruction 16 Week Guideline

<u>Week</u>	<u>Name</u>	<u>Hours</u>
1	Basics of Carpentry (Mandatory 1 st Class)	40
2	Equipment Orientation	40
3	Concrete 1	40
4	Wood Framing 1	40
5	Scaffold Erector Qualification	40
6	ICRA Training (Mandatory Class)	40
7	Print Reading & Layout	40
8	Concrete 2	40
9	Exterior Finish	40
10	Doors and Hardware	40
11	Metal Stud Framing, Drywall & Acoustical Ceilings	40
12	Interior Trim & Cabinets	40
13	Welding & Cutting (Billings TC only)	40
14	Adv Print Reading / Leveling & Layout	40
15	Anatomy of Bridge Construction	40
16	Introduction to Foreman/Supervisor Training	40

EXIT EXAM

Additional Electives Are Available As Needed

ADDITIONAL APPRENTICE RESPONSIBILITY INFORMATION

Any apprentice who demonstrates behavior that disrupts, impedes or adversely impacts the learning environment, either on the job or while attending related instruction, shall appear before the JATC committee to show reason why he/she should not be disciplined, suspended, or canceled from the Program.

No apprentice shall act as or be a contractor or employer or serve in any other supervisory capacity.

Apprentices must maintain reasonably continuous employment. Any apprentice who has not worked at least 250 hours in the previous 3 months, when work was available with a signatory contractor, will be interviewed by the Training Director/Coordinator and may be cited to appear before the JATC. Apprentices who have been cited for lack of work hours will be allowed to attend class until such appearance is made.

Complaints regarding job site performances will be investigated by the Training Director / Coordinator, who will review the circumstances and outline corrective steps and/or cite the apprentice to appear before the JATC Committee where the apprentice could be canceled by the JATC Committee.

It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Training Center Office monthly by the 10th of the following month whether working or not. The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) month and year of report, as well as hours of work performed.

All apprentices must be signed in by class start time. Apprentices arriving up to 15 minutes late will be admitted after signing a late slip. Apprentices who are late for the third time in a twelve month period will not be allowed to attend class. The apprentice will be sent home and cited to appear before the JATC and will not be allowed to attend future classes until such appearance is made.

Apprentices arriving more than 15 minutes late for class or more than 15 minutes late after lunch will be allowed to attend the rest of the session (at the discretion of the instructor) but will not receive credit for the week and will be cited to appear before the JATC Committee.

All apprentices must be progressing at an acceptable pace. Failure to do so will initiate an interview by the Training Director/Coordinator who will analyze the problem and provide guidance leading to an acceptable pace. Apprentices who fail to progress at an acceptable pace may be cited to appear before the JATC for disciplinary action.

All apprentices shall have completed a First Aid/CPR maintain a current First Aid/CPR card for each level of advancement through the completion of their apprenticeship. Failure to do so is cause for disciplinary action by the JATC.

All apprentices must keep a current address, phone number and/or alternate phone number at which a message may be left and responded to within 24 hours, and email address on file.

All apprentices must have and maintain a current valid Driver's License during their apprenticeship.

It is the apprentice's responsibility to provide their own hand tools necessary to complete their related instruction projects. No apprentice will be granted journey-level status without the required hand tools. Apprentices failing to bring the necessary hand tools to related instruction shall be sent home without credit for hours that session.

Each apprentice shall be required to perform in a safe and healthful manner all assigned tasks in the classroom in accordance to MDOL and OSHA standards as if on a work site. The determination by the Sponsor of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related instruction as well as on-the-job.

Apprentices must wear work boots, eye protection, hardhat and work shirt covering the shoulders by 3". No cut-offs or sweat pants will be allowed. Anyone violating this rule will be sent home with no credit for the day. The Training Director/Coordinator shall have the authority and responsibility to determine if an apprentice is properly attired to work safely in the shop.

Any apprentice found to be in violation of ANY safety rules will be required to sign a safety infraction sheet. Refusal to sign will result in the apprentice not being allowed to remain in class and will not be allowed to return until he/she has appeared before the JATC. The 2nd violation in a 12- month period will result in an automatic citation to appear before the JATC and the apprentice will not be allowed to stay in class. A serious violation will result in an automatic citation to appear before the JATC Committee and removal from class.

No alcohol, weapons, drugs, pets/animals or unapproved guests will be allowed on any Training site or Trust property. Training sites and Trust property are designed for student use only while attending class. Anyone violating this rule will be immediately removed from class, with no credit for the day and will be cited to appear before the JATC.

While in related instruction, apprentices must work toward completion of a project. Apprentices not working toward project completion will be sent home with no credit given for hours that day.

To receive an upgrade, each apprentice must be in compliance and complete the following:

- (1) Have completed the required RSI since the last upgrade and possess a current First Aid/CPR card. The apprentice must not be negative in related instruction hours for any advancement.
- (2) Have accrued necessary OJT hours for each advancement step.
- (3) Have all hand tools required for the advancement, according to the approved Tool List
- (4) All work reports (since registration) must be received and up-to-date.

Failure to show regular attendance at related instruction may be deemed sufficient cause for the JATC to cancel the apprentice from the entire training Program. If a class is missed, apprentices will be cited to appear before the JATC.

EXCEPTIONS: Verifiable medical excuse or Employer's notification (Contractor Reschedule form) to the Sponsor 7 days in advance of a regular class of the need for the apprentice at a jobsite, and request to reschedule. A rescheduled class cannot be rescheduled a second time. If a rescheduled class is missed the apprentice will automatically be cited to appear before the JATC.

An apprentice may be discharged from a contractor's employ for substandard performance, improper conduct, indifference to the rules and regulations, safety concerns, failure to show up for work, failure to attend school, or insubordination.

Apprentices who refuse work assignments without just cause are subject to disciplinary action, up to and including cancellation of his/her Apprenticeship Agreement.

An apprentice who fails to sign the out of work list when unemployed, will be interviewed by the Training Director/Coordinator who will review the circumstances and outline corrective steps leading to successful employment. Refusal to sign the out of work list or refusal to accept a dispatch may result in a citation to appear before the JATC for disciplinary action.

An apprentice who accepts a dispatch and then fails to show up for work may be cited to appear before the JATC for disciplinary action. Any apprentice who quits a job without approval by a service representative of the local Union or Training Director/Coordinator will be cited to appear before the JATC.

