

INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES DISTRICT COUNCIL 78 JOINT APPRENTICE AND TRAINING PROGRAM

FINISHING TRADES INSTITUTE APPRENTICE PROGRAM RULES

Effective: January, 2007

Introduction and Purpose

Welcome to the District Council 78 Finishing Trades Institute (“Program”). As a participant in this Program, you have been offered one of the most meaningful opportunities in your life: to develop the knowledge and skills that will enable you to perform at the highest levels of the professional trades represented by the International Union of Painters and Allied Trades (“IUPAT”).

The opportunity that you have been given is unique and valuable. As an apprentice, not only will you have the opportunity to develop and / or expand a career in your trade, but you have been admitted to the District Council 78 Finishing Trades Institute. The Institute provides training for apprentices in the trades that the council represents along with health and safety training, skills training, presentations of new methods, products and equipment for each trade, and continuing education training for all members. It is the sincere hope of the Trustees, Director, Instructors and staff of the Finishing Trades Institute that you strive every day to make the most of this opportunity that you have been awarded. While the Program is demanding and rigorous, the benefits of your dedication will be enormous.

During your tenure in the Apprentice Training Program, you should always bear in mind that, in addition to any grants and training funds that the Program may receive, your education is primarily funded by the work of the men and women represented by IUPAT District Council 78, through direct contributions from their wages with our signatory employers. Every member of District Council 78 along with every signatory employer has committed to your education, as a way to ensure the highest standards and excellence of the trades represented by IUPAT. This ensures our ever unrivaled ability to provide through IUPAT the highest quality of work to our participating and valued employers. To respect this investment and to achieve the objectives for which this Program was developed, nothing short of your **complete commitment, focus and dedication is expected – or accepted**. In working for you, so that you can have this opportunity, our members also expect that you will work for them – in dedicating yourself to the excellence of the IUPAT and our trades.

Bearing this in mind, these Rules and Regulations (hereafter referred to as “the Rules”) have been adopted by the Trustees of the District Council 78 Finishing Trades Institute (“FTI”) in order to:

- Administer the Apprenticeship and Training Program of the D.C. 78 F. T. I.
- Develop uniform policies and procedures that are applicable to all participants; and
- Clearly set forth the obligations and requirements that are applicable to every participant.

These Rules have been developed so that every participant in the Program has the opportunity to know and understand what is required in order to successfully participate in the Program. You are expected to thoroughly read and follow these Rules. If you do not understand a Rule, or how it applies to you, contact a Program official. Do not make the mistake of relying on anyone else, especially another apprentice or a journey person, because your misplaced reliance **will not** excuse your failure to comply with the Rules. These Rules may be changed from time to time. It is your responsibility to know and comply with all Rules, even if they may be amended or otherwise changed.

NOTE: Every apprentice is responsible for knowing and following the Rules of the Program.

THE TRUSTEES AND ADMINISTRATION OF THE PROGRAM

The Trustees of the Finishing Trades Institute (“FTI”) govern all aspects of the program. The Trustees, who are composed of an equal number of Union and Management representatives, are called the Finishing Trades Institute Committee. They meet periodically during the year and are responsible for the content of the Program’s instruction, the training of Program participants, the organization of the Program, the standards of performance and conduct that are applicable to Program participants, the administration and management of the Program, and every other aspect of Program activity and function. **It is within the power of the Joint Apprentice Training Committee to take any and all actions of any character, including but not limited to withholding wage increases and dispensing whatever disciplinary action they deem necessary in their sole and exclusive judgment, in order to achieve the objectives and requirements of the program.**

In accordance with the directives of the FTI, the Program is administered on a day to day basis by a Program Director. The Program Director has overall responsibility for the operation, the premises, implementation of these Rules, carrying out the directions of the Committee, and ensuring that the conduct of the Program is consistent with its objectives and policies. Any questions or problems related to the Program, these Rules, or your participation may be addressed to the Director.

PROGRAM PREMISES AND OFFICE

A. Persons Permitted Only participants, and such persons as are invited by the Program are allowed to be on property. Apprentices are not to be on property for any purpose other than; participating in the training for which (s)he is enrolled, meeting with a coordinator or rep to discuss work or training issues, dropping off necessary paperwork, or attending a union meeting, except with the express permission a Program representative. For everyone’s protection, apprentices are not allowed to bring any person onto the property without a Program representative’s express prior approval.

