

# STANDARDS OF APPRENTICESHIP

DEVELOPED BY

## NEW HAMPSHIRE DEPARTMENT OF EDUCATION-NHDOE/CTE

FOR THE OCCUPATIONS OF

Occupation	ONET/SOC	RAPIDS Code
A. Automobile Mechanic	49-3023.01	0023
B. Carpenter	47-2031.01	0067
C. Cook	35-2014.00	0663
D. Graphic Designer	27-1024.00	0010
E. Electrician	47-2111.00	0159
F. Hotel Associate	43-4081.00	1035
G. IT Generalist	11-3021.00	1048CB
H. Licensed Nursing Assistant	31-1012.00	0824CL
I. Machinist	51-4041.00	0296
J. Plumber	47-2152.02	0432
K. Veterinary Technician	31-9096.00	1112CB
L. Welder Combination	51-4121.02	0622

DEVELOPED IN COOPERATION WITH THE  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

APPROVED BY THE  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP



BY: REGIONAL DIRECTOR  
OFFICE OF APPRENTICESHIP – REGION 1

REGISTRATION DATE: October 13, 2011

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## **FOREWORD**

These **NHDOE/CTE** Apprenticeship Standards have as their objective, the training of workers skilled in allowable On-the-Job Learning Work Experiences of the industries covered by these Standards. The Sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

## **DEFINITIONS**

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local Sponsor/Local School System providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

**APPRENTICE ELECTRONIC REGISTRATION (AER):** Is an electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the Employer setting forth 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 registered with the Registration Agency.

**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 of Apprenticeship credential.

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

**CERTIFICATE OF TRAINING:** A Certificate of Training may be issued by New Hampshire Department of Education, NHDOE/CTE to an apprentice that has successfully met the requirements to receive a certificate indicating On-the-Job Learning Work Experience Hour attainment and CTE Competency achievement.

**COMPETENCY-BASED OCCUPATION:** Means 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.

**ELECTRONIC MEDIA:** Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

**EMPLOYER:** Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

**HYBRID OCCUPATION:** The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule.)

**JOURNEYWORKER:** A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

**ON-THE-JOB LEARNING (OJL):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

**PROGRAM SPONSOR:** The Sponsor in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

**PROVISIONAL REGISTRATION:** Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria describe in Title 29, CFR part 29.3 (g) and (h).

**REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM**

**(RAPIDS)**: The Federal system, which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY**: Means the U.S. Department of Labor, Office of Apprenticeship that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

**RELATED INSTRUCTION**: An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

**STANDARDS OF APPRENTICESHIP**: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

**TIME-BASED OCCUPATION**: The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

**TRANSFER**: A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor

## **SECTION I – PROGRAM ADMINISTRATION**

The Sponsor/Local Schools have elected to administer the program without the services of an Apprenticeship Training Committee.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b) (21) and 30.3(b)**

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended and any applicable State Regulations.

## **SECTION III - AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(21) and 30.4**

If the Sponsor employs five or more apprentices, the Sponsor will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendix C.

## **SECTION IV- QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b) (10)**

Applicants will meet the following minimum qualifications:

### **A. Age**

The Sponsor will establish qualifications regarding minimum age limits. Apprentices must not be less than 16 years of age.

### **B. Education**

Enrollment in a NHDOE recognized CTE or Community College (Project Running Start) program is required.

### **C. Physical**

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

**SECTION V - SELECTION OF APPRENTICES – Title 29 CFR 30.5**

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards (Appendix D).

**SECTION VI - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.5(b)(11)**

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B) signed by the Employer and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the Sponsor, the Registration Agency, and the employer.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the Employers' written rules and policies and the Apprenticeship Agreement.

The Registration Agency will be advised promptly (within 45 days) of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

**SECTION VII - RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b) (7)**

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers will be **(one)** apprentices to **(one)** journeyworkers. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant.

**SECTION VIII - TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b) (2)**

The term of the occupation will not exceed **Total Hours** of OJL supplemented by the **Required Hours** of related instruction as stated on the OJL Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

**SECTION IX - PROBATIONARY PERIOD – Title 29 CFR 29.5(b) (8), (b) (20)**

All applicants selected for apprenticeship will serve a probationary period of **500 hours**. The probationary period cannot exceed twenty-five (25) percent of the length of the program or one-year (1), whichever is shorter.

During the probationary period either the apprentice or the Sponsor may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the Sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

**SECTION X - HOURS OF WORK**

Apprentices will generally work the same hours as journeymen, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes. Apprentices will only work as allowed by applicable USDOL Wage & Hour and New Hampshire DOL Child Labor Regulations.

**SECTION XI - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b) (5)**

Apprentices will be paid a progressively increasing schedule of wages during their 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 journeyworker status, the Employer will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and the CTE Director in CTE related instruction courses. In determining whether satisfactory progress has been made, the Employer will be guided by the OJL work experience and CTE Director related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker wage rate. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Sample Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

**SECTION XII - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)**

The Sponsor may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the Sponsor must submit the request at the time of application and furnish such records, affidavits, and other evidence to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the Sponsor during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

**SECTION XIII - WORK EXPERIENCE – Title 29 CFR 29.5(b) (3) and 30.8**

During the apprenticeship the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the Employer.

**SECTION XIV - RELATED INSTRUCTION – Title 29 CFR 29.5(b) (4)**

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for each year of the apprenticeship. Apprentices agree to take such courses, as the Sponsor deems advisable. The Sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the Sponsor and the Registration Agency.

Apprentices **will not** be paid for hours spent attending related instruction classes.

If applicable, the Local School will inform each apprentice of the availability of college credit through the **Career Guidance Counselor at their respective High School.**

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the Local School will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received in On-the-Job learning. The Sponsor will monitor and document the apprentice's progress in related instruction classes. CTE Instructor will provide related instruction CTE Classes in accordance with the NHDOE/CTE Competency List @ [http://www.education.nh.gov/career/career/program\\_compet.htm](http://www.education.nh.gov/career/career/program_compet.htm). Students participating in CTE/Community College Classes for two years may be granted up to 2000 hours of On-The-Job Learning and 150 hours of Related Instruction.

The Local School will secure competent CTE instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.

#### **SECTION XV. - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b) (9)**

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

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

**SECTION XVI - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)**  
**(14)**

The Employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the Sponsor and under the direct supervision of the journeyworker to whom they are assigned. The supervisor designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the Sponsor.

No apprentice will be allowed to work without direct journeyworker supervision.

**SECTION XVII - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b) (6)**

Each apprentice may be responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the Sponsor. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of the Local School. This record will be included in each apprentice's record file maintained by the Local School.

Before each period of advancement, or at any other time when conditions warrant, the Sponsor will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Employer may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Employer will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the Employer will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

**SECTION XVIII - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b) (23)**

The Employer will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, 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 (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

**SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b) (15)**

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

**Certificate of Training** - The Sponsor may issue a Certificate of Training by to an apprentice that has successfully met the requirements to receive an interim credential. Such credential shall include, as accurately as possible, the actual paid hours worked by the Apprentice and CTE Competencies achieved.

**SECTION XX - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2) (d) and (e) and 29.5(b)(19)**

The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

**SECTION XXI - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b) (18)**

These Standards will, upon adoption by the Sponsor be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

**NHDOE/CTE** reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the Sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the *Sponsor* will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

**SECTION XXII - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b) (18)**

These Standards may be amended or modified at any time by the Sponsor provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

**SECTION XXIII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b) (22) and 30(11)**

The Sponsor will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the sponsor, Local School and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

**Title 29 CFR 29.7(k)**

The Sponsor will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The Sponsor will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

**Patricia Tormey, Consultant**  
**Office of Apprenticeship**  
**Bureau of Career Development**  
**New Hampshire Department of Education**  
**21 South Fruit Street, Suite 20**  
**Concord, NH 03301**  
**Phone 603.271.3893**  
[patricia.tormey@doe.nh.gov](mailto:patricia.tormey@doe.nh.gov)

**Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her 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 private review body established by the Program Sponsor (if applicable).

