



MDC Economic Development Corp.
USDOL Registered Apprenticeship Program

ROOFING APPRENTICESHIP

Work Process Schedule & Related Instruction Outline

CLASSROOM TRAINING MANUAL



REGISTERED APPRENTICESHIP PROGRAM



Appendix A

WORK PROCESS SCHEDULE

And

RELATED INSTRUCTION OUTLINE

Adopted by:

PROGRAM SPONSOR LOGO (OPTIONAL)

MDC Economic Development Corp.

8659 S. Ingleside Avenue
Chicago, IL 60619

For the Occupation of:

Roofer

O*NET-SOC CODE: 47-2181.00 RAPIDS CODE: 0480



Appendix A

WORK PROCESS SCHEDULE

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

1. APPRENTICESHIP APPROACH

☒ Time-based

☐ Competency-based

☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of this occupation shall encompass the successful attainment of **4000** On-the-Job Learning (OJL) hours and sufficient demonstration of all the OJL competencies listed in the Work Process Schedule, plus successful completion of a minimum of **323** hours of supplementary Related Technical Instruction (RTI) coursework.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The Apprentice-to-Journeyworker Ratio is **01** Apprentice(s) to **01** Journeyworker(s).

Adequate or proper supervision of the apprentice means the apprentice is always under the supervision of a fully qualified journeyworker or supervisor, who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

Proper supervision of 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.

4. APPRENTICE WAGE SCHEDULE

Under this Registered Apprenticeship, apprentices shall be paid a progressively increasing schedule of wages based on an established **Starting Wage** of **\$24.00/ hour** and a **Journeyworker Wage** (the wage an apprentice can expect to receive upon successful completion of their apprenticeship) of **\$48.00/hour**. These are minimum established hourly wages for this apprenticeship; if choosing to do so, an employer may always pay a higher wage.



Apprentice Wage Schedule		
Period/Term	Approximate OJL Hours	Hourly Wage
1	0 – 1000	\$24.00
2	1000 – 2000	\$28.80
3	2000 – 3000	\$38.40
4	3000 – 4000	\$48.00
Journeyworker Wage (expected <u>minimum</u> hourly wage upon completion of apprenticeship): \$48.00		

5. PROBATIONARY PERIOD

Every selected apprentice will serve a probationary period comprising the first **90(days) days/months/OJL hours** of this apprenticeship.

6. SELECTION PROCEDURES

MDC Economic Development Corp., as the Registered Apprenticeship Program Sponsor, will adhere to established non-discriminatory and Equal Employment Opportunity (EEO) policies and practices when recruiting and selecting apprentices, as well as administer the apprentice selection process in a fair and consistent manner.

- A. Every person requesting an application will have one made available.
- B. All applications will be identical in form and requirements.
- C. All applicants will be evaluated in the same manner, using identical, non-discriminatory criteria and processes.
- D. As part of the application process, all apprentice applicants may be required to provide supporting documents (driver's license; birth certificate - or other acceptable proof of age, etc.).
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.



- F. As applicable, applicants who meet the minimum qualifications established for the apprenticeship program and submit all required documents will be notified where and when to appear for an interview.
- G. The Program Sponsor will ensure the interview process is identical for all apprentice candidates.
- H. The Program Sponsor will ensure that applicants selected for the program review the applicable Registered Apprenticeship Program Standards, prior to the start of the apprenticeship.



Appendix A

WORK PROCESS SCHEDULE

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Description:

The following work processes (i.e., professional competencies) are intended as a guide. It is understood that the scope of work and the application of learned skills may vary. Additional skills may be required, and the Sponsor may modify the work processes to meet employer needs.