B. Expulsion While on property, apprentices will comply with all Rules and instructions from Program staff and employees. If instructed to leave the property, do so immediately and without disruption. Anyone who has been instructed to leave the property, may not reenter until expressly permitted to do so by a Program representative.

C. Program Office. The Program office shall be open at such times as established by the Director, and staffed in accordance with the Program’s requirements. Telephone messages should be left for the appropriate coordinator. All other communications should be dropped off at or mailed to the Program office.

COMMUNICATIONS

It is the responsibility of every apprentice to ensure that the Program knows how to contact you at your address and by telephone. You must make certain that the Program Office has on record valid, current mailing address and telephone number(s) where you can be contacted. You are responsible for notifying the Program immediately of any change of address or telephone number. Failure to do so may result in undue delays in important communications and instructions. **You will be held responsible for complying with any and all directives and instructions from the Program. A change in your address or telephone number, or the inability of the Program to contact you, WILL NOT excuse your failure to comply.**

HEALTH AND SAFETY

A. Statement of Policy. The personal health and safety of each apprentice is of primary importance. The goal of preventing injury and preserving health is of such consequence that it will be given precedence over all other operations whenever necessary. Each participant is required to conform to the requirements set forth in the Occupational Safety and Health Act of 1970 and the applicable standards and consensus standards there under, as well as all other applicable federal, state and local laws. Each apprentice is required to attend and participate in all health and safety trainings established by the Program. Each apprentice is required to comply with all health and safety instructions, policies and established procedures. Only through a cooperative effort can safety be maintained. In this effort, it is the responsibility of each apprentice to demonstrate and commit to a safety mindset and attitude.

B. Accidents. All accidents on property, regardless of how minor, are to be immediately reported to your instructor, coordinator, or the Director. Each apprentice is required to inform the instructor and/or the Program staff immediately of any unsafe circumstances. On the job all accidents or unsafe conditions must be reported to your steward or foreman / supervisor. **The apprentice should never engage in any activity, or work under any circumstances, that jeopardizes his or her safety or health, or that of a co-worker or anyone else on site.**

C. Attire. Apprentices on property will be required to wear suitable clothing and footwear, which is deemed absolutely necessary for health and safety reasons. In addition to any other attire that a Program representative may deem to be inappropriate or unacceptable, the following attire is prohibited: shorts, skirts or dresses of any kinds, gowns or robes of any kind, veils or scarves of any kind (including neckties), hair ornamentation (except as necessary to safely secure hair), sleeveless shirts, any clothing with vulgar or offensive messages or language, shoes other than safety shoes/boots, jewelry. All participants shall report with a neat and clean appearance.

The Instructor will inform participants of any additional clothing requirements (whites, hardhats, etc.) for each series of classes and or projects. Failure to be properly clothed will cause the apprentice to be dismissed from class; in that event, no training credit will be given for that class.

On the job-site apprentices, in addition to the above restrictions, shall wear proper clothing as required, and shall maintain their personal appearance and attire in such a manner so as not to create a health hazard to themselves, their fellow workers, or their employer.

D. PPE. A critical part of the education and training that participants receive concerns safe work practices and personal protective equipment (“PPE”). Because work in the Finishing Trades professions can be dangerous, apprentices are absolutely required to comply with all applicable safety instructions and regulations, including the use of all required PPE.

Any problems or issues with respect to compliance with maintaining a safe and healthy work environment should be promptly reported. On-the-job safety practices and training will be supplemented in the related instruction classes.

ATTENDANCE

A. Attendance Required: No Excused Absences Policy. The education and training is fast paced and demanding. Successful participation requires dedication, hard work, concentration, and attendance at work and the related training classes. Apprentices are **required to attend every scheduled class.** Schedules will be established by the Program, in its sole discretion. The Program will use its best efforts to inform apprentices of their class schedule before a class starts. However, prior to the opening day of school, **it is the responsibility of the apprentice** to determine their schedule and arrange for attendance at all training classes.

If you have not received a notice prior to the first day of your class, it is your responsibility to contact the apprentice office to find out when your class meets. Failure to attend the opening class, even without a schedule, is not a valid excuse.

Please be advised and remember at all times that **THERE ARE NO EXCUSED ABSENCES**. It is every apprentice's responsibility to be present at every scheduled class.

THIS REQUIREMENT SUPERCEDES ANY EXCUSE FOR NON-ATTENDANCE.

Consistent with the above requirement, no apprentice is permitted to miss class due to work or distance from class. This includes overtime, and out-of-town work.