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

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

Charles Vaughan, State Director  
USDOL Office of Apprenticeship  
55 Pleasant Street, Room 3503  
Concord, NH 03301  
Phone 603 225-1444  
[vaughan.charles@dol.gov](mailto:vaughan.charles@dol.gov)

The Local School will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

**SECTION XXIV - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – Title 29 CFR 29.5(13)**

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

- A. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the program sponsor:
- B. Transfer must be to the same occupation; and
- C. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

If the Sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the Sponsor will make every effort to refer the apprentice with his/her consent to another employer, Registration Agency or One Stop for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

**SECTION XXV - RESPONSIBILITIES OF THE APPRENTICE**

Apprentices, having read these Standards formulated by the Sponsor and signed an Apprenticeship Agreement with the Sponsor agree to all the terms and conditions contained therein and agree to abide by the Sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Sponsor may deem necessary to become a skilled worker

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

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer.
- C. Attend and satisfactorily complete the required hours in the OJL work process and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the employer/local school.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the employer.

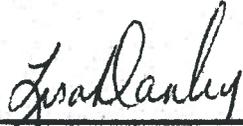
#### **SECTION XXVI - TECHNICAL ASSISTANCE**

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and local schools may be requested to advise the employer.

The Local school is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

**SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

The NHDOE/CTE hereby adopts these Standards of Apprenticeship on this 13<sup>th</sup> Day of August 2011.



\_\_\_\_\_  
**Signature of Sponsor**

Lissa Danley

\_\_\_\_\_  
**Printed Name**

*Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.*

**Appendix A**  
**OJL & RELATED INSTRUCTION SCHEDULES**

These schedules are attached to and a part of these Standards for the identified occupations.

**1. TERM OF APPRENTICESHIP**

The term of the occupation shall be in accordance with Section 4 SCHEDULE OF ON-THE JOB LEARNING (OJL) hours supplemented by the required 144 hours of Related Instruction annually.

**2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

1 to 1

**3. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate of \$10.00 per hour as of January 1, 2011.

**2-Year Term:**

**1<sup>st</sup> 1000 hours = 72.5%**

**2<sup>nd</sup> 10000 hours = 85%**

**4. A Schedule of On-the Job Learning (OJL)****Occupation Title: Automobile Mechanic****O\*NET-SOC CODE: 49-3023.01****RAPIDS CODE: 0023**

<b>OJL Work Process</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. Shop safety</b>	<b>200</b>	
1. Hazardous Materials use and storage		
2. Tool & equipment		
3. OSHA-10		
<b>B. Lubrication</b>	<b>400</b>	
1. Engine & Transmission		
2. Chassis & Suspension		
<b>C. Chassis</b>	<b>800</b>	
1. Frame & Wheel alignment		
2. Wheel & Tire installation, rotation, & balancing		
3. Suspension & Steering components		
<b>D. Braking Systems</b>	<b>800</b>	
1. Troubleshooting & Maintenance		
2. Identifying different systems		
<b>E. Engines</b>	<b>2,000</b>	
1. Tune-ups		
2. Proper use of Computerized Diagnostic Equipment		
3. Repair/Replace parts/components		
<b>F. Exhaust Systems</b>	<b>400</b>	
1. Manifold & Heat Controls		
2. Exhaust piping, catalytic converters, and muffler(s)		
<b>G. Cooling Systems</b>	<b>400</b>	
1. Radiator & engine		
2. Belts & Hoses		
<b>H. Fuel Systems</b>		
1. Fuel tank & lines		
2. Fuel pump		
3. Fuel filters		
<b>I. Electrical Systems</b>		
1. Ignition Systems		
2. Computer Controls		
<b>TOTAL HOURS</b>	<b>8,000</b>	

Date Completed: \_\_\_\_\_ Supervisor/Trainer: \_\_\_\_\_

**5.A SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: Automobile Mechanic**  
**O\*NET-SOC CODE: 49-3023.01**  
**RAPIDS CODE: 0023**

<b>RI Modules</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. Elementary Blueprint Reading</b>	<b>20</b>	
<b>B. Engine and Unit Section</b>	<b>20</b>	
<b>C. Wiring and Ignition diagrams Technical Writing</b>	<b>20</b>	
<b>D. Fundamentals of Measurements</b>	<b>20</b>	
<b>E. Technical Writing</b>		
<b>F. Automotive Terminology</b>	<b>10</b>	
<b>G. Power Transmission</b>	<b>20</b>	
<b>H. Theory and Science Related to:</b> <ul style="list-style-type: none"> <li>• Carburetion</li> <li>• Frame and Steering</li> <li>• Rear Axle and Drive Shaft</li> </ul>	<b>60</b>	
<b>I. Transmissions and Clutch</b>	<b>60</b>	
<b>J. Motor Repairs and Rebuilding</b>	<b>140</b>	
<b>K. Tune-Up and Electrical</b>	<b>100</b>	
<b>L. Brakes and Shock Absorbers</b>	<b>30</b>	
<b>M. Body Mechanical</b>	<b>20</b>	
<b>N. Hydraulics</b>	<b>10</b>	
<b>O. Business Management</b>	<b>10</b>	
<b>P. Shop Safety</b>	<b>10</b>	
<b>Q. First Aid</b>	<b>6</b>	
<b>Total Hours</b>	<b>576</b>	

**Date Completed:** \_\_\_\_\_ **Supervisor/Trainer:** \_\_\_\_\_

**4.B Schedule of On-the Job Learning (OJL)**

**Occupation Title: Carpenter**  
**O\*NET-SOC CODE: 47-2031.01**  
**RAPIDS CODE: 0067**

<b>OJL Work Process</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>J. General Knowledge</b>	<b>500</b>	
1. General Safety		
2. Hand Tools		
3. OSHA-10		
4. Material Identification		
<b>K. Concrete Formwork</b>	<b>1,500</b>	
3. Footing Forms		
4. Slab Forms		
5. Wall Forms		
<b>L. Wood Framing</b>	<b>1,500</b>	
4. Joist Framing & Layout		
5. Wall Layout		
6. Stair Framing		
<b>M. Metal Framing</b>	<b>1,000</b>	
3. Floors & Walls		
4. Ceiling Joists & Rafters		
5. Metal Stairs		
<b>N. Exterior Finish</b>	<b>1,000</b>	
4. Siding		
5. Roof Coverings		
6. Exterior Doors & Windows		
<b>O. Interior Finish</b>	<b>1,000</b>	
3. Drywall Installation		
4. Interior Doors & Hardware		
5. Paneling		
6. Trim		
7. Cabinet Installation		
8. Wood Flooring		
<b>P. Supplemental Skills</b>	<b>1,500</b>	
<b>TOTAL HOURS</b>	<b>8,000</b>	

**Date Completed:** \_\_\_\_\_ **Supervisor/Trainer:** \_\_\_\_\_

**5. SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: Carpenter**  
**O\*NET-SOC CODE: 47-2031.01**  
**RAPIDS CODE: 0067**

<b>RI Modules</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>R. MATH</b> <ul style="list-style-type: none"> <li>• Business Math</li> <li>• Algebra I</li> <li>• Geometry</li> </ul>	<b>40</b>	
<b>S. SCIENCE</b> <ul style="list-style-type: none"> <li>A. Wood Properties</li> <li>B. OSHA Safety</li> </ul>	<b>30</b>	
<b>T. GRAPHICS</b> <ul style="list-style-type: none"> <li>U. Blue Print reading</li> <li>V. Sketching</li> </ul>	<b>40</b>	
<b>W. COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>X. Technical Writing</li> <li>Y. Human Relations</li> </ul>	<b>20</b>	
<b>Z. SKILLS</b> <ul style="list-style-type: none"> <li>• Hand Tools</li> <li>• Power Tools</li> <li>• Tool Sharpening</li> <li>• Plastic and laminate</li> <li>• Tile</li> <li>• Stairs and Steps</li> <li>• Interior and Exterior Trim</li> <li>• Joinery</li> <li>• Wall &amp; Floor Framing</li> <li>• Windows</li> <li>• Trusses</li> <li>• Hip and Valley Roofs</li> <li>• Roofing</li> <li>• Doors &amp; Trim</li> <li>• Cabinets</li> </ul>	<b>446</b>	
<b>TOTAL HOURS</b>	<b>576</b>	