WORK PROCESS SCHEDULE				
On-the-Job Learning (OJL) Competencies	OJL Hours	Trainer Initials	Apprentice Initials	Date Completed
1. Personal protective equipment				
Identify, reject, select proper PPE	100			
Don PFAS				
2. Preliminary skills				
Inspect deck	1000			
Layout insulayion				
Fasten insulation				
Size and fit L style metal edging				
3. Rigging				
Perform single basket hitch	50			
Perform single choke hitch	50			



On-the-Job Learning (OJL) Competencies	OJL Hours	Trainer Initials	Apprentice Initials	Date Completed
4. Hand Tools				
Select and safely use roofing hand tools	100			
5. Power Tools				
Select and safely use roofing power tools	200			
6. Set up and safely use lifting tools				
Chain hoist, jack	200			
Block and tackle				
Ratchet lever hoist				
7. Properly install the following:				
Drip edge metal	300			
Starter strip				
Valley underlayment				
Flash a penetration				
Replace a damaged shingle: Asphalt, wood, metal				
8. Clay, concrete tile				
Select and don PPE	500			
Attach clay and concrete tile				
Replace damaged tile				
Demonstrate proper head and side lap				



On-the-Job Learning (OJL) Competencies	OJL Hours	Trainer Initials	Apprentice Initials	Date Completed
9. EPDM membrane				
Properly install membrane	500			
Prepare for coating				
Install vent flashing				
10. Troubleshooting				
Repair asphalt shingle failure	1000			
Repair tile and concrete shingles				
Repair metal roofing, blistered membrane				
11.				
12.				
13.				
Total On-the-Job Learning (OJL) Hours:	4000			



Appendix A

RELATED TECHNICAL INSTRUCTION (RTI) OUTLINE

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Related Technical Instruction (RTI) supplements On-the-Job Learning (OJL) training and contains courses that provide theoretical and technical training related to the occupation. It is through a combination of both OJL and RTI that an apprentice can become fully skilled in the occupation.

At least 144 hours of supplementary RTI is recommended per year. RTI may also include safety courses, organization-specific employee orientation and information sessions, and professional development training. The RTI hours provided denote estimated classroom contact hours.

Training Provider: **Choice Construction Services**
112 Meadow Oaks Lane
Jackson, MS 39209
Lee Halverson
847-483-4056

Related Instruction Provided: ☐ During Work Hours ☐ During Non-Work Hours ☒ Both

As a key part of apprentice orientation, all apprentices, RI instructors and OJL mentors will complete Anti-Harassment Training, in accordance with CFR 29, Part 30. Guidance and training resources can be found online at:

<https://www.apprenticeship.gov/eeo/sponsors/prevent-harassment>

In addition to available technical assistance from OA staff, anti-harassment and non-discrimination resources are available at <https://www.apprenticeship.gov/eeo>. The website houses a robust suite of resources to inform apprentices, sponsors, and partners about the EEO regulation requirements, and have developed materials for public use to support training and implementation. This includes forms, webinars, and FAQs.

Included among these materials is a new webcast, [Understanding EEO Requirements on Anti-Harassment and Complaints for Registered Apprenticeship Programs \(RAPs\)](#). This 30-minute training helps users: define and recognize unlawful harassment; identify ways to ensure RAPs are free from harassment; and implement complaints procedures.



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RELATED TECHNICAL INSTRUCTION (RTI) OUTLINE

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RELATED TECHNICAL INSTRUCTION (RTI) CURRICULUM	Classroom Hours
A. Year 1 Roofing: CORE: Safety, Hand Tools, Power	
B. Tools, Math, Print Reading, Rigging, Mtl handling	
C. Fall protection, Drawings in roofing	
D. Steep slope roofing, Low slope roofing	
E. Substrates, decks, insulation	
F. Sheet metal roofing, Rigging practices	
G. Asphalt shingle roof system	178 hours
H. Year 2 Roofing: Asphalt shingle systems	
I. Clay, concrete tile roof systems	
J. Wood roof systems, Slate roof, Metal roof	
K. Thermoplastic roof, EPDM systems, built-up	
L. Bituman roof, Liquid applied, Service, Repair	145 hours
M. Total Hours:	323 hours
N.	
<i>Total Minimum Related Technical Instruction (RTI) Hours:</i>	323