B. Consequences of Missed Classes. Class attendance is required by the Program. Failure to attend classes as required by a craft will result in disciplinary consequences, and could lead to expulsion from the Program, as stated below:

An apprentice who misses two (2) classes will receive a written warning, which will state he/she is within one (1) missed class of repeating the school year. Three missed classes will result in a suspension from class, a freeze on raises and repeat of the class the following year. A second suspension for failure to attend can result in removal from the Program.

C. Lateness/Early Dismissal. Lateness and early dismissals will be treated as an absence, at the discretion of the Instructor.

NOTE: Sign your name on the sign-in sheet provided; if you do not sign-in you are absent.

PROGRAM ADVANCEMENT REQUIREMENTS

A. Annual Instruction Requirement. To comply with state law all crafts are required to have a **minimum** of one hundred and forty four (144) hours of related instruction. All our programs require **more** hours. Check with your instructor for your specific program. Note: All other Program requirements in addition to hours of instruction must be satisfied in order to advance.

B. Failure to Meet Annual Instruction Requirement. Every apprentice must complete the **program classroom instruction requirement in order to be eligible for advancement and/or completion**. An apprentice who fails to attend the total required hours will be immediately suspended from class. An apprentice who is suspended may be subject to dismissal from the Program, upon recommendation of the Committee. Each suspended apprentice may be required to appear before the Committee to explain why his/her apprenticeship should not be terminated.

C. Hours of Work Requirement. In addition to classroom instruction, a critical component of the Program is "hands on" instruction received through on-the-job training (OJT), under the supervision of experienced Finishing Trades Craft Persons. Note: All other Program requirements in addition to hours worked must be satisfied to advance. This includes the requirement of total training hours (instructional work) for each craft necessary to complete the Program. At present, a total of 8,000 hours of OJT are required to complete the Painter and Glazier Program; 6,000 hours for the Drywall Program; 4,100 hours are required for the Tradeshow Installer.

D. Failure to Meet the Work Hours Requirement. An apprentice who fails to work the required hours will only have the opportunity to advance when the required minimum number of hours has been met. An apprentice who fails to make the minimum hours at work and/or class without good reason or cause may be reviewed by the Committee to determine his/her status.

E. Work Hours Record. It is the **obligation of each apprentice** to maintain their “Work Hours Record” and submit it to the appropriate Instructor / Coordinator monthly. The record is subject to inspection and review at any time while working or attending class. The Coordinator and or Director may request the Apprentice to have their foreman or supervisor verify their work hours’ record. Wage increases, evaluations and other matters that require verification of work hours will be withheld if the apprentice has not kept a current, accurate completely filled out work experience record.

PERFORMANCE AND EVALUATIONS

A. Class Performance Requirement. All apprentices must receive a passing grade on semester evaluations and/or tests. An apprentice who does not receive a passing grade for a semester will be required to repeat the semester at the current wage level.

B. Evaluation. Apprentices will be evaluated by the applicable Coordinator according to:

1. **ATTITUDE**
2. **ATTENDANCE**
3. **ABILITY.**

C. Performance on the Job You are expected to work diligently and cooperatively with your employer and your fellow workers and make regular progress towards journey person status. An adverse report from your employer, quitting a job, or refusing an assignment of work, will be cause for examination and possible action. If you fail to show the necessary competencies, skills and/or responsibilities, you will be removed you from the Program.

Apprentices may be reassigned to another employer, to receive well rounded training.

An apprentice dismissed from an employer for any reason except lack of work will be subject to review.

CONDUCT

A. Compliance with Rules Apprentices must act in accordance with these regulations and the code of conduct herein at all times. All are required to conduct themselves in a respectful and appropriate manner, in the classroom, on the job, toward FTI employees, toward employers, and toward fellow apprentices.

B. Drugs and Alcohol Prohibited Apprentices are not permitted to attend any training classes, or be on the FTI premises, or on any job site while under the influence of drugs or alcohol. Being under the influence or acting in any manner which raises a question about whether an apprentice is under the influence, will cause the apprentice to be removed and disciplined.

C. Removal from Class Apprentices must at all time display appropriate behavior in the Program that is conducive to an educational environment. Failure to do so, or engaging in any unacceptable behavior, will result in removal from the classroom.

An apprentice may also be may be removed from class by an instructor as necessary and may be disciplined up to and including discharge from the Program for any misconduct, including but not limited to: Failure to comply with these Rules; Violation of school or job-site safety rules; Failure to comply with the rules of conduct for an apprentice, including but not limited for engaging in disruptive or disorderly conduct; Lack of productivity, including dismissal by an employer; Failure to buy the required tools or failure to maintain the employer’s tools and equipment; Failure to keep up with class assignments; Failure to comply with attire requirements.