Date Completed: \_\_\_\_\_

Supervisor/Trainer: \_\_\_\_\_

**4.C SCHEDULE OF ON-THE JOB LEARNING (OJL)**

**Occupation Title: Cook**  
**O\*NET-SOC CODE: 35-2014.00**  
**RAPIDS CODE: 0663**

<b>OJL Work Process</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. Vegetable Preparation</b>	<b>200</b>	
<ol style="list-style-type: none"> <li>1. Preparation of vegetables for cooking</li> <li>2. Determine quantity of vegetables for cooking</li> <li>3. Dishing and serving vegetables</li> <li>4. Cooking and seasoning of vegetables</li> </ol>		
<b>B. Fry Cook</b>	<b>500</b>	
<ol style="list-style-type: none"> <li>1. Frying meats</li> <li>2. Frying fish, poultry and eggs</li> <li>3. Deep fat frying</li> </ol>		
<b>C. Roast and Broiled Cooking and Sauce Preparation</b>	<b>1,600</b>	
<ol style="list-style-type: none"> <li>1. Preparation, roasting and broiling of meats, fish and poultry</li> <li>2. Preparing gravy and sauces</li> <li>3. Basic skills in meat and fish fabrication</li> </ol>		
<b>D. Cold Meat Preparation and Selection</b>	<b>500</b>	
<ol style="list-style-type: none"> <li>1. Preparation of cold meats and appetizers for serving</li> <li>2. Preparation of salads, sandwiches, and desserts</li> <li>3. Garnish and presentation</li> </ol>		
<b>E. Make Up Into Units</b>	<b>1,000</b>	
<ol style="list-style-type: none"> <li>1. Mixing and conditioning of dough, batter, batch, etc.</li> <li>2. Weighing of properly processed ingredients</li> </ol>		
<b>F. Further Processing</b>	<b>1,000</b>	
<ol style="list-style-type: none"> <li>1. Baking</li> <li>2. Frying</li> <li>3. Freezing</li> <li>4. Cooking</li> </ol>		
<b>G. Finishing Process</b>	<b>300</b>	
<ol style="list-style-type: none"> <li>1. Glazing</li> <li>2. Decorating</li> </ol>		
<b>H. Food Storage, Refrigeration, and Maintenance</b>	<b>300</b>	
<ol style="list-style-type: none"> <li>1. Storing food for refrigeration and freezing</li> <li>2. Operating different types of hand and power equipment</li> <li>3. Temperature control for storage and freezing</li> <li>4. Cleaning and defrosting of hand and power equipment</li> <li>5. Sanitation</li> </ol>		

<b>I. Purchasing Supplies and Planning Menu</b>	<b>300</b>	
<ul style="list-style-type: none"> <li>1. Purchasing with check on local market conditions</li> <li>2. Attractive placement of foods on menu, and menu costing</li> <li>3. Inventory control</li> <li>4. Purchase level (M.L.)</li> </ul>		
<b>J. Management, Basic Culinary Skills, and Portion Control</b>	<b>200</b>	
<ul style="list-style-type: none"> <li>1. Scheduling</li> <li>2. Man hours/sales</li> <li>3. Meetings and communications</li> </ul>		
<b>K. Legal Requirements - Inspection and Safety</b>	<b>100</b>	
<b>TOTAL HOURS</b>	<b>6000</b>	

Date Completed: \_\_\_\_\_ Supervisor/Trainer: \_\_\_\_\_

**5.C SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: Cook**  
**O\*NET-SOC CODE: 35-2014.00**  
**RAPIDS CODE: 0663**

<b>RI Modules</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. Year One</b> <ul style="list-style-type: none"> <li>• Introduction to Foodservice</li> <li>• Sanitation and Safety</li> <li>• Introductory Baking/Pastry Preparation</li> <li>• Business Mathematics</li> <li>• Food Cost Accounting</li> </ul>	<b>144</b>	
<b>B. Year Two</b> <b>C. Food and Beverage Service</b> <b>D. Nutrition</b> <b>E. Basic Food Preparation/Introductory Cooking</b> <b>F. Menu Planning and Design</b>	<b>144</b>	
<b>C. Year Three</b> <ul style="list-style-type: none"> <li><b>AA. Advanced Baking Preparation</b></li> <li><b>BB. Purchasing</b></li> <li><b>CC. Supervisory Management</b></li> <li><b>DD. Advanced Pastry Preparation</b></li> </ul>	<b>144</b>	
<b>TOTAL HOURS</b>	<b>432</b>	

Date Completed: \_\_\_\_\_

Supervisor/Trainer: \_\_\_\_\_

**4. D SCHEDULE OF ON-THE JOB LEARNING (OJL)**

**Occupation Title: Electrician**  
**O\*NET-SOC CODE: 47-2111.00**  
**RAPIDS CODE: 0159**

<b>OJL Work Process</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. Preliminary Work</b>	<b>600</b>	
1. Learning the names and uses of the equipment used in the trade: kind, size and use of cable, wire, boxes conduits and fittings, switches, receptacles, service switches, cutouts, etc.		
2. Learning the names of uses of the various tools used in assembling this material, care of these tools, and other instructions necessary to familiarize the apprentice with the materials and tools of the trade.		
<b>B. Residential and Commercial Rough Wiring</b>	<b>2500</b>	
1. Assisting in getting material from stockroom		
2. Loading truck and unloading materials and equipment at the job site.		
3. Laying out the various outlets, switches, receptacles, and other detail on the job, from blueprints or by direction from supervisors.		
4. Laying out the system with materials to be used, where they are to be placed and other details as to how they shall be run.		
5. Cutting wire, cable, conduit and raceway: threading and reaming conduit, coring and cutting chases under the direction of a journeyman.		
6. Installing various kinds of wires, cable and conduit in accordance with requirements.		
7. Assisting journeymen in pulling wires, attaching wires to fish-tape and keeping wire free from kinks or abrasion.		
8. Connecting conductors to switches, receptacles, or appliances with proper methods of splicing, soldering and taping.		
9. Installing service switches or load center and sub-feeders and fastening up these parts, running raceways, and pulling in conductors under the direction of a journeyman.		
10. Assisting in preparing lists of materials used, including names, number of pieces, or number of		

feet, etc. for office records.		
11. Loading unused materials and cleaning up the job area.		
<b>C. Residential and Commercial Finish Work</b>	<b>1500</b>	
1. Connecting and setting switches, receptacles, plates, etc.		
2. Installing proper size and type fuses for each circuit.		
3. Installing and connecting various kinds of fixtures.		
4. Tracing the polarity of conductors and fixtures.		
5. Testing the circuit for grounds and shorts and locating and correcting any job defects.		
6. Assisting the journeyman in the installation and completion of work in accordance with the rules and regulations of the National Board of Fire Underwriters and special local regulations—proper sizes of wires, and Services, conduits, etc.		
<b>D. Industrial Lighting and Service Installation</b>	<b>2000</b>	
1. Installing rigid conduit, electric metallic tubing, BX armored cable and wire molds on all types of heavy electrical equipment and major size service entrance installations.		
2. Wiring all types of heating equipment (gas, oil, stoker, etc.)		
3. Installing wiring and control for air conditioning.		
<b>E. Trouble Shooting</b>	<b>1000</b>	
1. Repairing all kinds of electrical work.		
2. Checking out trouble and making repairs under the supervision of the journeyman.		
<b>F. Motor Installations and Controls</b>	<b>400</b>	
1. Installing over-current devices.		
2. Checking for proper installation and rotation.		
3. Installing replacement motors.		
4. Analyzing motor circuits and troubleshooting.		
5. Installing emergency generators and controls.		
6. Installing pushbuttons, pilot lights, relays, timing devices, and interlocking controls.		
<b>TOTAL HOURS</b>	<b>8000</b>	

Date Completed: \_\_\_\_\_ Supervisor/Trainer: \_\_\_\_\_

**5.D SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: Electrician**  
**O\*NET-SOC CODE: 47-2111.00**  
**RAPIDS CODE: 0159**