NOTE: Any apprentice removed from the classroom for misconduct shall be subject to review.

D. Educational Materials Apprentices will receive educational materials each year. It is the responsibility of the apprentice to take proper care of training materials and to see that it does not fall into the hands of anyone who is not an apprentice in the Program. The materials must be brought to each class regardless of the class content. Failure to have said materials at class may result in removal from class by the instructor. Lost training materials must be immediately replaced at the apprentice's expense. Apprentices will be instructed each year regarding materials, and/or equipment that must be supplied by the apprentice to participate in the Program. These materials, supplies, and equipment must be obtained immediately and be available at all times as required.

E. Probation. The Committee, upon recommendation of the appropriate Instructor, can terminate any individual's participation in the Program at any time for reasons consistent with the objectives and purposes of the Program. **For all intents and purposes, you are "on probation" for the entire duration of your participation in the Program.**

F. Unacceptable Behavior. Apprentices shall engage in appropriate and acceptable behavior at all times, both on the Program premises and on the job. Unacceptable behavior includes, but is not limited to: sleeping in class, failure to complete an assignment, insubordination, lateness, improper dress, inattentiveness, disruptiveness, offensive comments, lewdness, indecency, harassing behavior, disrespectful conduct, fighting, provocative conduct, inciting others to misconduct, dishonesty, cheating, signing another student in or out of class, or any other problem which may interfere with conducting the class. An expelled apprentice will be considered absent from class, in addition to being subject to disciplinary action.

G. Discipline of Apprentices. It is within the sole and exclusive authority and power of the FTI, acting through the Program Director, craft coordinators or any administrative body, to discipline and/or dismiss an apprentice from the program at any time during the apprenticeship if the FTI determines, in its sole and exclusive authority, that the apprentice has committed any violation(s) of these Rules, or otherwise engaged in conduct that is detrimental to the FTI or inconsistent with the responsibilities of an apprentice. A suspension may be imposed consistent with the rules, subject to review as provided therein.

H. Summary Offenses. Certain offenses committed in the Program or at work, including but not limited to blatant insubordination, gross negligence, the sale or use of drugs or alcohol, theft (from the Program or an employer), acts of violence or harassment, are so serious by their very nature that they will result in immediate suspension, followed by review and discharge from the Program. An apprentice charged with such an infraction will be immediately removed from work and class and appear before the Committee for review of the conduct.

NON-DISCRIMINATION POLICY

The FTI is fully committed to equal opportunity, and it prohibits discrimination on the basis of race, gender, religion, ethnic origin, handicap, sexual preference, age, disability, or any other form of discrimination.

Discrimination against or the harassment of any Program participant, staff member, instructor, or employee is strictly forbidden. In the event that any apprentice engages in such prohibited conduct, discipline up to and including dismissal from the Program will be appropriate. All persons associated with the FTI are to conduct themselves in a completely respectful and appropriate manner.

"Prohibited harassment" may include any form of physical, verbal, or nonverbal behavior that is intended to make other persons feel that they have been singled out or targeted on the basis of any discriminatory factor.

The following list sets forth examples of prohibited conduct. This list is not all inclusive:
physical assaults or intentional contact; unwelcome sexual advances, propositions or sexual comments; verbal comments or displaying images that are racially or sexually provocative, demeaning or offensive; slurs, disparaging remarks or similar conduct about any Program participant; subjecting or threatening to subject any Program participant to unwelcome conduct or attention on the basis of a prohibited discrimination.

Any person associated with the FTI shall notify the Program Director in writing of any discriminatory or harassing conduct within thirty (30) days of the occurrence. All complaints of harassment shall be fully investigated by the Program Director, and reported to the Program Committee for further review. The person filing the complaint shall be given an opportunity to meet with the Program Committee. The Program Committee shall review and take such actions as it deems necessary regarding complaints of discrimination or harassment. To the extent possible, confidentiality shall be maintained, within the confines of an investigation into the alleged behavior. All parties will be treated with dignity and respect.

APPRENTICE WAGES

Each apprentice is assured of a minimum starting wage that is prescribed in the current collective bargaining agreement between IUPAT District Council 78 and the apprentice's employer. As set forth in these Rules, apprentices are eligible for a wage increase as periodically established under the applicable collective bargaining agreements and provided that all the requirements for wage advancement set forth in these Rules have been met.

TERM OF APPRENTICESHIP AND CERTIFICATION OF COMPLETION

Advancement to Journey person status will be granted only by the FTI, and only upon completion of all Program requirements. All work and class records will be turned over to the FTI at the completion of the required training classes for their determination. If all requirements are met, the FTI will certify the apprentice as a Journey person.

The contents and length of the apprenticeship training within each trade shall be established, and may at any time and without notice be changed, by the FTI. Any change in the content or term of a training program may affect participants in the program at the time of the change, in the sole and exclusive discretion of the FTI. The Program craft apprenticeships specific to each trade are contained on the following information sheets.

PAINTING INFORMATION SHEET

Painting: The painting apprenticeship is a four (4) year program. There are two training hour components. One is the “hands on” instruction received through on-the-job training (OJT), under the supervision of experienced Finishing Trades Craft Person. At present, a total of 8,000 hours of OJT are required to complete the Painter program. The apprentice must work at the trade during the apprenticeship term. The second is the classroom or related training. This currently is 720 hours. Over four years at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases, movement up in the program and graduation, will depend on the apprentice’s compliance with the Program rules and regulations, his/her standing with the employer, the aforementioned OJT hours and the related training (classroom) hours.

Tool requirement. The trade in which you have elected to serve your apprenticeship requires that you acquire tools during the course of your apprenticeship. The following is a list of the tools that apprentices must obtain and the period of your apprenticeship during which you are expected to have them. Toolbox checks will be performed by the Instructor or Coordinator as you progress through your apprenticeship. Failure to have the required tools may affect your status in the Program.

Minimum Tools Required for Painter Apprentices.

5 in 1 Scraper
Duster
Rag
Pliers
Screwdrivers (Phillips & Common)
Tool Bag (Grip)
Brushes
6” Adjustable Wrench
Hard hat
Work Boots
Safety Glasses
Ear Plugs

Additional Tools for Industrial Work

Channel Lock Pliers
Long Sleeve Shirt or Coveralls
Utility Knife
Head Rag
½ Mask Respirator
8” Adjustable Wrench
Hammer
Roll Duct Tape
Disinfectant

DRYWALL INFORMATION SHEET

DRYWALL: The Drywall apprenticeship is a three(3) year program. There are two training hour components. One is the “hands on” instruction received through on-the-job training (OJT), under the supervision of experienced Finishing Trades Craft Person. At present, a total of 6,000 hours of OJT are required to complete the Drywall program. The apprentice must work at the trade during the apprenticeship term. The second is the classroom or related training. This currently is 540 hours. Over three years at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases, movement up in the program and graduation, will depend on the apprentice’s compliance with the Program rules and regulations, his/her standing with the employer, the aforementioned OJT hours and the related training (classroom) hours.

Tool requirement. The trade in which you have elected to serve your apprenticeship requires that you acquire tools during the course of your apprenticeship. The following is a list of the tools that apprentices must obtain and the period of your apprenticeship during which you are expected to have them. Toolbox checks will be performed by the Instructor or Coordinator as you progress through your apprenticeship. Failure to have the required tools may affect your status in the Program.

Minimum Tools Required for Drywall Apprentices.

First 6 to 12 Months

Mud pan
1" Knife
2" Knife
3" Knife
4" Hammerhead Joint Knife
6" Hammerhead Joint Knife
8" Taping Joint Knife
Sanding Tools (Sand Pole, Hand Sander)
Drywall Utility Knife
Small Hammer
Phillips Screwdriver, Flat Head Screwdriver
Mud or Potato Masher

From 12 to 24 Months

10" Taping Joint Knife
12" Taping Joint Knife
Tape Holder
Scrub Brush
16'-25' Tape Measure
Straight Cut Snips

From 24 to 36 Months

Clinch on Tool (corner tool)
Mixing Drill
Tool Bag
Pliers, Wrench
Texturing Tools
Screw gun

GLAZING INFORMATION SHEET

GLAZING : The glazing apprenticeship is a four (4) year program. There are two training hour components. One is the “hands on” instruction received through on-the-job training (OJT), under the supervision of experienced Finishing Trades Craft Person. At present, a total of 8,000 hours of OJT are required to complete the Glazing program. The apprentice must work at the trade during the apprenticeship term. The second is the classroom or related training. This currently is 720 hours. Over four years at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases, movement up in the program and graduation, will depend on the apprentice’s compliance with the Program rules and regulations, his/her standing with the employer, the aforementioned OJT hours and the related training (classroom) hours.