<b>RI Modules</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>YEAR I</b>	<b>150</b>	
<ul style="list-style-type: none"> <li>• Safety Rules, Practices, and Materials, OSHA-10 training</li> <li>• Mathematical Calculations for Electrical Formulas, Values and Problems</li> <li>• Direct Current (DC) Theory</li> <li>• Residential Wiring</li> <li>• Introduction to the 2008 National Electrical Code (NEC)</li> </ul>		
<b>YEAR II</b>	<b>150</b>	
<ul style="list-style-type: none"> <li>• Safety Rules, State Laws/ Electrical Apprenticeship</li> <li>• Alternate Current (AC) Theory</li> <li>• 2008 National Electrical Code (NEC), Grounding and Bonding</li> <li>• Circuit Calculations</li> <li>• Commercial Wiring</li> </ul>		
<b>YEAR III</b>	<b>150</b>	
<ul style="list-style-type: none"> <li>• Electric Motor, Generator and Transformer Theory</li> <li>• Motor Controls, Safety, Maintenance and Operation</li> <li>• Service Calculations</li> <li>• 2008 National Electrical Code (NEC) for Motors and Motor Circuits</li> </ul>		
<b>YEAR IV</b>	<b>150</b>	
<ul style="list-style-type: none"> <li>• National Fire Protection Association, 70 E Safety</li> <li>• Application of the National Electrical Code (NEC)</li> <li>• Wiring Methods and Protection of Installations (with associated calculations)</li> <li>• Electrical Related Instruction Competencies Review</li> </ul>		

Date Completed: \_\_\_\_\_

Supervisor/Trainer: \_\_\_\_\_

**4.E Schedule of On-the Job Learning (OJL)****Occupation Title: Graphic Designer****O\*NET-SOC CODE: 27-1024.****RAPIDS CODE: 0010**

<b>OJL Work Process</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. BEGINNING TO INTERMEDIATE DESIGN</b>	<b>500</b>	
<ol style="list-style-type: none"> <li>1. Assist designers</li> <li>2. Work to supply designers with stats, type, etc.</li> <li>3. Learn to interpret producer and management requests</li> <li>4. Creation of original graphic work in all media</li> <li>5. Development of creative versatility</li> </ol>		
<b>B. DEVELOPMENT OF ORIGINAL DESIGN CONCEPTS</b>	<b>500</b>	
<ol style="list-style-type: none"> <li>1. Prepare sketches of ideas, detailed drawings, illustrations, artwork, or blueprints, using drafting instruments, paints and brushes</li> <li>2. Computer-aided design equipment</li> </ol>		
<b>C. DIRECT AND COORDINATE THE FABRICATION OF MODELS OR SAMPLES</b>	<b>1000</b>	
<ol style="list-style-type: none"> <li>1. drafting of working drawings</li> <li>2. develop specification sheets from sketches</li> <li>3. Confer with engineering, marketing, production, or sales departments, or with customersto establish and evaluate design concepts for manufactured produ cts</li> <li>4. Modify and refine designs, using working models, to conform with customer specifications, production limitations, or changes in design trends</li> <li>5. Evaluate feasibility of design ideas, based on factors such as appearance, safety, function, serviceability, budget, production costs/methods, and market characteristics</li> </ol>		

<p>6. Present designs and reports to customers or design committees for approval, and discuss need for modification</p> <p>7. Overseeing of project from beginning to end</p>		
<p><b>D. INVESTIGATE PRODUCT CHARACTERISTICS SUCH AS THE PRODUCT'S SAFETY AND HANDLING QUALITIES, ITS MARKET APPEAL, HOW EFFICIENTLY IT CAN BE PRODUCED, AND WAYS OF DISTRIBUTING, USING AND MAINTAINING IT.</b></p>	<p><b>1000</b></p>	
<p>1. Develop manufacturing procedures and monitor the manufacture of their designs in a factory to improve operations and product quality.</p> <p>2. Research production specifications, costs, production materials and manufacturing methods, and provide cost estimates and itemized production requirements.</p> <p>3. Participate in new product planning or market research, including studying the potential need for new products.</p>		
<p><b>TOTAL HOURS</b></p>	<p><b>3000</b></p>	

**Date Completed:** \_\_\_\_\_ **Supervisor/Trainer:** \_\_\_\_\_

**5.E SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: Graphic Designer**  
**O\*NET-SOC CODE: 27-1024.**  
**RAPIDS CODE: 0010**

<b>RI Modules</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. Design</b> <ul style="list-style-type: none"> <li>• Design techniques, tools, and principles</li> <li>• Production of precision technical plans, blueprints, drawings, and models.</li> </ul>	<b>40</b>	
<b>B. Communications and Media</b> <ul style="list-style-type: none"> <li>• Media production, communication, and dissemination techniques and methods</li> </ul> <b>EE.</b> Ways to inform and entertain via written, oral, and visual media <b>FF.</b> Sketching	<b>40</b>	
<b>C. Computers and Electronics</b> <p><b>GG.</b> Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware</p> <p><b>HH.</b> Computer software applications and programming</p>	<b>20</b>	
<b>D. Communications</b> <ul style="list-style-type: none"> <li>• Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</li> <li>• Principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.</li> </ul>	<b>40</b>	
<b>E. Fine Arts</b> <ul style="list-style-type: none"> <li>• Theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture</li> </ul>	<b>60</b>	
<b>F. Customer and Personal Service</b> <ul style="list-style-type: none"> <li>• Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction</li> </ul>	<b>16</b>	
<b>TOTAL HOURS</b>	<b>216</b>	

**4. F SCHEDULE OF ON-THE JOB LEARNING (OJL)**

**Occupation Title: Hotel Associate**

**O\*NET-SOC CODE: 43-4081.00**

**RAPIDS CODE: 1035**

<b>OJL Work Process</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. Front Desk</b>	<b>1280</b>	
1. Front Office Orientation 2. Guest Registration 3. Guest Check Out 4. Guest Satisfaction/Verbiage 5. Night Audit/Sellout Procedure 6. Operation/Administration 7. Supervisor Skills/Human Resource 8. Supervisor, Tasks Checklists 9. Guest Services/Coat Check Duties 10. Concierge/Box Office		
<b>B. Front Services</b>	<b>320</b>	
1. Door Person Duties 2. Bell Person Duties 3. Valet Parking Procedures 4. Transportation Services		
<b>C. Housekeeping</b>	<b>520</b>	
1. Guest Room Attendant 2. Supervisor's Role 3. Public Areas 4. Uniform Shop		
<b>D. Reservations</b>	<b>400</b>	
<b>E. Telephone</b>	<b>200</b>	
<b>F. Facilities</b>	<b>200</b>	
<b>G. Sales/Convention Services/Catering</b>	<b>80</b>	
<b>H. Health Club/Recreation</b>	<b>80</b>	
<b>I. Human Resources</b>	<b>320</b>	
<b>J. Food and Beverage</b>	<b>320</b>	
<b>K. Property Specific Services (Guest Services)</b>	<b>80</b>	
<b>L. Property Specific Services (Security)</b>	<b>200</b>	
<b>TOTAL HOURS</b>	<b>4000</b>	

**Date Completed:** \_\_\_\_\_ **Supervisor/Trainer:** \_\_\_\_\_

**5.F SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: Hotel Associate  
O\*NET-SOC CODE: 43-4081.00  
RAPIDS CODE: 1035**

RI Module	Approximate Hours	Credit Hours Earned
<b><u>1st Year</u></b>  <b>A. Personal Computer Training</b> <b>B. Bilingual Training</b> <b>C. Conflict Resolution Training/ Handling difficult people</b> <b>D. Hotel Accounting/Business Math</b> <b>E. Health and Safety</b> <ul style="list-style-type: none"> <li>• OSHA</li> <li>• CPR</li> <li>• Sanitation</li> </ul>	<b>144</b>	
<b><u>2nd Year</u></b> <b>G. Labor Relations/Labor Law</b> <b>H. Sales and Marketing</b> <b>I. Basic Business Management</b> <b>J. Sales and Marketing</b> <b>K. Social Skills and Customs Diversity in the Workplace</b> <b>L. Customer Service</b>	<b>144</b>	
<b>TOTAL HOURS</b>	<b>288</b>	

Date Completed: \_\_\_\_\_

Supervisor/Trainer: \_\_\_\_\_

**4.G SCHEDULE OF ON-THE JOB LEARNING (OJL)**

**Occupation Title: IT Generalist**  
**O\*NET-SOC CODE: 11-3021.00**  
**RAPIDS CODE: 1048CB**

<b>OJL Work Process</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>D. A+ certification</b>	<b>120</b>	
<b>E. Generalist Practices Orientation (GP0)</b>	<b>134</b>	
<b>F. Resource Management (GP1)</b>	<b>112</b>	
<b>G. Generalist Practices (GP) Operations Management (GP2)</b>	<b>126</b>	
<b>H. Project Management (GP3)</b>	<b>56</b>	
<b>I. Generalist Practices (GP) Helpdesk (GP4)</b>	<b>824</b>	
<b>J. Web Services (GP5)</b>	<b>264</b>	
<b>K. Information Assurance (GP6)</b>	<b>124</b>	
<b>L. Networks &amp; Infrastructure (GP7)</b>	<b>280</b>	
<b>M. Multi-Media (GP8)</b>	<b>124</b>	
<b>N. Software (GP9)</b>	<b>280</b>	
<b>O. Database (GP10)</b>	<b>80</b>	
<b>P. Information Exchange (GP11)</b>	<b>160</b>	
<b>TOTAL HOURS</b>	<b>3000</b>	

**Date Completed:** \_\_\_\_\_ **Supervisor/Trainer:** \_\_\_\_\_

**5.G SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: IT Generalist**  
**O\*NET-SOC CODE: 11-3021.00**  
**RAPIDS CODE: 1048CB**

<b>RI Modules</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. Employee orientation session and safety training</b>	<b>6</b>	
<b>B. Office Tools and Database concepts</b>	<b>20</b>	
<b>C. Communications</b>	<b>10</b>	
<b>D. Technical Writing</b>	<b>10</b>	
<b>E. Business Management</b>	<b>10</b>	
<b>F. Programming / Software development</b>	<b>40</b>	
<b>G. Project Management Concepts (PMI or equivalent)</b>	<b>10</b>	
<b>H. Operating Systems</b>	<b>40</b>	
<b>I. Tech Support / Helpdesk Functions</b>	<b>40</b>	
<b>J. PC Hardware/ Network Essentials / Wireless / Telecommunications</b>	<b>20</b>	
<b>K. Internet Applications</b>	<b>20</b>	
<b>M. Security Concepts</b>	<b>10</b>	
<b>TOTAL HOURS</b>	<b>236</b>	

Date Completed: \_\_\_\_\_

Supervisor/Trainer: \_\_\_\_\_

**4.H Schedule of On-the Job Learning (OJL)****Occupation Title: Licensed Nursing Assistant****O\*NET-SOC CODE: 31-1012.00****RAPIDS CODE: 0824CL**

<b>OJL Work Process</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. Communication, Problem Solving and Organizational Skills</b>	<b>100</b>	
<ol style="list-style-type: none"> <li>1. Communicates clearly, honestly, appropriately and in a timely manner with residents, their families and team members.</li> <li>2. Demonstrates validation and reality orientation when communicating with residents with dementia.</li> <li>3. Uses patience and effective communication skills when dealing with difficult situations.</li> <li>4. Demonstrates respect for others.</li> <li>5. Communicates in a non-judgmental manner.</li> <li>6. Respects the confidentiality of resident information and adheres to HIPAA and facility confidentiality guidelines.</li> <li>7. Demonstrates organizational skills: for example, prepares equipment and supplies to prevent back-tracking prior to care delivery.</li> <li>8. Demonstrates effective time-management as evidenced by cares completed timely.</li> <li>9. Recognizes problems and knows <u>when</u> and <u>who</u> to ask for assistance in problem resolution.</li> <li>10. Incorporates customer service skills in interactions with all – respecting differences and perspectives.</li> <li>11. Demonstrates appropriate use of active listening, paraphrasing, and clarifying in all communications.</li> </ol>		
<b>B. Resident Care Skills</b>	<b>200</b>	
<ol style="list-style-type: none"> <li>1. Completes personal care for all assigned residents consistently without rushing the resident and with a respectful, caring attitude.</li> <li>2. Obtains vital signs &amp; records accurately.</li> </ol>		

<ol style="list-style-type: none"> <li>3. Measures and records height and weight accurately.</li> <li>4. Recognizes and reports changes in resident condition.</li> <li>5. Uses transfer equipment (gait belt, mechanical lifters, slide board, lift sheet) and transfer techniques according to the plan of care and in a way that makes residents feel safe.</li> <li>6. Assists residents with a positive dining experience with regard for residents' individual preferences, medical conditions, nutritional and hydration needs.</li> <li>7. Assists residents with a positive, complete bathing, dressing grooming experience with regard for each resident's individual preferences.</li> <li>8. Monitors oral status and completes denture/oral care according to plan of care.</li> </ol>		
<p><b>C. Resident Care Skills</b></p>	<p><b>200</b></p>	
<ol style="list-style-type: none"> <li>1. Completes personal care for all assigned residents consistently without rushing the resident and with a respectful, caring attitude.</li> <li>2. Obtains vital signs &amp; records accurately.</li> <li>3. Measures and records height and weight accurately.</li> <li>4. Recognizes and reports changes in resident condition.</li> <li>5. Uses transfer equipment (gait belt, mechanical lifters, slide board, lift sheet) and transfer techniques according to the plan of care and in a way that makes residents feel safe.</li> <li>6. Assists residents with a positive dining experience with regard for residents' individual preferences, medical conditions, nutritional and hydration needs.</li> <li>7. Assists residents with a positive, complete bathing, dressing grooming experience with regard for each resident's individual preferences.</li> </ol>		

8. Monitors oral status and completes denture/oral care according to plan of care.		
<b>D. Restorative Care</b>	<b>100</b>	
1. Repositions residents and uses adaptive devices to prevent skin breakdown. 2. Encourages resident self-care as distinguished by the resident care plan. 3. Reinforces bowel and bladder training and implements scheduled toileting plans according to the plan of care.		
<b>E. Resident Rights</b>	<b>50</b>	
1. Respects the privacy of residents and demonstrates they are guests in the resident's home. 2. Recognizes and respects resident individuality and preferences. 3. Recognizes potential abuse/neglect and reports promptly.		
<b>F. Documentation</b>	<b>50</b>	
1. Completes documentation of cares/behaviors according to facility guidelines.		
<b>G. Infection Control</b>	<b>50</b>	
1. Demonstrates adherence to OSHA and CDC guidelines to minimize infections by following aseptic techniques including those that apply to blood borne pathogens. 2. Demonstrates consistent and appropriate hand-washing techniques including use of hand sanitizing agents.		
<b>H. Safety</b>	<b>50</b>	
1. Applies and monitors mobility and egress alarms. 2. Demonstrates knowledge of facility safety procedures.		
<b>TOTAL HOURS</b>	<b>600</b>	

Date Completed: \_\_\_\_\_ Supervisor/Trainer: \_\_\_\_\_

**5.H SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: Licensed Nursing Assistant**  
**O\*NET-SOC CODE: 31-1012.00**  
**RAPIDS CODE: 0824CL**

<b>RI Modules</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. Role of the Licensed Nursing Aide: Basic competencies, legal aspects and supporting procedures</b>	<b>4</b>	
<b>B. Anatomy and Physiology</b>	<b>30</b>	
<b>C. Ethics/rights, HIPAA, and abuse/neglect recognition and intervention</b>	<b>10</b>	
<b>D. Health Care Information Technology</b>	<b>15</b>	
<b>E. Medical Terminology</b>	<b>20</b>	
<b>F. Human Diseases</b>	<b>20</b>	
<b>G. Communication, customer service, and problem solving</b>	<b>5</b>	
<b>H. LNA Skills and Procedures</b>	<b>40</b>	
<b>TOTAL HOURS</b>	<b>144</b>	