Tool requirement. The trade in which you have elected to serve your apprenticeship requires that you acquire tools during the course of your apprenticeship. The following is a list of the tools that apprentices must obtain and the period of your apprenticeship during which you are expected to have them. Toolbox checks will be performed by the Instructor or Coordinator as you progress through your apprenticeship. Failure to have the required tools may affect your status in the Program.

Apprentice Tool List Year 1

Hardhat
Safety Glasses
Tool box
Hammer Straight Claw
Razor Knife
Tape Measure 30'
Jimmy Bar
Pencils
Torpedo Level

Apprentice Tool List Year 3

Chalk Line
Aviation Snips
Dead Blow Hammer
Vise Clamps
Vise Grips
Flat Pry bar Large
Hook Tool
Metal File Set
Crescent Wrench 12"

Apprentice Tool List Year 2

Hacksaw
Razor Scraper
Combination Square
Caulk Gun
Caulk Tooling Knives
Screwdriver Phillips 1, 2, 3
Screwdriver Straight Slot 1, 2, 3

Graduate Tool List - Journeyman

Ratchet Set 1/4" Drive
Ratchet Set 1/2" Drive
Allen Wrenches
Duct Bill Pliers
Framing Square
Metal Scribe
Glass Cutter
Rivet Gun
Plumb Bob 32oz.
Tape Measure 100'
Rubber Snips

TRADESHOW INFORMATION SHEET

SIGN & DISPLAY: The Tradeshow Installer apprenticeship is a two (2) year program. There are two training hour components. One is the “hands on” instruction received through on-the-job training (OJT), under the supervision of experienced Finishing Trades Craft Person. At present, a total of 4,100 hours of OJT are required to complete the Tradeshow Installer program. The apprentice must work at the trade during the apprenticeship term. The second is the classroom or related training. This currently is 304 hours. Over two years at given intervals, eligibility for wage increases will occur, in accordance with these Rules and applicable collective bargaining agreements. All apprentice wage increases, movement up in the program and graduation, will depend on the apprentice’s compliance with the Program rules and regulations, his/her standing with the employer, the aforementioned OJT hours and the related training (classroom) hours. To successfully complete the program and move to journey person status, in addition to the abovementioned requirements, the apprentice must pass a final exam. The exam consists of a written test and also a hands-on practical test.

Tool requirement. The trade in which you have elected to serve your apprenticeship requires that you acquire tools during the course of your apprenticeship. The following is a list of the tools that apprentices must obtain. Toolbox checks will be performed by the Instructor or Coordinator as you progress through your apprenticeship. Failure to have the required tools may affect your status in the Program.

Minimum Tools Required for Tradeshow Installer Apprentices.

- Hammer
- Pliers
- Phillips-head and straight blade screwdrivers
- Staple-gun
- 25’ tape measure
- Adjustable wrench
- Utility knife
- Paper & pen
- Allen wrenches (Metric & Standard)
- Torx wrench (T-32)
- Rug cutter (loop pile, top cutter)
- Pry bar
- Marking pen
- Tool box or pouch
- Wire cutters
- Screw gun

APPRENTICE ACKNOWLEDGMENT

I, _____, the undersigned Apprentice in the International Union of Painters and Allied Trades District Council 78 Finishing Trades Institute Apprentice Training Program, hereby acknowledge receipt of the Rules and Regulations that govern the program. I agree to read and fully comply with these rules, as they exist now and as they may hereafter be amended. I understand and acknowledge that these Rules may be periodically revised or amended, in whole or in part, during the course of my Program participation. I understand, agree and acknowledge that I am at all times during my Program participation subject to these Rules, including as they are amended or revised. I acknowledge that I have been provided with a copy of these rules. And I have been informed that the Rules are available to me at all times upon request. Further, I agree to the following Apprenticeship Responsibilities;

1. Attend all scheduled apprentice classes.
2. To work at learning the trade diligently and faithfully both on the job and in the classroom.
3. To appear at the Joint Apprenticeship Office to request a release when moving to another State or District, or when leaving the trade.
4. Notify the Coordinator(s) at once of any change in employment, address, or contact phone number.
5. Notify the Coordinator(s) at once of any illness or accident that prevents you from working or being available for work.
6. Apprentices must know what local union they belong to and should attend every monthly and special called union meeting.

(Signature)

Date: _____