Date Completed: \_\_\_\_\_

Supervisor/Trainer: \_\_\_\_\_

**4. I Schedule of On-the Job Learning (OJL)**

**Occupation Title: Machinist**  
**O\*NET-SOC CODE: 51-4041.00**  
**RAPIDS CODE: 0296**

<b>OJL Work Process</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. Cut Off Saw</b>	<b>320</b>	
1. Set up and operate 2. Blades feeds and materials		
<b>B. Bench Work</b>	<b>550</b>	
1. Hand sawing 2. Layout work using necessary 3. Instruments 4. Deburring		
<b>C. Milling</b>	<b>1,940</b>	
1. Straight milling 2. Milling slots 3. Boring 4. Rotary table work 5. Dividing head work 6. Use of swivel vise 7. Vee blocks and their uses 8. Use of the angle plate 9. Use of the digital readouts		
<b>D. Drilling Machine</b>	<b>500</b>	
1. Layout work 1) Set up of work pieces 2) Drilling 3) Reaming 4) Counter sink 5) Counter bore 6) Tapping threads 7) Use of angle plate, vise, vee blocks and parallels 8) Use of digital readouts		
<b>E. Lathe Work</b>	<b>1,930</b>	
1. Set up three jaw, four jaw 2. Parallel turning I.D. and O.D. 3. Turning to a shoulder I.D. and O.D. 4. Taper turning I.D. and O.D. using tail stock, compound slide and taper turning attachment 5. Screw cutting-vee, square, acme, and multi-start threads 6. Eccentric turning		

<ul style="list-style-type: none"> <li>7. Boring</li> <li>8. Drilling</li> <li>9. Reaming</li> <li>10. Tapping</li> <li>11. Use of the fixed steady rest</li> <li>12. Use of the traveling steady rest</li> <li>13. Use of the face plate</li> <li>14. Set up and work between centers</li> <li>15. 14. Grind and set up all necessary tools</li> </ul>		
<b>F. Surface Grinding</b>	<b>40</b>	
<ul style="list-style-type: none"> <li>1. .Grind flat and parallel</li> <li>2. Form grinding</li> <li>3. Set up and balance wheels</li> </ul>		
<b>G. Tool and Cutter Grinding</b>	<b>120</b>	
<ul style="list-style-type: none"> <li>1. Sharpen milling cutters</li> <li>2. Sharpen production form tools</li> <li>3. Sharpen drills and reamers</li> </ul>		
<b>H. Inspection</b>	<b>160</b>	
<ul style="list-style-type: none"> <li>A. Use and care of measuring instruments including: <ul style="list-style-type: none"> <li>1. Micrometers <ul style="list-style-type: none"> <li>a. External</li> <li>b. Internal</li> <li>c. Depth</li> </ul> </li> <li>2. Height gages</li> <li>3. Vernier calipers</li> <li>4. Gage blocks</li> <li>5. Indicators</li> <li>6. Optical comparators</li> </ul> </li> <li>B. Receiving inspection</li> <li>C First piece inspections</li> <li>D Final inspection</li> </ul>		
<b>I. Tool Crib</b>	<b>80</b>	
<ul style="list-style-type: none"> <li>1. Become familiar with all types of tooling</li> <li>2. Re-order procedure</li> <li>3. Order tool from vendors</li> <li>4. Tool sign out procedures</li> </ul>		
<b>J. Assembly</b>	<b>320</b>	
<ul style="list-style-type: none"> <li>1. Preparing castings</li> <li>2. Sub-assemblies from vendors</li> <li>3. Machine assembly</li> <li>4. Electrical assembly</li> <li>5. Machine testing</li> <li>6. Mechanical assembly</li> </ul>		
<b>CNC Lathe</b>	<b>1,740</b>	
<ul style="list-style-type: none"> <li>1. Set up</li> </ul>		

2. G 50's 3. Dry run 4. Programming 5.Editing		
<b>K. Dynamic Balancing</b>	<b>300</b>	
1. Set-up 2. Check balance 3. Add or subtract metal 4. Recheck balance		
<b>TOTAL HOURS</b>	<b>8000</b>	

**Date Completed:** \_\_\_\_\_ **Supervisor/Trainer:** \_\_\_\_\_

**5.1 SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: Machinist**  
**O\*NET-SOC CODE: 51-4041.00**  
**RAPIDS CODE: 0296**

<b>RI Modules</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>1<sup>st</sup> Year</b>	<b>144</b>	
Manufacturing Processes		
Machine Tool Processes & Theory I		
Introduction to Computers		
<b>2<sup>nd</sup> Year</b>	<b>144</b>	
Machine Tool Processes & Theory II		
Technical Drawing		
Principles of Numerical Control		
<b>3<sup>rd</sup> Year</b>	<b>144</b>	
Advanced Machine Tool Processes & Theory I		
Computer Aided Manufacturing (CAM)		
Principles of CNC		
<b>4<sup>th</sup> Year</b>	<b>144</b>	
Advanced Machine Tool Processes & Theory II		
Industrial Relations, Safety and Health		
Quality Assurance & Control		
<b>TOTAL HOURS</b>	<b>576</b>	

Date Completed: \_\_\_\_\_

Supervisor/Trainer: \_\_\_\_\_

**4. J SCHEDULE OF ON-THE JOB LEARNING (OJL)**

**Occupation Title: Plumber**  
**O\*NET-SOC CODE: 47-2152.02**  
**RAPIDS CODE: 0432**

<b>OJL Work Process</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A CARE &amp; USE OF TOOLS, EQUIPMENT, &amp; MATERIAL FOR PLUMBING &amp; HEATING</b>	<b>500</b>	
1. Identify materials, fittings, grades and types of pipe		
2. Learn to use and maintain trade tools and equipment		
3. Learn to cut, thread, ream and flange pipe		
4. Learn welding and soldering		
<b>B PREPARATION OF TOOLS, EQUIPMENT, &amp; MATERIAL FOR PLUMBING AND HEATING</b>	<b>500</b>	
1. Select piping materials, as required		
2. Load & unload required material & equipment safely, without damaging them.		
<b>C DRAINAGE PIPING AND FITTINGS</b>	<b>1000</b>	
1. Understand the types of pipes used underground, within a building, above grade, in agreement with code		
2. Install cast iron, steel, plastic or other approved drainage piping		
3. Pitch pipes for proper drainage. Use of recessed drainage fittings and determine number of hangers required by certain size waste lines.		
4. Know the types of pipe and fittings and proper use for DWV		
5. Know the workings of septic tanks and systems		
6. Know the methods for testing pipes for leaks		
<b>D VENTING</b>	<b>750</b>	
1. Demonstrate the application and importance of venting		
2. Install main and branch venting, and all aspects of venting, according to code		
<b>E SINGLE FIXTURE INSTALLATIONS, SETTING FIXTURES</b>	<b>1000</b>	
1. Know how to install, test, and maintain fixtures		
2. Know how to prepare blocking and supports		
3. Cut and patch walls		

<b>F PIPECUTTING, REAMING, THREADING, &amp; FLANGING</b>	<b>800</b>	
1. Setting up and using a threading machine		
2. Using hand cutters, taps, reamers and related Power equipment		
3. Install, repair and replace main components		
4. Fabricate pipes. Operate and test for leaks		
5. Fabricate and install high pressure and special alloy systems		
<b>G INSTALL &amp; MAINTAIN HEATING SYSTEMS</b>		
1. Know the various types of steam and hot water heating systems	<b>1000</b>	
2. Know how to safely install, maintain and repair them		
<b>H HOT AND COLD WATER DISTRIBUTION SYSTEMS</b>	<b>750</b>	
1. Measure and cut pipes to specifications		
2. Install various piping methods and materials		
3. Select, fit and install valves		
4. Install, in accordance with accepted code and safety procedures		
<b>I HIGH &amp; LOW PRESSURE BOILERS</b>	<b>700</b>	
1. Install boilers		
2. Fabricate and install piping		
3. Test, and place in operation		
4. Instruct operating personnel		
<b>J WATER HEATER INSTALLATION</b>	<b>500</b>	
1. Properly size water heaters		
2. Learn difference between heat sources		
3. Install and connect water heater		
4. Venting of appropriate units		
5. Maintain, troubleshoot and repair per code		
<b>K WATER PUMPS</b>	<b>500</b>	
1. Know lift principles		
2. Know pressure calculations		
3. Know types and use of pistons, rotaries, vanes and submersibles		
4. Demonstrate installation, maintenance, troubleshooting and repair		
<b>TOTAL HOURS</b>	<b>8000</b>	

Date Completed: \_\_\_\_\_ Supervisor/Trainer: \_\_\_\_\_

**5.K SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: Plumber**  
**O\*NET-SOC CODE: 47-2152.02**  
**RAPIDS CODE: 0432**

RI Modules	Approximate Hours	Credit Hours Earned
<p><b><u>YEAR 1</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to the Plumbing Profession</li> <li>• Plumbing Safety- OSHA training</li> <li>• Introduction to Plumbing Math</li> <li>• Introduction Tools</li> <li>• Intro to Blueprints and Plumbing Drawings</li> <li>• Various Pipes and Fittings</li> <li>• Fixtures and Faucets</li> <li>• Intro Drain, Waste, &amp; Vent (DWV) Systems</li> <li>• Intro Water Distribution Systems</li> <li>• Private Water Supply Systems</li> <li>• Private Waste Disposal Systems</li> </ul>	<b>150</b>	
<p><b><u>YEAR 2</u></b></p> <ul style="list-style-type: none"> <li>• Intermediate Math</li> <li>• Reading Commercial Drawings</li> <li>• Installing and Testing DWV Piping</li> <li>• Installing Roof, Floor &amp; Area Drains</li> <li>• Types of Valves</li> <li>• Installing and Testing Water Supply Piping</li> <li>• Installing Fixtures, Valves, and Faucets</li> <li>• Installing Water Heaters</li> <li>• Fuel &amp; Gas Piping/ Fuel Gas Systems</li> </ul>	<b>150</b>	
<p><b><u>YEAR 3</u></b></p> <ul style="list-style-type: none"> <li>• Intro to Fuel Gas Code</li> <li>• Applied Math</li> <li>• Types of Venting -</li> <li>• Indirect and Special Waste</li> <li>• Sewage and Sump Pumps</li> <li>• Intro to water pipe sizing</li> <li>• Backflow Prevention</li> <li>• Water Pressure Booster &amp; Recirculation Systems</li> <li>• Servicing Piping Systems, Fixtures &amp; Appliances</li> <li>• Private Water Supply Systems</li> </ul>	<b>150</b>	

<ul style="list-style-type: none"> <li>• Private Waste Disposal Systems</li> <li>• Water pump theory and service</li> <li>• International Plumbing Code 2006</li> </ul>		
<p><b><u>YEAR 4</u></b></p> <ul style="list-style-type: none"> <li>• Code Review and Plumbing Math Review</li> <li>• Sizing DWV and Storm Systems</li> <li>• Locating Buried Sewer &amp; Water Lines</li> <li>• Hydronic Heating Systems</li> <li>• Water Supply Treatment</li> <li>• Hot Tubs</li> <li>• Corrosive-Resistant Waste Piping</li> <li>• Plumbing for Mobile Home Parks</li> <li>• International Plumbing Code 2006</li> </ul>	<p><b>150</b></p>	
<p><b>TOTAL HOURS</b></p>	<p><b>600</b></p>	

Date Completed: \_\_\_\_\_

Supervisor/Trainer: \_\_\_\_\_

## 4.K Schedule of On-the Job Learning (OJL)

**Occupation Title: Veterinary Technician**  
**O\*NET-SOC CODE: 31-9096.00**  
**RAPIDS CODE: 1112CB**

OJL Work Process	Approximate Hours	Credit Hours Earned
<b>A. Knowledge of basic principle and technical skills</b>	<b>500</b>	
<ol style="list-style-type: none"> <li>1. Required to provide quality animal husbandry and health care in conventionally housed animals.</li> <li>2. Sanitizes cages and accessories according to SOP</li> <li>3. Proper handling and restraining techniques</li> <li>4. Feeds, waters and houses for animal models</li> <li>5. Appropriate transportation techniques for different animal models</li> </ol>		
<b>B. Knowledge of basic principles and technical skills</b>	<b>600</b>	
<ol style="list-style-type: none"> <li>1. Required to provide quality animal husbandry and health care in specially housed animal models, including biohazard and immunocompromised animal models.</li> <li>2. Observes SOP in preparing caging, accessories, water and food for animals with special healthcare needs</li> <li>3. Appropriate transportation techniques for different animal models</li> </ol>		
<b>C. Observes Standard Operating Procedures (SOP) for performance of protocols and handling animals</b>	<b>450</b>	
<ol style="list-style-type: none"> <li>1. Prepare and administer special diets according to SOP protocol.</li> <li>2. Observe, identify, and report animals with signs of pain or unhealthiness.</li> <li>3. Prepare and administer medications according to SOP</li> <li>4. Weigh animals in a consistent manner according to protocol.</li> <li>5. Measure and/or collect animal data (measure tumors, count/record behavior points)</li> <li>6. Accurately calculate medication dosing.</li> <li>7. Monitor and manage animals' vital signs during surgery and maintain anesthesia to the appropriate surgical plane.</li> </ol>		

<ul style="list-style-type: none"> <li>8. Follow pre and postoperative procedures as per protocol.</li> <li>9. Monitor and document animals' vital signs during postoperative procedures as per protocol.</li> <li>10. Follow aseptic technique when assisting in animal surgeries</li> <li>11. Knowledge of basic animal breeding colony management.</li> </ul>		
<b>D. Demonstrate proper use and maintenance of equipment</b>	<b>200</b>	
<ul style="list-style-type: none"> <li>1. Performs routine cleaning and calibration of equipment                             <ul style="list-style-type: none"> <li>a. Autoclave</li> <li>b. Cage washer</li> <li>c. Bottle filler</li> <li>d. Scales &amp; Balances</li> <li>e. Laminar Flow Biological Hoods</li> </ul> </li> </ul>		
<b>E. Documentation, Communication and Problem solving</b>	<b>150</b>	
<ul style="list-style-type: none"> <li>1. Complete daily and weekly animal census with 99% accuracy</li> <li>2. File documents in appropriate locations Correctly and consistently input animal health data into electronic form</li> </ul>		
<b>F. Observe Safe and Compliant Practices</b>	<b>40</b>	
<ul style="list-style-type: none"> <li>1. Dispose of specimens and laboratory waste in accordance with SOP, regulatory agencies and protocol requirements</li> <li>2. Demonstrate consistent and appropriate hand-washing techniques</li> <li>3. Use of protective equipment, chemical showers, eye wash stations and fire extinguishers</li> <li>4. Demonstrate knowledge of Animal facility's chemical hygiene plan and location of MSDS</li> <li>5. Demonstrate knowledge of handling procedures and precautions for chemical, biological and radiological materials</li> </ul>		
<b>G. Demonstrate ethical and responsible conduct in all animal care related activities</b>	<b>60</b>	
<b>TOTAL HOURS</b>	<b>2000</b>	

Date Completed: \_\_\_\_\_

Supervisor/Trainer: \_\_\_\_\_

**5.K SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: Veterinary Technician**  
**O\*NET-SOC CODE: 31-9096.00**  
**RAPIDS CODE: 1112CB**

<b>RI Modules</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A Animal Anatomy and Physiology</b>	<b>48</b>	
<b>B Laboratory Animal Clinical Management</b>	<b>66</b>	
<b>C Technical Mathematics II</b>	<b>15</b>	
<b>D Communications</b>	<b>15</b>	
<b>TOTAL HOURS</b>	<b>144</b>	

Date Completed: \_\_\_\_\_

Supervisor/Trainer \_\_\_\_\_

**4.L Schedule of On-the Job Learning (OJL)**

**Occupation Title: WELDER, COMBINATION**

**O\*NET-SOC CODE: 51-4121.02**

**RAPIDS CODE: 0627**

OJL Work Process	Approximate Hours	Credit Hours Earned
<b>B. Shielded Metal Arc Welding</b>	<b>1000</b>	
<ol style="list-style-type: none"> <li>1. Machine settings, polarity uses, voltage, amperages, cable size selection</li> <li>2. Electrodes identification and Uses (American Welding Society number system) coating flux analysis</li> <li>3. Actual welding time experience:               <ol style="list-style-type: none"> <li>a. Manual horizontal welding</li> <li>b. Manual vertical up and down welding</li> <li>c. Manual overhead welding</li> <li>d. Manual pipe welding all positions</li> <li>e. Hardfacing electrodes</li> </ol> </li> </ol>		
<b>C. Gas Metal Arc Welding</b>	<b>1000</b>	
<ol style="list-style-type: none"> <li>1. Machine settings, polarity uses, voltage, amperage, slope and inductance uses</li> <li>2. Short arc, spray arc, pulse arc uses and s selections</li> <li>3. Uses and selection of shielding gases</li> <li>4. Selection of alloy wires, solid and tubular, and flux cored</li> <li>5. Hardfacing wires</li> <li>6. Actual welding time experience</li> </ol>		
<b>D. Submerged Arc Welding</b>	<b>1000</b>	
<ol style="list-style-type: none"> <li>1. Machine settings, polarity uses, voltage, amperage, slope and inductance uses</li> <li>2. Granular and agglomerated fluxes and their uses and selections</li> <li>3. Operation of flux recovery and processing equipment</li> <li>4. Care and operation of solid state electrical systems in submerged arc welding console and welding positioner</li> <li>5. Selection of solid wires and tubular wires and their uses</li> <li>6. Actual welding time and experience</li> </ol>		

<b>E. Gas Tungsten Arc Welding</b>	<b>800</b>	
<ol style="list-style-type: none"> <li>1. Machine settings, polarity uses, voltage, amperage, high frequency uses and gas functions and selection</li> <li>2. Selection of shielding gases, and their effect on various metals and alloys</li> <li>3. Actual welding time experience</li> </ol>		
<b>F. Oxygen Acetylene cutting and Welding</b>	<b>1100</b>	
<ol style="list-style-type: none"> <li>1. Selection of equipment and gas regulation, cylinder manifolding, pressure settings</li> <li>2. Cylinder gas handling and physics of gases</li> <li>3. "Safety in Welding and Cutting" (AWS handbook)</li> <li>4. Actual time and experience torch cutting, torch welding of steels, brazing and fusion welding, machine torch cutting, hardface weld cladding and powder spray torch fuse welding</li> </ol>		
<b>G. Metalizing, Fused Metalizing Coatings and ARC-Spra y Metalizing</b>	<b>800</b>	
<ol style="list-style-type: none"> <li>1. Setting up equipment and preparation of parts to be processed</li> <li>2. Selection and identification of materials in wire form, powdered alloy form</li> <li>3. Machine settings and operations</li> <li>4. Actual time and experience</li> </ol>		
<b>H. Electrical Safety Practices</b>	<b>300</b>	
<ol style="list-style-type: none"> <li>1. Maintenance and repair of electric welding power source units</li> <li>2. Basic wiring of primary electric current</li> </ol>		
<b>TOTAL HOURS</b>	<b>6000</b>	

**Date Completed:** \_\_\_\_\_ **Supervisor/Trainer:** \_\_\_\_\_

**5.H SCHEDULE OF RELATED INSTRUCTION**

**Occupation Title: WELDER, COMBINATION**  
**O\*NET-SOC CODE: 51-4121.02**  
**RAPIDS CODE: 0627**

<b>RI Modules</b>	<b>Approximate Hours</b>	<b>Credit Hours Earned</b>
<b>A. OSHA Safety/HAZMAT/PPE</b>	<b>15</b>	
<b>B. Welding Safety</b>	<b>15</b>	
<b>C. Oxyacetylene Cutting &amp; Brazing</b>	<b>30</b>	
<b>D. SMAW Theory</b>	<b>15</b>	
<b>E. Applied SMAW</b>	<b>45</b>	
<b>F. Related Math and Electricity</b>	<b>30</b>	
<b>G. Blueprint Reading I &amp; 2</b>	<b>30</b>	
<b>H. FCAW Theory</b>	<b>15</b>	
<b>I. Applied FCAW</b>	<b>45</b>	
<b>J. Welding Safety II</b>	<b>15</b>	
<b>K. Introduction to the Industrial Workplace</b>	<b>15</b>	
<b>L. Advanced Arc Welding</b>	<b>45</b>	
<b>M. AWS Certification</b>	<b>45</b>	
<b>TOTAL HOURS</b>	<b>360</b>	

Date Completed: \_\_\_\_\_

Supervisor/Trainer: \_\_\_\_\_

## Appendix B

**ETA Form 671 (Attached)**

Program Registration and  
Apprenticeship Agreement  
Office of Apprenticeship

U.S. Department of Labor  
Employment and Training Administration



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223 Expires: 01/31/2012

**Warning:** This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 22)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency in compliance with Title 29 CFR Part 29.6

**PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE**

1. Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code, Telephone Number)		*Social Security Number	Answer Both A and B (Voluntary) (Definitions on reverse)		5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran
2. Date of Birth (Mo., Day, Yr.)		3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female		6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training	
4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White		7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Trade Adjustment Assistance <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Direct Entry	
8. Signature of Apprentice		Date	9. Signature of Parent/Guardian (if minor)		Date

**PART B: SPONSOR:**

10. Sponsor Program No.		11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).			
Sponsor Name and Address (No. Street, City, County, State, Zip Code)		11b. Occupation Code		12. Term (Hrs., Mos., Yrs.)	13. Probationary Period (Hrs., Mos., Yrs.)
17a. Related Instruction (Number of Hours Per Year)		17b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid		17c. Related Training Instruction Source	

18. Wages: (Instructions on reverse)

18a. Pre-Apprenticeship Hourly Wage \$ \_\_\_\_\_ Apprentice's Entry Hourly Wage 18b. \$ \_\_\_\_\_ Journeyworker's Hourly Wage 18c. \$ \_\_\_\_\_

Check Box	Period 1	2	3	4	5	6	7	8	9	10
18d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.										
18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										

19. Signature of Sponsor's Representative(s)	Date Signed	21. Name and Address of Sponsor Designee to Receive Complaints (if applicable)
20. Signature of Sponsor's Representative(s)	Date Signed	

**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

22. Registration Agency and Address	23. Signature (Registration Agency)	24. Date Registered

25. Apprentice Identification Number (Definition on reverse):

**Item 4.a. Definitions:**

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**Item 4.b. Definitions:**

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Item 7. Instructions:**

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program (Military). Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

**Adult.** Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

**Youth.** Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

**Dislocated Worker.** Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

**Trade Adjustment Assistance.** Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

**Job Corps.** Youth ages 16-24 years usually receiving services in a residential setting.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

**YouthBuild.** Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

**HUD/STEP-UP.** Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

**Direct Entry.** A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

**Item 18. Wage Instructions:**

18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18b. Journeyworker's wage, sponsor enters wage per hour.

18c. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.

18d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

18e. Percent or dollar amount, sponsor marks one.

**Note:** 18b. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in item 18e. of this agreement.

18d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

**Example - 3 YEAR APPRENTICESHIP PROGRAM**

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
hrs., mos., yrs.	1000 hrs.					
%	55	60	65	70	80	90

**Example - 4 YEAR APPRENTICESHIP PROGRAM**

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
hrs., mos., yrs.	6 mos.							
%	50	55	60	65	70	75	80	90

Item 21. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.6(k)).

Item 25. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS), formerly known as the Registered Apprenticeship Information System (RAIS), encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

\*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Program Assessment Rating Tool (PART) (2005) of the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes for purposes of the Government Performance and Results Act. The Office of Apprenticeship needs the apprentice's social security number to match this number against the employers' wage records. An apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 278a to 278a-7, and Title 29 CFR 5, to verify and certify U.S. Department of Labor, Employment Standards Administration, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupation classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration - Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Apprenticeship Information Management System (AIMS), which is now known as (RAPIDS) at the Office of Apprenticeship, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council to determine an assessment of skill need program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210. (Paperwork Reduction Project 1205-0223).

## **Appendix C**

Affirmative Action Plan: Not applicable.

## Appendix D

### EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the **[INSERT EMPLOYERS NAME and ADDRESS]** agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journeyworker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work. The employer further agrees to accept for employment apprentices who are selected and referred to him/her by the Apprenticeship Committee to the extent appropriate employment opportunities are available.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Name of Company:  
Address:  
City/State/Zip Code:  
Phone Number:  
Email:

Local School Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Disposition:

Original –

Copies – Employer, Local School NHDOE Office of Apprenticeship and  
Registration Agency-

USDOL Office of Apprenticeship

55 Pleasant Street

Concord, NH 03301

Phone: (603) 225-1444; Fax (603) 226-7761; email: [vaughan.charles@dol.gov](mailto:vaughan.charles@dol.gov)

